



A1 Carpentry Inc. Health & Safety Manual

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

2026 Edition

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Revision History

REVISION	DATE	DESCRIPTION	ORIGINATOR	REVIEWED BY	APPROVED BY
1	01 Jan 2025	Manual Creation	Matt Gilchrist	Mike McKinlay	Kirby Driscoll
2	01-Jan-2026	Updated Date	Matt Gilchrist	Mike McKinlay	Kirby Driscoll



Introduction

Introduction and Scope of Our Health and Safety Management System (OHSMS).

Health and Safety is one of the main pillars that play a very important role in achieving success for A1 Carpentry Inc. Our management is committed to providing and maintaining a safe and healthy working environment for employees and any person in the workplace.

In demonstrating our due diligence, A1 Carpentry Inc will make every reasonable effort to provide a working environment that minimizes risk of incidents or personal injury, ill health, or property damage.

The purpose of this manual is to provide employees with policies and programs to ensure their health and safety while at work. This manual provides a clear set of guidelines for activities that, if followed rigorously, will reduce accidents and incidents of occupational injuries and illnesses.

This manual provides a framework for a comprehensive occupational health and safety system at A1 Carpentry Inc. It implements rigorous standards that management and at all levels regularly access and update to ensure that they meet the health and safety needs for providing a safe and healthy workplace.

Every employee at A1 Carpentry Inc is required to be familiar with the elements of the manual that apply to them and to complete all the training programs provided by the company as required.

All employees are responsible for following safety policies and procedures in their work areas. The intent of these programs is not to affect the quality, the quantity or the freedoms normally associated with an employee's work.

Our management team wants to hear specific concerns as they arise and to assist all workplace parties with meeting the requirements as defined. We work in consultation and in the spirit of consultation with all workplace parties.

The company will ensure that the health and safety program is working effectively by taking adequate steps which includes responsibility and accountability, competency and training, documentation, and communication.

Health and Safety Objectives

Management will ensure continual improvement by establishing measurable health and safety objectives for the company. Objectives will focus on reducing harmful and/or risky exposures, occupational injuries and/or occupational diseases in the workplace.

Health and safety objectives will:

- Be set and we will assign responsibility for achieving the objectives through an action plan.
- Contain time timeframes.
- Be clear and measurable.
- Identify responsibilities.
- Have documented approval by senior management.

We will ensure that the objectives are evaluated at least once a year and revised as needed. Once annually the management of A1 Carpentry Inc will set its annual goals and objectives with the sole intent of improving the effectiveness of our policies and procedures and to ensure compliance to Occupational Health and Safety Act (OHSA) and applicable Regulations and industry standards.

Goals and objectives will be determined as a result of our performance level in the previous year's audit. Management will assign responsibility for its targets and will establish a timeline for completion. We will develop health and safety performance indicators that reflect the size and nature of the company and its risks, and a management system.

A1 Carpentry Inc targets for safety and health management are to:

- Achieve 100% Legal Compliance.
- Reduce Incidents rates.
- Complete 100% Required Training.
- Ensure 100% of inspections and audits are done.

Networking

Networking, as it applies to Health and Safety, involves the gathering of acquaintances or contacts to share information regarding health and safety in the workplace.

Networking provides an excellent opportunity for the company to capitalize on external resources for the purpose of obtaining information about products and technical skills. It also allows us to gather data, both positive and negative, on issues that should help us to improve our best work practices.

Networking is accomplished through:

- Personal contact with peers, by phone, email, seminar attendance, or personal contacts.
- Individual membership in professional associations.
- Attendance at conferences and workshops.
- Contracts with technical specialists' suppliers and consultants.
- Participation in information sharing exchange mechanisms such as list serves subscriptions and organizational memberships.
- Exchange policies / documents / guidelines with another company.
- Access external industry-specific information.
- Consult with professional associations.
- Health & Safety Associations events and/or training.

The company's goal will be to network with other firms, for the purpose of health and safety, at least four times during any calendar year.

Management Performance Review

All parties must be held accountable for their performance regarding the health and safety of the workplace. Periodically, management will have members from Upper Management complete the Management Performance Review. The goal of the review is to identify areas in which management could improve. Upon the completion of the review each participant may set performance goals for the following year.

Supervisors Performance Review

All parties must be held accountable for their performance regarding the health and safety of the workplace. Periodically, management will have supervisors complete the Supervisor Performance Review. The goal of the review is to identify areas in which supervisors could improve. Upon completion of the review the supervisor may set performance goals for the next year.

Employee Performance Review

All parties must be held accountable for their performance regarding the health and safety of the workplace. Periodically, management will have workers complete the Worker Performance Review. The goal of the review is to identify areas in which workers could improve. Upon completion of the review the worker may set performance goals for the next year.



Element 1.1

Health & Safety Policy

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Health and Safety Policies

Purpose

Everyone must be involved in the safety process to ensure safe working conditions at the workplace. Safety is a cooperative effort and only by working with the spirit of cooperation can a safe workplace be achieved. This forms the basis of the Internal Responsibility System (IRS), and A1 Carpentry Inc is committed to a workplace where everyone works together to create a safe working environment. The Health and Safety Policies communicate the organization's commitment, support and attitude to Health and Safety. Also, the principles and goals embodying this commitment.

Scope

All workplace parties, including suppliers and contractors, must regard the Health & Safety Policies as a directive for compliance with the Health and Safety Program.

Roles and Responsibilities

Management

- Ensure the Health and Safety Policies are created, signed, and reviewed annually as per the Occupational Health and Safety Act (OHSA).
- Ensure communication and distribution of these policies to all employees.

Supervisors

- Are trained and held responsible for ensuring that the employees, under their supervision, follow the policy.

Joint Health and safety Committee

- Perform prescribed responsibilities as per OHSA.

Employee

- Follow policies, procedures, rules, and instructions as prescribed by A1 Carpentry Inc.

Standard

Health and Safety Policy

The policy statement will:

- Contain a written statement of principles and goals.
- Be signed by a member of senior management.
- Be dated.
- Recognize the need to comply with the OHSA and applicable regulations.
- Acknowledge the right of every employee to work in a safe and healthy environment.

- Spell out management's commitment to providing a safe and healthy work environment by eliminating or minimizing the hazards that can cause accidents and injuries.
- Recognize the priority of safety in relation to other organizational goals and policies.
- Encourage cooperation to involve all employees in putting the health and safety policy into practice.

As well, the policy will be:

- Clearly stated in terms that are easily understood.
- Posted in a conspicuous place and distributed and explained to all employees.
- Followed by every employee, including senior management, in all work activities.
- Reviewed annually to keep it up-to-date and in tune with current activities of the organization and with the latest legislation.

Workplace Violence Policy

The workplace violence policy will:

- Show an employer's commitment to protecting workers from workplace violence.
- Address violence from all possible sources (such as customers, clients, employers, supervisors, workers, strangers, and domestic/intimate partners).
- Outline the roles and responsibilities of the workplace parties in supporting the policy and program.
- Be dated and signed by the highest level of management of the employer or at the workplace as appropriate.

Workplace Harassment Policy

The workplace harassment policy will:

- Show an employer's commitment to addressing workplace harassment.
- Consider workplace harassment from all sources (such as customers, clients, employers, supervisors, workers, strangers, and domestic/intimate partners).
- Outline the roles and responsibilities of the workplace parties in supporting the policy and program.
- Be dated and signed by the highest level of management of the employer or at the workplace as appropriate.
- The workplace harassment policy should encourage workers to bring forward workplace harassment concerns, whether their own, or information about workplace harassment that they have witnessed.

In addition to the above regarding workplace violence and harassment, A1 Carpentry Inc will:

- Assess the risk of workplace Violence and Harassment.
- Establish and maintain procedures to control the risks.
- Reassess the risk of workplace Violence and Harassment as often as is necessary.
- Take every reasonable precaution to protect workers from domestic violence that may occur in the workplace and expose workers to physical injury.
- Establish a reporting procedure for incidents or threats of workplace Violence and Harassment.
- Establish an investigation procedure for dealing with incidents or allegations of workplace violence or threats of Violence and Harassment.
- Provide all workers with training and information regarding this policy and associated procedures.
- Monitor the company's compliance with this policy and related procedures.
- Review these policies annually to ensure that they are current and effective.

All employees are expected to:

- Familiarize themselves with these policies.
- Attend any training related to these policies,
- Ask their supervisor for clarification on this policy if they have questions.
- Help promote a safe workplace free from workplace Violence or Harassment.
- Refrain from workplace Violence and Harassment as defined in this policy.
- Immediately report instances of actual or potential workplace Violence and Harassment, whether directly experienced or witnessed.

Distribution

The Health and Safety Policies Statement will be communicated and distributed to all employees and contractors upon request and as part of employee orientation, posted on Health and Safety Communication boards, H&S manual, contractor documents, etc.



Occupational Health and Safety Policy

The President/Owner and Management Team of A1 Carpentry Inc are committed to ensuring effective practices are implemented to protect the health, safety, and well-being of employees, contractors, visitors, and anyone granted access to A1 Carpentry Inc sites or premises. We recognize that workers have the right to work in a safe and healthy environment.

The President/Owner and Management Team of A1 Carpentry Inc will annually set and review Occupational Health and Safety (OSH) objectives and will continually improve the Occupational Health and Safety Management System (OHSMS) and our company's OSH performance. We are committed to complying with all applicable laws, regulations, guidelines, standards and voluntarily embracing proactive health and safety initiatives such as industry best practices. We are committed to working in a spirit of consultation and cooperation with all members of our organization to ensure the health and safety of employees, contractors, visitors, and anyone granted access to our sites or premises.

The management of A1 Carpentry Inc is committed to providing a safe and healthy work environment to prevent injuries and illnesses. All workplace parties will use the Internal Responsibility System (IRS) to identify, control, and/or eliminate actual and potential hazards for the prevention of personal injury, illness, property damage, fire, breach of security, negative environmental impact or any other form of controllable loss, as part of their responsibility to prevent accidents and provide safe working conditions.

The A1 Carpentry Inc Occupational Health and Safety Policies and Program will be reviewed at least annually to ensure that they remain relevant, effective, and compliant with current regulations and best practices.

Implementing this policy requires every employee to be involved with and supportive of the Occupational Health and Safety Manual and to protect the work environment as a core value in daily activities supporting our business interests.

All employees must comply with safety regulations related to planning, operations, and maintenance of facilities and equipment. All employees will perform their jobs in accordance with established procedures and safe work practices. Compliance with all company safety policies, rules, and local legislation is mandatory.

For this safety program to be successful, everyone must be involved and supportive of these guiding safety principles. This Policy and associated Procedure will be reviewed and updated annually.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Workplace Harassment Policy

Generally, harassment is considered to have taken place if the person knows, or should know, that the behaviour is unwelcome. Harassment is offensive, insulting, intimidating, and hurtful and is unacceptable behaviour related to violence or bullying. It creates an uncomfortable work environment and has no place in employee relationships. A1 Carpentry Inc is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated by any person in the workplace, including clients, other employers, supervisors, employees, and members of the public.

Workplace harassment means engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

- Engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee, and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of employees or the workplace is not workplace harassment. Employees are encouraged to report any incidents of workplace harassment to the appropriate person.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect employees, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors, and employees are expected to adhere to this policy and will be held responsible by the employer for not tolerating workplace harassment. Employees are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

Upon hiring, all employees are free to work in an environment that is healthy, free of violence, discrimination, or any type of harassment, in any shape or form. This statement has always been part of our business. The present policy aims to put into place new ways to prevent and ban workplace harassment and to efficiently manage and stop any incidents that may occur. The present policy should not be used in any abusive or malicious way or with the intention of harming anybody.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

01 Jan 2026

Date Signed

Kirby Driscoll

Workplace Violence Policy

A1 Carpentry Inc is committed to maintaining a workplace where all workers are treated with dignity and respect and will have zero tolerance for any form of violence, harassment or violent behaviour.

This policy outlines the commitment, principles and procedures that A1 Carpentry Inc will follow with respect to preventing and stopping harassment and violence in the workplace. Any violation of this policy will be subject to disciplinary action up to and including dismissal.

The OHSA defines workplace violence as:

- The exercise of physical force by a person against a worker in a workplace, which causes or could cause bodily injury to the worker,
- an attempt to exercise physical force against a worker in a workplace, which could cause bodily injury to the worker, or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause bodily injury to the worker.

Violent behaviour in the workplace from anyone is unacceptable. This policy applies to all those working for the organization, including employees, contractors, managers, officers, or directors. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy which includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for employees to report incidents or raise concerns.

A1 Carpentry Inc, as the employer, will ensure this policy and the supporting program are implemented and maintained. All employees and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by employees and that workers have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting program. All employees are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting all legal and privacy concerns.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Fit for Duty and Substance Abuse Policy

A1 Carpentry Inc recognizes that employees who use or are impaired by drugs or alcohol while performing work endanger not only themselves, but their co-workers and others affected by the work. A1 Carpentry Inc policy regarding the use of substances that may affect a worker's ability to perform their job safely is one of zero tolerance, and employees must be aware that any violations they commit may result in disciplinary action up to and including dismissal.

Purpose

The objective of this substance abuse policy is to ensure that all employees report to work fit for duty. Adopting this Policy is a reasonable precaution that A1 Carpentry Inc is required to take to protect the health and safety of workers.

Scope

This Policy applies to all individuals who work for A1 Carpentry Inc, including but not limited to full-time, part-time, temporary and contract employees, independent contractors, volunteers and employees of third-party contractors or subcontractors that A1 Carpentry Inc engages to perform work at their facility or work sites.

Union Employees

This Policy applies to both union and non-union employees but is not intended to supersede or circumvent the provisions of any current collective agreement that A1 Carpentry Inc has negotiated with an employee's union. In the event of a conflict between this Policy and a collective agreement, the latter shall control.

Contractor Employees

This Policy applies to individuals employed by contractors and subcontractors that perform work A1 Carpentry Inc facility or work sites but is not intended to supersede or circumvent the provisions of any current collective agreements that those contractors or subcontractors have negotiated with their own workers and their unions. In the event of a conflict between this Policy and a contractor employment agreement or collective agreement covering the worker, the latter shall control.

Definitions

For the purposes of this Policy:

- **“Drugs”** includes:
 - Narcotics and illegal drugs,
 - Marijuana, whether used or obtained legally or illegally; and
 - Legal prescription and over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not fit for duty.
- **“Fit for duty”** means a state of physical and mental that allows an individual to perform their job duties safely and effectively without impairment due to the use of or after-effects of alcohol, illegal drugs, legal medications, or other health conditions.
- **“On duty”** includes reporting for and performing work, including:

- Scheduled work.
- Work performed on A1 Carpentry Inc facilities or work sites.
- Work performed for A1 Carpentry Inc away from Company facilities or work sites, including but not limited to driving or travelling to and from work.
- **“Safety Sensitive job”** means positions that have a direct and substantial impact on the health and safety of the employee, other workers, customers, visitors, the public, property and/or the environment, including but not limited to those involving driving, operation of machinery or equipment, handling of toxic substances and others determined by A1 Carpentry Inc
- **“Substance Abuse”** means the use of alcohol, illegal drugs, legal marijuana and medications and other substances that can impair a person’s judgement, clarity and functioning and render him/her not fit for duty.

Requirements for Employees

All employees and workers covered by this Policy are required to:

- i. Come to work fit for duty.
- ii. Work safely in accordance with Section 28 of the OHS Act.
- iii. Refrain from using or being impaired while they are on duty.
- iv. Refrain from possessing, purchasing, selling, distributing or engaging in any other conduct involving drugs and alcohol while they are on duty.
- v. Refrain from using or being impaired by prescription or non-prescription drugs while they are on duty.
- vi. Notify their supervisor if they suspect that a co-worker is unfit for duty.

Legal Marijuana

A. No Exemption for Legal Marijuana Use

All employees must understand that marijuana is an impairing drug and that using it at work or coming to work high renders them unfit for duty in violating this policy. This is true regardless of whether their use of marijuana is legal under Federal drug laws.

Legal Marijuana is not a justification for being unfit at work!

B. Employee Duty to Notify

Employees must notify their supervisor if they are using legally prescribed medical marijuana or other legal prescription and non-prescription drugs that cause impairment for the treatment of a medical condition. Off-duty and legal use of such drugs does not violate this Policy as long as employees are fit for duty at all times when they are on duty.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Environmental Policy

A1 Carpentry Inc recognizes that the protection of the Environment must be an integral part of our daily business and incorporated into each of our work activities. We encourage efficient use of resources and the prevention of pollution in the design, construction, and operation of our projects.

A1 Carpentry Inc will provide adequate equipment and training to its Employees to ensure that in the event of a spill we can respond in an effective manner to minimize any health effects to Workers and/or contamination to the Environment.

In order to maintain optimal Environmental working conditions in all of our workplaces, we are committed to the following:

- Ensuring our Employees understand their roles and responsibilities regarding protection of the Environment.
- Any encounters with wildlife will be reported to the appropriate representatives and all government guidelines will be followed.
- Noise monitoring will be done to ensure the decibel readings are kept to a minimum.
- Holding our Employees and Subcontractors responsible regarding protection of the Environment.
- Identifying, assessing, and managing Environmental risks and including Environmental considerations in all our business decisions.
- Reporting Environmental incidents and taking immediate action to mitigate Environmental impacts.
- In the event of a spill, A1 Carpentry Inc will follow as legal requirements.

A1 Carpentry Inc will continue to strive for continuous improvement of our Environmental Management System and performance by reviewing this Policy annually.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Disconnecting from Work Policy

The health of our Employees is of the utmost importance to A1 Carpentry Inc, and we encourage and support our employees to prioritize their time to increase their wellbeing.

Disconnecting from work is vital for a person's wellbeing and is essential for sustaining a good work-life balance.

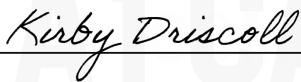
The Right to Disconnect refers to, "an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside of someone's normal scheduled shift."

Naturally there may, on occasions, be legitimate situations when it is necessary to contact Colleagues, Clients, and Customers outside of normal working hours, including but not limited to the following:

- Checking availability for shifts.
- To fill in a short notice for a sick colleague.
- When an unforeseeable circumstance arises.
- When an emergency arises.
- Where business and operational reasons require contact out of normal working hours.

A1 Carpentry Inc recognizes that every employee has the right to, and should, disconnect from work outside of their normal working hours unless there is an urgent matter that needs to be dealt with or if there's an agreement with other members of the project team.

This Policy and associated Procedure will be reviewed and updated on .



President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Visitor Health and Safety Policy

A1 Carpentry Inc is committed to promoting and providing a safe and healthy work environment and the prevention of occupational illness and injury to people visiting our workplace.

The purpose of this policy is to establish guidelines for visitors on the measures to be taken to protect their health and safety while on our sites. The consequences of failing to comply with the company's safety rules and/or legislative requirements may include immediate removal from the site.

- All visitors are required to abide by the safety rules and wear any PPE as directed by the company, and as dictated by the circumstances and workplace areas.
- Visitors must follow the instructions of their escort and abide by the company's safety policies, procedures and standards, including the Emergency Plan.
- Visitors must remain only in areas where access is specifically permitted and must immediately report any unusual occurrences or conditions to their escort.
- Visitors are not allowed to bring any foreign object into the office or to any jobsite without prior authorization from the company.
- Visitors must ensure that their presence does not create a hazard for the employees; this includes maintaining a high standard of housekeeping.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll
President/Owner

01 Jan 2026

Kirby Driscoll

Date Signed



Glossary of Terms

Accident An accident is an event that results in injury to people that requires medical treatment from a Health Care Provider and/or serious damage to the environment, equipment, property and/or material.

Certified Management Member: A person representing management who is a member of the Joint Health and Safety Committee (JHSC) at the workplace and has completed Basic Certification (Level 1) and Workplace Specific Hazard Training (Level 2) as required by OHS Reg. 9(12).

Certified Worker Member: A worker who is a member of the JHSC at the workplace and has completed Basic Certification (Level 1) and Workplace Specific Hazard training (Level 2) as required by OHS Reg. 9(12).

Competent Worker: A worker who is qualified because of knowledge, training and experience to perform the work, is familiar with the OHS Act and the provisions that apply to the work and has knowledge of all potential or actual danger to health and safety of the work.

Competent Person: A person, who is qualified because of knowledge, training, experience to organize the work and its performance, is familiar with the Act and the regulations that apply and has knowledge of any potential or actual danger to the health or safety in the workplace.

Control: A means of limiting or regulating something, specifically limiting the risk involved in a hazard.

Critical Injury: The Ministry of Labour, Immigration, Training and Skills Development considers an injury "critical" if it is of a serious nature that: places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm, including a wrist, hand, ankle, foot or multiple fingers or toes, involves the amputation of a leg, arm, hand, foot or multiple fingers or toes, consists of burns to a major portion of the body or causes the loss of sight in an eye.

Critical Task: A task that, if not accomplished following the specified Safe Work Practices or Safe Job Procedures, results in a serious adverse effect. A job with potential for serious loss or injury.

CSA: The CSA Group (Canadian Standards Association; CSA), is a standards organization which develops standards. CSA Group publishes standards and provides training and advisory services.

Environmental Incident: An accidental discharge of a physical, biological, or chemical substance is released into the workplace and/or community.

Fatality: An injury that results in the loss of life.

Fire/Explosion: An event where undesired combustion occurs.

First Aid: First Aid is defined as the emergency care given immediately to an injured employee that does not require medical attention. Knowing appropriate first aid procedures save lives, reduces the number and severity of injuries and promotes recovery.

Hazard: A hazard is any source of potential damage, harm, or adverse health effects on something or someone.

Hazard Assessment: The process of conducting a systematic review in order to identify hazards associated with work activities, analyze or evaluate the risks associated with the hazards, and to determine appropriate ways to eliminate or control the hazards.

Health Care: An injury that results in attention received from a recognized health care provider but that does not result in time away from scheduled work nor a wage loss.

Health Care Provider: A Health Care Provider is a person who is licensed to give medical treatment. Examples include but are not limited to physicians, nurses, physiotherapists, dentists, optometrists, and chiropractors.

Incident: An undesired, unplanned, unexpected event that results, or has the potential to result in physical harm to a person or damage to property.

Injury: An injury is defined as an event that results in physical harm to an employee. An injury is often directly referred to as an accident.

Lagging Indicators: Are reactive in nature. They measure the effectiveness of a safety program after the facts. Examples are Lost Time, Medical and First Aid claims.

Leading Indicators: Is a measure preceding or indicating a future event used to drive and measure activities carried out to prevent and control injuries. Examples included number of complete safety meetings, number of housekeeping inspections, closure rates of outstanding inspection items, etc.

Lost Time: A work-related injury that results in the injured employee missing scheduled time from work resulting in a wage loss.

Modified Duties: Accommodated or alternate work to be performed while the Worker is still recovering from an illness or injury.

Near Miss: An event that under different circumstances could have resulted in harm to a person or damage to property or the environment.

Occupational Illness: A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that normal physiological mechanisms are affected, and the health of the employee is impaired.

Preventative Action: The change to a management system, process or procedure, designed to prevent the reoccurrence of the accident / incident in the future.

Property Damage: An event where contact is made between two objects resulting in alteration to one or both of the objects.

Physical Agents: Sources of energy that may cause injury or illness such as, but not limited to, noise, vibration, radiations and temperature extremes.

Risk: is the chance or probability that a person will be harmed or experience an adverse health effect is exposed to a hazard.

Return to Work: Work integration is the process of returning to work following a period of disability.

Safe Job Procedure: The step-by-step instructions that must be followed in sequence in order to complete a task or process safely. A written step by step description of how to complete a job safely and efficiently from start to finish.

Safe Work Practice: General practices that should be followed in the workplace to ensure both day-to-day tasks and job-related tasks are performed in a manner that is deemed to be safe to reduce the potential for injury or illness.

Specialized PPE: Respiratory protection, fall protection equipment, fall arrest equipment, hearing protection, gloves, hand protection, fire resistant clothing, skin protection, PPE other than CSA approved footwear, high visibility garments, hard hats, and safety glasses.

Supervisor: The person who has charge of a workplace or authority over a worker. Additionally, they must meet the requirements outlined in OHSA Act. S.27. This includes Foremen, Supervisors and/or Superintendents.

Subcontractor: Any Worker or group of Workers who perform work on the project or on your premises for which you compensate the Worker or group of Workers and are not compensated for that work through the organization's payroll.

Trends: A general direction in which something is developing or changing. If the item shows multiple times, it may signify a trend.

Worker Trade Committee: A Committee comprised of Workers on the site responsible for the various tasks of the project. The WTC is made up of at least one member from each trade who meets at predetermined dates and times to discuss health and safety issues on the site.

Zero Tolerance: Is a policy whereby immediate removal of the Worker is accomplished for the infraction. No other form of discipline will be used due to the high risk associated with the infraction.

Worker: An individual employed by the company (full time, part time, volunteer or on a contract basis). Additionally, they must meet the requirements outlined in OHSA Act. S.28. A Worker is an individual who does not have management or supervisory responsibilities.

WSIB: Workplace Safety and Insurance Board.





Element 1.2

Document and Record Control

Document and Record Control

For the effectiveness of our OHSMS, system documentation is developed to provide proof that the OHSMS is in place and to allow review and continuous improvement of the system and the achievement of the system goals.

Purpose

The purpose of this policy is to:

- Establish a uniform and consistent method for creating, maintaining, managing, and record-keeping of OHSMS documentation in compliance with regulations and other requirements.
- Specify who controls the documentation.
- Identify the location of document storage.
- Control access to information and secure a complete history of all documents related activity.
- Reduce paper-based document control with an electronic document control system.

Scope

The scope of this policy is limited to all documents and records created as part of the OHSMS, including all policies, procedures, guidelines, manuals, forms, checklists, and standards documents generated by A1 Carpentry Inc. These documents and records are necessary for the effectiveness of the OHSMS and shall be created, collected, retained, and distributed in accordance with all applicable legal requirements, collective agreements, and organizational policies, as appropriate. The organization shall establish and maintain procedures to ensure these documents and records are properly managed, regularly reviewed and updated, and accessible to all relevant personnel.

Roles and Responsibilities

Management

- Ensure that all documents pertaining to the OHSMS are maintained in accordance with this procedure and sound legal principles.

Supervisor

- Develop, review, update, archive, etc., documents adhering to this policy.
- Ensure the effectiveness of this procedure and make recommendations for improvement to management.
- Ensure relevant versions of applicable OHS documents are readily available at the point of use through Procor, Health & Safety Manual and Safety Bulletin Boards.

Joint Health and Safety Committee

- Support and promote this procedure.
- Ensure the effectiveness of this procedure and make recommendations for improvement to management.

Employee

- Develop, review, update, archive, etc. documents in adherence with this policy.

Development of Controlled Documents

Management may create new occupational health and safety documents for the following reasons:

- ✓ Legal or other requirements.
- ✓ OHSMS findings reported from employees or during an internal or external evaluation.
- ✓ Identified after an incident.
- ✓ Recommendation from employees.
- ✓ New or change of activities.

Document Format

All controlled OHSMS documents created will conform to a standard template developed by management and will contain, at a minimum, the following information:

- Document title: the name of the document.
- Document ID: acronym or abbreviation of the document.
- Version or revision history.
- Date of issue.
- Page numbers.

To prevent the use of obsolete or outdated documents, each controlled document will have in the footer a statement indicating printed documents are uncontrolled.

Approval Process

Each new or revised OHSMS document, created by A1 Carpentry Inc, will be reviewed by the relevant stakeholders. It is a requirement to ensure that documents are approved prior to issue. Proof of consultation and review will be documented through meeting minutes, emails or records maintained. Comments and feedback will be reviewed and added to the draft document, if deemed necessary, and a final draft will be prepared and shared with the relevant stakeholders for final review before final approval by management.

Control of Documentation

Management will ensure that each document is available, suitable for use and adequately protected.

- Documentation is controlled by Management. Upon approval, OHS documents are stored on shared server "One Drive" and will be available to the employees.
- The documents and records determined by A1 Carpentry Inc as necessary for the effectiveness of the OHSMS include, but are not limited to the following:
 - Health and Safety Policies
 - Health and Safety Manual
 - Employee Health and Safety Handbook
 - Standard Operating Procedures / Safe Work Practices
 - Forms and Checklists
 - Meeting Agendas and Minutes
 - Records, Emails, Newsletters, etc.

Printed documents are uncontrolled.

- The policies associated with the Health and Safety Program are reviewed annually, signed and controlled separately. The controlled documents are scanned and then embedded into the corporate Health and Safety Manual.

Modification and revision

All controlled documents will be reviewed regularly, and it is a requirement that they are updated as necessary and then reviewed, withdrawn and re-approved. Once a controlled document is updated and re-approved the new version will be communicated to all employees and relevant stakeholders.

It is required to ensure that any changes made to the documents are properly identified and tracked. This can be achieved through a requirement for a clear and consistent version control system, where each version of a document is assigned a unique identifier and the changes made to each version are documented. The current revision status of each document should also be clearly indicated, so that employees and stakeholders can easily determine whether they are working with the most up-to-date version. This helps to ensure that all relevant parties are aware of any changes or updates to the controlled documents and can help to minimize errors or inconsistencies in the use of these documents.

Document Control Registry (Master List)

A list of all controlled documents will be maintained indicating the date of creation, the date of revision or review and the name of the reviewer/approver.

Obsolete Documents and Disposal of Documents

Any OHSMS controlled documents that are no longer required or have been replaced will be deemed obsolete.

Once identified as obsolete, the document will be removed, archived, and retained for system evaluation or legal requirements if necessary. To prevent unintended use, it is required that the obsolete OHS documents will be archived or deleted/destroyed, and if they are retained for any purpose, they will be clearly identified to distinguish them from current documents. The management shall communicate to all employees and relevant stakeholders that the controlled document is now considered obsolete and is to be archived.

External Documents

The Management requires that OHS documents of external origin necessary for the planning and operation of the OHSMS are identified and tracked, and that the most recent version of these documents is available, communicated, and used by employees.

Retention of Records

To demonstrate conformity to the requirements of the OHSMS, all documents and records are required to be maintained and shall remain legible and readily identifiable. Records shall be retained as necessary to demonstrate conformity to the requirements of our OHSMS and applicable standards. A1 Carpentry Inc shall follow these retention guidelines:

OHS Record	Retention Period
Inspection reports or orders received	5 years
Written procedures, plans or codes of practice	5 years
Employer records of inspection, maintenance or repair work	5 years
All other records required by OHS Regs.	5 years
Training records	5 years
Inspections or reports regarding asbestos containing materials (inventory, inspections, etc.)	30 years
Confined space (entry permits, air testing records, etc.)	5 years
Audiometric testing records	10 years
Other noise related records	5 years
Air monitoring for hazardous substances	30 years
Illness and injury records	5 years

Privacy and Confidentiality

Every effort will be taken to ensure the privacy and confidentiality of all documents and records related to the OHSMS. Records stored electronically will be filed in a way that protects the documents as required. Hard copies of confidential or sensitive documents requiring disposal will be done following sound principles of disposal.

Communication

This procedure will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Documents

Document Control registry (Master List)



Element 2

Hazard Assessment

Hazard Assessment

Hazard Assessment Policy Statement

As part of an effective Occupational Health & Safety Management System, A1 Carpentry Inc is committed to conducting on-going hazard assessment, analysis and control to minimize the risks to health and safety within our workplaces.

A1 Carpentry Inc is supportive of every Worker's Right to Know about the actual and potential hazards that exist in the workplace and, as such, have developed this Policy and corresponding procedure to assist Management in taking a proactive approach to identifying risks and hazards associated with routine and non-routine operations.

This is accomplished by identifying the hazards that exist (actual and potential) in the workplace, prioritizing the risks associated with each specified task before and after controls are implemented and evaluating the effectiveness of the controls through observation and recommendation. Additional hazard assessments may be required when introducing new work activities, processes, materials, equipment, etc.

Hazard assessments as performed during the pre-planning phase where the hazards are anticipated to ensure workers receive the proper training, equipment and information. Also, workers will be informed about the hazards and applicable controls and have an opportunity to provide feedback prior to starting work.

When assessing hazards, A1 Carpentry Inc will aim to use a team-based approach, engaging the assistance of management personnel, supervisors, workers, H&S representatives and JHSC Member, where reasonable.

In association with this Policy, a procedure has been developed to guide the process of Hazard Assessment, Analysis & Control.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

Kirby Driscoll
President/Owner

01 Jan 2026

Date Signed

Hazard Assessment Procedure

Purpose

The purpose of this procedure is to provide the method for hazard identification and analysis to be taken to avoid workplace accidents and injuries or if not possible, to minimize the risk to employees.

Policy

At A1 Carpentry Inc, it is the responsibility of all employees to be knowledgeable of workplace hazards and to identify, report, correct and ideally eliminate any hazards using documented controls, if possible, as well as to avoid the creation of new ones. If these problems are corrected immediately, we can prevent unnecessary injuries/incidents. We each have a responsibility for our own safety as well as the safety of those around us.

All workers are expected to be observant of any foreseeable risks and unsafe situations in the workplace and take reasonable and practical steps to correct or avoid unsafe situations. All hazardous conditions, actions and incidents must be reported to the supervisor. Once identified, hazards will be dealt with immediately to eliminate, or if not possible, to minimize the risk to workers.

Scope

This policy applies to all managers, supervisors, employees, visitors, and contractors.

Roles and Responsibilities

Management

- Develop a program that describes how hazards are identified.
- Appoint competent person(s) as Supervisors who have the knowledge, experience and skills required to conduct workplace inspections and identify hazards related to the workplace or the actual work being completed.
- Ensure that Hazard & Risk Assessments are conducted, documented, and approved for all operations.
- Confirm that hazard assessments have been updated as per the procedure.
- Develop a list of identified critical tasks and/or activities based on the risk rating system.
- Ensure that appropriate controls are implemented for all operations, including routine and non-routine tasks, and human factors where work is performed, or changes occur.
- Prioritize risks using a standardized risk rating system for each hazard, both before and after controls are introduced.

Supervisor / Project Manager

- Determine the scope of work to be completed.
- Ensure that Safe Job Procedures or Job Hazard Analysis exists for the scope of work and, if required, develop and have approved any hazard assessments.
- Complete a weekly Site Inspection to proactively assess hazards and risks in the workplace.
- Complete a weekly Toolbox Safety Talk highlighting hazards and controls relevant to the work.
- Address hazards immediately and implement controls to reduce the risk to workers.
- Inform workers of known or anticipated hazards on a job site or related to their scope of work.

- Ensure that a daily hazard assessment is completed prior to the commencement of tasks.
- Confirm that hazard assessments have been updated as per the procedure.
- Ensure the H&S board or binder is current and up to date with all necessary documentation.
- Maintain or seek training opportunities to be develop skills in hazard assessment, analysis and control.

Joint Health and Safety Committee / Health and Safety Representatives

- Make recommendations to Management during the quarterly JHSC Meetings on ways that safety can be improved, and hazards mitigated.
- Complete a monthly site inspection to identify workplaces hazards and submit the report to management for follow-up, where required.
- Provide support to supervisors in completing hazards assessment forms, when required.
- Inform managers or supervisors, via the inspection report, of any hazards in the workplace for which new or improved controls should be implemented.
- Maintain or seek training opportunities to be develop skills in hazard assessment, analysis and control.

Employee

- Be familiar with and follow the company hazard assessment policies and program.
- Report any unsafe acts or conditions (actual or potential) to the Supervisor on duty or Health and Safety Representative/Joint Health and Safety Committee.
- Provide feedback and make recommendations to supervisor to help improve health & safety in the workplace.

Contractor

- Participate in the Site-Specific Safety Orientation program and review A1 Carpentry Inc Health & Safety Policy and Program.
- Complete regular hazard analysis, workplace inspections and toolbox talks and provide documentation upon request.
- Follow Subcontractor Management procedure as outlined in this document.

Hazard Assessment Competency

Hazard assessments will be done by a competent person or team of individuals who:

- are qualified because of knowledge, training, skill and experience,
- have knowledge about the hazards and risks associated with the job or task to be performed,
- know how to recognize, evaluate and control these hazards and risks, and
- have knowledge of the laws and regulations that apply to the work being done.

Hazard Assessment Methodology

To conduct a hazard assessment, a systematic review of the workplace and all work tasks (including routine and non-routine tasks, as well as human factors where work is performed) is required. The purpose of this assessment is to identify potential and existing hazards to employees and equipment, and to implement appropriate control measures, including documented controls such as policies, procedures, and safe work practices, to eliminate or manage them. Hazard assessments should be

reviewed and updated after investigations or when the phase of the project changes and at least annually.

Before starting a risk assessment, a plan must be established to determine:

- The scope of the risk assessment
- The resources needed (e.g., training a team of individuals to conduct the assessment, the types of information sources, etc.).
- The type of risk analysis measures will be used.
- The relevant laws, regulations, codes, or standards may apply in the jurisdiction, as well as organizational policies and procedures.

Hazard Assessment Steps

Hazard assessments involve four steps:

1. Hazard identification.
2. Identification of contributing factors.
3. Ranking and prioritizing risks.
4. Determining appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated.

1. Hazard Identification

The goal of hazard identification is to identify and document actual and potential hazards in the workplace. It is required to involve competent workplace parties who are familiar with the work area, as well as those who may not be as familiar. The person or team responsible for conducting the assessment should be competent and have a thorough understanding of the hazard being assessed, including any potential situations that may arise and appropriate protective measures to mitigate the hazard or risk.

A risk assessment for the identified hazards will be conducted:

- Proactively prior to commencement of tasks.
- When equipment, material, substance, or process is introduced or changed.
- When a change to the OHSMS may impact workplace operations or activities.

Employees will be actively involved in the hazard identification process. If contractors are performing work at the location, they will also be included. Other parties involved in the hazard assessment process may include workers, supervisors, maintenance, engineering, and suppliers. Identified hazards will be reviewed with all affected persons.

It is required that all employees report any actual or potential hazards they come across in the workplace.

A1 Carpentry Inc also aims to identify hazards originating outside of the workplace that may impact OHS within the workplace for which the organization has control. The hazard assessment process will take into consideration all legal requirements, in addition to relevant standards, guidelines, etc. It will also consider the design and layout of the work area, as well as ergonomics.

2. Identification of contributing factors

Rarely is one factor responsible for creating a hazard or causing an injury.

To ensure all contributing factors involved with a hazard are identified, a process using the principles of P.E.M.E.P is used:

- People – Who is contributing or may be affected by the hazard (employee, client, visitor, contractor)
- Equipment – Consider the equipment being used or equipment in close proximity.
- Materials – How are the materials being used, stacked, stored or handled?
- Environment - Extreme heat, snow, noise congestion
- Processes – How is the task being done? (Unnecessary people, inappropriate procedure...)

3. Ranking and prioritizing risks

Ranking and prioritizing risks is a fundamental step in the hazard identification process, helping to determine the level of risk posed by specific hazards and prioritize them based on their likelihood and potential severity. Prioritization of risks should be conducted both before and after identification of adequate controls. Once adequate control measures are implemented, it is crucial to conduct a follow-up risk assessment to ensure that the controls are effective and to identify any residual risks that may require further attention.

Prioritization of risks is typically established by considering employee exposure and the potential for incidents, injuries, or illnesses to occur.

The hazards are to be ranked using the following chart:

Ranking System		
Rank	Consequence	Action Required
A - Major	Immediately dangerous to life and health	Immediately
B - Moderate	Potential for non-life-threatening injury or illness	As soon as possible
C - Minor	Potential for light injury or illness	As determined by the supervisor/management

In the case of an “A” ranked hazard, a Stop Work order must be initiated to control the immediate hazard. Supervisors must ensure that the safety of its employees is not compromised before a Back to Work order is issued.

Risk Ranking Procedure

1. Identify the hazard - Consider what can go wrong that can hurt someone.
2. Determine what the most likely outcome would be – Consequence.

Consequence	How severely could someone be hurt
5 - Severe	Death or permanent disability to one or more persons.
4 - Major	Hospital admission required.
3 - Moderate	Medical treatment required.
2 - Minor	First Aid required.
1 - Insignificant	Injuries not requiring First Aid.

3. Determine how likely those consequences as a result of frequency of performance.

Rate of Occurrence	How likely are injuries
A - Regular work task	Very high risk due to occurrence rate.
B - Performed daily	High risk due to occurrence rate.
C - Performed weekly	Moderate risk due to occurrence.
D - Performed monthly	Moderate risk due to rare occurrence.
E - Rarely performed	Insignificant risk due to rare occurrence.

4. Calculate the risk ranking.

Rate of Occurrence	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
A - Regular work task	B	A	A	A	A
B - Performed daily	B	B	A	A	A
C - Performed weekly	C	B	B	A	A
D - Performed monthly	C	C	B	B	A
E - Rarely performed	C	C	C	B	B

4. Determining appropriate ways to eliminate the hazard or control the risk when the hazard cannot be eliminated.

Once the hazard has been identified and assessed, it must be controlled following the Hierarchy of Controls, for more information refer to the Controls Procedure as outlined in this manual.

Job Hazard Analysis (JHA)

A Job Hazard Analysis (JHA) is a systematic review of job positions within a workplace to identify potential hazards. Once a hazard has been identified, control methods can be reviewed to eliminate or control the hazard. A job safety analysis is also commonly referred to as a job task analysis or a job hazard analysis. A1 Carpentry Inc Supervisors are responsible for conducting a job safety analysis for each task. Supervisors may obtain assistance with tasks from workers, Health and Safety Representatives/JHSC Members and/or management. In some cases, it might be necessary to obtain assistance from an outside organization to conduct complicated job safety analysis. Supervisors can enlist the help of workers to identify work tasks and hazards associated with those tasks. Health and Safety Representatives/JHSC Members can assist the supervisor with hazard identification, hazard rating, and development of control measures.

1. Identify the hazards of a task. The first step in completing a job safety analysis is to develop an inventory (list) of all jobs/occupations in the workplace. This list is to include all temporary, part- and full-time employees, ranging from entry level positions to the President/Owner of the company. Common environmental hazards should also be recorded and include environmental conditions that pose a risk and are applicable to more than one position in the workplace.
The steps to do this may include:
 - a. Review or observe the job or task.
 - b. Consider both actual and potential hazards.
 - c. Listen to concerns raised by employees.
 - d. Look for contributing factors.
 - e. Review internal and external documentation resources.
2. Once each task has been identified, the next step is to analyze each task for potential or actual hazards and losses. Each of the potential or actual hazard should be classified either A, B, C.
3. The third step is to identify control measures for each of the hazards, implement the controls and follow up to ensure that the controls are effective. Control measures are only effective if they contain the hazard, do not create an additional hazard and are used by workers. All hazards that are classified as significant hazards must have a safe work procedure developed for the tasks associated with the specific hazard.

Safe Work Procedures (SWP)

Safe work procedures provide information necessary to assist all employees and supervisory staff in performing their various tasks safely, including informing them of the control strategies and how to implement them. SOP also assists in the training and orientation of new employees in job hazards, as well as providing the rules and procedures necessary to ensure that they can perform their work in a safe and hazard free manner. A1 Carpentry Inc documents Safe Work Procedures which are reviewed annually.

Hazard Reporting

All workplace parties must accept the shared responsibility of reporting hazards. Failure to report a hazardous condition may result in disciplinary measures being taken, or worse, injury to a co-employee(s).

Without exception all hazardous conditions must be reported to the supervisor, management or JHSC member/H&S Representative. All hazardous conditions shall be reported using the following procedure:

- In most circumstances the employee or JHSC member may make a verbal report to a supervisor.
- Once reported, the supervisor will take the necessary action(s) to correct the hazard.
- If the supervisor is unable to effectively control/eliminate the hazard, they will take action(s) to protect the employees from the hazard and will report immediately to management for instruction.
- No negative repercussion will be taken against those reporting hazardous conditions or acts. Examples of negative repercussions may include but are not limited to:
 - Peer pressure from co-employees.
 - Blame inferred due to investigations.
 - Disciplinary action either intended or unintended, taken against the employee submitting the report.
- Management will take all necessary steps to correct the hazard and file a completed hazard report noting corrective action in the job binder.

Hazard Investigation

The company is committed to the investigation of all reported workplace hazard conditions. The investigation process will attempt to determine the cause(s) of hazards such that, once identified, the appropriate corrective action(s) can be taken to prevent recurrence. Any changes to company policy and/or procedure will be communicated to employees in a timely manner.

Pre-Job Hazard Assessment

A control procedure that will be used to identify potential job hazards at the start of a job assignment or task if required by the client. The assessment will highlight areas of risk to employee health and safety, ensure that rules of safe practice are established, and identify those responsible for corrective action.

A daily task or job specific pre-job hazard assessment will serve to review job methods to uncover hazards that may have been overlooked during the planning stage. The pre-job hazard assessment will be completed at the start of a new job assignment or when an existing job is modified by the introduction of a new process or piece of equipment when required by the client.

The pre-job hazard assessment process allows the supervisor and employees to work closely together. They will look at all aspects of the job and identify potential hazards. The assessment should be performed through group discussions, when applicable. Employees are often the best source of information for identifying potential hazards and alternative procedures.

Workplace Inspections

Inspection, which involves detection and corrective action, is one of the best tools available for assessing potential problems before a loss occurs. Workplace inspections help prevent incidents, injuries, and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Health and safety committees can help plan, conduct, report and monitor inspections. Refer to Element 9 Workplace Inspections.

The role of the workplace inspection is not solely to meet a legislated requirement. An effective inspection process allows A1 Carpentry Inc to integrate other health and safety program objectives including the following:

- Identify hazards.
- Set standards and related procedures.
- Measure performance against established standards.
- Evaluate health and safety performance.
- Correct deficiencies and commend success.

Training

Hazard assessment training will be provided to all employees involved in the hazard assessment and analysis procedure.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

The program will be reviewed and, if necessary, updated at least annually or after investigations or when the phase of the project changes, by management to ensure that the standard is met and meets any new legislation or regulation requirements.

Related Document

Job Hazard Assessments including Critical Task List
Safe Operating Procedures
Safe Work Practices

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.

Element 3

Controls

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Controls

Controls Policy Statement

A1 Carpentry Inc is committed to implementing effective controls to reduce hazards that workers are exposed to in the workplace. A1 Carpentry Inc Management recognizes its responsibility to take every precaution reasonable in the circumstances for the protection of a workers.

Controls will be developed and implemented following the associated Controls Procedure guidelines and the hierarchy of controls. The hierarchy of controls is a step-by-step approach to eliminating or reducing workplace hazards and ensures the most effective levels of protection are considered before moving to least effective levels of protection.

The hierarchy of controls is:

- Elimination - the process of removing the hazard from the workplace.
- Substitution - act of replacing something with another thing.
- Engineering control - methods that will remove the hazard at the source before it comes in contact with the worker.
- Administrative controls - procedures to ensure the work conducted in a way that minimizes the hazard.
- Personal protective equipment (PPE) - anything workers wear to help protect them from a workplace hazard.

Control evaluation is a vital part of the Hazard Assessment process and requires on-going review to ensure that controls are effective. It is important that hazard controls do not inadvertently introduce a new hazard while taking steps to eliminate, reduce, or control another. A1 Carpentry Inc will conduct regular follow-up evaluations to ensure that all control actions have been implemented as planned, are being used correctly and consistently and are continuing to eliminate or mitigate the hazards.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

01 Jan 2026

President/Owner
Kirby Driscoll

Date Signed

Controls Procedure

Purpose

The purpose of this procedure is to define control measures to be taken to avoid workplace accidents and injuries or if not possible, to minimize the risk to employees.

Policy

Controls will be developed and implemented following the associated Controls Procedure guidelines and the hierarchy of controls. The hierarchy of controls is a step-by-step approach to eliminating or reducing workplace hazards and ensures the most effective levels of protection are considered before moving to least effective levels of protection.

Scope

This policy applies to all managers, supervisors, employees, visitors, and contractors.

Roles and Responsibilities

Management

- Review and approve all controls in the workplace.
- Participate in the annual review of hazard assessment and control documents.
- Ensure that appropriate controls are implemented for all operations, including routine and non-routine, and human factors where work is performed and/or changes, and that risks are prioritized for each hazard before and after controls are introduced.
- Develop a list of identified critical tasks and/or activities based on the risk rating system.
- Ensure that control measures (i.e., engineered controls or PPE) are used in accordance with manufacturer guidelines and maintained in good condition as per the legislation.
- Ensure that all control measures are readily available at the point of use as required.

Supervisor / Project Manager

- Determine the scope of work to be completed and make it available for review by the Supervisors.
- Ensure that Safe Job Procedures and associated Hazard Analysis exist for the scope of work and submit these documents to the project Client or General Contractor as required.
- Complete a weekly Site Inspection to proactively assess hazards and risks in the workplace.
- Submit a weekly Toolbox Safety Talk to Management.
- Address known hazards immediately and implement documented or new controls to reduce the risk to workers.
- Inform workers of known or anticipated hazards on a job site or related to their scope of work.
- Ensure that a daily hazard assessment is completed prior to the commencement of tasks.
- Ensure the H&S board or binder is current and up to date with all necessary documentation.
- Maintain or seek training opportunities to be competent in hazard assessment, analysis and control.
- Use or wear all equipment, protective devices or clothing as required and in accordance with manufacturer's instructions.
- Ensure Pre-Use Inspections are completed prior to the use of any vehicle, equipment, or tool.
- Recommend controls to improve workplace safety to the Worker Health & Safety

Representative(s) or Supervisor and/or provide feedback on the efficacy of current controls.

Joint Health and Safety Committee / Health and Safety Representatives

- Make recommendations to Management during the quarterly JHSC meeting on controls that can be used to mitigate risks and report on the effectiveness of current controls.
- Report any actual or potential hazards to the Supervisor(s).
- Complete a monthly Site Inspection and submit the report Management.
- Assists Supervisors in completing hazards assessment forms and submitting them to the Management.
- Inform the Supervisor of any known hazards in the workplace for which new or better controls should be implemented.
- Maintain or seek training opportunities to be competent in hazard assessment, analysis and control.

Employee

- Be familiar with and follow all of A1 Carpentry Inc Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk associated with any given hazard.
- Report any unsafe acts or conditions (actual or potential) to the Supervisor.

Contractor

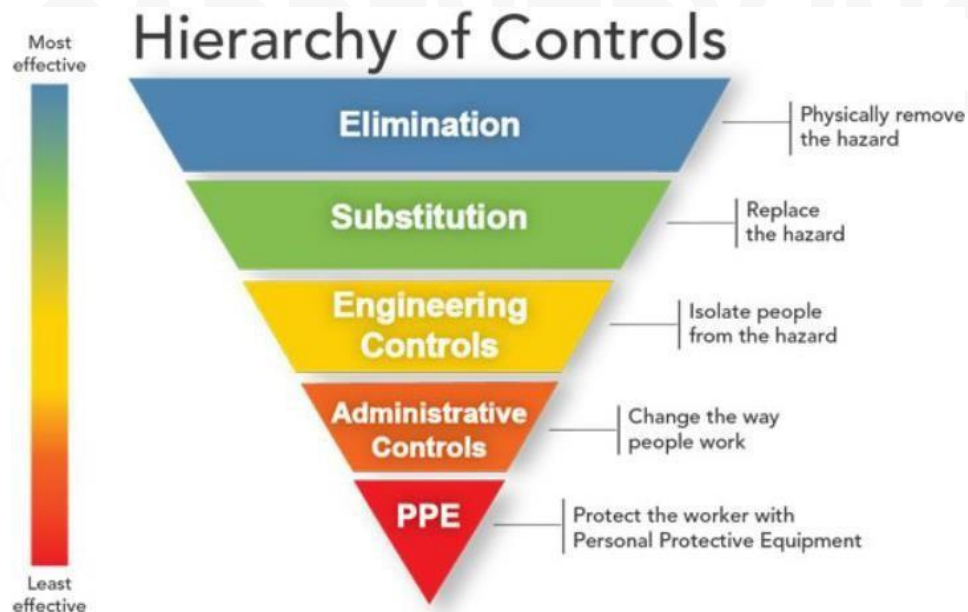
- Participate in the Site-Specific Safety Orientation program and review A1 Carpentry Inc Health & Safety Policy and Program.
- Complete Safe Job Procedures and Hazard Assessments as required and include controls to be used to mitigate the risks.

Hazard Control Methodology

1. Hazards that come to the attention of any workplace party during the course of work that have not previously been identified should be brought to the attention of the Supervisor immediately. Any hazards of which a Manager or Supervisor is aware must be corrected and/or controls may be put in place if they have not already been implemented then communicated with Workers or other relevant workplace parties.
2. The Managers and/or Superintendent are responsible for addressing any hazards or unsafe work conditions in the workplace and correcting the issue as follows:
 1. Determine the appropriate control to mitigate the risk and include both management and workers in the development and review of controls to ensure effective implementation.
 2. Implement existing controls if they have not already been implemented.
 3. Assess the degree of risk to the Workers after a control is implemented or if existing controls cannot be used.
 4. Determine whether the hazard is deemed to have an acceptable level risk.
 5. If the risk is not acceptable, develop new controls to mitigate the risk – consult a professional, if required.
 6. All Controls shall be approved by senior management.
3. The Senior Management, Supervisors and the JHSC, will review existing workplace Hazard Assessments, analyze the hazards and risk priority rating, and develop or improve control

measures. This will be accomplished by:

- Participating in monthly Supervisor or quarterly Management and JHSC Meetings.
 - Determining if Hazard Assessments exist for all hazards that exist in the workplace through OHSMS audits and annual review.
 - Addressing stumble-on problems identified during patrol inspections or through casual observation during the normal course of operations.
 - Consulting with all relevant internal workplace parties and external professional services to develop new controls or improve existing controls.
 - Conducting research and staying up to date with safety measures available to the industry including applicable legal and other requirements such as standards, guidelines or manufacturer's instructions.
4. The Management and/or Supervisors shall communicate with Workers or other relevant workplace parties, if any new hazards, of which they were not previously aware, have been detected in the workplace and give a description of the controls available to reduce the risk and instructions on how to effectively use the controls.
 5. The Management and/or Supervisors shall communicate the introduction of controls into a work process to the Workers and provide training, Toolbox Safety Talks and any other information as required to ensure the effectiveness of controls used to mitigate a hazard. Control measures must be readily available at the point of use.
 6. The Workers must sign-off on any training, Toolbox Safety Talk or Safe Job Procedure/Safe Work Practice provided.
 7. Where a hazard exists, for which the risk rating is not deemed acceptable and a solution is not immediately available, work may be suspended until a solution is made available. If tasks in the workplace exists that can be completed without exposing workers to the unacceptable hazard, then this work may continue.
 8. The Hierarchy of Controls shall always be consulted when determining the best method to control a hazard. The first consideration should be whether or not a hazard can be eliminated altogether before seeking other alternatives.



9. The purpose of a control is to eliminate or minimize potential risk. Control Evaluation is an integral part of A1 Carpentry Inc continuous improvement program and as such, may be reviewed during periodic health & safety meetings, Management reviews, and internal audit

reviews. This includes but is not limited to:

- Trend Analysis to compare frequency of incidents before and after controls are implemented.
- Recommendations and feedback from front line Workers.
- Recommendations and feedback from Subcontractors and Clients.
- Deciphering information obtained from similar operations.
- Incorporating information obtained through research, seminars (webinars) and conferences.
- Data analysis and Management reviews.

10. Control effectiveness may be identified through non-conformance that may also occur in other processes, procedures, documents, equipment or products.

11. Site inspections also provide information that can reinforce Safe Work Practices, Safe Job Procedures, and give a general overview of safety related activities that may be used to introduce, evaluate and improve control measures.

Training

Training will be provided to all employees involved in the hazard assessment, analysis and controls procedure.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation


The program will be reviewed and, if necessary, updated at least annually or after investigations or when the phase of the project changes, by management to ensure that the standard is met and meets any new legislation or regulation requirements.

Related Document

Job Hazard Assessments including Critical Task List
Safe Operating Procedures
Safe Work Practices

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 4

Procurement and Contractor Management

Procurement and Contractor Management

Procurement and Contractor Management Policy Statement

A1 Carpentry Inc is committed to establishing, implementing, monitoring, and maintaining a documented policy statement and procedure for procurement and contractor management/outsourcing.


The procedure requires:

- Hazard assessment, analysis, and controls for procured goods and services following the methodology outlined in the company Hazard Management and Controls Policies and Procedures.
- OHS criteria for selecting, monitoring, and evaluating contractor/service providers. The criteria will include evidence that the subcontractor has:
 - The ability and competency of the contractor to be able to assess, analyze, and control hazards arising from their own work that may impact the company's workers and those arising from the company's work that may impact the contractor's workers.
 - Effective methods of communicating with their workplace parties when there are changes affecting the health and safety of the work.

The subcontractor must acknowledge that A1 Carpentry Inc Supervisor is the lead in the coordination and integration of relevant portions of the company's OHSMS on multi-employer or multi-contractor worksites.

A1 Carpentry Inc will be accountable for executing on-site safety practices for the protection of their employees and the employees of subcontractors in accordance with all applicable local, provincial, and federal regulations and the policies of A1 Carpentry Inc All work performed will be in full compliance with the requirements of the OHSA.

It is the policy of the company to ensure the purchase of equipment and tools meets the standards of the CSA or other applicable regulatory bodies. If previously purchased equipment is used, A1 Carpentry Inc will ensure that prior to the commencement of use, the equipment will be thoroughly inspected and meets the standard safety regulations as prescribed.



President/Owner
Kirby Driscoll

01 Jan 2026

Date Signed

Procurement

Purpose

It is the objective of A1 Carpentry Inc to ensure the use of safe tools and equipment to avoid injuries and minimize risks.

Policy

It is the policy of the company to ensure the purchase of equipment and tools meets the standards of the Canadian Standards Association (CSA) or applicable standard. In the event that previously used equipment is purchased the company will ensure that prior to the commencement of use, the equipment will be thoroughly inspected to ensure it meets the safety regulations as prescribed.

Scope

This policy applies to all managers, supervisors, and employees.

Roles and Responsibilities

Management

- Ensure equipment, tools, materials, or substances are assessed for existing or potential hazards and ensure that appropriate controls are put in place.
- If equipment or tools require modification, ensure that they are assessed for existing or potential hazards.
- Ensure equipment, tools, materials, or substances comply with the OHSA and applicable regulations and any other applicable standards.
- Ensure manufacturing manuals are available, where required.
- Ensure workers are provided adequate training and instruction prior to using any machine, device or thing that may pose a risk or danger to the worker.
- Ensure that adequate controls are in place to ensure that the hazards and legal requirements are addressed so that the product or material can be used in a healthy and safe manner.

Supervisor

- Only allow equipment, tools, materials, or substances in the workplace that have been authorized by the company or meet prescribed safety standards.
- Oversee workers to ensure they are complying with safety standards related to the tool, equipment or thing used.
- Ensure workers are adequately trained, when required.
- Conduct regular safety talks on the safe use, maintenance and inspection of equipment, tools, materials, or substances.
- Conduct regular workplace inspections and assessments of equipment, tools, materials, or substances.

Joint Health and Safety Committee

- Bring any health and safety concerns with goods or services to the attention of management and make recommendations for improvement.

- Respond to requests for information on health and safety issues arising from the purchase of products.

Employee

- Follow company policies and procedures.
- Visually inspect all tools and equipment prior to use for defects and any contraventions or dangers must be reported to a supervisor.
- Report all accidents, injuries, spills, near misses, etc. to the supervisor.
- Report any health or safety concerns with respect to purchased products or services to the supervisors immediately.

Contractor

- Ensure equipment, tools, materials, or substances used are approved by the Canadian Standards Association or applicable standard.
- Ensure health and safety risks posed by equipment, tools, materials, or substance are addressed.
- Ensure that adequate controls are in place to ensure that the hazards and legal requirements are addressed so that the product or material can be used in a healthy and safe manner.

Procedure

- Prior to purchasing equipment, tools or vehicles, A1 Carpentry Inc will review applicable regulations and standards to ensure all health and safety requirements are met or addressed in purchasing agreements.
- Identify potential health and safety issues in the purchase process for products by:
 - Reviewing accident statistics or risk factors for injury or illness associated with similar existing products.
 - Reviewing concerns raised by JHSC/H&S Representatives and/or workers.
- Address identified issues during the purchasing process, where practical which may include:
 - Referencing appropriate health and safety legislation and/or industry standards in purchase documentation.
 - Consulting health and safety consultants on methods to address identified health and safety issues.
 - Arranging for field testing of products by workers in advance of purchase.
- Verify that products submitted for purchase have met all mandatory health and safety requirements or request written verification of compliance if compliance cannot be otherwise confirmed. Ensure that a demonstration of product(s) is provided, where applicable.

Communication

This policy will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Training

Training will be provided to employees through safety meetings, one-on-one training or through organized training.

Evaluation

Management will review this policy annually.

Related Document

OHSA and applicable Regulations CSA Standards

Manufacturer or operating manuals specific to the tools, equipment, vehicle, etc.

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Contractor Management

Purpose

The purpose of this policy is to ensure that A1 Carpentry Inc only hires safe contractors and that selected contractors are responsible for performing the work in a safe manner and must follow all legal and contractual requirements.

Policy

A1 Carpentry Inc is aware that it may be necessary from time to time to have contractors to perform work on our sites, locations or projects. To ensure that our high expectations are met, management has a responsibility to hire only safe contractors, to communicate performance expectations with the contractors, and to ensure that the consequences of non-compliance are understood.

Roles and Responsibilities

Management

- Ensure that this procedure is implemented and adhered to at all A1 Carpentry Inc workplaces.
- Ensure that the resources and training have been provided to personnel to do the work safely.
- Ensure that this document is periodically reviewed for adequacy.

Supervisor

- Periodically observe contractors performing work at jobsites to ensure work is complying with regulatory and A1 Carpentry Inc health and safety requirements.
- Correct unsafe behaviors and or conditions created by the contractors and initiate the following discipline process.

Contractor

- The contractor must provide A1 Carpentry Inc with the following H&S documentation prior to starting work:
 - Subcontractor Acknowledgement Sheet of A1 Carpentry Inc Health and Safety program.
 - Subcontractor Health & Safety Policy Statement and/or H&S Manual.
 - Copy of written hazard assessment specific to the work being performed with adequate control measures identified as per Element 2 Hazard Assessment, Analysis and Control; and Element 3 controls.
 - Notices / Registration of Constructors/Employers (Form 1000), if applicable.
 - Proof (clearance certificate) that their account with the Workplace Safety and Insurance Board (WSIB) or Workplace Compensation Board (WCB) is in good standing.
 - Relevant current training certificates applicable to the work being undertaken.
 - Safety data sheets (SDS) for all WHMIS products used.
 - An up-to-date liability insurance certificate, listing the company as a certificate holder. The contractor must have adequate coverage per occurrence of public and property liability insurance to satisfy the company.
- Ensure their workers work safely in compliance with the OHSA and applicable regulations, industry standards and the company Health and Safety Policy and Procedures.

- Ensure machinery and equipment are safe and workers work in compliance with safe work procedures.
- Ensure their workers receive adequate training in their specific work tasks to protect their own health and safety.
- Ensure their workers are instructed in the application and use of the company Health and Safety Policy and Procedures.
- Perform regular health and safety inspections.
- Assess the workplace, equipment, and employees under their direction and, when necessary, implement controls for the elimination or control of hazards.
- Ensure that the work they are performing does not pose a threat to others working on the site.
- Report immediately any incidents, near misses, spills, etc. to the company management.

Single Operators and Non-WSIB Eligible Companies

A1 Carpentry Inc recognizes that some contractors may be single operators or may not be eligible for coverage by the Workplace Safety and Insurance Board (WSIB) or Workplace Compensation Board (WCB). In these cases, alternative measures must be taken to ensure the safety and compliance of these contractors.

Alternative Documentation and Insurance Requirements

Single operators and non-WSIB eligible companies must provide the following documentation and meet the following requirements in lieu of standard H&S paperwork:

- A. A written statement acknowledging their understanding and commitment to adhering to A1 Carpentry Inc Health and Safety program and all applicable regulations.
- B. A self-employed declaration form or equivalent documentation confirming their non-WSIB eligible status.
- C. Proof of personal liability insurance and/or professional indemnity insurance, as applicable, with coverage amounts deemed adequate by A1 Carpentry Inc.
- D. Relevant current training certificates applicable to the work being undertaken, if required.

Selection of Contractor

Contractors are a critical part component of a project and are required to participate in pre-job meetings to establish important criteria including, but not limited to communication plans, scheduling, and site safety. In addition, it is mandatory that contractors participate in the pre job and ongoing Hazard Assessments.

Additionally, contractors selected by A1 Carpentry Inc to work on a site controlled by A1 Carpentry Inc must review the policies and procedures in this manual and provide a signed dated copy of the A1 Carpentry Inc Sub-contractor Package.

The person or department responsible for contracting with the contractor will provide the Subcontractor with the Subcontractor Package prior to the start of the project. The person or department will also ensure the required documents are provided prior to being authorized to start work. The site supervisor will oversee the work being performed and will inform the contracting authority of any issues or deficiencies.

Contractors must be competent and able to assess/analyze and control hazards arising from their own work that may impact the A1 Carpentry Inc workers. Additionally, the contractor must also be competent to be able to assess/analyze and control hazards arising from A1 Carpentry Inc work that may impact on their workers.

Additionally, A1 Carpentry Inc site supervisors will closely monitor the work of single operators and non-WSIB eligible companies' operation as other operators to ensure compliance with safety standards, policies, and procedures.

Post-Contract Evaluation

Post-job performance reviews will be conducted for contractors. A combination of factors will be considered including, but not limited to, overall compliance with H&S regulations, completion of workplace inspections as required, workers wearing adequate PPE, etc.

A1 Carpentry Inc will evaluate single operators and non-WSIB eligible companies using the same selection criteria and performance evaluation processes as other contractors. This includes assessing their competency in identifying and controlling hazards related to their work and any potential impact on A1 Carpentry Inc workers.

Responsibility for Health and Safety

Single operators and non-WSIB eligible companies are responsible for their own health and safety, as well as the safety of others who may be affected by their work. They must adhere to all applicable health and safety regulations, industry standards, and A1 Carpentry Inc Health and Safety Policy and Procedures.

Contractor Management

- The company will provide information to all contractors on the company's OHSMS.
- Contractors will be provided with a site orientation that addresses health, safety, and environmental concerns specific to the site or location of work.
- Contractors may also be included in pre-job meetings and hazard assessments. Pre-job meetings can include information taken from a hazard assessment and any other safety or operational concerns.
- The contractor must be aware of applicable Health and Safety policies, procedures, and regulations.
- Written Health, Safety, and Environmental programs and training documentation applicable to the type of work the contractor will perform will be obtained and reviewed to assist with the hiring of safe contractors.
- The contractor must be aware of incident reporting requirements and must report all incidents to the company.
- A1 Carpentry Inc will communicate with the contractor and all workplace parties when there are changes affecting the OHSMS.

Contractor's Worker Training and Orientation

Contractors are responsible for ensuring every all workers and subcontractors they engage receive adequate worksite training and orientation, before starting work. In addition, it is the responsibility of the contractor to ensure only qualified workers perform duties requiring government licensing or certification.

Contractor Safety Meetings

A1 Carpentry Inc recommends contractors hold safety meetings on a regular basis to ensure workers understand the requirements and potential hazards of the job, as well as safety precautions and safety equipment required. The company may ask to sit in on these meetings or request meeting documentation for our records.

Contractor Agreement

A contractor Agreement will fully define the health and safety expectations to be followed by a contractor and its employees. The contractor must ensure that all work must be performed in accordance with applicable regulations and company policies and program.

Contractor Checklist

The Contractor Checklist has been developed and should be used to track that the contractor has completed all the requirements of the company prior to the commencement of work.

List of Approved Contractors

At the discretion of the company, a contractor may be placed on the List of Approved contractors. Placement on this list would require the contractor to submit a Contractor Agreement annually.

Coordinating Multiple Employer Workplaces

Unless otherwise stated, contractors are primarily responsible for workplace health and safety responsibilities for their workers and their sub-contractors. If there are multiple contractors, two or more, who use the same work area at the same time, then A1 Carpentry Inc, unless assigned to another qualified individual or organization, will assume the coordination responsibilities of the contractor, including leading the coordination of their site-specific OHS requirements.

Penalties for Non-Compliance

A1 Carpentry Inc supervisor will periodically monitor the activities and behaviors of the contractors. If workers are observed to be not following the OHSA, regulations or company Health and Safety Rules, the Supervisor shall stop and correct the unsafe behaviors and or conditions created by the contractor and initiate the following discipline process:

1. Verbal Warning
 - i. When a supervisor identifies a contractor as not complying with a safe work practice, procedure or safety rule, the supervisor will initiate a verbal discussion with the contractor. It is important to ensure that the contractor understands A1 Carpentry Inc standards and is properly informed of continued substandard performance.
2. Written Warning
 - i. If the supervisor observes the contractor's workers failing to comply, a written warning will be issued. The written warning will explain the reason for further disciplinary action and will advise the contracting company that continued failure to comply would result in a more severe action.

3. Removal from site
 - i. If a contractor's supervisor fails to fulfill their responsibilities, A1 Carpentry Inc management will notify the contractor of the need for corrective action. If the issue is not resolved promptly, A1 Carpentry Inc reserves the right to remove the contractor's workers from the site until the issue is resolved.
4. Termination of contract
 - i. In cases of severe safety violations, A1 Carpentry Inc reserves the right to terminate the contract with immediate effect. Such violations are considered egregious and will not be tolerated on our worksites.
5. Record Keeping
 - i. Accurate records of disciplinary measures taken against the contractor's Health and Safety infractions will be maintained by management in the contracting company's files, with a copy sent to the contractor.

In the event that a client or regulatory body issues A1 Carpentry Inc a fine for any safety violations by a contractor, the company **may** in turn fine the contractor for these offences. The contractor's cooperation in this regard is necessary to provide a safer work environment.

Communication

The procedure will be communicated to the contractors and employees.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Documents

Subcontractor Package (Contractor Agreement, Contractor Checklist, Post-Contract Evaluation)

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 5

Company Rules

AT CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Company Rules

Company Rules Policy Statement

A1 Carpentry Inc is committed to establishing, implementing, monitoring, and maintaining a documented policy statement and procedure for company rules.

The established rules set the expectations and provide guidelines within which to conduct daily work. They also regulate compliance with legislation that govern our business operation. Company rules will be written and posted on permanent worksites on the health and safety board. Where there is no trailer or permanent structure, the supervisor will have a copy of the rules in their health and safety binder.

Company rules will be reviewed at the annual company H&S meeting and a copy of the rules will be made available to workers during onboarding and upon request.

The progressive disciplinary process will be reviewed at a minimum annually. All forms of progressive discipline will be documented.

General Safety Rules and Regulations are developed and communicated to all workplace parties. When necessary, Site-Specific Safety Rules may be established on construction projects.

It is the expectation of A1 Carpentry Inc that all company rules and applicable H&S regulations will be complied with at all times.

Company rules will be strictly applied and consistently enforced throughout the organization.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner
Kirby Driscoll

01 Jan 2026

Date Signed

Company Rules

Purpose

All employees have certain health and safety responsibilities to both A1 Carpentry Inc and fellow employees. A1 Carpentry Inc has established rules to govern the conduct and actions of all employees. The rules are enforced, and action is taken any time a rule is violated.

Policy

General Safety Rules and Regulations have been developed and communicated to all workplace parties. When necessary, Site-Specific Safety Rules may also be established. It is the expectation of the company that all company Rules be complied with at all times.

Compliance with these rules does not negate the requirement to comply with all legal duties and responsibilities.

Roles and Responsibilities

Management

A1 Carpentry Inc is committed to the following responsibilities as outlined in sections 25 and 26 of the OHSA. The duties of employers are as follows:

- Post in the workplace a copy of the OHSA and any explanatory material prepared by the Ministry of Labour, Immigration, Training and Skills Development, in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Review, at least annually, the occupational health and safety policy and program.
- Post at a conspicuous location in the workplace a copy of the occupational health and safety policy.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Appoint only competent persons as supervisors.
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment, or a biological, chemical, or physical agent.
- Provide information, instruction, and supervision to a worker to protect the health or safety of the worker.
- Ensure that the measures and procedures prescribed are carried out in the workplace.
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed.
- Ensure that equipment, materials, and protective devices are provided as prescribed.
- Ensure that the equipment, materials, and protective devices provided are maintained in good working condition.
- Ensure that equipment, materials, and protective devices provided are used as prescribed.
- Ensure that a floor, roof, wall, pillar, support, or other part of a workplace is capable of supporting all loads to which it may be subjected to without causing the materials therein to be stressed beyond the allowable unit stresses established under applicable codes.
- Afford assistance and co-operation to the Joint Health and Safety Committee in the carrying out of their functions.

- Provide to the Joint Health and Safety Committee the results of a report respecting occupational health and safety that is in the employer's possession and, if that report is in writing, a copy of the portions of the report that concern occupational health and safety.
- Advise workers of the results of a health and safety report and if the report is in writing, make available to them, on request, copies of the portions of the reports that concern occupational health and safety.
- Only employ in or about a workplace a person over such age as may be prescribed (16 years).
- Not permit a person who is under such age as may be prescribed to be in or about a worksite.

In addition to the duties mentioned above, the employer shall:

- Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents.
- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents.
- Notify the Ministry of Labour, Immigration, Training and Skills Development of the use or introduction of restricted or controlled biological, chemical or physical agents.
- Monitor at such times or intervals the level of biological, chemical or physical agents in the workplace and keep and post accurate records thereof.
- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents.
- Provide workers with written instructions as to the measures and procedures to be taken for the protection of a worker.
- Carry out such training programs for workers, supervisors and the Joint Health and Safety Committee members.

In addition to the responsibilities outlined in the OHS Act, A1 Carpentry Inc will ensure the following:

- Workplace inspections completed as outlined by applicable regulations.
- Information sessions such as toolbox talks are conducted on a weekly basis.
- Accident/Incident investigations and injury/illness reporting.
- Employee training as required.
- Corrective action requests for substandard conditions or performances.
- Safety observations.

In regard to Company Rules, the management of A1 Carpentry Inc will:

- Identify and implement company rules.
- Ensure that the company rules are followed in addition to the workplace or site-specific rules.
- Ensure that supervisors provide information and instruction to workers on workplace specific requirements in a way that they will understand them.
- Ensure company rules are strictly applied and enforced consistently throughout the organization.
- Set out and assist, where necessary, with the progressive disciplinary procedure.

Supervisor

While the management team is responsible for assigning responsibility and accountability for health and safety to the supervisory staff, the supervisory staff must exercise their own judgement to ensure the health and safety on site is protected. As per Section 27 of the OHS Act, all supervisors are responsible to complete the following:

- Enforce all company safety rules and regulations and report hazardous conditions that require improvement.
- Take every precaution reasonable in the circumstances for the protection of the worker.
- Ensure that workers work in a safe manner utilizing the protective devices, measure and procedures, as required by the OHSA.
- Advise workers of hazards in the workplace; educate them in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent.
- Provide workers of hazards in the workplace; educate them in the handling storage, use disposal and transport of any article, device, equipment or biological, chemical or physical agent.
- Provide workers with written instruction regarding the measures and procedures required for the protection of the worker.
- Ensure that all workers are supervised in the use, or wear of equipment, protective devices or clothing as required by the employer.
- Promptly investigate any incidents resulting in personal injury or property damage in conjunction with a representative of the Joint Health and Safety Committee Determine immediate and underlying causes, initiate corrective action, and report results of the investigation using the injury/incident Investigation Report.
- Instruct workers in the safety requirements for their particular job. Ensure each new worker receives proper instructions on all assigned personal protective equipment.
- Ensure all workers use only the proper tools for the jobs performed.
- Investigate any work refusal situations immediately, following the refusing unsafe work guidelines in conjunction with a worker representative of the Joint Health and Safety Committee.
- Ensure that workers on their site have copies of all their competency cards on hand.
- Ensure that the information and instructions provided to workers regarding workplace-specific requirements are conveyed in a manner that they can understand.

In addition to the responsibilities outlined in sections 27 of the OHSA, supervisors will ensure the compliance of the following:

- Weekly workplace inspections.
- Weekly communication sessions such as toolbox talks.
- Injury/incident investigations.
- Employee training as required.
- Correction of substandard acts or conditions.
- Commending employee and supervisor health and safety performance.
- Employee safety observations.
- Ensure that all employees use and wear the personal protective equipment required by the employer.
- Identify known hazards, assess the situation and implement controls.

In regard to Company Rules, the supervisors of A1 Carpentry Inc will:

- Be competent and understand the company and site-specific safety rules.
- Oversee workers to monitor compliance with the generic company rules in addition to the workplace or site-specific rules.
- Provide information and instruction to workers on workplace specific requirements in a way that they will understand them.
- Ensure company rules are posted in the workplace.
- Ensure company rules are applied and enforced consistently throughout the organization.
- Apply the progressive disciplinary procedure.

Employee

It shall be the responsibility of all workers to work safely and follow legislated and established safe work procedures and practices. It is also the responsibility of all workers to report unsafe or unhealthy conditions. According to section 28 of the OHSA, there are several duties workers are required to fulfill including:

- Work in compliance with the provisions of our health and safety program and the OHSA.
- Operate tools and equipment in a safe and proper manner.
- Report all unsafe acts, conditions, and hazards to their supervisor immediately.
- Handle hazardous substances according to the Workplace Hazardous Materials Information System (WHMIS) Regulations.
- Report all accidents, illness, or near misses to the supervisor immediately.
- Use or wear the protective clothing, equipment or devices required for protecting health and safety and ensure they are properly fitted, cared for and maintained.
- Wear protective equipment at all times while on a construction site.
- Not operate any machinery or equipment unless qualified or licensed.
- Identify and report all absent or defective tools, equipment, structures or protective devices.
- Never remove or alter any safety guard or device unless authorized.
- Never alter or attempt repair of any tool or equipment unless authorized or designated as a competent person by management for tool repair.
- Work is a way that does not jeopardize the safety or wellbeing of others in the workplace.
- Not consume or possess any illicit drugs alcohol or substances while at work.
- Refrain from engaging in any pranks, contests or rough and boisterous behaviour.
- Participate in a prescribed medical surveillance program, as required.

In addition to the responsibilities set out in section 28 of the OHSA, all workers who operate equipment or machinery are required to conduct a pre-shift inspection of the equipment they are using to ensure that the equipment is in safe operating condition.

All workers will be held accountable for their behaviour, actions and performance at all times, through the progressive disciplinary policy.

In regard to Company Rules, workers must:

- Be informed about the company and site-specific safety rules.
- Report any non-compliances or non-conformities identified.

Visitor

A1 Carpentry Inc welcomes visitors for business purposes only. The following rules apply at all times and are strictly enforced:

- All visitors and the general public must adhere to A1 Carpentry Inc Health and Safety Policies and Procedures.
- All visitors must adhere to the OHSA and any other applicable governing legislation, regulations, and industry standards.
- All visitors must sign in / check in at reception and explain the purpose of their visit.
- All visitors must remain in the designated area assigned to them or be under direct supervision when not in the designated area.

- Wear appropriate personal protective equipment in the designated area.
- Report any injury/incident or other emergency to a representative of A1 Carpentry Inc.
- The use of drugs or alcohol is strictly prohibited.
- No person younger than 16 years of age is permitted to be present in or about a worksite.
- All visitors who do not comply with our company requirements will not be allowed to remain on the premises.

Contractor

- Ensure their workers work in compliance with this policy at all times.
- Ensure that the information and instructions provided to workers regarding workplace-specific requirements are conveyed in a manner that they can understand.

Procedure

- A1 Carpentry Inc employees must conduct all company transactions in an ethical and lawful manner while recognizing their responsibility to represent the best interests of A1 Carpentry Inc.
- The conditions listed here are only examples of the kind of misconduct warranting corrective action, up to and including termination.
- In most situations, use of common sense and good judgment will ensure satisfactory conduct. If there are questions, refer to senior management for direction.
- Employees are expected to behave in ways that positively reflect A1 Carpentry Inc core values.

Company Safety Rules

It is the policy of A1 Carpentry Inc to require that all people understand and strictly adhere to the provisions of the OHSA and all applicable regulations. The duties and responsibilities of the supervisor, worker, and employer, legislated by the OHSA, are of paramount importance. In addition, A1 Carpentry Inc has outlined some of the most fundamental standard and work location specific safety rules:

- The company Health and Safety Policy and programs are to be followed at all times.
- Site Specific rules and procedures will be strictly adhered to.
- Operators of company vehicles/equipment shall have a valid and relevant drivers/operator's license.
- Smoking is not permitted around or near any flammable/combustible storage or inside buildings.
- Workers must be fit for duty, consumption of intoxicating substances during working hours, breaks, and at lunchtime is not permitted.
- Personal headphone sets present a hazard to the worker wearing them. Personal headphones / earbuds are a distraction and will interfere with the safety of a worker. Such distractions can lead to injury or death. Any type of personal headset is strictly prohibited.
- Cellphones usage is restricted during company time. Workers must use their cellphones only for company or business purposes while on site with the exception of breaks and lunch.
- All near misses, injuries and accidents/incidents, no matter how minor, must be reported immediately to a supervisor. The supervisor must conduct an investigation following the procedure.
- If any employee is found guilty of willful destruction or damage to Company equipment or property, they will be held liable for all costs of repair or replacement.

- Should any unsafe practice or condition be observed on the job, everyone has a legal obligation to report non-compliance.
- Always seek assistance or use mechanical lifting devices when attempting to lift heavy material.
- Avoid awkward positions and always lift with the legs, not the back.
- Do not engage in any prank, contest, feat of strength, unnecessary running, or boisterous conduct.
- Do not remove guardrails or coverings over openings. All machinery and equipment will be equipped with the required guarding mechanisms in compliance with the OHSA, related Regulations and related Standards and Guidelines. An on-site preventive maintenance program will ensure that these protective safety devices are maintained in good working condition.
- Approved personal protective equipment/apparel, must be always worn as directed.
- Electrical equipment or circuits are to be handled only by qualified and authorized personnel.
- Only operate equipment or vehicles if trained and competent.
- Do not remove “danger” or “lock out” tags placed on machinery or equipment. Safety devices on equipment must not be removed or made inoperative. Shut down and lockout machines before cleaning, oiling, adjusting, or repairing. It is important that only qualified workers lock out equipment. In order to be qualified, workers must prove that they are competent; this can be demonstrated by successfully completing a lockout/tagout training course. Management will maintain a list of workers who are competent to complete a lockout/tagout procedure and ensure that the appropriate lock and tag is issued to that person.
- The misuse of scaffolding is the cause of numerous serious injuries. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer's specifications are for that type of scaffold. The scaffold type which will be best suited for the job and capable of withstanding the loads to be imposed on it must be determined before the job begins. All scaffolding shall be designed, constructed, and maintained in accordance with the applicable regulation.
- All ladders shall be constructed, set up, used, and maintained in accordance with the manufacturer guidelines and applicable standards and Regulations.
- All defective tools or equipment are to be reported directly to the supervisor. Do not attempt to repair any machinery, electrical equipment or wiring unless qualified and authorized.
- All near misses, incidents, accidents, etc. are to be reported to the supervisor immediately and the appropriate forms filled out by the end of the working day.
- All flammable liquids and acids must be kept in safe containers and properly identified.
- A1 Carpentry Inc will ensure that housekeeping is maintained as required. Waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition from arising and, at a minimum, at least once daily.
- Rubbish, debris, and other materials must not be permitted to fall freely from one level to another.
- Violating safety laws and/or industry guidelines will be considered a major rule violation and can result in disciplinary action, up to and including termination of employment.
- If you are unsure of the proper procedure or the safety hazards, ask for assistance and/or instructions. There are no reprisals for asking questions or raising concerns about safety.
- No food, drink or tobacco shall be consumed in any room, area or place where any substance that is poisonous by ingestion, if exposed. If A1 Carpentry Inc has any controlled products at the workplace, then WHMIS Regulations apply.

Progressive Disciplinary Policy

Employees, contractors, or others who willfully work in violation of A1 Carpentry Inc Policies and/or Legislative Requirements will be subject to the following progressive disciplinary actions:

- **Verbal**
 - Verbal warnings may be given where, in the opinion of the supervisor, the safety infraction is minor in nature and does not endanger the welfare of the worker or others. The employee will be instructed to alter their behavior to ensure compliance.
 - Depending on the nature of the offense, the supervisor has the discretion to discipline using any of the levels of the Progressive Disciplinary Policy.
- **Written**
 - Written Notification may be given where, in the opinion of the supervisor, the safety infraction is serious in nature and would have likely directly endangered the worker and/or others.
 - Written Notification warnings may be given to a worker who has repeatedly been found in contravention of a minor safety infraction and who is not responding to verbal warnings and who is not altering their behavior to comply.
 - Documentation will be provided to the worker and filed in the employee's personnel file.
 - The worker may be instructed to participate in a training course to refresh the worker as to expected behaviours. The worker may also be required to attend an interview with senior management.
- **Suspension and/or Termination**
 - Following the written warning, continued non-compliance by the worker will result in suspension from work without pay for a period of one day. The supervisor will advise the worker that the company will no longer tolerate further non-compliance and any further non-compliance will result in termination. The notice of suspension with appropriate signatures will be retained in the workers' personnel file.
 - A Suspension and/or Termination Notification may be given where, in the opinion of the supervisor, the safety infraction is serious in nature and would have likely directly endangered the worker.
 - This notification may be given to a worker who has been found in contravention of a minor safety infraction and who is not responding to their first written warnings and who is not altering their behavior to comply.
 - Any worker receiving this type of notification will be sent home from the jobsite immediately and will not be permitted to return to work until authorized by senior management.
 - At the discretion of management, the worker will either be suspended for a fixed period of time, as determined by management, or the worker's employment will be terminated.
 - Documentation will be provided to the worker and filed in the employee's personnel file.
 - The worker may be instructed to participate in a training course to refresh the worker as to expected behaviours. The worker may also be required to attend an interview with upper management.

Furthermore, employees or anyone else on site are subject to immediate ejection from the site for any of the following offenses:

- Violation of the A1 Carpentry Inc Violence and Harassment Policy.
- Theft, falsifying records, or any other dishonest act.
- Sabotage or intentional damage to company or client property.
- Reporting or found at work under the influence of alcohol, possession, the use of illicit drugs, the improper use of prescription "over the counter" drugs while on the premises of A1 Carpentry Inc job sites or performing work on the company's behalf.

- Insubordination.
- Willful violation of the Health and Safety Program or Legislation creating a potential for injury, death, or serious property damage.

A copy of the disciplinary procedure will be distributed and communicated to all workers so that they are aware and understand the policy and procedures regarding disciplinary action.

Record Keeping

Management will maintain accurate records of each safety violation/infracton caused by the worker in their individual personnel file. A violation/infracton may be cleared, depending on severity from the workers' personnel file after one year. Written documentation will include the following information:

- Date and time of safety violation/infracton.
- Description of safety violation/infracton.
- Type and number of previous warnings issued to the worker.
- Disciplinary action taken.
- General comments.
- Signature of the worker being disciplined.

Management reserves the right to interpret and apply disciplinary procedures. If an offence is considered by the company to be severe, the company has the right to forego steps in the disciplinary procedure and administer an immediate suspension or termination.

Communication

The procedure will be communicated to the contractors and employees.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Documents

Company Rules
Enforcement Notification

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.

Element 6

Personal Protective Equipment (PPE)

AT CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) Policy Statement

A1 Carpentry Inc understands the importance of protecting the health & safety of its worker and we understand that Personal Protective Equipment (PPE) is a basic method of worker protection from hazards encountered on the jobsite but is also THE LAST LINE OF DEFENSE.

At A1 Carpentry Inc we strive to first ensure all jobsites are assessed and hazards can be controlled using elimination, substitution, engineering, or administrative methods of mitigation. Where hazards are detected in the workplace and elimination, substitution, engineering, or administrative controls is not an option, A1 Carpentry Inc enforces the compulsory use of Personal Protective Equipment (PPE) and devices as per our Personal Protective Equipment Procedure guidelines.

We ensure that all Employees have mandatory basic and specialized PPE while on our job sites and monitor for compliance with company Policy, the Occupational Health & Safety Act and the Regulations made under the Act related to the use, fit and care of PPE.

The PPE issued must be inspected and maintained according to manufacturer's specifications. PPE that is damaged, or in need of service or repair will be removed from service immediately. PPE that has been removed from service will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person. PPE must not be modified or changed contrary to manufacturer's instructions or specifications or applicable legislation.

A1 Carpentry Inc workers will receive instruction and training regarding the limitations of the equipment or device and the proper use, fitting, care and maintenance of the equipment or device by a competent person.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Personal Protective Equipment (PPE)

Purpose

The purpose of this program is to determine and outline the personal equipment to be used to minimize exposure to specific hazards. The program will provide direction for the need, selection, care, and use of personal protective equipment.

Policy

Personal Protective Equipment, as determined by the company, is to be worn when and where required by the company. Personal Protective Equipment must meet regulations and be always worn on A1 Carpentry Inc projects. Appropriate, comfortable, and fitting PPE will be made available to workers on a project. Workers will be trained on the use, maintenance and storage requirements of all PPE used by the worker. Specialized PPE will be provided and made available to workers on a project. Workers will be trained on the use, maintenance and storage requirements of all PPE used by the worker. Supervisors shall enforce the use of prescribed PPE via education, observation, and progressive discipline.

Roles and Responsibilities

Management

- Ensure this policy and procedure is implemented and adhered to.
- Develop written rules and/or guidelines for the proper fitting, care and use of PPE and ensure supervisors inform workers.
- Periodically review this procedure for adequacy.
- Provide guidelines based on site requirements as determined by hazard assessment.
- Purchase and maintain equipment as required.
- Ensure workers have an area for storage for PPE.
- Arrange training related to specialized PPE for workers and maintain training records.
- Ensure contractors/contractors are provided with information on PPE expectations.
- Wear and use PPE, as required.
- Ensure activities requiring PPE are documented.

Supervisor

- Use information from job hazard assessments to review and assign PPE for specific job tasks.
- Monitor and enforce the use of appropriate PPE in the workplace.
- Ensure adequate training is provided to the employees on the safe usage, selection, and care of PPE.
- Enforce written rules and/or guidelines for the proper fitting, care and use of PPE and ensure workers are made aware of them.
- Enforce written rules and guidelines for the proper fitting, care, and use of PPE, including inspection and maintenance as per the manufacturers and legislative requirements, and ensure workers are aware of them.
- Ensure that appropriate PPE is provided and/or made available to workers for specific activities.
- Wear and use PPE, as required.
- Ensure activities requiring PPE are documented.

Joint Health and Safety Committee

- Participate in the development of this program.
- When requested, assist management in the selection of PPE adequate for the work task.
- When conducting workplace inspections, report to the supervisor any worker failing to comply with this policy.
- Wear and use PPE, as required.

Employee

- Wear such PPE, as determined by the Act and A1 Carpentry Inc, and as necessary to protect themselves from hazards to which they may be exposed.
- Be aware of, understand and acknowledge the PPE requirements, storage, how to fit, wear, and maintain PPE.
- Inspect and maintain PPE as per manufacturers and legislative requirements.
- Always take care of PPE.
- Clean all PPE after use.
- Repair or replace damaged or broken PPE.
- Store PPE in clean dry air - free from exposure to sunlight or contaminants.
- Participate in education and training in how to fit, wear, and maintain PPE.
- Ask questions to make sure to know when and what PPE should be worn, and why it should be worn.
- Maintain applicable Records of Training for specialized PPE.

Contractor / Suppliers of Service / Visitors

- Always work in compliance with this policy.
- Wear such PPE, as required by the law and/or A1 Carpentry Inc company policy, and as necessary to protect themselves from hazards to which they may be exposed.

Procedure

The use of Personal Protective Equipment (PPE) is necessary to help prevent serious injury or illness by eliminating or minimizing exposure to hazardous physical/chemical material.

Personal protective equipment must be worn where required. The maximum degree of protection offered by personal protective equipment will be achieved only if the equipment is right for the job, fitted properly, used properly, and maintained properly.

The following list has been developed to ensure that all personnel at A1 Carpentry Inc fully understand the personal protective equipment requirements.

- All personal protective equipment to be used at A1 Carpentry Inc will be evaluated and analyzed by management prior to purchase. Management may develop a list of pre-approved PPE that has been authorized for purchase. This will ensure that the equipment is the correct type and is appropriate for the circumstances.
- A1 Carpentry Inc will follow specific criteria to select appropriate PPE for all activities, this includes conducting pre-job hazard assessment to determine appropriate controls including PPE, reviewing applicable legislation, and reviewing safe operating procedures or safe work practices.

- It is the responsibility of all employees to wear the appropriate personal protective equipment whenever there is potential risk of bodily injury and/or exposure to a hazardous agent (physical/chemical/biological).
- Supervisors have the responsibility to provide workers with the appropriate personal protective equipment, train them on its proper use, care, limitations, and maintenance, ensure that workers are properly fitted with protective equipment, and enforce the requirement for inspection and maintenance of PPE in accordance with manufacturers and legislative requirements.
- Training will be documented by the supervisor, signed by the employee, and kept on file for acknowledgment and verification of training.
- Employees will inspect their personal protective equipment before each use to ensure that it is maintained in proper working condition. Check for cleanliness, missing or broken parts, etc.
- All personal protective equipment will be cleaned as required and stored according to manufacturer's recommendations.
- Any violation of the personal protective equipment requirements will result in disciplinary action being taken.

When a hazard exists, a strategy to remove or control the hazardous condition must be developed. In the Hierarchy of Control for mitigating the risks of hazards the following process must be followed:

- Elimination of the hazard
- Substitution (replace the hazard)
- Engineering Control
- Administrative Control
- Personal Protective Equipment

It is important to note that Personal Protective Equipment is the last line of defense against hazards on job sites. Take this into consideration and remember that PPE offers the least amount of protection.

PPE

Foot Protection

- Employees must wear safety footwear at all times while on a construction project.
- Protective footwear must be Grade 1 toe protection with the sole protection in accordance with Canadian Standards Association Standard Z195-M1984.
- In wet or muddy conditions, CSA rubber boots are permitted.

Eye and Face Protection

- Employees must wear CSA standard eye protection when exposed to a hazard of eye injury.
- Specialized eye/face protection are required for cutting, grinding, handling chemicals, operating power machinery, etc.
- Workers will be required to wear CSA approved safety eyewear, with side shields, whenever they're completing a task that puts their eyes at risk.

Head Protection

- Every employee must wear protective headwear at all times when on a project.
- The hard hat must meet CSA Z94. 1-1992 E&G requirements and be in good repair, not be painted and must be worn according to manufacturer's recommendation.

Hearing Protection

- Earplugs or Earmuffs must be worn at all times when sound levels exceed 85 decibels or more.
- The protection must be sufficient to bring the noise level to an acceptable level.
- Workers who must wear hearing protective devices will be trained to fit, use and maintain the protectors properly.
- A1 Carpentry Inc shall take all reasonable measures to reduce or eliminate employee exposure to excessive workplace noise that may cause induced hearing loss.
- A1 Carpentry Inc will conduct a noise test to identify areas where noise levels exceed 85 dBA. Where areas are identified to have noise levels in excess of 85 dBA, A1 Carpentry Inc will:
 - Ensure high noise level areas are identified with appropriate signage.
 - Take appropriate measures or reduce noise levels.
 - Require the use of appropriate hearing protection.

Fall Protection

- A CSA approved full body harnesses and shock absorbing lanyards must be worn at heights of 10 feet or over from the edge of any raised work surfaces or roof edges, unless properly scaffolded or guard rails provided.
- All components of the fall arrest system involved in arresting the worker in the fall shall be taken out of service. The lanyard and full body harness shall be disposed of after the completion of all investigation(s).
- A1 Carpentry Inc shall ensure that a worker who may use a fall protection system is adequately trained in its use, care and fit and given adequate oral and written instructions by a competent person.
- A1 Carpentry Inc shall ensure that the person who provides the training and instruction prepares a written training and instruction record for each worker and signs the record. The training and instruction record should include the worker's name and the dates on which training, and instruction took place. A1 Carpentry Inc shall make the training and instruction record for each worker available to an inspector on request.

Respiratory Protection

- If dust, gases, fumes, mists and vapors are a hazard, the hazard shall be adequately controlled or each worker who may be exposed to the respiratory hazard shall be provided with adequate personal protective equipment.
- Before using or handling a controlled product, refer to the Safety Data Sheet (SDS) which will identify any respiratory protection required.
- Once a respirator has been selected, it is important to ensure proper fit, care, use and maintenance.
- Workers must be fit tested every 2 years and complete negative and positive pressure tests.

Hand and Skin Protection

- Any employee exposed to the hazard of injury from contact of the worker's skin with:
 - A noxious gas,
 - Sharp or jagged objects which may puncture cut or abrade the worker's skin,

- A hot object, hot liquid or molten metal,
- A toxic chemical,
- Radiant heat.
- Must be protected by wearing apparel sufficient to protect the worker from injury or a shield, screen or similar barrier.
- Hand protection must be worn when completing a task that puts a worker's hand at risk. This determination will be made before work begins.
- Check the SDS or Suppliers Label to see whether a product must be handled with gloves and what type of gloves are required.

Body Protection

- Clothing or body protection must be appropriate for the work being performed.
- A1 Carpentry Inc will ensure that workers exposed to potential injury through contact with a hazardous material shall be issued the necessary protective clothing suitable to the specific hazard(s).
- This covers chemical-protective clothing, heat-protective clothing, gloves, aprons, and leggings as well as clothing designed to minimize exposure to injury or illness (i.e., chemical protection suit, etc.).
- Pants must be long and made of non-synthetic materials (denim and canvass materials resist sparks whereas synthetic materials may melt to the skin).
- Shirts must have sleeves with a minimum of 4 inches in length. Clothing must not be loose, torn or ragged. All personnel shall wear a retro-reflective vest or retro-reflective garment at all times while on A1 Carpentry Inc projects.

Training

All employees will be informed of what personal protective equipment (PPE) requirements are associated with their jobs. A worker required to wear protective clothing or use personal protective equipment or devices shall be adequately instructed and trained in the care and use of the clothing, equipment or device before wearing or using it. This information will be reviewed by employees upon their hire and annually at the company wide OSH meeting.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

Management will review this program annually.

Related Documents

PPE Checklist
PPE inspection Sheet

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.

Element 7

Preventative Maintenance

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Preventative Maintenance

Preventative Maintenance Policy Statement

In order to ensure safe operation on A1 Carpentry Inc job sites, a procedure has been set in place for the Preventative Maintenance of vehicles, equipment and tools.

A Preventative Maintenance inventory allows our organization to track preventative maintenance schedules according to manufacturer’s recommendations and recall items in need of service.

In order to protect the workers, A1 Carpentry Inc requires that any past-due or defective equipment be tagged and returned to the supervisor or head office for repair or replacement. It is the responsibility of all workplace parties to inspect their equipment before each use as required.

All preventative maintenance shall be done in accordance with legislative requirements and/or owner’s manuals for the specific tool or equipment.

Tools, equipment and vehicles must only be serviced by competent and qualified workers.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

01 Jan 2026

President/Owner

Date Signed

Kirby Driscoll



Preventative Maintenance

Purpose

The purpose of this section is to ensure regular maintenance of equipment is completed as per legal and manufacturer requirements with the goal of minimizing breakdowns and preventing injury.

Scope

This policy applies to all managers, supervisors, employees, and contractors.

Policy

A1 Carpentry Inc will create an inventory of items to be maintained (whether owned, leased or rented). The maintenance requirements of identified the item, schedule for maintenance and A1 Carpentry Inc will ensure schedules are adhered to.

The qualifications of maintenance personnel are key to the success of our maintenance program. All individuals who perform maintenance work will have the appropriate skills, accreditation and/or certification. This certification applies both to company employees and third-party maintenance persons.

Roles and Responsibilities

Management

- Ensure the development of a Preventative Maintenance Policy.
- Ensure facilities, tools, equipment, and vehicles are properly serviced at regular intervals by people that are trained and qualified to perform the required servicing.
- Identify facilities, tools, equipment, and vehicles requiring regular maintenance (whether owned, leased or rented).
- Develop a schedule for regular maintenance. The maintenance schedule shall consider the manufacturers recommendations as listed within the operator/maintenance manual for the specific facilities, tools, equipment, and vehicles as well as legislated requirement.
- Ensure the schedule is being followed.
- Ensure qualified persons conduct preventative maintenance.
- Ensure maintenance meets manufacturer's requirements and/or regulatory standards.

Supervisor

- Ensure the equipment maintenance schedule is being followed.
- Do not use, or allow to be used, any facilities, tools, equipment, and vehicles that have exceeded scheduled maintenance.
- Ensure maintenance records and Operator/Maintenance Manuals are available as prescribed.
- Instruct workers to tag out items that are past due for maintenance or in poor condition and ensure the maintenance is performed per the procedure.

Joint Health and Safety Committee

- Made recommendations to management on any matters concerning this policy.

Employee

- Perform visual and documented inspections on facilities, tools, equipment, and vehicles, as required.
- Report any defects or issues identified to the supervisor.
- Do not use any facilities, tools, equipment, or vehicles that are in poor condition or have exceeded scheduled maintenance deadline.

Contractor

- Ensure facilities, tools, equipment, and vehicles' maintenance meets manufacturer's and/or regulatory standards.

Standard

- Only properly trained employees are to use tools, equipment, and vehicles.
- Users must inspect all tools, equipment, and vehicles prior to use.
- For vehicles, inspections will consist of doing a circle check.
- Facilities owned, rented or leased by the organization must be inspected on a monthly basis.
- When applicable, maintenance schedules for all tools, equipment and vehicles are to be respected.
- If at any time a facility, tool, equipment, or vehicle is unsafe for use, the worker shall properly tag the item and inform the supervisor immediately.
- Facilities, tools, equipment, or vehicles that are tagged unsafe shall be either repaired or removed from service.

Maintenance List

A1 Carpentry Inc will create an inventory of items to be maintained (whether owned, leased or rented) and will develop a schedule for regular maintenance. The maintenance schedule shall consider the manufacturers recommendations as listed within the preventative maintenance guidelines and/or legislated requirement.

Record Keeping

A1 Carpentry Inc requires that all records regarding preventative maintenance are kept, including corrective actions taken.

- Maintenance reports must be documented and kept on file.
- Inspections/reports will include the following information but are not limited to:
 - The date of the inspection.
 - The nature of the inspection.
 - Inspection results.
 - The type of maintenance performed.
 - Maintenance/repairs details (corrective action).

- The signature of the qualified person conducting the inspection/repairs.
- If defects are found, the inspector will record the deficiency and report the deficiency. All maintenance/repair work performed will be recorded and should include:
 - Who performed the work.
 - The date the work was performed.
 - The final condition of the tools, equipment, or vehicle.
 - The signature of the person who has performed the work.

Qualifications for Inspection and Maintenance

A qualified person is deemed to be qualified due to training and experience with the inspection and maintenance of the identified equipment.

The operator or worker using the tool, equipment or item is deemed the competent person to conduct the visual or documented inspection.

When required, the qualified person will be in possession of a license or certificate.

Pre-Use Inspections

Pre-use inspections are required on all vehicles and specific equipment such as forklifts, powered elevated work platforms, scissor lifts, etc. and are necessary to ensure the unit is safe to operate both from the personnel standpoint and that it is safe to operate.

Pre-use Inspections shall be completed prior to using the equipment or at least daily, where applicable. Whenever a deviation from the required condition(s) occurs, the worker will report the deviation to the supervisor/technician immediately.

All major defects shall be repaired immediately before the vehicle is used that day or the worker will be subject to disciplinary measures.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Training

Only competent and qualified technician(s)/inspector(s) will perform inspections and/or repairs required. Basic hand tools can be inspected by fully licensed plumbers and competent employees of A1 Carpentry Inc.

Evaluation

Management will review this program annually.

Related Document

Forms and/or software for scheduling and tracking preventative maintenance.

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 8.1

Training

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Training

Training Policy Statement

A1 Carpentry Inc mandates that every worker be trained and competent to perform their duties. A1 Carpentry Inc abides by the requirements of the Occupational Health & Safety, the Regulations made under that Act and recommendations made by other governing bodies in terms of training certification.

Worker Orientation is mandatory for all workplace personnel upon being hired by A1 Carpentry Inc. An Employee H&S Handbook has been developed to ensure consistency of information communicated. All A1 Carpentry Inc workers are required, at minimum, to be in possession of current Working at Heights training (within 3 years from date of issue) as needed, Joint Health and Safety Committee training as needed, First Aid Training as needed, WHMIS 2015 certification, Accessibility for Ontarians with Disabilities Act awareness (AODA), and Worker Health & Safety 4 Step or Supervisor 5 Step Awareness training as needed.

In order to uphold a high standard of service and ensure safe work is being conducted, A1 Carpentry Inc encourages employees to seek out additional training opportunities and will offer in-house training when possible. Training will be conducted by experienced, competent, and certified individuals whether in-house or through an external training provider. We believe that trained, knowledgeable workers help support the Health & Safety values of our Company.

Training Records will identify and record what mandatory training and legislated requirements have been completed. Workers will be required to provide adequate proof of training to be credited.

A1 Carpentry Inc will ensure that workers receive task specific training prior to performing the work. Training records will indicate additional task/job specific training provided.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Training

Purpose

The purpose of this program is to ensure that employees are adequately trained to perform their work in a safe and healthy manner and that the training is up to date and reviewed when necessary.

Policy

Our policy is that all employees are trained and competent to arrange and/or conduct work tasks in a safe manner. Worker training is an important element in achieving company objectives in a safe and effective manner. It is the policy of A1 Carpentry Inc that all workers must be thoroughly trained so that they have the knowledge and skill base to be fully competent.

Training will be provided for new employees, when employees change jobs or return to work when a process or legislation is changed, and as determined by management. All training will be documented and kept in personnel files. For tracking purposes, a master training matrix has been developed.

Scope

This policy applies to all managers, supervisors, contractors and employees.

Roles and Responsibilities

Management

- Identify and outline competencies for each task/role for all levels of employees within the company.
- Develop a training Matrix to track and manage training records.
- Ensure employees receive required legislative and task specific training, as required.
- Provide adequate resources to support the training program.
- Ensure additional training is provided for those promoted or for those who assume responsibilities for a new position.
- Ensure competent and qualified people deliver the training.
- Ensure accurate Records of Training (ROT) are recorded and kept in employee files.
- Ensure measurable results to ensure employee understanding of training delivered. This may be achieved through employee training evaluations, supervisor observations, workplace inspection observation or any other method approved by management.
- Ensure development of a mechanism for employees to evaluate the value and effectiveness of training. This may be achieved through training quizzes, workplace inspections or any other method that may prove effective.
- Ensure employees are required to acknowledge receipt of training.
- Regularly, but at least annually, evaluate training qualifications at all levels to ensure they are adequate and that they are current with legislated standards and best practices.
- When necessary, should an employee refuse to participate in required training activities, the manager may discipline the employee in a manner consistent with the company disciplinary policy.
- Qualified because of knowledge, skill, ability, training, education and experience to organize the work and its performance and is familiar with the Act and Regulations that apply to the work and has knowledge of any potential or actual danger to health or safety in the workplace.

Supervisor

- Be knowledgeable about the training expectations and standards of the company.
- Review training expectations/requirements and training records of all employees to ensure compliance with this policy.
- Communicate site specific training requirements and health and safety expectations.
- Confirm that contractors ensure that their employees have adequate training as required by this policy or as identified on a project.
- When an employee(s) is found to lack the required training, provide training, or arrange to have the employee trained, as required.
- If an employee is performing work not in compliance with company or legislated standards, ensure the employee is removed from the work task until they agree and demonstrate that they will work in compliance or, when necessary, training has been delivered. In the case of a contractor or one of their employees, the supervisor may require the employee(s) to be removed from the project until proof of adequate training can be provided.
- Keep accurate records of training delivered to employees on site.
- When necessary, should an employee refuse to participate in required training activities, the supervisor may discipline the employee in a manner consistent with the company disciplinary policy.
- Qualified because of knowledge, skill, ability, training, education and experience to organize the work and its performance and is familiar with the Act and Regulations that apply to the work and has knowledge of any potential or actual danger to health or safety in the workplace.

Joint Health and Safety Committee

- Participate in the development of this program.
- Make recommendations to management on any and all matters concerning the training of the employee, if needed.

Employee

- Participate in any safety meetings and training required by the company.
- Comply, and when required, provide proof of competency.
- When required, provide written acknowledgement of receipt of information.
- Carry proof of training.
- Work in a manner consistent with company and training expectations.
- Report any infractions of the Act and applicable Regulations to the supervisor.
- Qualified because of knowledge, skill, ability, training, education and experience to perform the work.

Contractor

- Ensure employees are adequately trained as required by legislation or company program.
- Responsible for ensuring all workers and subcontractors hired are adequately trained.
- If a contractor or their employee(s) is found to have inadequate skills, A1 Carpentry Inc supervisors, or any member of management may request the employee to leave the project until proof of training can be provided.

Employee Orientation and Training

All employees will receive training prior to the worker performing the relevant task. A1 Carpentry Inc

has developed a comprehensive orientation program that:

- Is completed prior to starting work.
- Is provided for new and young workers, returning workers, change of role, etc.
- Is mandatory for all workers.

A1 Carpentry Inc. management is responsible for organizing the safety orientation prior to the employment of any new workers to their assigned job task. It is imperative that all employees understand their specific job responsibilities and whom they are to report to. The training will review, at a minimum, the OHSMS, employee duties and responsibilities, hazard identification and reporting procedure, incident reporting procedure, hazard controls including personal protective equipment and early and safe return to work.

Workers will also receive a site-specific orientation, where required, to review the site-specific elements such as the emergency response procedure, the name of the H&S Representative or JHSC members, location of emergency equipment, PPE requirements, etc.

Training Requirements Review

A training requirement review will be conducted at a minimum annually to ensure the training requirements at A1 Carpentry Inc. are current. The review will be based on the following:

- Training needs analysis.
- Reviewing legislated and other training requirements.
- Taking into consideration different levels of responsibilities, abilities, language skills and literacy.
- Including information on the organization's OHSMS including purpose, roles, responsibilities and rights, importance of conformity, potential consequences for deviations or noncompliance and importance of workers' participation within the OHSMS.

The training needs review A1 Carpentry Inc is a fundamental element of the continuous improvement plan. Our employee training matrix will be updated for every employee working at A1 Carpentry Inc as training is completed.

Toolbox Meetings

Toolbox meetings involve all employees under the direct supervision of a supervisor and are used to make employees aware of site safe work practices, procedures and corrective action due to site inspections, accidents and incidents.

Supervisors will hold a weekly toolbox meeting with their crews. Additional toolbox meetings shall be held before starting a new operation to review specific safety requirements for the new task. Extra toolbox meetings will also be held before restarting an operation that the supervisor deems a review is necessary.

Toolbox meetings shall:

1. Ideally be held on the same date and time each week.
2. Start on time.
3. Last a duration of approximately 10-15 minutes.
4. Be focused on health and safety.
5. Have at least one prepared topic. The topic shall be selected based on investigation, accident, incident reports or topics the supervisor deems required to review.

6. Encourage suggestions and discussions with employees.
7. Be recorded on a minute of meeting.
8. Include assignment of responsibility and date action items, if required.
9. Follow up all action's items.
10. Have attendance sheet signed by all employees.

HSE Training Matrix

A training matrix will be developed to identify and outline training requirements for all levels of employees within the company. The matrix will identify at a minimum the following information:

- ✓ Individual Name.
- ✓ Job Title or Function.
- ✓ Course Name/Title.
- ✓ Date of Course.
- ✓ Expiration Date, if any.

Training Records

Record of training will be provided for all in-house training and include the name of the individual who completed the program, the date of completion and the name or a brief description of the training course or program. A1 Carpentry Inc will ensure all workers receive documented records of training for courses delivered by a third-party or external sources for tracking purposes. All training will be tracked through the training matrix.

The training needs review and the Health and Safety Record of Training will indicate the renewal date/expiry date of all certifications and the timelines for achievement.

As a part of the review, a list of positions requiring certifications/competencies will be developed that will identify acceptable standards. Training will be provided for all workers who perform specialized/specific work.

Competency for In-House Trainers

In-house trainers will be deemed competent by management provided they have the required skills, knowledge, experience and/or certification. Individuals who deliver training in-house must provide the organization with their current CV and/or proof that they are certified or competent to deliver training.

Competencies for Managers, Supervisors and Workers

Managers:

- Able to develop and implement effective health and safety policies and procedures.
- Able to assess and manage risks in the workplace.
- Strong communication and leadership skills to effectively manage health and safety initiatives.
- Able to conduct investigations and audits to identify areas for improvement.
- Knowledgeable of relevant legislation and regulations related to health and safety.

Supervisors:

- Able to effectively communicate health and safety procedures and policies to workers.

- Able to identify actual and potential hazards.
- Knowledgeable of safe work practices/procedures related to their specific area of responsibility.
- Able to respond effectively and investigate health and safety incidents or emergencies.
- Able to monitor and enforce health and safety practices among workers.

Workers:

- Knowledgeable of relevant health and safety policies and procedures.
- Able to identify and report hazards in the workplace.
- Knowledgeable of safe work practices and procedures related to their specific job functions.
- Able to properly use personal protective equipment (PPE).
- Able to respond effectively to health and safety incidents or emergencies.

In addition, identifying competencies for each task is important for ensuring that employees have the necessary skills and knowledge to perform their jobs safely and effectively.

Evaluation of Learning

Training evaluations can be conducted in various ways, such as through tests or exams taken at the end of the training. This helps to assess the trainees' understanding of the knowledge they have acquired and their ability to apply the new lessons in the workplace. In addition, Supervisors may choose to evaluate a worker's skills through on-site, practical, hands-on evaluations.

Procedure to Administer and Manage Training

- **New Employees**
 - Prior to hiring or on the first day of work, A1 Carpentry Inc will review all training records to identify gaps in training, if any.
 - The worker will be provided with the required training as soon as practical but prior to starting work performing a task where training is mandatory.
 - The worker will take the course through a qualified, in-house person or be sent to a third-party provider.
 - The worker will be issued a training record which will be tracked in the training matrix.
 - Once trained, the worker may commence the associated task.
- **Existing Workers**
 - Annually, A1 Carpentry Inc will review the training matrix to identify the training that is required for all employees.
 - A1 Carpentry Inc will stay current on legislative amendments or industry best practices and ensure workers have the required training.
 - Workers who are identified as needing training will be provided the training by competent, qualified people.
 - Records will be tracked on the training matrix.

Accommodation of Differing Levels of Responsibilities

At A1 Carpentry Inc, we recognize that different roles and responsibilities require different levels of training to ensure that all employees are equipped with the necessary skills and knowledge to perform their jobs safely and effectively. As such, our Health and Safety training program is designed to be customized based on the specific needs and responsibilities of managers, supervisors, and workers. This approach ensures that all employees receive the training they need to maintain a safe and healthy workplace.

Manager / Supervisor Specific Training

All managers/supervisors will receive training, which will include:

- A1 Carpentry Inc Health and Safety policy statement.
- The Occupational Health and Safety (OH&S) Act and Applicable Regulations.
- Health & Safety Supervisor 5 Steps.
- Accessibility for Ontarians with Disabilities Act awareness (AODA).
- WHMIS 2015.
- Working at Heights, as needed.
- Responsibilities under the OH&S Act, including the requirements for competent supervisor, OH&S Act, s. 25(2)(C).
- A1 Carpentry Inc Health and Safety Program Manual.
- JHSC roles and responsibilities, where applicable.
- Hazard identification, assessment and control procedure.
- Job Safety Analysis.
- Workplace inspections.
- Site Specific Safety Orientation
- Due diligence.
- Overview of accident investigation.
- How to handle a work refusal situation/work stoppage.
- Early and safe return to work.

After the initial training, an annual review will be conducted by A1 Carpentry Inc to ensure that all managers and supervisors are aware of the current legislation and company policies.

Worker Specific Training

All workers will receive training, which will include:

- A1 Carpentry Inc Health and Safety Policy statement.
- A1 Carpentry Inc Health and Safety Program Manual.
- Health & Safety Worker 4 Step.
- Accessibility for Ontarians with Disabilities Act awareness (AODA).
- WHMIS 2015.
- Working at Heights, as needed.
- About the OH&S Act and Applicable Regulations.
- Responsibilities of various workplace parties (worker, supervisor, employer).
- Site Specific Safety Orientation.
- Basic rights of workers.
- Reporting requirements (hazards, non-conformance, injury, near miss, incidents, etc.).
- Enforcement of the Act and penalties.
- Joint Health and Safety Committee, where applicable.
- Work refusals.
- What to do in case of work-related injury/illness.
- Early and safe return to work.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Training

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic-specific training such as first aid etc. or by any other means when and where necessary. Whenever possible, training will include a theoretical and a practical component.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Document

Training Matrix
Training Records

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.





Element 8.2

Communications

Communications

Communications Policy Statement

A1 Carpentry Inc supports the Workers' Right to Know and has developed this Communication Policy and corresponding procedure to uphold this value.

Communication is delivered through various means including via Safety Meetings, Toolbox Safety Talks, Monthly Newsletter, Employee Memos, emails, annual H&S Meetings, and digital and social media.

We understand the importance of maintaining an open line of communication between all workplace parties and are consistently looking for methods and technologies to improve our system.

Safety meetings held between relevant parties aim to create opportunities for two-way communication between all company levels and to relay information, recommendations, concerns, or changes.

A1 Carpentry Inc will host a company-wide annual meeting as a valuable opportunity for direct exchange of information and communication between Senior Management, Supervisors and Workers alike.

A1 Carpentry Inc Management and Supervisors are required to maintain constant communication with all workplace parties by email, by phone and in-person by conducting frequent job site visits and creating opportunities for Workers to give feedback on their work conditions and concerns.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner
Kirby Driscoll

01 Jan 2026

Date Signed

Communication

Purpose

The purpose of this procedure is to define the process of internal and external communication, participation, and consultation regarding policy and effectiveness of the OHSMS.

Policy

A1 Carpentry Inc recognizes the wealth of experience represented through the collectiveness of our workers and we encourage participation and feedback from our workers and will make every attempt to address their recommendations and concerns. We encourage employees to communicate in a way that is most comfortable for them. The company has made a great effort to ensure a chain of command but still encourages an open-door policy at every level within the company.

Management will ensure that information concerning OHSMS is communicated to all workplace parties when appropriate, to stay current with the OHSMS and deal with any issues quickly and effectively. Management on a regular basis will communicate all information concerning occupational health and safety. Health and safety information will be posted in a high traffic area on a bulletin board. Management will regularly monitor each health and safety board to ensure all health and safety information is posted and updated. All health and safety information will be accessible to all employees on and off-site.

Scope

This policy applies to all managers, supervisors, contractors, and employees.

Roles and Responsibilities

Management

- Identify the communication needs and develop a communication program.
- Provide adequate resources to support this program.
- Ensure that information about OHSMS is provided to all workplace and external parties as appropriate.
- Deliver information in a manner that is understood by the receiver of the message and considers ability, language skills and literacy.
- Encourage employees to provide feedback and input.
- Receive, document, and respond to internal and external OHS communications.
- Communicate on the progress of the OHSMS including objectives, procedures relating to the OHSMS, results of audits and results of the management review.
- Communicate with suppliers, contractors and visitors about company health and safety requirements applicable to them.
- Hold an annual safety meeting with the sole purpose of delivering safety information to the workers.
- Ensure communication is documented and records are maintained.

Supervisor

- Ensure that information about OHSMS is provided to all employees.

- Deliver information in a manner that is understood by the receiver of the message and considers ability, language skills and literacy.
- Encourage employees to provide feedback and input.
- Conduct weekly toolbox talk.
- Communicate on the progress of the OHSMS including objectives, procedures relating to the OHSMS, results of audits and results of the management review.

Joint Health and Safety Committee

- Participate in the development of this program.
- Make recommendations to management on any and all matters concerning the OHSMS, if needed.

Employee

- Participate in any safety meetings or communication methods required by the company.
- Provide feedback and recommendation on the OHSMS.
- Actively participate in the annual OHS meeting.

Contractor

- Ensure communication of relevant information from A1 Carpentry Inc to employees and workers, as required.

Annual OSH Meeting

At least once annually, senior management will hold regularly scheduled company wide OHS meetings with all employees to discuss the OHSMS and its implementation. These meetings will be an opportunity for two-way communication between workers and management. The company will prepare an agenda for the meeting, keep an attendance record, and record the minutes to ensure accurate and comprehensive records are maintained.

Should any employees miss the meeting or new employees start after the meeting, a copy of the minutes or presentation will be shared with them. This approach helps ensure that all employees are informed about health and safety matters in the workplace and that their input is valued and heard.

Internal and External Communication

1. Internal communication

Employees are encouraged to communicate in a way that is most comfortable for them. Concerns associated with health and safety issues raised by employees will be directed to management by the following but not limited to: supervisors, employee suggestion box, internal e-mail system, periodic safety meetings and toolbox talks.

Management recognizes the wealth of experience represented through the collectiveness of employees. A1 Carpentry Inc encourages feedback from employees and will make every attempt to address their recommendations and concerns.

Information relating to Health and Safety objectives, procedures, instructions, results of audit, etc., will be communicated to employees by management through e-mail, meetings, H&S newsletters, notice boards and during the annual OHS meeting.

Types of internal communication include:

- Toolbox Talks
- H&S Boards
- Newsletters
- Website
- Formal and Informal Meetings
- Annual OSH Meeting
- Emails
- Presentations
- Meeting Minutes

All internal communication records will be maintained where applicable, in accordance with 1.2 Document and Record Control.

2. External communication

External communication includes:

- Communication with contractors and visitors.
- Communication with external parties.

Supervisors or managers are responsible for communication with emergency services and authorities, according to the Emergency Preparedness and Response Procedure.

All external communication will be documented, responded to and records will be maintained.

- **Communication with contractors and visitors**
 - The supervisor is responsible for communicating with contractors and visitors to the workplace.
 - Communication methods for contractors and visitors includes, but is not limited to:
 - Contract Documentation.
 - Site Specific Safety Plan.
 - Site Orientation.
 - Formal and Informal Meetings.
 - Emails.
 - Warnings Signs or Barriers.
- **Communication with external parties**
 - This includes communication or feedback provided by Constructors or other Contractors, Clients, Regulatory or Accrediting Bodies, etc.
 - The management of A1 Carpentry Inc will determine if the feedback indicates deficiencies in the OHS, address these and create goals for improvement.

Communication

This procedure will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Training

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic- specific training or by any other means when and where necessary.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Document

Health and Safety Newsletter
Joint Health and Safety Committee Meeting Minutes
Annual OSH Meeting Minutes and Attendance List
Toolbox talks

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



A1 CARPENTRY INC
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Element 9

Workplace Inspections

Workplace Inspections

Workplace Inspections Policy Statement

A1 Carpentry Inc firmly believes that conducting inspections is one of the most effective ways of reducing hazards and unsafe conditions in the workplace. This policy and associated procedure have been created to set guidelines for all workplace parties responsible for conducting inspections. A1 Carpentry Inc requires that workplace inspections be conducted in accordance with the Occupational Health & Safety Act's (OHSA) requirements and according to Company Policy.

Managers, Supervisors, Worker Health & Safety Representatives / Joint Health and Safety Committee members are all required to conduct inspections of the workplace. The minimum frequency of these inspections is dictated by the OHSA & Company Policy and is the following:

- Supervisors – Weekly
- Worker Health & Safety Representative – Monthly
- Joint Health and Safety Committee – Monthly
- Workers – Daily, as required

With every scheduled site inspection, A1 Carpentry Inc requires that the inspecting party complete the inspection using the applicable inspection checklist which specifies findings and corrective items required. This form will be submitted to management for review and follow-up, where required. Deficiencies must be corrected in a timely manner and inspection results shall be communicated to Senior Management and other relevant workplace parties.

In addition to general workplace inspections, equipment, tools, machinery, and vehicles must also be inspected prior to each use to ensure safe operating conditions, in accordance with Preventative Maintenance program.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Workplace Inspections

Purpose

The purpose of this program is to determine the frequencies and responsibilities for the workplace inspections, to identify hazards, prevent injuries and illness and provide a safety and healthy workplace.

Policy

A1 Carpentry Inc will ensure a systematic system of ensuring our worksites are inspected and when unsafe conditions are observed that they are corrected in a timely manner. Regular safety inspections of the workplace are intended to:

- Identify conditions and unsafe acts with the potential to cause injury or disease.
- Determine necessary corrective measure.
- Prevent unsafe work conditions from developing.

Supervisors will conduct weekly site inspections. Joint Health and Safety Committee members / Health and Safety Representatives will conduct monthly inspections. Daily pre-use and continuous inspections will be performed by employees and supervisors to check for obvious hazards. These inspections must be conducted daily because hazards and unsafe conditions are continuously created (i.e., equipment is changed, workspaces are rearranged, parts become worn, new processes are introduced). Regular inspections of tools and equipment will be conducted in accordance with the company preventative maintenance policy and program.

Scope

This policy applies to all managers, supervisors, employees, and contractors.

Roles and Responsibilities

Management

- Develop a Workplace Inspection Program and necessary procedures/form(s)/paperwork to ensure the proper application of the policy.
- Ensure that Workplace Inspections are conducted in accordance with the prescribed requirements of this program.
- Review, as required, workplace inspection reports and respond to recommendations in a timely manner.
- Assign responsibility for corrective actions and follow-up to ensure these actions have been completed.
- Ensure that the workplace inspection meets all applicable legislation and manufacturer's requirements.

Supervisor

- Conduct weekly inspections of their assigned work area making safety observations on employees, the work tasks, and the site conditions.

- Speak with workers regularly during inspections to commend positive behaviours, enforce compliance with the OHSA and applicable Regulations, industry standards and/or company policies and to identify worker concerns.
- Correct non-conformances and enforce safety during inspections. Any corrective actions must be outlined on the inspection form.
- As a result of inspection audits, implement and communicate controls for the protection of the worker. When deemed necessary by the supervisor, a Safety Talk will be held to address hazards identified during the inspection.
- Ensure sufficient follow-up to ensure the corrective actions do not create new hazards.
- Ensure that changes in procedures are monitored to ensure that the new procedures are effective in adequately controlling the hazard and to ensure that they do not create new hazards. If new hazards are created, the supervisor will take action to ensure the new hazards are eliminated or, when not possible, adequately controlled.
- Communicate inspection results to Senior Management and other relevant workplace parties.

Joint Health and Safety Committee / H&S Representative

- Conduct workplace inspection monthly.
- Identify hazards and make recommendations to management.
- Communicate inspection results to Senior Management and other relevant workplace parties.

Employee

- Report hazards, non-compliance and near misses immediately to the supervisor.
- Give full co-operation during inspections.
- Perform pre-use inspections, where required.
- Submit all inspection required documentation to the supervisor.
- Defects must be reported to the Supervisor to be tagged for repair and removed from service.
- Communicate inspection results to Senior Management and other relevant workplace parties.

Contractor

- Ensure regular inspections are conducted per regulations.
- Give full cooperation during client, customer, or other workplace inspections.
- Inform the Site Supervisor of any conditions or hazards they are aware of and ensure controls are in place to protect workers.

Health and Safety Inspections

Health and Safety inspection training is an important element in achieving company objectives in a safe and effective manner. It is the policy of A1 Carpentry Inc that all managers and supervisors be thoroughly trained so that they have the knowledge and skill base necessary to conduct effective health and safety inspections. Training will include the following:

- Legislative requirements,
- Hazard identification and assessment,
- Hazard classification,
- Types of inspections,
- Recommendations and controls.

Inspections are one of the best tools available for assessing potential problems before an issue occurs. Physical inspections and program audits are carried out to meet such goals as:

- Listening to the concerns of others (through worker contact during inspections).
- Gain further understanding of jobs and tasks.
- Identify potential problems.
- Determining underlying causes of hazards.
- Identifying equipment deficiencies.
- Identify effects of change.
- Identify inadequacies in remedial action.
- Recommending corrective action(s) both short term and long term.
- Demonstrate management commitment.

Role of Inspections

The role of the workplace inspection is not solely to meet a legislated requirement. An effective inspection process allows A1 Carpentry Inc to integrate other health and safety program objectives including the following:

- Identify hazards.
- Set standards and related procedures.
- Measure performance against established standards.
- Evaluate health and safety performance.
- Correct deficiencies and commend success.

To be effective, inspections must be conducted regularly as part of a system aimed at accident prevention, and should include inspection of work tasks and site conditions, vehicles, machines, tools, equipment, unsafe behavior, etc. Keeping records of workplace inspections is also necessary to identify and prevent potential hazards and non-conformities, and to take corrective actions to ensure a safe and healthy work environment.

Workplace Inspection Procedure

- Health and Safety Representatives / Joint Health and Safety Committee
 - H&S Reps and/or JHSC members (as applicable) are responsible for conducting planned inspections of the workplace on a monthly basis.
 - The inspections shall be documented and identify any areas for improvement.
 - The report will be reviewed by Management and corrective action taken as necessary.
- Supervisors:
 - Supervisors are responsible for conducting planned inspections of the workplace on a weekly basis to help identify substandard conditions and practices, as well as provide feedback on positive conditions and practices.
 - Supervisors will record their inspections and any deficiencies are to be recorded.
 - It is important that supervisors communicate with employees as part of the planned inspection.
 - All employee contacts and observations shall be documented, including names of employees and specific observations noted during the inspection.
 - A written report, along with recommendations for corrective action, is to be completed following the planned inspection.

- The report will be reviewed by Management and corrective action taken as necessary.
- Workers:
 - Conduct and keep records for pre-use inspections of vehicles, machines, tools and equipment, including corrective actions taken.
 - Report and document any issues and share information with the supervisor.

In addition to identifying defective and non-conformance items, the inspections should be concerned with identifying and correcting the basic reasons or causes for the specified item, particularly when the same defective item(s) and non-conformance(s) occur repeatedly. When conducting inspections, follow these basic principles:

- Use the appropriate checklist or forms and make necessary additions to them.
- Review applicable codes, standards or regulations that apply to the work area or task being performed.
- Familiarize yourself with the floor/site plan and the designated areas and departments for location descriptions of any specific hazards that are identified.
- Review any previous inspection reports and inspect any previous corrective measures for completeness and effectiveness.
- Draw attention to the presence of any immediate danger – other items can await the final report.
- Do not operate equipment/machinery. Ask the operator for a demonstration if it is necessary. If the operator of any piece of equipment/machinery does not know what dangers may be present, then it is cause for concern. Never ignore any item because you do not have knowledge to make an accurate judgment of safety. Review manufacturer or operating manual, where applicable, to ensure workers are complying with written requirements.
- Look-up and down, around, and inside. Be methodical and thorough. Do not spoil the inspection with a glance or once-over approach.
- Clearly describe each hazard and its exact location in your notes. Ensure all observations are recorded before they are forgotten. Record what you have or have not examined in case the inspection is interrupted. Draw sketches and take pictures where necessary for clarification and proof of hazards.
- Ask questions, but do not unnecessarily disrupt work activities. This may interfere with efficient assessment of the job function and may create a potentially hazardous situation. Document any worker contact and concerns.
- Do not try to detect all hazards simply by relying on your senses or by looking at them during the inspection. You may have to monitor equipment to measure the levels of exposure to chemicals, noise, radiation, or biological agents. Take photographs if you are unable to clearly describe a particular situation.

Hazard Classification

Every inspection report will document worker contact during the inspection indicating any safety concerns accordingly. Specific names do not have to be mentioned. It is not up to the person or group conducting the inspection at the time to judge a concern. Each concern must be classified as if it were a hazard. After each inspection, it is necessary to review the information and rank each issue in terms of loss potential. This is especially true of hazards, which may be classified as A, B, or C depending on the severity of the consequence.

Hazards are to be classified as the worst-case scenario. Be prudent to focus on the cause of the hazard not the symptom. Example trip/fall versus debris on the floor.

CLASS	HAZARD
A High	A condition or practice likely to cause permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or materials.
B Medium	A condition or practice likely to cause serious injury or illness (resulting in temporary disability) or property damage that is disruptive but less severe than Class A.
C Low	A condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.

If a hazard cannot be corrected immediately, the supervisor must be notified in order that they can propose possible solutions and make the necessary recommendations to management to eliminate the hazard.

Frequency of Inspections

Inspector	Frequency of Workplace Inspection
Supervisor	Weekly
Employee	Daily / When required
Joint Health and Safety Committee / H&S Representative	Monthly

Work Refusals

One of the major rights workers have under the OHS Act is the right to refuse unsafe work. Under Section 43 of the Act, a worker may refuse to work where he or she has reason to believe that:

- Any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself or another worker;
- The physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or
- Any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of the Act or the regulations and such contravention is likely to endanger him/herself or another worker.

No penalty can be applied if the worker is exercising this right in good faith and is proven wrong. The fact that someone genuinely fears for his or her health or safety is reason enough to refuse unsafe work. A1 Carpentry Inc is committed to maintaining a safe and healthy work environment for all employees. We will take all reasonable measures and precautions to pursue this goal.

If the employee has reason to believe that the work or activity being performed or the equipment being used is likely to endanger their health and safety or that of another employee, it is essential that the following procedure be followed.

- The employee must stop performing the activity and report the situation immediately to his/her supervisor, stating that they are refusing to work and why.
- The supervisor must investigate immediately. The investigation should take place in the presence of the refusing employee and a worker representative from the onsite H&S Rep. If the supervisor agrees that the situation is hazardous, corrective action is taken and normal work activities can be resumed.
- If an agreement cannot be reached, the supervisor can approach another worker and ask them to complete the work. The supervisor must inform the other worker of the work refusal and the reason why. Additionally, if a supervisor is confident, they are able to do the work themselves they may complete the task.
- If an agreement cannot be reached, and the employee has reasonable grounds to believe that the work is still unsafe, then the Ministry of Labour, Immigration, Training and Skills Development shall be notified. The inspector shall investigate the work refusal in consultation with the employer, the employee and the onsite Health and Safety Representative (if applicable) and forward the written decision to the Project Manager and Supervisor.
- Until the investigation is complete, the employee who refused to perform that specific task, can be assigned other reasonable tasks and continue to work without reprisal.
- The inspector will decide whether the machine, device, thing or the workplace or part of the workplace, is likely to endanger the worker or another person. The inspector will give a decision in writing "as soon as is practicable" to each of the three parties who participated in the investigation. The decision is usually made at the time and site of the refusal. Sometimes the inspector may require more technical assistance in order to make a decision. If the decision is that no danger exists, the person refusing returns to work. If the inspector decides a danger exists, he or she will issue orders to resolve it.

As per Section 50 of the OHSA, it is the policy of A1 Carpentry Inc to not discipline a worker in any way if the worker has:

- Acted in accordance with the provisions of the Act or the regulations;
- Sought enforcement of the Act or the regulations; or
- Given evidence in a proceeding respecting the enforcement of the Act, or in a Coroner's Inquest.

Discipline means to dismiss, threaten to dismiss, suspended (or threatened to suspend); impose any penalty, intimidate or coerce a worker.

If disciplined, the worker may file a complaint with the Ontario Labour Relations Board (or the matter can be taken to arbitration under a collective agreement). In an inquiry by the Ontario Labour Relations Board, the burden of proof is on the employer to prove the reprisals were taken because of an improper refusal to work. For this reason, the proper procedure for refusing unsafe work must be followed.

Stop Work Order

If a hazard is of such a serious nature that failure to immediately implement corrective actions could result in the injury of a worker, the supervisor must issue a stop work order until corrective measures are implemented, and the risk has been eliminated or adequately controlled.

Follow-up and Record Keeping

Supervisor will record planned items on the safety follow-up report and will make recommendations to Management on items that they could not address.

Supervisors will maintain records of the inspections, and inspection reports will be posted. Written inspection reports serve as valuable confirmation of due diligence, that the company is taking every precaution reasonable to protect its employees. The Ministry of Labour, Immigration, Training and Skills Development may audit inspection reports.

All records related to workplace inspections must be kept in accordance with Document and Record Control policy and procedure and must include identification and prevention of potential non-conformities and corrective actions.

Training

All parties who conduct formal workplace inspections will be trained in their responsibilities, on how to conduct inspections and complete the Workplace Inspection Checklist.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

Management will review this policy and program annually.

Related Documents

Health and Safety Inspection Checklists

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.

Element 10

Investigations and Reporting

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Investigations and Reporting

Investigations and Reporting Policy Statement

This Policy outlines A1 Carpentry Inc position regarding Investigation & Reporting of incidents. Our Company understands the importance of Investigating & Reporting incidents and therefore has developed an Investigations & Reporting Procedure to guide this process and prevent similar incidents from occurring in the future.

We require that an investigation be conducted into any incident, accident, or near miss that occurs in any of our workplaces. All reports regarding incidents involving critical injury or fatality will be submitted to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) as per the Occupational Health & Safety Act, and Construction Regulation requirements.

As part of the investigative process, the corresponding Incident Investigation report is to be completed and submitted to management for review.

Managers, Supervisors, Health & Safety Representatives/JHSC Members and Workers are all responsible for the reporting of all incidents, hazards and near misses and may have the responsibility of participating in the investigation process depending on the nature of the incident.

In the case of critical injury or fatality, the MLITSD and the Police may also be involved in the investigation. All A1 Carpentry Inc personnel are required to allow investigators to do their work unobstructed and to assist in the investigation as requested.

Following an investigation, management will determine corrective and preventative action(s) and implement all protective measures in order to prevent similar incidents from reoccurring in the future. The corrective and preventative action report will be communicated to all relevant workplace parties via memo and/or meeting, as per the Communication Policy and Procedure.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Investigations and Reporting

Purpose

This policy is to ensure all accidents, near misses or potential occupational illness are reported and investigated to determine the causal factors so that actions can be identified and taken to prevent recurrence of similar incidents.

Policy

A1 Carpentry Inc is sincerely concerned with injury/incident prevention. Our goal is to take a pro-active approach in preventing injuries/incidents at our workplace.

It is our policy to care for any victim(s) first, by providing immediate first aid and emergency transportation, if necessary and to ensure that all other personnel are safe. In accordance with the OHSA, all workers are to be educated and instructed to report all injuries/incidents (which may or may not have resulted in any damage or loss). All such situations must be investigated to determine why the situation occurred and identify the hazards, which should be eliminated or minimized.

Injury/incident investigation is a vital part of our health and safety program. It provides the process in which to accurately assess a situation and care for the people, property, processes, and the physical environment. It also ensures that the appropriate remedial action has been taken and followed-up to ensure the possible prevention of a recurrence.

Scope

This policy applies to all managers, supervisors, employees, and contractors.

Managers/Supervisors

- Report and record any near misses, accidents, injuries or illnesses on site immediately.
- Take immediate action to ensure the protection of other employees.
- Ensure the required first aid is administered.
- If the worker requires medical attention, ensure the worker is transported to a medical facility or physician.
- Educate the team on proper reporting procedures.
- Inform the worker that A1 Carpentry Inc has a modified work program and that this must be communicated to the treating physician.
- Investigate the circumstances of the accident and the accident scene to identify and implement corrective and preventive actions to prevent recurrence.
- Ensure that the accident and associated corrective and preventative actions are communicated to all employees.
- Conduct interviews of witnesses to verify statements and to obtain additional information regarding key elements of the written statements.
- Complete all required forms including the company Injury/Incident Report and the WSIB Form 7 if any of the following circumstances exist:
 - The worker loses time from work;
 - The worker seeks medical attention; or
 - The worker earns less than regular pay.
- Provide the Employee with WSIB Form 6.
- The supervisor must forward a copy of the accident report to the Head Office within 24 hours.

- Form 7 must be sent to the WSIB within 72 hours of learning of the above circumstances.

JHSC / H&S Representative

- Report and record any near misses, accidents, injuries or illnesses on site immediately.
- Investigate the circumstances of the accident and the accident scene to identify and implement corrective and preventive actions to prevent recurrence.
- Be consulted on and provide recommendations to this policy and procedure as necessary.
- Be invited to investigate incidents, where applicable.
- Review and make recommendations to the identified corrective and preventive measures.
- Record and/or report any near misses, accidents, injuries or illnesses on site immediately to the site supervisor.

Employee

- Report any near misses, accidents, injuries or illnesses on site immediately to the supervisor.
- Assist the supervisor in investigating the circumstances of the accident and the accident scene to identify and implement corrective and preventive actions to prevent recurrence.
- Promptly obtain first aid. It is the responsibility of the person who administers first aid to record it in the injury logbook.
- Report any work-related injury, illness or accident to a supervisor immediately either verbally or in writing.
- If medical attention is required (i.e., walk-in clinic, family doctor, hospital) a Functional Abilities Form (FAF) is to be obtained by a worker from a health care provider. The treating physician is responsible for completing the form.
- Complete the required WSIB Form 6 Workers Report and submit it to the office in a timely manner. The office will forward it to the WSIB on your behalf.
- If medical attention is necessary after work hours because of a work-related injury or illness, the supervisor must be notified right away. If the worker returns to work the next day, the supervisor is to be notified immediately upon arrival at work. If it is necessary to stay home to recover, the supervisor is to be notified that medical attention was sought, when calling in to the office.
- Provide and review all details of the accident with the supervisor.
- Cooperate with the supervisor when conducting the accident investigation.

Contractor

- Report any near misses, accidents, injuries or illnesses on site immediately to the A1 Carpentry Inc head office accompanied by an Incident Report form.
- Assist the supervisor in investigating the circumstances of the accident and the accident scene to identify and implement corrective and preventive actions to prevent recurrence.
- All the contractor's staff are expected to co-operate in the investigation.

Investigation Purpose

The purpose of an injury/incident investigation is as follows:

- To prevent future injuries/incidents,
- To reduce needless pain and suffering,
- To identify actual and potential hazards,
- To evaluate objectively and critically, existing control mechanisms,

- To comply with the law,
- To improve the injuries/incident prevention program,
- To increase awareness of hazards,
- To protect staff and visitors,
- To conserve resources,
- To prevent delays in serving customers.

The intention is prevention, not to assign blame or discipline workers or supervisors. In all cases the goal is to identify what needs to take place to eliminate or reduce the possibility of similar injuries/incidents from occurring.

The following types of injuries/incidents require immediate investigation:

- | | |
|------------------------|---------------------------|
| ▪ Fatalities | ▪ Property damage |
| ▪ Critical Injuries | ▪ Fire/explosion |
| ▪ Lost time injuries | ▪ Environmental incidents |
| ▪ Occupational illness | |

Any health care reports, first aid reports or incident reports will be reviewed to determine any investigation needs. Discretion will be used by the supervisor to determine which first aid injuries will be investigated; most importantly, the supervisor should consider whether the first aid could lead to a lost time injury. If so, an investigation must be completed.

It is important to note that during an investigation, no one is looking for fault or blame but to understand the true underlying and basic causes of the injury/incident.

Investigations are done to fulfill legal obligations and A1 Carpentry Inc company requirements as well as to determine the overall cost and effect of an injury/incident. This will also provide the opportunity to determine causes and take appropriate action to prevent a recurrence. Investigations also help to determine the validity, degree, and level of disability of the victim(s). This is essential to ensure the appropriate follow-up care of the victim within the early and safe return to work program.

Conducting the Investigation

The investigation can be broken down into several steps. These steps include gathering information, interviewing witnesses, analyzing data, and writing the report.

1) Gather Information

- a. It is important that the accident investigation is performed as soon as possible after the accident to ensure that all possible information is obtained. All supervisors should be familiar with this section and their duties. This could include first aid or emergency help, any corrective or preventive action, reassuring workers, securing the accident scene, or identifying potential sources of information. After administering first aid and securing the scene, begin to gather information.
- b. The basic information that should be gathered includes:
 - i. What happened?
 - ii. When and where did it happen?
 - iii. Who was involved?

- iv. What did they do/or not do?
- v. Why did it happen?
- vi. In what order did it happen?
- vii. Were there any witnesses?
- viii. What is the extent of the damage to a person, thing, or property?
- c. The process for gathering information may include any, or all of the following:
 - i. Inspection of the site/equipment/material involved in the accident,
 - ii. Survey the accident scene,
 - iii. Secure the scene with rope, pylons, or hazard tape,
 - iv. Notify all relevant parties,
 - v. Write down the facts immediately,
 - vi. Take photographs to clarify and highlight the facts, make sketches of the scene, if necessary,
 - vii. Draw a diagram indicating the angle and position from where the respective photographs were taken,
 - viii. Take measurements, where necessary,
 - ix. Make note of physical evidence including equipment damage, breaks, rips, burnt materials, skid marks and/or signs of impact,
 - x. Make notes of the environment such as visibility, noise level or temperature,
 - xi. Make a list of people present at the accident scene for future reference,
 - xii. Gather information on such things as equipment maintenance schedules and safe work procedures,

2) Interview the Witnesses

- a. A list of witnesses must be made at the injury/incident scene for future follow-up. In order to have a successful interview and obtain as much information as possible, a few guidelines should be followed.
- b. Basic steps for interviewing witnesses:
 - i. Determine who conducts the interviews.
 - ii. Interview all people involved (eyewitnesses first) as soon as possible after the injury/incident.
 - iii. Remind the witness of the purpose of the interview and how the knowledge will help. Expect the most help if the purpose is to prevent accident recurrence and the least help if the purpose is to place blame.
 - iv. Initially ask for a complete version. Try not to interrupt, other than to gently probe, keeping them on track. Request the witness to repeat the scenario, this time taking notes. Read back what has been written and request clarification. Do not ask leading questions and don't supply answers to questions. Request a signature on the statement and be sure to date the statement as well.
 - v. Help witnesses feel they are an integral part of the investigation. Ask them what they believe contributed to the accident and how to prevent a recurrence, ask them to name the causes; primary or secondary. Ask them if they can be contacted later, if necessary.
 - vi. The purpose of the interview is to find out as much as possible about what the witness knows. Ask questions who, what, where, why, when and how to obtain as much information as possible.
 - vii. Interview other workers who may have performed the same task who can offer

- information related to work procedures.
- viii. Conduct interviews separately and privately to avoid influence from other persons.
 - ix. Ask questions that are simple and to the point but do not elicit a “yes” or “no” response.
 - x. Avoid asking leading questions or questions that require a “yes” or “no” answer.
 - xi. Do not interrupt while the person is recounting the events surrounding the injury/incident. Ask for clarification later, if necessary.
 - xii. Ensure witness statements are recorded. Ask the person to verify by repeating. Review notes at the end of the interview to ensure accuracy and understanding.
 - xiii. Repeat the information back to the person to confirm understanding of what was said.
 - xiv. Stay in contact with the person and ask them to contact you, if they remember further details.
- c. To make the interview process easier for the person being interviewed consider the following:
- i. Be courteous and try to put the person at ease. Do not put them on the defensive, as you are not trying to establish fault, only cause,
 - ii. Explain that the purpose of the interview is to gather information to prevent a recurrence,
 - iii. Do not rush their explanation,
- d. Thank the person being interviewed and let them know their help was appreciated and important for the investigation.

3) Analyze the Data

- a. Once all information and evidence has been gathered, analyze the information or evidence to find out what the primary and secondary causes are. Analysis of all the information will help to determine all unsafe acts and unsafe conditions that contributed to the accident. The goal of the analysis is to determine the root cause of this problem and to identify ways of preventing similar incidents from occurring in the future. The analysis can also include a review of previous incidents that were similar in nature and frequency leading up to this incident. This will help you understand if there is a common cause for all these events or not.
- b. Primary Causes:
- i. The primary cause is the obvious cause; the circumstances that immediately precede contact which causes harm or damage. For example, water on the floor, machine not guarded, faulty equipment, chemical splash, etc. Primary causes need to be analyzed to find out why they exist. This analysis will likely clarify the secondary cause.
- c. Secondary Causes
- i. Secondary cause is the underlying or basic cause; the cause that is not so obvious. The secondary cause can be found by asking “why.” Why was there water on the floor? Why was the machine not guarded? Secondary causes could relate to training, supervision, policies, procedures, manager commitment, etc.
 - ii. The “why” is the secondary cause that must have existed for the accident to

occur. Accidents generally do not occur because of a single cause, but rather because of a combination of primary and secondary causes.

d. Unsafe Action

- i. Some injuries or property damage are caused by an unsafe act. This may be due to behaviour on the part of an employee (act of commission or omission) - which abandons accepted, normal or correct procedure or practice.

e. Unsafe Condition

- i. In some cases, a physical state which deviates from acceptable, normal or correct operating practice can result in injury or property damage.
- ii. Review all contributing factors that may have alone or interacted with another, such as people, equipment, material or environment.

4) Write the Report and Identify Corrective and Preventive Action

a. The incident report should include as many details as possible about the event and should include or consider the following:

- i. Description of what happened in detail.
- ii. Determination of OHS deficiencies including root causes of the incident.
- iii. Objective analysis of the events.
- iv. Use of simple language and concepts.
- v. Inclusion of photos, diagrams, or other visuals.

b. Identify corrective or preventive action identified that will prevent or avoid a similar incident in the future.

c. Communicate the investigation results including corrective and preventative actions to all applicable workplace parties.

d. Corrective and preventative actions must be evaluated by various workplace parties including Management, Supervisors and JHSC to ensure their effectiveness. This process will follow the plan, do, check, act cycle.

- i. Plan: Based on analysis and investigation into the incident, determine the appropriate corrective and preventative actions, assign responsibilities to the relevant workplace parties and decide how the performance will be measures.
- ii. Do: Implement the corrective and preventative actions as outlined and provide training and communication to those affected by the change.
- iii. Check: Regularly monitor and measure the effectiveness of the corrective and preventative actions based on feedback from workers and documents and reports.
- iv. Act: Review findings and make any necessary changes to make additional improvements, where required.

Notification and Reporting Procedure and Responsibilities

Near Miss, Spill, Property Damage, Vehicle Incident, Environmental Incident	Employee	Immediately report all work-related incidents including near misses, property damage, environmental incidents, and motor vehicle incidents to the Supervisor.
	Supervisors	Educate the team on proper reporting procedures. Record the incident using the applicable template.
	Management	Provide a copy of the report to the JHSC. Keep all records related to the accident in accordance with Document and Record Control Policy and Procedure.
	JHSC	Be consulted about the incident and provided with a copy of the report, where required.
Workplace Accident, Critical Injury or Fatality	Employee (where applicable)	Immediately report all work-related incidents including near misses, injuries, illnesses, property damage and environmental incidents to the Supervisor. Not disturb the work area where the accident occurred. Submit the Injured Employee Forms (WSIB Form 6, WSIB Form 8 and FAF form or the provincial equivalent) and return it to Management the next working day.
	Supervisors	<p>1. Call 9-1-1</p> <p>2. Administer First Aid</p> <p>Provided that offering first aid does not place anyone at greater risk, first aid should be administered if it is required until emergency services arrive.</p> <p>3. Secure and Manage the Scene</p> <ul style="list-style-type: none"> • Clearing Employees from the area. • Controlling or eliminating sources of imminent danger. • Take action to mitigate any additional consequences of the incident. • Ensuring that there is minimal scene disturbance, aside from anything required to be disturbed to deliver first aid and/or control or eliminate an imminent danger. <p>Disturbing the scene means altering, interfering with, destroying, or removing anything related to the scene. Section 51(2) of the Ontario Occupational Health and Safety Act & Regulations states that in the event of a critical accident or fatality, a MLITSD inspector must give permission before a scene can be disturbed with the exception of the following:</p> <p>A scene may be disturbed without MLITSD permission to:</p> <ul style="list-style-type: none"> • Save a life • Relieve human suffering • Maintain an essential utility or service • Prevent unnecessary equipment damage <p>4. Report to Required Personnel</p> <ul style="list-style-type: none"> • When there is a critical injury or fatality, the following parties must be notified immediately: • Joint Health and Safety Committee (JHSC) • Union (if applicable) • MLITSD (a written report must also be submitted within 48 hours of the incident)

		<p>Police (the Police may automatically attend if dispatched, but must be notified of a death or any instance of fatality or injury involving workplace violence)</p> <p>5. Conduct an Investigation</p> <p>There may be parallel investigations at this stage. The MLITSD, the police, and the JHSC may all be conducting their own investigations concurrently. The role of the Employer is to work alongside each investigation, provide any documentation requested, and cooperate fully with all investigations.</p> <p>There are several components to an investigation:</p> <ul style="list-style-type: none"> • Secure the scene • Gather evidence • Interview witnesses • Investigate the root cause(s)
	JHSC	<p>Participate in the incident investigation process, if required.</p> <p>Review all reports and submit recommendations.</p>
	Management	<p>Upon notification that an incident has occurred, ensure that an appropriate incident investigation is initiated.</p> <p>Where appropriate, form an incident investigation team and designate an investigation lead based on the severity of the incident. Provide a copy of all reports to the JHSC.</p> <p>If required, immediately notify the JHSC and MLITSD.</p> <p>Ensure the investigation process is continued until appropriate corrective actions are identified.</p> <p>Review the incident investigation report and approve.</p> <p>Ensure corrective and preventive actions are implemented.</p> <p>Ensure the effectiveness of the corrective and preventive actions.</p> <p>Keep all records related to the accident in accordance with Document and Record Control Policy and Procedure.</p> <p>Ensure that the accident and associated corrective and preventative actions are communicated to all employees.</p>
Occupational Illness	Management	<p>If an employee (current or former) has an occupational illness, or that a claim for an occupational illness has been filed with the Workplace Safety and Insurance Board, the Management must notify, in writing, the MLITSD and the JHSC.</p> <p>Keep all records related to the illness in accordance with Document and Record Control Policy and Procedure.</p>
Prescribed Incidents	Management	<p>The Management must notify, in writing, the MLITSD and the JHSC.</p>

Communication

The program will be communicated through safety meetings and orientation or by any other means necessary.

Evaluation

Management will review this program annually.

Training

Certified members of the JHSC and supervisors who have completed a Basics of Supervising or equivalent course are considered trained and qualified in the legislative reporting requirements and incident investigation techniques. The company will provide training on the company specific investigation techniques to be used during an incident/accident investigation to those who may perform accident investigations.

Related Document

Incident Investigation Report
WSIB Paperwork

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 11

Emergency Preparedness

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Emergency Preparedness

Emergency Preparedness Policy Statement

A1 Carpentry Inc believes that emergency preparedness is essential in reducing the impact of emergencies in the workplace. Emergency preparedness allows our employees to act quickly in response to emergencies and avoid critical outcomes. This Emergency Preparedness Policy and the corresponding procedure have been developed to guide Managers & Supervisor in developing emergency response plans and prepare them to execute them should it become necessary.

It is expected that all A1 Carpentry Inc personnel be familiar with the emergency response plan specific to their job site or workplace through Site Specific Safety Orientation before any work begins. The emergency response plan should be available at all times on the Safety Bulletin Board. This plan should provide workers with, but not limited to, the following: emergency contact phone numbers, name and address of the nearest hospital, a map to the nearest hospital and the location of emergency response equipment (first aid kit, spill kit, fire extinguisher, etc.)

In addition to developing emergency response plans, managers and supervisors are required to conduct emergency response drills to evaluate the effectiveness of the plan and determine if there are deficiencies. Emergency response drills will be conducted at least annually. Following the completion of a drill, corrective actions will be addressed and resolved. Workers are expected to actively participate in emergency response drills.

In order to be prepared for an emergency, it is important that emergency response equipment be checked regularly for functionality. Fire Extinguishers, first kits, spill kits, eye wash stations and other emergency equipment should be checked as often as required by regulation or manufacturer but at a minimum on a monthly basis to ensure all components are intact and not expired.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Emergency Preparedness

Purpose

The purpose of this section is to ensure the preparedness of all employees in the event of an emergency. This section outlines an effective response plan that minimizes the potential risk to employees, visitors, the building, equipment, property and the environment.

Policy

A1 Carpentry Inc will develop an Emergency Plan for emergency situations common to the type of work performed by the company and typical work location. We will communicate the Plan and ensure that all equipment and training is made available to ensure the correct and efficient application of this policy.

Every effort will be made to address potential emergency situations, however, in the event that specific emergency procedures have not been developed for an unforeseen emergency, we will utilize procedures that may somewhat apply to the emergency at hand, such as evacuation procedures.

All employees will be instructed to consider worker safety, property, and equipment loss in making emergency procedure decisions.

Scope

This policy will apply to all A1 Carpentry Inc management, supervisors, employees, and contractors.

Roles and Responsibilities

Management

- Develop, implement and review at least annually, with the collaboration of workplace parties, a workplace emergency response plan for main office and shop.
- Ensure Site Specific Safety Plans (SSSPs) are developed which outline emergency procedures specific to each project or site location.
- Post or have available a list of emergency telephone contact numbers at every job site.
- Ensure that copies of the required emergency response documents are posted in a conspicuous location in the workplace.
- Ensure all required workers receive adequate training in emergency plans and equipment.
- Ensure emergency equipment to be in place, well-marked and regularly inspected and maintained.
- Ensure equipment is placed in appropriate locations and as prescribed.
- Equip supervisors with an adequate means of communication.
- Ensure that Emergency plan is tested at least once a year by conducting drills and records are kept.
- Request input and consider feedback from relevant parties including supervisors, workers and JHSC/H&S Representatives.

Supervisor

- Ensure emergency equipment is in place as required.

- Ensure that copies of the required emergency response documents are posted in a conspicuous location in the workplace.
- Ensure that the emergency equipment is placed in appropriate and accessible locations.
- Ensure that workers are properly trained in the use of emergency equipment.
- Ensure that checks, inspections, replacements and/or calibrations for all emergency equipment are done on a schedule that meets the legislative or manufacturer's requirements.
- Review the Emergency plan with contractor and ensure that Emergency plan is known and understood by the contractor.

Joint Health and Safety Committee

- Participate in developing, implementing, and reviewing emergency response protocols.

Employee

- Attend training, safety talks and other information activities required.
- Report any and all emergency situations to the supervisor.
- Always follow the procedures outlined in this policy and/or directions of those with designated responsibilities as noted above.

Contractor

- Communicate the site-specific emergency plan to their workers and ensure compliance to the plan.
- All contractors and their employees will meet at the Muster Station identified by the site supervisor in the event of an emergency evacuation.
- Ensure adequate provision of emergency equipment for their workers.

Emergency Response

An emergency can include any of the following circumstances that may require a halt to business or an evacuation of the premises and may include:

- | | |
|---------------------|----------------------|
| ▪ Fire or explosion | ▪ Gas leak |
| ▪ Chemical spill | ▪ Bomb threat |
| ▪ Medical emergency | ▪ Natural Disaster |
| ▪ Power failure | ▪ Workplace violence |

This section outlines an effective response plan that includes roles and responsibilities of relevant employees to ensure the preparedness of all employees in the event of an emergency and minimize potential risks to employees, visitors, the building, equipment, property, and the environment.

To prevent or minimize injury or occupational illness for the identified emergency situations, all emergency procedures and response plans will be reviewed annually, with revisions made as necessary, and A1 Carpentry Inc will communicate emergency response procedures with all relevant workplace parties, including workers, visitors, contractors, emergency response services, government authorities, and the community as required.

Response plans include roles and responsibilities of relevant employees during emergencies:

Supervisors

- Assign the following responsibilities to workers in the event of an emergency:
 - Obtain first aid kit;
 - Assist in providing first aid treatment;
 - Contact emergency personnel;
 - Meet emergency personnel;
 - Account for workers (head count).
- Ensure that first aid is administered, or medical treatment is called, if necessary.
- Authorize re-entry (provided emergency personnel and management has given clearance).
- Complete an injury/incident report form.
- Notify senior management and the JHSC representative in the event of an emergency.

Worker

- Assist supervisor in determining assembly points of a project.
- Follow directions of their acting supervisor, who may direct a worker to:
 - Obtain first aid kit;
 - Assist in first aid treatment;
 - Contact emergency personnel;
 - Meet emergency personnel;

Senior Management

- Investigate emergency situations.
- Assess the effectiveness of emergency response procedures.
- Follow up contact with supervisors/workers regarding an incident.
- Review the program annually.

Preventative Measures

Management shall take reasonable fire safety and emergency prevention measures, including but not limited to:

- Compliance with federal and provincial fire prevention laws, insurance requirements and other requirements regarding the storage of flammable and combustible materials, electrical installations, building materials, and ventilation.
- Enforcement of Company No Smoking Policy.
- Monthly workplace inspections.
- Conduct periodic testing of our emergency response plans (e.g., drills) and maintain records of testing and corrective actions taken.
- Emergency procedures and response plans shall be reviewed annually and updated as necessary.
- Meeting health and safety training standards.
- Ensure communication of relevant emergency response information to all stakeholders, including workers, visitors, contractors, emergency response services, government authorities, and the

community.

- Installing and maintaining the appropriate number, type, and size of portable fire extinguishers.
- Maintaining emergency lighting, where required.
- Maintaining clear corridors, employee assembly points and emergency exits free from obstruction.
- Providing on-going emergency response training to all employees based on their roles.
- Having an up-to-date floor plan of facility available.

Portable fire extinguishers and other equipment are checked, inspected and tested according to the maintenance requirements of the applicable legislation. This is done as part of the monthly workplace inspection procedure.

The objective of this procedure is to provide emergency preparedness information sufficient to ensure that any emergencies are responded to in a manner that is accurate, timely, consistent, dependable, and adequate in situations that have the potential to affect life, and the health and safety of any person. The process of hazard assessment will be ongoing to accommodate any changes in operation and personnel.

Hazard Assessment

Identification of potential emergency situations:

Emergency	Definition	Hazards	Risk Level	Controls	Risk Review
Fire	A material substance that is highly flammable including combustible materials, heat process or poor maintained electrical equipment.	Fire hazard, low oxygen levels, smoke, burns, damage to structural integrity, etc.	High	Out of control fires: unable to extinguish with fire extinguisher or fire suppression. Evacuate area, inform Supervisor initiate ER response plan.	High
			Medium	Spark or flames just emerge, low change of spreading, able to extinguish with Fire Extinguisher. Report to Supervisor. Fire extinguisher training.	Medium
			Low		Low
Power Line Contact	Machinery or equipment contacts overhead power lines.	Electrical hazards, fire hazards or explosion.	High	If possible, break contact; keep equipment clear of power lines; otherwise stay in equipment until utility is shut off; follow limits of approach.	High
Chemical Spills	Uncontrolled release of hazardous chemicals either as a solid, liquid or gas.	Environmental contamination on soil/water sources, acute, chronic or latent effects on humans	High	Follow appropriate spill response. Engage qualified contractor for cleanup.	High
			Medium	Follow SDS for spills, clean up, report incident to Supervisor, MOE may need to be notified - refer to MOE guidelines.	Medium
			Low		Low
Gas Leak/ Gas Line Break	Leak of natural gas or other gaseous products from a pipeline or other containment in any area where the gas should not be present.	Fire hazard, explosion, reduced oxygen, acute or chronic effects on humans.	High	Stop all activities, remove all Workers from area, inform Supervisor and contact utility/gas company to shut off gas line until item can be repaired.	High

Worker Critical Incident, Fatality of Medical Emergency	Significant illness or injury to a worker or several workers.	Illness, injury	High	Follow the procedures as outlined in Incident Investigations and Reporting procedure; follow legal reporting requirements.	High
Broken Water Main	Crack or broken water pipe that releases water uncontrollably	Water hazard, droning, build up of mud, slink holes	High	Stop all activities, remove all Workers from the area, inform Supervisor and contact utility/water company to shut off water main until it can be repaired.	High
Extreme Weather	When a weather event is significantly different from the average or usual weather pattern	Extreme heat, cold, rainfall or wind events	High	If extreme weather affects personnel's health and safety the site Superintendent may - continue to work and monitor the situation and advise Workers of any changes or release Employees or restriction operations;	High
Pandemic	A widespread occurrence of an infectious disease.	Worker illness.	High	Follow government and public health guidelines.	High
Water	Working near water including filled pools, riverbanks, and filled water towers.	Water hazard, droning, build up of mud, slink holes	High	All Workers to have on life jackets; emergency equipment onsite.	High
			Medium	Setup engineered controls (guardrails, travel restraint, barriers or fences, etc.)	Medium
			Low		Low

Emergency Equipment

Emergency equipment shall be in place, well-marked, regularly inspected and maintained to ensure it is operational when needed, including conducting at least annual reviews to determine if current equipment is adequate and in the appropriate location, as well as considering training requirements, checks, inspections, replacement, and calibration.

Fire Drill

The purpose of a fire drill is to ensure that the occupants and staff are totally familiar with emergency evacuation procedures resulting in orderly evacuation with use of fire facilities. A formal record of training will be maintained to demonstrate that this training requirement has also been satisfied.

Fire Drills are required to be conducted every twelve (12) months. Fire drills at A1 Carpentry Inc will involve all employees, not just supervisors and managers. It is essential that all employees are aware of their responsibilities during an emergency.

Advance notice will be posted for supervisors, advising the date of these practice drills. Following each drill, all persons of delegated responsibility will attend a debriefing to report on their actions and the reactions of the occupants.

Chemical Spill

When a chemical spill occurs, action must be taken as quickly as possible to protect individuals in the area and to contain the spill. Small spills shall be dealt with immediately by the supervisor in charge according to the Safety Data Sheet (SDS) for the product.

A chemical spill is defined as the following:

- Any hazardous substances that can cause adverse health effects, property damage or environmental damage.

In the event of a chemical spill:

- Isolate the surroundings to prevent anyone from entering the area and remove anyone who may be in the vicinity.

If toxic fumes are present, the supervisor will evacuate the building immediately. The supervisor will then do the following:

- Contact the local 24-Hour Emergency response number.
- Place signs and caution tape to secure the area, if necessary,
- If it is safe to do so, place absorbent material near the area where the spill is moving.
- Clean up the spill as per the requirements of the SDS.

Medical Emergency

In event of a medical emergency the following will be adhered to:

- Evaluate the accident area to ensure that it is safe to render first aid.
- Ensure a qualified person provides first aid using the available first aid station, facilities or supplies.
- Do not move the victim unless greater danger exists.
- The first aid responder must offer first aid to the victim(s).
- Identify and evaluate the injury.
- Contact 911 by sending someone to the nearest phone, or provide immediate transportation to the doctor's office, hospital or home as required.

At the time of the call, provide the following information:

- Location of the injury scene.
- Nature of the injury and the number of victims.
- Stay on the phone until advised to hang up.
- Send someone to notify management of the emergency.

After the emergency situation has subsided:

- Complete the Accident /Incident Investigation Report and conduct a thorough investigation including all details surrounding the accident. Included in the report will be recommendations to prevent a recurrence.
- The supervisor must initiate a Form 7 and head office will make sure that it is completed.

A1 Carpentry Inc head office will return the completed copy of the Form 7 to the WSIB within three days "72 Hours" of learning of the work-related injury or occupational disease. It is A1 Carpentry Inc policy that the Form 6 is completed by the worker when able, in most instances an effort is made to submit Form 6 at the same time as Form 7, if this cannot be done a later submission is acceptable.

In the event of an injury where transportation to medical services is required, the supervisor will ensure that emergency services are contacted. If emergency services are not required, immediate transportation to a hospital, doctor's office, or the worker's home shall be arranged by the supervisor

for any worker who sustains a work-related injury. This will be accomplished through a taxi or company vehicle. The supervisor will determine who will accompany the injured worker. The person accompanying the injured worker to the hospital, doctor's office, or the worker's home shall record all details of the trip. For the purpose of seeking emergency medical attention A1 Carpentry Inc will incur the costs of this transportation. If the worker refuses transportation to the hospital, A1 Carpentry Inc will immediately call emergency services.

First Aid

In all cases of work-related injury, A1 Carpentry Inc will ensure that first aid treatment is given immediately in accordance with the applicable Regulation of the First Aid Requirements.

First Aid kits contain a list of components required by the Regulation, and they are to be inventoried by the Site Supervisor before being taken to a job site.

A1 Carpentry Inc will ensure that at least one person is trained, at the designated level, on every shift, and that the designated first aider is available to render assistance at all times during that shift. A1 Carpentry Inc will also ensure that the first aid kit is at all times in the charge of a worker who is the holder of a valid Standard First Aid Certificate. The certificates of the first aid trained employees will be posted.

All first aid treatments administered will be recorded in the first aid logbook by the certified first aider and shall include all the details surrounding the incident as described by the injured employee. The first aid treatment logbook will contain the following information:

- Date of the injury,
- Time of injury,
- Names and work locations of witnesses and injured person,
- The nature and location of the treatment given.

The First Aid kit inspections shall be conducted during the monthly workplace inspection. An Inspection Log of the first aid kit must include the date of the most recent inspection and the signature of the inspector. Every employee using a vehicle to transport workers shall equip the vehicle with a first aid kit. It will be the responsibility of the driver to ensure that the vehicle first aid kit is inspected monthly.

All inspection logs must be filled out, all injuries requiring first aid will be recorded in a first aid log, maintained within the kit, and reported to the supervisor as soon as possible.

Building Evacuation Procedures

In the case of an emergency that requires the evacuation of the building (i.e., fire, gas leak, etc.), all workers must be informed of the site-specific procedure to safely evacuate the area.

The A1 Carpentry Inc office and shop will have posted emergency response plans with documented procedures to be followed. For workers on a project or site, they must be informed of the site or building specific emergency evacuation plans through site orientation or communication with the building or project owner.

The circumstance of each emergency must be recorded. The evacuation procedure shall be tested, and assessed, at a minimum, on an annual basis.

Fall Rescue

If a worker falls, and their fall is arrested by fall protection equipment, the site-specific rescue plan must be initiated. The plan may include the following procedures:

- Before workers attempt a rescue, they must ensure that they have all the required personal protective equipment for themselves and for the casualty (fall protection equipment for themselves, and at least a new lanyard for the victim).
- Depending on the lifting capabilities of the elevating work platform being used (if it can lift safely two people plus the casualty) two workers will maneuver the elevating work platform beneath the fallen worker.
- The workers will bring the lift directly underneath the fallen worker until the injured worker touches the floor of the elevating work platform.
- Once the casualty is safely on the floor of the elevating work platform, only then can the rescue workers disconnect his/her protection device.
- The rescue workers must then connect the victim's harness to the elevating work platform for the trip down.
- If the elevating work platform cannot reach high enough for the victim to touch the floor, the workers will abort the rescue and wait for the fire department to arrive.
- When the victim reaches the ground, the first aid responder will attend to them, and they will be taken to the closest medical facility to be attended to by a doctor.
- If the victim is unconscious or there is reason to suspect a back or a neck injury, emergency services must be called before any rescue attempt is made.

Designated Substances

If it is found that there are designated substances in the workplace, a control program will be developed and a training program will be implemented for workers and supervisors and will include:

- The health effects associated with the specific designated substance.
- The measure and procedures required under the designated substance program.
- A1 Carpentry Inc will also ensure the training is evaluated and documented.

Emergency Response

A1 Carpentry Inc will provide training on the emergency response plan to all employees. This training will include, but not be limited to, who to notify in the event of an emergency, the emergency evacuation plan, designated meeting area, and how to prevent emergency situations. All newly hired employees will receive this training as part of their employee orientation. Any changes to the emergency response plan will be communicated as required through a toolbox talk.

Emergency Equipment

Emergency equipment will be inspected regularly in accordance with the legislation, standards, or manufacturer's instructions, by a competent person. Any piece damaged or defective piece of emergency equipment must be immediately removed. All emergency equipment inspection and maintenance records will be kept by the supervisor.

Communication Equipment

- Communication is essential in the event of an emergency. Workers will be equipped with a means of communication when on a project. It may be a phone made available by the constructor or a private or company cellphone or a mike/radio system. At the beginning of each shift supervisors should check their method of communication to ensure it is operating as required.
- Depending on the emergency, relevant information will be communicated to the relevant parties: employees, contractors, visitors, emergency response services, government authorities, etc.
- All communication equipment shall be maintained in excellent operating condition to facilitate emergency communications. All substandard conditions concerning radio operation shall be reported to and documented by the appropriate supervisor for correction. Records shall be kept of all communication equipment maintenance.

First Aid Kits

- First Aid kits will be located within quick and easy access for all employees within the vicinity of trained personnel.
- All First Aid kits on a project will be the appropriate size and suitably stocked for each location as stipulated in the regulation.
- First Aid kits will be identified to all new employees.
- Must be inspected and restocked to its original contents monthly. Records of the date of inspection and name of the inspector will be logged and kept within the first aid kit.

Naloxone

- A1 Carpentry Inc will provide naloxone kits when they become aware of the following scenarios:
 - There is a risk of a worker opioid overdose.
 - There is a risk that the worker overdoses while in a workplace where they perform work for the employer.
 - The risk is posed by a worker who performs work for the employer.
- The kits will be in the vicinity of a worker who has been trained in using naloxone.

Fire Extinguishers

- Portable Fire Extinguishers are available in all A1 Carpentry Inc vehicles, the garage area, and office area and in the warehouse. The location of this safety equipment is part of the worker orientation and is to be clearly identified by location stickers or signs and will also be identified to the worker during orientation.
- Fire extinguishers will be located within quick and easy access for all employees on construction projects.
- Fire extinguishers will be provided and kept in proximity in the following situations:
 - Where flammable liquids or combustible materials are stored, handled, or used.
 - Where oil-fired or gas-fired equipment is being used.
 - Where welding or open-flame operations are carried out.
 - On each story of an enclosed building being constructed or altered.
- The location of fire extinguishers will be adequately marked for easy location.

- Workers who are required to use a fire extinguisher will be trained how to use it.
- All fire extinguishers on a project will be the appropriate size and type.
- Fire extinguishers will be identified to all new employees.
- Fire extinguishers will be inspected regularly and recharged when required.
- A third-party technician will perform annual inspections. Records of the date of inspection and the name of the inspector will be logged and kept.
- Monthly inspections will be recorded on the inspection tag provided with the fire extinguisher. If no inspection tag has been provided or if it has been damaged, removed or made illegible, a written inspection log will be kept by the supervisor or any other designated worker.
- After a fire extinguisher is used, it will be recharged or replaced immediately.
- Any defective fire extinguishers will be tagged and removed from service immediately for repair. If repairs are not possible then replacement equipment will be purchased immediately and replaced before workers continue to perform their duties in a work area where no emergency equipment is available.

Eye Wash Bottles or Stations

- Eye wash stations/bottles will be provided as required.
- Eye wash stations/bottles will be in the vicinity of the first aid kit.
- It is the responsibility of the supervisor to ensure eye wash stations/bottles are inspected.
- Eye wash bottles will be filled with saline and will be protected by a secure lid.
- All workers, in the event of materials or other objects getting in the eye, will immediately flush the eye as directed.

Training

All employees will receive the necessary information and training on their responsibilities on this emergency procedure, from a qualified instructor.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Record Keeping

All documents related to emergency preparedness must be maintained as per 1.2 Document and Record Control Policy and Procedure including fire drills, testing and corrective actions.

Evaluation

Management will review this policy and program at least annually in consultation with the JHSC or after drills or an emergency.

Related Documents

Emergency Equipment Inspections
Annual Drill report
Emergency Response Plan

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 12

Statistics & Records

A1 CARPENTRY INC

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Statistics & Records

Statistics & Records Policy Statement

As part of A1 Carpentry Inc dedication to fostering a healthy and safe work environment for its Employees, this Statistics & Records Policy and associated procedure have been developed.

The purpose of the procedure will be to guide Managers and Supervisors in maintaining accurate records of health and safety statistics to use for analysis to determine the company's Occupational Health & Safety performance.

Analyzing our performance month-to-month and year-to-year allows the Management to identify flaws in the system and create corrective actions to improve the Company's Health & Safety Program.

In order to maintain accurate statistics and records, all workplace parties must fulfill their role as per the Internal Responsibility System (IRS), beginning with reporting and addressing incidents and hazards in the workplace.

To facilitate this, all incidents, accidents, near misses, spills, violence, harassment, etc., must be reported and documented. Workers are required to report all hazards and unsafe work conditions to their supervisor immediately, as per the Occupational Health & Safety Act. Additionally, hazards should be brought to the attention of supervisors so that a full hazard assessment can be performed.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

01 Jan 2026

Date Signed

Kirby Driscoll

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Purpose

The purpose of this Procedure is for the review of Health & Safety trends and helps identify opportunities for improving the Occupational Health & Safety Management System, assists in establishing objectives for the Health & Safety program and assists Management in allocating resources and meeting due diligence requirements. Trends should be reviewed for both leading and lagging indicators. A regular review of leading indicators can inform A1 Carpentry Inc of its progress towards annual targets and objectives.

Policy

In order to analyze statistics and make recommendations for improvements to the OHSMS, all incidents, accidents, near misses, spills, violence, harassment, etc. must be reported and documented.

Scope

This policy will apply to all A1 Carpentry Inc management, supervisors, employees, and contractors.

Roles and Responsibilities

Management

- Will establish a review of any Health & Safety Trends within the Company on an annual basis.
- Establish key performance indicators to monitor progress of achieving the Health and Safety objectives as well as monitoring the performance of the OHSMS.
- Conduct Management Review meetings and compare current health and safety performance with past performance.
- Maintain records of orientation, project inspections and safety audits and follow up actions.
- Monitor injury frequency rates and review all health and safety activities and occurrences yearly.
- Ensure follow up is performed for all actions.
- Analyze statistics to determine health and safety objectives and targets for the year.
- Communicate statistics and indicators to all employees.

Supervisor

- Provide information and insight to Senior Management on health & safety trends relating to incidents, near misses, violence and harassment etc.
- Review Statistics and Records during Health & Safety Meetings and provide input on those meetings.
- Check and ensure the Project Safety Bulletin Board is current and up to date with all relevant documentation.
- Collect the trends data from the various Stakeholders and formulate into a working document.

JHSC

- Review of the report and actively participating in the review and implementation of the trend's findings.

Worker

- Report any known hazards, incidents, near misses or other health & safety issues that the worker may be aware of to their supervisor.

Contractor

- Report any incidents, near misses, spills, accidents, etc. that occur on an A1 Carpentry Inc site or project.

Procedure

- The Management team will analyze and collect data required to develop the Trends Report.
- The following performance statistics shall be recorded and reported annually:

Lagging Indicators:	Leading Indicators:
Number of near misses	HSE Training
Number of first aids	HSE Inspection
Number of accidents	HSE Audits
Frequency and Severity of accidents	Safety Talks
Environmental Incidents	HSE Meetings
Work refusals	Risk Assessment
JHSC outstanding or unresolved concerns	Hazards identified and corrected.
MLITSD OHSA citations (number of citations and type)	
WSIB Claims	

Additional trends which may be tracked and assessed includes:

- Site inspections
 - The number performed, the issue involved, hazards identified.
- Accident/incident investigations
 - The number performed, recommendations, by job role and/or task.
- Lost-time injuries (LTIs)
 - Frequency, injury type, body part involved, by job role and/or task.
- Joint Health & Safety Committee (JHSC) minutes and inspection reports
 - Issues identified, follow up, meeting frequency.
- Internal Audit Reports
- Work refusal reports
- Permits (confined space, hot work, working at heights, etc.)
- First Aid Treatment Records
 - Review first aid treatment records for accuracy and completeness.
 - Identify patterns and trends in the types and frequency of injuries.
 - Evaluate the effectiveness of first aid treatments.
 - Identify areas for improvement in first aid procedures.
 - Take corrective action to address any identified issues.
 - Monitor and review regularly to ensure ongoing effectiveness and improvement.
- Other relevant Workplace Indicators.
- The Management team will work with the JHSC to review the data and develop the Trends Analysis Report.
- Senior Management will review the Trends Analysis Report at the Management review meeting and reply in writing to the JHSC regarding the corrective actions to be taken.
- The Management team will monitor the corrective action process and report on a regular basis the status of the completed items.
- All trends reviewed will be filed with the management minutes and copy provided to the JHSC.
- Senior Management will consider the trends review when revising objectives and the continual improvement process plans at least annually.

Communication

Management will record the statistics and communicate them to all employees by email, meeting, safety talks, health and safety newsletter, etc. This procedure will be communicated to relevant workplace parties through safety meetings, orientation or by any other method determined by management.

Training

Training will be provided to employees through safety meetings, one-on-one training or through organized and topic- specific training or by any other means when and where necessary.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Documents

Management Review Meeting Minutes
Annual Statistics Analysis and Summary

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.





Element 13

Legislation & Other Requirements

Legislation & Other Requirements

Legislation & Other Requirements Policy Statement

A1 Carpentry Inc is committed to ensuring that the Company and all workplace parties operate in compliance with the Occupational Health & Safety Act (OHSA), the Construction Projects Regulations (O. Reg. 213/91) and Industrial Establishments Regulation (O. Reg. 851) made pursuant to the Act, Company Policy and any other Legislation that may be applicable to the scope of work.

As an Employer, A1 Carpentry Inc will take every precaution reasonable in the circumstances for the protection of its workers. As part of the Internal Responsibility System (IRS), all A1 Carpentry Inc personnel are expected to demonstrate due diligence in complying with their responsibilities under the OHSA and Regulations.

Rules and regulations regarding, but not limited to, the use of Personal Protective Equipment, Safe Work Practices and Procedures, Working at Heights, Working in Confined Space, the establishment of a Joint Health & Safety Committee, WHMIS, etc. are to be respected at all times in the workplace.

A1 Carpentry Inc Management and Supervisors will enforce these rules and regulations, and disciplinary measures will be taken if necessary. To encourage compliance, copies of the OHSA “green book” are made available at every job site and within A1 Carpentry Inc Head Office. A1 Carpentry Inc will evaluate the Company’s overall compliance with applicable legislation as per the Procedure.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll

President/Owner

Kirby Driscoll

01 Jan 2026

Date Signed

Purpose

The purpose of this Procedure is to define A1 Carpentry Inc requirements for compliance with all applicable Legislation and other requirements.

Scope

This Procedure applies to A1 Carpentry Inc and all workplace parties to operate in compliance with all applicable Legislation and other requirements and operate as part of the Internal Responsibility System (IRS), in which all A1 Carpentry Inc personnel are expected to demonstrate due diligence in complying with their responsibilities under the OHSA and Regulations. This policy and procedure also apply to contractors, visitors, suppliers, or any other person who is working with or for A1 Carpentry Inc

Roles and Responsibilities

Management

- Participate in the annual review of Legislation & Other Requirements Policy and Procedures.
- Review and understand any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other legislation and requirements.
- Ensure the Company and all Employees act in accordance with all applicable Legislations and Regulations.
- Ensure all contractors follow and act in accordance with all applicable Legislations and Regulations.
- Ensure any updates or changes to of any applicable Legislations, Regulations, Standards, and other requirements and update the Health & Safety Manual, Policies and Procedures as communication.
- Inspect project sites and Project Safety Bulletin Board to ensure all relevant Legislation is posted and/or available.
- Maintain records of inspections, evaluations and other compliance to Legislation and other requirements.
- Fulfill all duties of Employers as stated in sections 25 & 26 of the OHSA.

Supervisor

- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other Legislation requirements.
- Ensure the site and project are in compliance with all applicable Legislations, Regulations and other requirements.
- Participate in the annual review of Legislation & Other Requirements Policy and Procedures.
- Ensure and enforce that all Subcontractors work in compliance with all applicable Legislations, Regulations, and other requirements.
- Ensure and enforce that all Workers work in compliance with all applicable Legislations, Regulations, and other requirements.
- Ensure the Project Safety Bulletin Board is current and up to date with all necessary documentation and Legislative requirements and is placed in a visible location.
- Ensure that a daily hazard assessment is completed prior to the commencement of tasks.

- Ensure that a weekly Toolbox Safety Talk Form as per Workplace Inspection Policy and related Procedure.
- Ensure that Pre-Use Inspections Forms of Machinery, Equipment and Tools are completed prior to their use.
- Ensure Safe Job Procedures and Hazard Assessments are available for all tasks involved in the scope of work – this must include controls to be used to mitigate the risks.
- Fulfill all duties of Supervisors as stated in Section 27 of the OHSA.

JHSC/H&S Representative

- Make recommendations to Management during the quarterly JHSC Meeting on controls that can be used to mitigate risks and report on the effectiveness of current controls.
- Be familiar with and any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations.
- Report any actual or potential hazards to the Supervisor(s).
- Complete a monthly site Inspection.
- Inform the Supervisor of any known hazards in the workplace for which new or better controls should be implemented.
- Promote the use of controls in the workplace (ex. PPE) and report all non-conformance.

Employee

- Be familiar with and any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations.
- Be familiar with and follow all of A1 Carpentry Inc Policies, Safe Job Procedures and Safe Work Practices and the controls used to reduce the risk associated with any given hazard.
- Report any unsafe acts or conditions (actual or potential) to the Supervisor.
- Use or wear all equipment, protective devices or clothing as required and in accordance with the Manufacturer's instructions.
- Ensure Pre-Use Inspection forms are completed prior to the use of any vehicle, equipment, or tool.
- Make recommendations to the Worker Health & Safety Representative(s), JHSC or Supervisor on controls that can be used to improve safety in the workplace and/or report on the effectiveness of existing controls.
- Fulfill all duties of Workers as stated in section 28 of the OHSA.

Contractor

- Review and have an understanding of any and all applicable Legislations including the Occupational Health & Safety Act (OHSA) and all associated Regulations, Environmental Protection Act, Employment Standards Act and other Legislation requirements.
- Ensure their Workers work in compliance with all applicable Legislations, Regulations, and other requirements.
- Ensure Workers complete any and all inspections required by all applicable Legislations, Regulations and other requirements.

Procedure

1. Management will determine the list of Legislations and other requirements required for A1 Carpentry Inc. This will be done in consultation with others and by reviewing the Ontario

Ministry of Labour, Immigration, Training and Skills Development website, along with news articles, trade communications, IHSA, WSIB, and any other outlets to stay informed about any changes to legislation, regulations, standards, and other requirements.

2. Management will incorporate legal and other requirements into the OHSMS and ensure the list stays current and up to date.
3. Management will communicate the new legal or other requirements to the appropriate work parties and posted at each workplace.
4. Employees will be educated in their roles and responsibilities and the rights of the employees.
5. Management and supervisors will ensure that all relevant legislation is visibly posted or available to workers.
6. Management and supervisors will enforce compliance with applicable legislation and follow the progressive disciplinary or contractor management procedures, as required.
7. Management will evaluate at least annually compliance to legal or other requirements and will record the evaluation in OHSMS Legislation Register. If a noncompliance is found, management will take corrective actions immediately.
8. Records will be managed and maintained as per the Document and Record Control Policy and Procedure.

Communication

This policy will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

The program will be reviewed annually by management.

Related Documents

OHSMS Legislation Register
A1 Carpentry Inc Health & Safety Manual, Policies and Procedures
Applicable Codes, Standards, Guidelines, etc.

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 14.1

Management Review

Management Review

Management Review Policy Statement

A1 Carpentry Inc is committed to establishing, implementing, monitoring, and maintaining a documented policy statement and procedure for senior management to review the effectiveness of the OHSMS at regularly planned intervals, and at least annually.

The A1 Carpentry Inc management team is committed to the implementation of an effective Health and Safety Program. Part of this assurance is the review of Health and Safety policies, practices, and standards prior to their implementation. Management will review and sign policies at a minimum of annually or when new policies are developed and proposed for implementation.

As part of the annual review, a comprehensive internal audit of the OHSMS will be performed to determine where deficiencies exist in the system and other areas for improvement. With the results of this audit, a "Corrective Action Items" list will be developed at the end of each year to lead improvements in the new year. This list will be communicated to all workplace parties, as well as any major changes made to the OHS program. The intent of these annual reviews is for Senior Management to ensure that continual improvement is made by evaluating the sustainability, adequacy, and effectiveness of the OHS program.

Annually, the management team will review health and safety statistics which includes a summary of incidents, performance of each of the elements of the HSE program as they function in the field, and other HSE Program performance observations as they apply. Where feasible, management will participate in the development, review, and discussion of the direction of the Health and Safety Program as we understand we are responsible for the leadership of this program.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

Kirby Driscoll _____ 01 Jan 2026 _____
President/Owner Date Signed

Kirby Driscoll

Purpose

The purpose of this Procedure is to define A1 Carpentry Inc requirement for Senior Management to review the effectiveness of the OHSMS at regularly planned intervals.

Scope

This Procedure applies to all reviews required for Senior Management over OHSMS including Senior Management's role in identifying OHS objectives and aid in the development of action plans for continual improvement of the OHSMS.

Roles and Responsibilities

Management

- Evaluate the effectiveness of all elements in the OHSMS.
- Review and provide inputs in the status of actions from previous Management Safety Meeting and Reviews.
- Review and provide inputs in the results of internal audits, including COR Internal and External Audits.
- Evaluate and provide inputs into compliance with legal requirements.
- Review and provide inputs into the results of participation and consultation with Employees/Health and Safety Representatives/ Joint Health and Safety Committee Members.
- Review and provide inputs on communication from external parties.
- Review and provide inputs on OHS Performance of A1 Carpentry Inc
- Evaluate the extent to which OHS objectives have been met.
- Review status of incidents investigations, trends, identified, implementation of corrective actions, implementation of preventative actions and status of actions taken.
- Review changing circumstances related to OHS such as developments in legal requirements or technology.
- Review and provide inputs on identified barriers to Worker participation in OHSMS.
- Review and provide recommendations for improvements.
- Communicate objectives and action plans to all employees through Company Memos, Newsletter, Website, email, and other distribution channels.

Supervisor / JHSC / H&S Representative

- Understand and apply any changes approved by Senior Management.
- Communicate to Workers changes approved by Senior Management.

Employee

- Follow changes instructed by Senior Management and Supervisor.

Management Review Meeting Procedure

Annually, the Senior Management of A1 Carpentry Inc will meet and review the following inputs. The management review will include discussion and decisions based on:

- Evaluation of the effectiveness of all elements of the OHSMS.

- Status of actions from previous management reviews.
- Results of internal audits.
- Evaluation of compliance with legal and other requirements.
- Results of participation and consultation with employees and JHSC.
- Communication from external parties.
- OHS performance of the organization.
- Evaluation of the extent to which OHS objectives have been met.
- Status of incident investigations, trends identified, implementation of corrective actions, implementation of preventative actions and status of actions taken.
- Changing circumstances related to OHS such as developments in legal requirements or technology.
- Identified barriers to employees' participation in OHSMS.
- Recommendation for improvement.

The Senior Management will then produce meeting outputs, which includes:

- OHS policy update.
- Measurable OHS objectives.
- Action plan to achieve objectives.
- Required resources to achieve objectives.
- Revision of any element of the OHSMS as appropriate.
- Remove barriers to worker participation in the OHSMS if those exist.
- Communication of the objectives and action plan to all employees by email, safety-talk, notes, health and safety newsletter, etc.

The minutes of the review meeting will be recorded and approved by the director and management. Management will ensure that the agreed actions are implemented. A copy of the minutes will be stored electronically and available to all employees. Records will be maintained per the Documented Records Control Policy and Procedure.

External Communication

When communication from external parties is received, the communication will be distributed to Senior Management using Memos, H&S Meetings, onsite postings, electronic distribution or by other effective means as determined by management.

Communication

This policy will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

The program will be reviewed annually by management.

Related Documents

Management Review Meeting Minutes
Inputs and Outputs as identified.

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Element 14.2

Management of Change

Management of Change

Management of Change Policy Statement


A1 Carpentry Inc believes that change must be managed following an approved system where the results are fully communicated to applicable parties. The goal of the Management of Change policy is to increase awareness and understanding of proposed changes across our organization and ensure that all changes are made in a thoughtful way that minimizes negative impact to the organization, services and customers.

A1 Carpentry Inc will identify situations where change is needed, this includes as a minimum:

- Changes in legal requirements.
- Significant changes in work processes, control measures, equipment, organization, work location.
- Introduction of new products, processes, or services.
- Introduction of new developments in OHS knowledge or technology.

All approved changes must go through the process of task and hazards assessments to identify the resulting hazards and the appropriate control measures that must be taken.

This Policy and associated Procedure will be reviewed and updated on an annual basis.

 _____	01 Jan 2026 _____
President/Owner	Date Signed
Kirby Driscoll	



Purpose

The purpose of this procedure is to ensure a managed process is in place for continuous improvement of the OHSMS by managing all occupational health and safety changes that will occur.

Policy

Management will ensure that a process for managing all occupational health and safety change is developed, implemented, monitored, maintained, and working to avoid any new risk due to:

- Changes in legal requirements.
- Significant changes in work processes, control measures, equipment, organization, work location.
- Introduction of new products, processes, or services.
- Introduction of new developments in OHS knowledge or technology.

Roles and Responsibilities

Management

- Develop, implement, monitor, and maintain a management of change procedure.
- Identify any change that can affect the OHS.
- Evaluate the change and the risk in collaboration with the JHSC.
- Evaluate existing and required control measures.
- Communicate the evaluation result to all relevant parties and the action plan.
- Adjust the OHSMS documents, if necessary.
- Provide training to employees, if required.
- Review the management of change process at least annually.
- Keep risk assessment and evaluation reports.

Project Manager/Supervisor

- Inform management of any change that affects OHS.
- Participate in the risk assessment, if necessary.
- Communicate the evaluation results to employees, if necessary.
- Continually assess the workplace and make recommendations to management on any procedural changes, which may prove effective in providing for the health and safety of the workers.

Joint Health and Safety Committee

- Participate in the risk assessment.
- Make recommendations on how to continually improve or enhance the OHSMS.

Employee

- Collaborate during the risk assessment.
- Make recommendation to supervisor on any health and safety improvement.

Procedure

Where required, A1 Carpentry Inc management will:

- Conduct a risk assessment of new work areas, products and equipment that are introduced into the workplace.
- Plan the change, including the implementation design, scheduling, communication plan, testing plan and roll-back plan. These Changes will be vetted following the Hazard Assessment, Analysis and Control Policy and Procedure as well as Controls Policy and Procedures to determine the Change.
- Evaluate the change, including determining the priority level of the service and the risk of the proposed change and determine the change type as well as the change process to use.
- Develop and implement control measures that will reduce the level of risks associated with the new work areas, products and equipment that have been introduced to the company.
- Review Change Plan with appropriate persons as appropriate to the change type.
- Obtain approval of the Change Plan by management as needed.
- Communicate changes with relevant workplace parties and provide training to personnel on the changes.
- Implement the change.
- Document the change and any review and approval information.
- Review the change with an eye to future improvements.
- Communicate the change and provide training to all affected persons.

Communication

This procedure will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Training

Training will be provided in case of change to employees, where required.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Document

Hazard Assessment

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



WHMIS

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WHMIS

Purpose

The purpose of this program is to provide information about the WHMIS, hazardous materials used on the job, along with their proper use, storage and handling precautions.

Scope

It is the policy of the company that all employees receive information and training on the hazardous materials used in the workplace.

Definitions

Workplace Hazardous Material Information System (WHMIS)

It is a comprehensive system for providing health and safety information on hazardous products intended for use, handling, or storage in Canadian workplaces. A WHMIS program ensures that information about hazardous products is effectively communicated to employees. Effective communication of information means that employees understand the WHMIS system, know the hazards of the products they work with, know, and apply the safe work procedures specific to their jobs and tasks, and know how to respond in an emergency.

Hazardous product

Any product, mixture, material, or substance that is classified in accordance with the regulations made under subsection 15(1) in a category or subcategory of a hazard class listed in Schedule 2; of the Hazardous Product Regulations (HPR)

Hazardous Products Regulations / Hazardous Products Act

The *Hazardous Products Regulations* (HPR) are Canadian federal regulations enabled by the *Hazardous Products Act* (HPA). They are part of the national Workplace Hazardous Materials Information System (WHMIS 2015) and replace the Controlled Products Regulations (CPR). The HPR applies to all suppliers (importers or sellers) in Canada of hazardous products intended for use, handling or storage in Canadian workplaces. The regulations specify the criteria for classification of hazardous products. They also specify what information must be included on labels and Safety Data Sheets (SDSs).

Label

A group of written, printed or graphic information elements that relate to a hazardous product. The label is to be affixed to, printed on, or attached to the hazardous product or the container in which the hazardous product is packaged.

Roles and Responsibilities

Management

- Know what hazardous products are present, and how they are used, handled, or stored in the workplace.
- Keep and maintain accurate records about the identity and amount of hazardous products.
- Identify the hazards associated with the use, storage, handling, and disposal of the hazardous products.
- Ensure that WHMIS requirements regarding labels and safety data sheets (SDSs) are met.
- Provide employees with easy access to information, including SDSs.
- Develop compliant WHMIS labels and SDSs for hazardous products produced for use in the workplace.
- Determine who may be exposed to the hazardous products.
- Educate and train employees who may be exposed.
- Develop procedures for:
 - Safe use, handling, storage, and disposal of hazardous products.
 - When the product is in a pipe, piping system, vessel, tank car, etc.
 - How to protect employees who may be exposed
 - Emergency procedures when it involves hazardous products.
- Update SDSs and labels when significant new data is obtained from the supplier, and ensure employees receive education and training about the significant new data.
- Monitor the implementation and effectiveness of the program.
- Maintain an inventory of all hazardous products present in the workplace.
- Ensure all hazardous materials present in the workplace are identified with an SDS sheet.
- Ensure all SDS sheets are up-to-date and “readily available.”

Supervisor

- Advise the joint health and safety committee of a new hazardous product to be used.
- Ensure that hazardous materials have proper labels (supplier or workplace).
- Ensure that employees who use or handle WHMIS controlled products are adequately trained to recognize standard hazard symbols, understand risk phrases, first aid measures, and implement protective measures.

Employee

- Participate in the WHMIS education and training.
- Follow instructions and safe work procedures.
- Be familiar with all the hazardous products they are handling or to which they may be exposed (such as during a spill or fire). Shall not use a product unless they have been trained in safe work procedures.
- Ensure that labels are in good condition. Do not use products without labels.
- Know how to access the SDSs and understand the information on the SDS.
- Ask for help if an employee has questions.
- Report any concerns.

Supplier

- Identify if their products are hazardous.

- Attach the appropriate supplier labels to properly packaged containers of chemicals.
- Develop SDSs as needed.
- Update labels and SDSs as necessary and provide them to the purchaser.

Standard

WHMIS gives everyone the right to know about hazardous materials in the workplace and provides information in three ways: labels, SDS sheets and employee education and training.

The main elements of a WHMIS program are:

1. Purchasing and Inventory
2. Hazard Identification
3. Inspections
4. Employee Education and Training
5. Review and Evaluation
6. Document and Record Keeping

1. Purchasing and Inventory

A good chemical or product inventory system and corresponding procurement procedures are essential. Part of the procurement process for WHMIS is to make sure the supplier has provided the correct and most current labels and SDSs for hazardous products. The person in charge of procurement will develop and maintain the inventory. Product inventories will help to:

- Make the workplace safer by knowing exactly what products are present, in what quantities, and where the products are stored.
- Maintain an up-to-date list of all products.
- Identify (and remove) any excess, unused, or unnecessary products.
- Implement proper storage and handling techniques, including any specific requirements.
- Isolate and store the most hazardous products securely.
- Comply with regulatory requirements.

2. Hazard Identification

When a product is brought into the workplace, it is essential to know the hazards of the product. A summary of the hazards is found on the product's SDS.

Supervisor will ensure that the SDS will be reviewed to make sure the information is complete and accurate.

3. Inspections

The supervisor will make sure all hazardous products are labelled appropriately, and that SDSs are available. Include WHMIS requirements on the health and safety inspection checklist, such as:

- Are the containers in good condition?
- Are all labels in good condition?

- Are any hazardous products present without a label?
- Do employees know to read the label before using a hazardous product?
- Do employees know that they must not use a hazardous product which is not labelled?
- Are all decanted products, which are not used immediately by the person who decanted them, labelled with a workplace label?
- Are SDSs available and in an accessible location for all employees?
- Does the information match between the SDS and label for the same product?
- Are all vessels, pipelines etc. labelled according to WHMIS requirements?

In addition to regular inspections, it may be advisable to have a specific WHMIS inspection at least once a year.

4. Employee Education and Training

All employees who work with a hazardous product (or who may be exposed to a hazardous product) will learn about the hazards associated with these products. The hazard information will include the information received from the supplier, as well as any other information that the employer is aware of about the use, storage, and handling of each product. Education and training can be thought of as two separate parts:

- Education refers to general information such as how WHMIS works.
- Training refers to the site- and job-specific information for employees that will cover the workplace's procedures for storage, handling, use, disposal, emergencies, spills, and what to do in unusual situations.

5. Review and Evaluation

The WHMIS program will be reviewed at least annually or more often if there are changes in the working conditions. This review would also determine if the current WHMIS education and training covers all hazardous products that employees may be exposed to, and whether the employees are adequately informed and instructed about these hazards. Refresher education and training is generally required:

- As needed to protect employees' health and safety.
- If conditions of the workplace have changed.
- If new hazardous products are introduced.
- If the products have changed and now have different hazards.
- When new hazard information becomes available.
- If there is new information about safe use, handling, storage, disposal, or emergency response.

Employees' knowledge will be periodically evaluated using written tests, practical demonstrations, and other suitable means.

6. Document and Record Keeping

Documents and records will help to show due diligence and compliance. Documents and records will be kept as required by the regulations and A1 Carpentry Inc

Documents are a “medium” that contains information. Examples of documents may include the actual education and training material, inventory lists, SDS, label, or the inspection checklist forms. Documents should be dated and indicate when there is a revision.

Records are documents that state the result achieved or provide evidence of activities performed. Examples of records include inspection results, steps taken to control hazards, attendance at sessions, courses completed, survey results, or annual reviews.

Labels

WHMIS legislation requires that products used in the workplace that meet the criteria to be classified as hazardous products must be labelled.

Supplier labels contain the following:

- ✓ Product identifier
- ✓ Supplier identifier
- ✓ Pictograms; Appropriate hazard symbol(s)
- ✓ Signal word: a word used to alert the reader to a potential hazard and to indicate the severity of the hazard.
- ✓ Hazard statements (such as "dangerous if inhaled")
- ✓ Precautions (such as "wear rubber gloves")
- ✓ Supplemental label information; based on the classification of the product.

Workplace Labels are required when controlled products are produced on-site or have been transferred from a supplier-labelled container to a different container. Workplace labels must include:

- Product identifier.
- Safe handling instructions.
- Statement that an SDS is available for the product.

Safety Data Sheets











Safety Data Sheets (SDSs) are summary documents that provide information about the hazards of a product and advice about safety precautions. SDSs are usually written by the manufacturer or supplier of the product. In some circumstances, an employer may be required to prepare an SDS (e.g., when the product is produced and used exclusively in that workplace).

SDSs provide more detailed hazard information about the product than the label. They are an important resource for workplaces and employees to help learn more about the product(s) used.

Safety Data Sheet must follow a standard of 16-section format and will be updated when significant new data become available.

Employee access to SDSs is a continuing requirement. Supervisor will ensure that updated SDSs are obtained for all hazardous products used in the workplace.

Pictograms

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

* The GHS system also defines an Environmental hazards group. This group (and its classes) was not adopted in WHMIS 2015. However, you may see the environmental classes listed on labels and Safety Data Sheets (SDSs). Including information about environmental hazards is allowed by WHMIS 2015.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Training

All employees who work with a hazardous product (or who may be exposed to a hazardous product) will learn about the hazards associated with these products and they will be required to participate in an annual refresher course.

Evaluation

Evaluation of the program will be done on an annual basis.

Related Document

Hazardous products inventory list and SDS binder

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.



Early and Safe Return to Work

A1 CARPENTRY INC
COMMERCIAL | RESIDENTIAL

Early and Safe Return to Work

Purpose

A1 Carpentry Inc will make every reasonable effort to help an injured employee to stay at work (SAW) or to return to work (RTW) following a work-related injury or illness. The return-to-work program will ensure that as a company we are committed and able to supply modified duties to all employees, where possible, without undue hardship.

The purpose of this policy and program is:

- To provide for the early rehabilitation and return to work of injured employees.
- To provide gainful employment for employees who are permanently disabled due to an injury in the workplace.
- To ensure that all reasonable steps are taken to restore at least the employee's ability to perform the essential duties of their pre-injury job.

Scope

This policy applies to all managers, supervisors, employees, and contractors.

Roles and Responsibilities

Management

- Promote and implement an ESRTW program and ensure the policy is updated as required.
- Discuss the plan with the employee's supervisor and ensure that the objective of the ESRTW program is understood.
- Determine the frequency of conducting evaluations of the ESRTW program and the employee's progress in the plan.
- Ensure the employee signs all formal ESRTW documentation.
- Maintain documentation per Document Control Policy and Procedure.

Supervisor

- Report the employee's injury or illness by submitting a WSIB Form 7.
- Remind employees to ask treating physician to give employee a copy of WSIB Form 8.
- Get in touch with the injured employee as soon as possible after the injury or illness.
- Work with Management to design the RTW plan.
- Maintain regular contact with the employee during his or her absence from work.
- Try to provide suitable work. Suitable work is work that:
 - is safe,
 - is productive,
 - is within the employee's functional abilities, and
 - matches the employee's pre-injury pay as closely as possible.
- Coordinate with the worker to discuss required accommodation/assistance.
- Meet with the returning employee at the start and end of the first shift to review and discuss any concerns the employee may have.
- Attend regularly scheduled meetings with the employee during the work plan to discuss progress.

- Provide Management with any information requested about the employee's return to work.
- Inform Management about any disputes or disagreements with the employee about his return to work.
- Co-operate in the return-to-work process.
- Conduct an evaluation of the modified work program on a yearly basis, to determine its effectiveness.

Employee

- Get medical treatment immediately after a work-related injury or illness and follow the recommendations of the health-care professional.
- Report the injury or illness to the supervisor as soon as possible.
- Complete WSIB form 6 and provide a copy to supervisor.
- Ask the treating physician for a copy of WSIB Form 8.
- Get in touch with the supervisor after the first health-care treatment to begin talking about return to work.
- Stay in contact with the supervisor throughout the recovery and provide him with information on the progress. Try to touch base regularly and keep a record of when the employee contacts the supervisor.
- Work with the supervisor to identify suitable work opportunities.
- Provide WSIB with requested information about the return to work.
- Inform WSIB of any significant changes in the medical condition or income.
- Significant changes can include:
 - Returning to work.
 - Starting to receive other income or government benefits; or
 - Important updates in the medical condition.
- Inform WSIB about any disputes or disagreements with the employer about the return to work.
- Co-operate in the return-to-work process.

Workplace Safety and Insurance Board (WSIB) or Equivalent Board

- Provide information about the return-to-work process.
- Monitor progress and co-operation.
- Get and clarify information on functional abilities.
- Help resolve any difficulties and disputes throughout the process.
- Decide whether the employee need the return-to-work services.
- Make all claim-related decisions.

Early and Safe Return to Work Procedure

In the event of a workplace injury/illness, the following procedure must be followed:

- If able, the injured worker shall obtain all the necessary documents and forms, including a Functional Abilities Form, as per the Injury/Incident Reporting Policy.
- The injured worker and any witnesses must complete a written statement. It is advised that, if possible, the worker complete the form personally. The balance of the documentation is to be turned over to the attending physician.
- All forms must be completed in their entirety and returned to A1 Carpentry Inc in a timely manner. This will ensure prompt reporting to the WSIB.

Further medical assessments by specialists may be required by A1 Carpentry Inc or the WSIB from time to time.

Each time a physician is seen or the injured worker's condition changes, a Functional Abilities Form, or the equivalent must be completed and immediately forwarded to management. The worker's full cooperation, participation, and commitment at these times and throughout the program are essential and required by the WSIB.

Early and Safe return-to-work programs are individualized to meet the injured worker's needs. The Supervisor will assist, when required, in establishing the necessary programs and plans. After changes to the work and/or workplace, a thorough analysis is done to assure worker/task compatibility and the health and safety of the worker and their co-workers. Placement in programs must not pose a health or safety hazard to the injured worker or co-workers.

A supervisor will provide the worker with job instructions, training and evaluation. The worker and the supervisor must agree to the performance standards by which the worker is to be evaluated.

The Early and Safe return-to-work program terms are negotiated and all involved parties including the physician reach a consensus. The plan sets out the objectives, programs, activities and time frames necessary to bring the worker back to work, or as close as possible, to the pre-injury earnings profile. Such a plan may be periodically changed depending on the worker's progress and available work.

Modified work, which is a part of the Early and Safe return-to-work program, is specifically designed to help workers re-adjust to employment so they can gradually improve their physical capabilities and increase their tolerance. Such programs will also give all parties involved an opportunity to observe how the worker prepares and copes with the assigned tasks.

Contact with Injured Worker

A1 Carpentry Inc must contact an injured worker as soon as possible after learning of a workplace injury/illness. It is the operation manager's responsibility to maintain contact throughout the worker's recovery period. By maintaining contact with an injured employee, A1 Carpentry Inc will have an easier time getting the information needed from the worker in order to safely bring him/her back to the workplace.

It is suggested that a worker off with a serious injury should be contacted once a week. A log should be kept by management to track the following:

- Date of contact.
- General comments regarding worker's present physical status.
- Date of next doctor's appointment.

By staying in contact with the worker, A1 Carpentry Inc will always know when to follow up regarding the most recent doctor's appointment, as a Functional Abilities Form should be given when the worker is scheduled to see his/her doctor, the Supervisor will easily be able to offer modified work based on restrictions given, therefore cutting down the amount of lost time.

Medical Monitoring and Treatment

A1 Carpentry Inc cannot directly contact a worker's health care provider without the worker's permission. In order to ensure that the worker's injury is progressing, A1 Carpentry Inc can provide the worker with a new Functional Abilities Form for every doctor's visit. Once this form is received, the health care provider is obligated to complete the form and give copies to the WSIB, the worker and A1 Carpentry Inc

On the Functional Abilities Form, there is a space for the treating physician to recommend the number of hours that the worker is capable of performing job duties, and the estimate duration for restrictions given. Using the information from these two places, A1 Carpentry Inc may determine when a follow-up Functional Abilities Form is needed.

Communication

This program will be communicated to all workplace parties through safety meetings, orientation or by any other method determined by management.

Evaluation

Management will review this program annually.

Related Documents

WSIB Forms
Incident Report
Return to Work Offer
Employee Contact Log
Employee Personnel File

Documents retention

Documents and records shall be maintained and retained as per the procedures in 1.2 Document and Record Control.