Vehicle Operation

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 11

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent. Drivers are responsible and accountable for their actions when driving and must comply with all traffic laws.

Do

a) Carry safety gear in your vehicle (jumper cables, jack, wheel wrench, spare tire, first aid, etc.).
b) Ensure vehicle is mechanically sound and suitably equipped - check fuel, oil and fluid levels and tire condition (uneven tread, cuts, cracks and bulges) and pressure.
c) Drive in a safe and controlled manner that is suitable for road and weather conditions, and obey all traffic laws.
d) Wear a seat belt at all times while travelling in a vehicle.
e) Secure loose cargo items (e.g. fuel containers, jacks, spare tires) that might cause further damage in the case of an accident.
f) Be aware of other vehicles on the road and check your mirrors frequently.
g) Be aware of large commercial vehicles on the road. They take more than twice the distance to stop. Avoid cutting in front of large trucks or braking suddenly in front of them.
h) Avoid staying too long in a driver's blind spot. Do not pass vehicles on the right unless road signs allow.
i) Proceed with caution near accident sites. Other drivers may be looking at the accident and not paying attention.
j) Be aware and drive carefully when animals, cyclists, parked cars or people are on the road.
k) Be especially cautious when driving in muddy, snowy or icy conditions, and on loose gravel.
l) Use caution when driving at dusk or dawn when animals tend to emerge to forage.
m) Be a defensive driver. Do not assume other vehicles will always turn in accordance with their turn signals.
n) Use caution when driving through intersections, even when you have the right of way.
o) Avoid tailgating to allow yourself time to stop if the other vehicle stops abruptly. Use the 2 second rule when following a vehicle. Heavy vehicles should use increased distance
p) Check fuel level before every trip, considering your range and the distance to gas stations along the route.
q) Be aware of the type of fuel the vehicle requires. Filling a gas-powered vehicle with diesel or vice-versa can damage the engine.
r) Keep your hands on the wheel, your eyes on the road and your mind on the driving.
s) Get someone to stand outside the vehicle at a safe distance to guide you if you must back-up with limited visibility.
t) Use the parking brake whenever parked.
u) Always conduct a vehicle walk around prior to starting the trip.
v) If an email and/or text is received while your vehicle is in motion you must
    a. wait until your next destination before answering.
    b. safely pull to the side of the road and park before communicating.
w) Adverse conditions – (Winter/Fog/Rain).

i. Check, wiper blades, lights, tires, follow vehicle PM Program, keep emergency supplies in your vehicle, i.e. flares, first aid kit, jumper cable, non-perishable food and water, additional cold weather clothing.
ii. Test window defoggers.
iii. Exercise caution, drive slowly, allow for additional time.
iv. Increase your space between vehicles.

x) Winter Driving
   i. Braking – test and brake early.
   ii. Watch for pedestrians.
   iii. Keep your gas tank full.
   iv. Stay well back from large trucks.

y) If you are in a motor vehicle accident
   i. When safe, pull over and stop your vehicle.
   ii. Obtain details of other vehicle, license #, name, registration and insurance.
   iii. Contact the police:
      1. If there are injuries
      2. If a disagreement over the cause
      3. If vehicle damage is extensive or if you damaged property other than your own
   iv. Contact your Manager - Report all accidents to your Manager.

<u>Do Not</u>

a) Do not operate a vehicle while impaired by drugs or alcohol.
b) Do not ride in any unapproved seat or location (i.e. the back or box of a pick-up truck.)
c) Do not attempt maneuvers (e.g., operate a winch, tow another vehicle, go over obstacles) for which you are untrained.
d) Do not overload your vehicle. Check the load limit of your vehicle posted on the inside of the driver's door.
e) Do not carry hazardous or highly flammable items such as bear spray, gasoline or propane in a vehicle cab.
f) Do not position your body under the vehicle when jacked up to change a tire.
g) Adverse conditions – (Winter/Fog/Rain)
   i. Use cruise control.
   ii. Drive through pools of water.
h) Winter Driving
   i. Stop abruptly.
   ii. Stop on hills or icy surfaces if possible.
   iii. Attempt sharp turns.
i) Driving in Fog
   i. Use your high beams – additional illumination reflects back on fog particles.
   ii. Overdrive your headlights – drive slowly.
j) Driving Fatigue Symptoms which include:
      1. Trouble focusing, or narrowing of attention, "Zoning out".
      2. Head nodding, or inability to keep the eyes open.
      3. Poor judgement, slower reaction time, drifting throughout the lane.
      4. Daydreaming, wandering thoughts, excessive yawning or rubbing your eyes.
   i. Do not drive, rush or push your limits - if you feel tired or unwell, stop and have a nap, or change drivers.
k) Distracted Driving
   i. Do no hold, operate, communicate or watch the screen of any handheld electronic device while operating a motor vehicle, including but is not limited to:
      1. Cell phones / tablets/ music players.
      2. GPS units (whether built in or standalone).
      3. Gaming devices.
      4. Television screens.
   ii. Do not allow yourself to be distracted by eating, adjusting the stereo, talking on the phone, or doing other activities while driving – pull over if necessary.

Fire Prevention

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

Points of access to and egress from all work areas, work stations, storage areas, shut of switches, control panels and any emergency supplies or equipment shall be unrestricted and unimpeded at all times.

Guidelines

a) Fire alarms, extinguishers, and exit lights are to be inspected on an annual basis.
b) Employees are responsible to know emergency exits, muster locations and location of alarm pull stations.
c) Store flammables in properly labelled containers in designated areas. Keep flammables away from smoking, welding, burning or other sources of heat.
d) Smoke in designated areas and discard butts in approved containers, never on the ground or in trash cans.
e) Keep combustible material well away from heaters, and other potential sources of ignition.
f) The Health and Safety Committee will inspect the Fire Extinguishers once a month.
g) Fire extinguishers must be inspected annually by certified provider.

Lock Out / Tag Out

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

This practice applies to installation, service, maintenance or removal of any type of machinery, equipment, or components, in which the unexpected start-up or release of stored energy could cause injury.

Employees performing this type of work are to ensure they have exclusive control of the lockouts used at all times, reducing likelihood of the system being re-energized without their knowledge.

DO

a) Follow all equipment-specific procedures to shut down and lock out equipment and machinery.
b) Block or secure parts that could inadvertently move prior to starting work on the equipment.
c) Always verify that energy has been controlled prior to starting work either at the source, or if plugged in, that the unit has been unplugged.
d) Use only workplace specific or identifiable tags to perform lockout/tag out operations.
e) Receive appropriate training on lockout/tag out procedures and processes for your workplace.
f) Notify all affected people and/or employees that a lockout is to be performed, and that they are not to disturb the lockout device or attempt to re-start equipment until informed that the work is completed.
g) Attempt a re-start of the equipment as a final check that the equipment has been isolated form it's energy source.

DO NOT

a) Do not remove tags or locks from equipment while on breaks or away from the area.
b) Do not remove tags or locks until the work is completed, which could include overnight or over a weekend.
c) Do not remove tags or locks put in place by another employee. Only remove your own.
d) Do not deviate from the equipment and/or machinery's specific lock-out/tag-out procedure. This also applies to your workplace's specific safe job procedure.
e) NEVER perform any electrical or mechanical service and/or maintenance on equipment unless you are trained and authorized to do so.

Hot Work

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines and responsibilities that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

Arpac is committed to a workplace free of injuries. This policy was developed to ensure that Hot Work being performed is managed. This includes ensuring all personnel are protected from potential related injuries and that proper actions are taken to prevent loss due to fire caused by Hot Work involving open flames or producing heat and/or sparks. This includes, but is not limited to, the following work: grinding, torch cutting, brazing, roof repairs, plumbing work and welding.

All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Management Responsibilities

- To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator and Fire Watch).
- Conduct periodic audits to ensure compliance with this policy.

Permit Authorizing Individual Responsibilities

- Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
- Assign a designated Fire Watch during Hot Work. This could be anyone who has been trained as Fire Watch.
- Ensure sprinkler systems are in working order monitoring once per hour for minimum of 6 hours or longer as determined.
- After completion of Hot Work ensure continuous monitoring for minimum of 60 minutes or longer as determined in the permit process.

Person Performing Hot Work Responsibilities

The person doing the Hot Work must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location and one shift only. It may become invalid if conditions change (i.e. adverse environmental condition).

The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

The Fire Watch Responsibilities

- Assist the person performing hot work in preparation and clean up of Hot Work area.
- Wet down surrounding areas including lower floors and beams if applicable.
- Assess 32-foot radius for potential fire hazards (i.e. flammable liquids, dust, lint and oily deposits)
- Be alert to any changes and identify changes or concerns to Hot Work Operator.

Ladders and Step Stools

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

Ladders that have defects/ missing, broken, or loose parts/ are faulty in any way/have sharp edges, a wobble or distortion when open or generally not in good working order, are to be marked and put out of use. Select the appropriate equipment for the task being performed:

Ladder Type

Depending on the work being performed ladders are available in wood, metal, or Fibre glass. The type of ladder being used will depend on the worksite (some worksites only allow/ restrict specific ladders):

- Wood ladders are heavy and non-conductive.
- Metal ladders are heavy duty and light weight; however, they are conductive.
- Fibre glass ladders are light weight and non-conductive.

Working Height

In all instances where work is to be performed from a ladder and the employee's feet are in excess of ten (10) feet above the grade, the following three criteria must be met, or an aerial platform must be used:

- Work being performed is short term / sporadic (less than 15 minutes);
- The work is light duty in nature (such as inspecting);
- Allows the worker to maintain three (3) point contact (two feet and one hand).

Working Outside:

- Extension ladders are permitted only if a second person (spotter) is bracing the ladder from the ground and you are able to maintain 3-point contact at all times.
- A step ladder is permitted outside, for solo use if tall enough to not require over extension (of the worker).
- An aerial platform is required for all other outside procedures.

Working Inside:

- Extension ladders are permitted for inside work as long as no other hazards are identified that would deem this use as unsafe (by completing the Field Level Hazard Assessment and in compliance with all areas of this SOP).
- In the case of sloped overhead guards or the need to work in excess of 20 feet, aerial equipment is required.

DO

a) Read and follow all labels and markings on the ladders.
b) Keep ladders free of oil, grease and other slipping hazards.
c) Use ladders only for their designed purpose.
d) Wear appropriate footwear when using ladder.
e) Have only one person on the ladder at a time.
f) Keep a center of gravity between the side rails of the ladder.
g) Only use CSA approved ladders.
h) Ensure we are compliant with customer SOPs and policies when they exceed our own requirements.
i) Store where ladder away from heat and corrosive materials.
j) Store ladder out of weather when possible.
k) Maintain ladder cleanliness to allow for safety inspections.
l) Ensure area is clear and limit foot traffic in and around ladders using barriers such as cones.
m) Secure against movement and only use on clean, clear, stable and level surfaces unless secured to prevent accidental movement.
n) Extend the ladder a minimum of 3ft (1m) above an elevated surface (e.g. A ladder placed against a 10-foot building must extend to 13-feet on the angle).
o) Use the 4:1 ratio when positioning ladders – i.e. the base must be out 1-foot horizontally for every 4-feet of height (e.g. A ladder placed 16ft high must have a base situated 4ft away from the building).
p) Engage ladder locks or braces before climbing.
q) Have a spotter to bracing the ladder when possible.
r) Face the ladder when moving up or down.
s) Position the ladder as close as possible to the work area to prevent reaching.
t) Maintain a 3-point contact (2 hands and a foot or 2 feet and a hand) on the ladder whenever possible.

DO NOT

a) Do not use a ladder in a horizontal position as a scaffold plank or runway.
b) Do not use items such as a chair, barrel or box as a makeshift ladder.
c) Do not use a portable ladder when other equipment is available. Replace a ladder with an aerial lift.
d) Do not join two short ladders to make a longer ladder. Side rails are not strong enough to support the extra load.
e) Do not carry objects or loads that could cause you to fall or lose your balance. Move materials with caution.
f) Do not load a ladder beyond its maximum intended load. The weight it is supporting includes tools and equipment being used.
g) Do not over reach from the ladder, but instead reposition it to be closer to the intended work area.
h) Do not leave a ladder set up and unattended.
i) Do not place ladder on boxes or any other unstable base to obtain additional height.
j) Do not use on slippery surfaces.
k) Do not use slip-resistant feet as a substitute for exercising care.
l) No employee is permitted to work from the top two (2) rungs of a single or extension ladder or the top two (2) steps of a step ladder.
m) Do not paint wooden ladders or use wooden ladders that have been painted. Defects may be hidden by the paint. Wood preservatives or clear coating may be used.
n) Do not used metal or wire-reinforced wooden ladders close to energized equipment.
o) Do not place ladders in front of doors or windows which open outwards towards the ladder unless precautions have been taken to ensure the door or window cannot come in contact with the ladder.

Flags, Barricades, and Pylons

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

Barricades, flags and pylons are used to highlight, limit access and provide guidance into hazardous and dangerous areas. Used properly, they act to provide controls in a safety framework.

DO

a) Ensure that barricades properly restrain employees from situations where crossing them pose an immediate risk.
b) Identify all hazardous objects with high visibility markings or flagging.
c) Flag off only the areas where the hazard exists. Flagging off too large an area may interfere with other work.
d) Use warning signs to indicate specific hazards. Some examples of warning signs on the project are: "DANGER – MOVING EQUIPMENT" or "CAUTION – OVERHEAD WORK"
e) Use fluorescent pylons to identify a path or highlight obstruction/hazards such as small pieces of equipment that may surface during the spring melt.

DON'T

a) Do not mark or barricade a hazard without reporting it to your supervisor.

Power Tools

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

q) Visually inspect power tools prior to use – looking for damaged parts, loose fittings or frayed electrical cords.
r) Ensure power tools used are CSA or UL approved and plugs are three prongs grounded or double insulated.
s) Use tools only in the manner in which they are designed.
t) Read and follow manufacturer instructions prior to using.
u) Do not remove safety guards from tools or subject tool beyond its obvious capacity.
v) Use only proper size bits, blades, disks or other attachments for the task at hand.
w) Remember to let the tool do the work; if you need to force the power tool reconsider another tool or approach.
x) When changing out parts, always disconnect tool from power source.
y) Do not carry, hoist or unplug the power tool by its cord.
z) Ensure proper personal protective equipment is worn when working with power tools (i.e, eye protection and/or face shields) to protect against flying particles.
aa) When working with power tools, avoid wearing any loose clothing, articles and if required secure long hair to avoid getting caught.
bb) Ensure adequate lighting present in area where working with power tools.

Hand Tools

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 10

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

DO

a) Use the right tool for the job.
b) Use Personal Protective Equipment (PPE) such as gloves and safety eyewear when required.
c) Visually inspect hand tools to see they are in good working condition.
d) Keep hand tools in good condition: sharp, clean, oiled, dressed and free from defects.
e) Ensure tools are in good condition to prevent injury, such as: loose handles, splinters, loose heads and are adequately sharp to perform required tasks.
f) When using cutting tools, cut away from the body and not towards it.
g) When using hand tools with force, ensure to push away from body and not towards its. Pulling towards the body may result in the tool becoming dislodged and the force may be directed back at the person.
h) Always keeps hands behind tools and not in front of them.
i) Clean and properly store tools after each use.

DO NOT

a) Do not subject a hand tool to strain beyond its capacity.
b) Do not use a hand tool unless you have been trained in its safe use.
c) Do not use hand tools that are damaged or appear defective, which may cause either their strength or use to be unsafe.
d) Do not carry knives, chisels or screwdrivers in your pockets, but always in some sort of tool pouch, bag or kit.

Lifting and Back Safety

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 9

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

a) Employee with previous back injuries should notify their supervisor.
b) Ensure that employees retuning to workplace or new to the workplace are allowed to work up gradually to fully strenuous activities.
c) Before you start think things through.
d) Examine the object to decide where and how to hold it. Check for oil, grease, moisture and sharp edges.
e) Clear your intended path of obstructions and trip hazards.
f) Know where and how you will let the object down.
g) Consider the size, weight and shape of objects before lifting.
h) Get help if you have any doubts about lifting an object; never try to lift beyond your capability.
i) Wear a back support if required.

Lifting by hand (Manual Materials Handling)

a) Use gloves when handling material that may cause hand or finger injury; gloves can avoid injuries when splinters are a potential hazard.
b) Alternate lifting tasks among coworkers to minimize potential for strain injury.
c) When in doubt, use mechanical means to undertake move (i.e. dollies, trolleys etc.)
d) Whenever possible, push or pull loads rather than lifting.
e) Avoid lifts to and from the floor.
f) Know the weight of the object to be handled and if weight is excessive, get help.
g) Use care when piling material. Think about how best to stack it to prevent material falling over and injuring someone.
h) Pile material so it does not interfere with access to fire extinguishers or other emergency equipment or emergency exits.
i) When loading pallets by hand be aware of possible pinch points that could cause injury.

Safe Lifting Procedures

a) Squat keeping feet shoulder width apart.
b) Keep your back straight; bend your knees.
c) Grasp the object firmly; be sure your grip won't slip.
d) Lift with your legs – slowly straighten them; after your legs are straight, bring your back to the vertical position.
e) Hold the object close to your body.
f) Avoid sudden motions.
g) Turn with your feet instead of twisting your back.
h) When lowering load, undertake lifting sequence outlined above in reverse order.

Parking Lot Safety

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 9

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

a) Where possible park your vehicle where there is adequate lighting
b) When leaving or entering the workplace, be aware of all activities around you (i.e., people, vehicles, equipment)
c) Try to have your keys ready for quick entry into either your car or your workplace
d) When approaching your vehicle, quickly look for signs of problems (i.e., flat tires, vandalism)
e) Should the vehicle not start leave it and return to your workplace to call for help. Do not linger in the parking lot or put the hood up
f) Report any and all incidents in the parking lot immediately to your supervisor

Slips, Trips, and Falls

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 8

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

Proper footwear should always be worn to reduce the probability of slips, trips, and falls, including having slip-resistant soles and being kept free from grease and oil.

Guidelines

Slips occur when there is little friction or traction between an individual's footwear and the surface on which they're walking.

a) Practice caution with walking on slippery surfaces: ice, snow, mud and/or oily surfaces.
b) Wear footwear with soles that provide good traction for the conditions.

Trips occur when an individual's foot contacts an object or drops to a lower level unexpectedly and throws them off balance.

a) Practice good housekeeping ensuring cords, debris, materials and tools do not cross or are in aisles and other walking areas.
b) Watch for frayed, wrinkled or torn carpeting.
c) Identify uneven or damaged walking surfaces to inform employees of the hazard until such time mitigation can occur.
d) Ensure adequate lighting for workplace to illuminate walking surfaces.
e) Exercise caution around changes in work surfaces or levels (i.e., thresholds, stairs, ramps or curbs).

Falls can occur through either an opening in a floor, wall or over the side of a platform. In addition, such openings may allow objects and/or tools to fall through these openings and possibly strike people, equipment or machinery.

a) Practice caution and awareness for yourself and/or the tools and equipment you may be working with that you believe could fall.

Utility Knives

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 8

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Do

a) Inspect knives before use – if broken or blade is chipped discard and request a new knife.
b) Only use a utility knife for cutting through cardboard, opening boxes, cutting ropes, packing straps, sealing tape, shrink wrap, etc.
c) Always cut away from yourself and others.
d) Always store the knife with the blade withdrawn into the handle.
e) When cutting deeply, use a number of small cuts Always use a sharp blade. A dull blade requires more force to make a cut, which could lead to tool slippage.
f) Replace the blade as soon as you notice it tearing material instead of cutting.
g) Dull or rusted blades should be safely removed and disposed of.

Do Not

a) Do not hand or toss a utility knife to another. Where possible put knife down on flat surface, with the blade in and allow the other person to pick it up.
b) Do not try to catch a falling utility knife.
c) Do not use utility knife for activities other than its intended purpose.
d) Do not twist or gouge the material being cut when using the knife as this may cause the blade to snap.
e) Do not leave a knife blade extended when not in use or unattended.
f) Do not extend the blade beyond one blade segment.

Ergonomics

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 8

Purpose:

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

a) Ensure that your workplace is ergonomically designed to suit you.
b) Organize your work area so that frequently used items are close to you.
c) Avoid over-reaching and twisting.
d) Have a chair that fits and is adjusted to you.
e) Take frequent breaks to stretch and move around.
f) Ensure your work area is tidy and clean.
g) Do not use furniture, tools or other equipment for anything other than its intended purpose (i.e., do not use a box for a chair).
h) Read the operating manual or otherwise become familiar with the hazards and safe use of workstation equipment.
i) Maintain office furniture and tools as damaged equipment may cause injury.
j) Report signs and symptoms early (e.g. numbness, tingling, swelling, etc.)

Computer Use:

Many of us spend a lot of time at our computer workstations. In order to maintain comfort and prevent repetitive strain injuries, it's important that we take the time to set up our workstation to properly fit us.

a) Maintain good posture while working at your desk or computer.
b) Ensure monitor placement is appropriate for you.
c) Position mouse and keyboard as appropriate for you.
d) Use document holders when appropriate.
e) Do not place computers or other equipment too close to the edge of the desk or other surfaces.
f) Use a footrest when necessary.
g) Give your eyes a break – look away from the screen regularly.
h) Give your body a break – get up, stretch, change positions.

Office Hygiene

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 8

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

We are all concerned about the spread of germs, flu, colds and other communicable diseases in the workplace and care should be taken to reduce the spread from one to another. Food in the office can be another source of illness and care should be taken to prevent food borne illnesses. This can be a concern for those who bring lunches or snacks to work.

Guidelines

a) Generally, employees are allowed and encouraged to stay at home if they are not feeling well.
b) In the case of influenza-like illness, employees should remain at home until at least 24 hours after they are free of fever (37.8°C) or signs of fever, without the use of medications.
c) Wash hands often and/or use unscented hand sanitizer provided in the office.
d) Keep your desk area and public counters clean.
e) Physically clean all surfaces regularly with unscented disinfecting cleaners, especially those we use most often (i.e. countertops, keyboards, mouse, phone, desktop, chair arms).
f) Consider getting appropriate vaccine/ flu shot.
g) Cover your nose and mouth when sneezing and coughing (or cough into your elbow).
h) Use single-use tissues for wiping your nose.
i) Wash your hands after coughing, sneezing or using tissues.
j) Do not touch your eyes, nose or mouth (viruses can transfer from your hands to you).
k) Use social distancing in situations where the risk of infection is high.
l) Do not share cups, glasses, dishes or cutlery.
m) Do not store perishable food in your desk.
n) Keep kitchen areas clean (i.e., food, prep, microwaves and coffee makers).

Food Guidelines

a) Keep hands, surfaces and utensils clean.
b) Keep foods at the appropriate temperature. Foods not kept at proper temperature, especially if left out for prolonged periods of time, can allow bacteria to grow in the food and should be discarded. (General rule, greater than 2 hours).

Building Security

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 7

Purpose:

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines:

This information provides guidance on effective ways to make Arpac facilities safer. Employees should increase awareness of any suspicious activity and report concerns to their supervisor or law enforcement. The better we prepare ourselves to respond to emergencies, the better we will be able to care for ourselves and our co-workers in the event of a real threat.

DO:

a) Ask to help anyone you don't recognize who is not wearing an Arpac visitor badge.
b) Greet the public and un-familiar individuals when they enter the building.
c) Ensure your building keys/fob are kept secure.
d) Ask for assistance if you are dealing with a suspicious person or package.
e) Know your emergency plan if an incident occurs.
f) Be cautious when conducting sensitive phone and verbal conversations in open areas.

DON'T:

a) Do not leave your computer unlocked while it is unattended.
b) Do not leave your company vehicle unlocked while it is unattended.
c) Do not copy keys without authority of supervisor.

Office Equipment

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
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Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 7

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

Employees should become familiar with the safe operation and use of photocopiers, printers, and fax machines to prevent injury or illness in the workplace.

DO

a) Become familiar with the safe operation of office equipment.
b) Locate equipment on a flat, secure and stable surface at a comfortable working height to reduce manual handling and crush injuries. Ensure there is a good, safe access to the unit.
c) Ensure the room containing machines is suitably ventilated with good air circulation around the machine, keeping air vents and filters clear, following manufacturer instructions if required.
d) Regular visual inspections are required to check that the equipment is free from obvious damage and to ensure all guards are in place and are undamaged.
e) Check cables for frayed or bare wires and ensure the plug is not damaged. Report damage to cables, equipment and guarding to your supervisor.
f) Unplug equipment prior to attempting any maintenance or servicing.
g) When removing jammed paper, follow the manufacturer's instructions and be careful of the hot areas inside.
h) Follow the manufacturer's instructions for replacing inks, toner cartridges, cleaning up toner spills and disposing of used inks or toner cartridges.

Don't

a) Do not wear loose fitting jewelry that could contact electrical circuits when reaching into the machine. Do not use scissors or metal tweezers to pick torn paper out of the machine.
b) Do not use any flammable sprays or liquids on or near the equipment.
c) Do not vigorously shake toner cartridges, as the toner could leak out damaging equipment, clothing and cause a respiratory hazard.

Housekeeping

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 7

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

DO

a) Maintain good housekeeping at all times.
b) Ensure that your workspace is clean and tidy, especially at the end of the day.
c) Keep all pathways, corridors, and exits free from clutter.
d) Have waste receptacles throughout the work area.
e) Keep waste in a segregated area, as required.
f) Keep areas around emergency equipment (i.e., fire extinguishers, hoses and PPE) clear at all times.
g) Organize cables and cords to avoid tripping hazards.
h) Store any work materials safely.
i) Keep small items in boxes or bins.
j) If you see a housekeeping hazard, mitigate immediately or inform you supervisor.

DO NOT

a) Do not allow cables or cord to cross pathways or corridors, if at all possible.
b) Do not stack boxes or other items in front of emergency exits or equipment.
c) Do not allow areas to remain untidy, especially common areas used by all (i.e., photocopier room and/or supplies cabinet

Space Heater Use

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 7

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines

a) Purchase only space heaters that have been safety tested and UL approved.
b) Make sure the unit is equipped with an emergency tip-over shut-off feature and heating element guards.
c) Read and follow all of the manufacturer's instructions for operation and care.
d) Check to make sure the heater is clean and in good condition or discontinue use.
e) Place heater out of high-traffic areas and on a level floor surface—NOT on furniture or countertops. Keep the area around the heater clear.
f) Space heaters have one purpose —to provide supplemental heating. Never use them to thaw pipes or dry clothing or towels.
g) Do not overload circuits. Never use extension cords or multiple plugs with a space heater, and make sure the unit is not plugged into the same circuit as other electric appliances.
h) If your space heater is plugged into a ground fault circuit interrupter (GFCI) and the GFCI trips, don't assume there is something wrong with the GFCI. Immediately stop using the heater until it can be checked by an electrician— if not, a serious shock could occur.
i) Never leave space heaters unattended. Turn off your space heater and unplug it before leaving the room.
j) At the end of the workday, the last person to leave the area is responsible for verifying that all space heaters have been turned off, and where applicable, unplugged.
k) Replace older space heaters with newer, safer models.

Extension Cords

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 7

Purpose:

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

DO:

a) Check extension cord for UL mark or symbol.
b) Ensure extension cord is adequate for its intended use and the appliances to be plugged in
c) Use a three-pronged extension cord when using heavy-duty tools.
d) Always match the wide blade of the plug with the appropriate outlet slot.
e) Check extension cords regularly for damage, worn insulation, loose or exposed parts, or splices
f) Unplug and discard damaged cords.
g) Make note of extension cords that become hot when plugged in, if this occurs, then unplug immediately and use a heavier cord. If the problem persists, unplug the cord – block the outlet from being used and have an electrician assess the outlet.
h) Extensions cords should only be used in dry locations. If water is introduced, turn off the appliance or equipment and unplug the cord.
i) Use the appropriate length of cord, a cord that is too long may become tangled which could possibly lead to overheating or become a tripping hazard.
j) Always unplug extension cords when they are not in use.
k) Always unplug an extension cord from the plug, never by pulling on the cord itself.
l) Always unroll or uncoil an extension cord to avoid heat retention and possible melting.

DO NOT:

a) Do not force a three-pronged plug into a two-pronged outlet or extension cord.
b) Do not force an extension cord into small spaces (i.e., behind furniture).
c) Do not put too many electrical cords together as they may overheat and cause a fire.
d) Do not connect more than one extension cord together. If more are needed, get a cord that is long enough to do the job without stretching it.
e) Do not use or store interior extension cords outside and are not to be exposed to temperatures below zero
f) Do not use extension cords across areas where people walk.
g) Do not run an extension cord under a doorway, as the door crossing the cord may damage the insulation.
h) Do not run an extension cord under carpet or rugs, as the weight and friction of people walking over them may lead to damage as well as increase risk of electrical shock or fire.
i) Do not use a staple or nail gun to secure extension cords.
j) Do not plug extension cords into a power bar.

Noise

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 7

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

Noise is defined as unwanted sound, which can originate from various sources and levels within the workplace.

Levels of noise may contribute to lack of concentration for others, headaches and could interfere with communication with others.

Arpac provides annual audiometric testing for employees whose positions expose them to noisy environments. Audiometric testing includes baseline testing, annual testing, and hearing conservation and PPE training.

Guidelines

a) Be aware of the noise you create in the workplace and the distraction it may cause others trying to work.
b) For extended conversations in open spaces, consider moving to an area where it will not affect others.
c) If exposed to elevated noise levels in your workplace (i.e., running machinery) protect yourself with personal protective equipment.
d) Employees are not to be exposed to noise levels that exceed 85Dba.
e) Ear plugs (PPE) are made available to all employees.
f) Employees whose work is performed in noisy locations (including customer sites) are expected to use the provided hearing PPE.
g) Should noise levels in the immediate area be a problem, inform your supervisor and/or Health and Safety.

Thermal Stress

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 6

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

Thermal Stress has two components: heat stress and cold stress, either of which occurs when the core body temperature is no longer maintained at 36°C to 37°C. Thermal stress is an important health and safety issue and is not the same as thermal comfort (when a person feels not too hot or too cold, just comfortable).

Risk Factors for Thermal Stress include

Work factors that contribute to thermal stress:

- Physical exertion: higher exertion for tasks increases individuals' metabolic rate and body temperature. In cold conditions this may increase sweating causing cold and wet induced conditions.
- Duration of the task being performed.
- Frequency: how often an employee performs this specific task. If this is a common task they acclimate faster. If it is not performed often, then it is more difficult to adapt.
- Cold conditions include cold and or wet objects and surfaces, Air temperature, wind chill, and moisture – which create the actual coldness felt by the body.

Personal factors that contribute to thermal stress

- Previous repeated prior heat stroke/ heat exhaustion.
- Acclimatization: non-acclimatized workers are at a greater risk for thermal stress hazards.
- Current health concerns or medication use can result in higher susceptible to heat stress.
- Activity/ fitness level.
- Not wearing appropriate clothing for the work being performed.

Controls

The most effective controls are engineering/ elimination/substitution controls followed by administrative controls, and finally personal protective equipment (PPE). Prevention techniques for both hot and cold environments include:

- Training: supervisors and employees trained in the controls, identification of symptoms of thermal stress and emergency response procedures.
- Personal: employees should arrive to work with appropriate clothing for the conditions stay hydrated and cool during their work.
- Buddy system or supervision during work, so symptoms can be observed, and action taken.

Controls for Hot Environments

Engineering Controls:

- Reduce work intensity and demand by mechanizing (i.e., carts or lifting devices).
- Outside work should be done in the shade/ covered areas when possible, to prevent direct heat exposure.
- Heat sources should be isolated or changed to reduce their heat radiation.

Administrative Controls:

- A tailored work-rest schedule taking all factors into account such as 25% break, 75% work.
- The work schedule adjusted according to the weather conditions or to the cooler times of the day.
- Clean water made easily available for employees to keep them hydrated.
- Equipment moved to an indoor location whenever possible to control the thermal environment.

Personal Protective Equipment (PPE):

- Use cooling vests or jackets with space for ice packs.
- The employees should not be overdressed. They should wear goggles, gloves, and hats.
- Take breaks while wearing PPE to prevent heat stress.

Controls for Cold Environment

Engineering Controls:

- Enclosures, heated shelters, or warming rooms where possible if the temperature is below -7°C.
- Hand tools should have an insulated covering to protect the employee from the cold surface.
- Whenever possible the freezer air-cooling systems will be turned off. This is only possible during new installations/ construction as products likely would not yet be in storage.

Administrative Controls:

- A regular work-rest schedule, depending on the task and work intensity. Most common is 25% break (15 min) to 75% work (45 min). With flexibility if needed.
- Employees are encouraged to use heated shelters before symptoms arise.
- Task varied whenever possible to balance time spent sitting, standing, or contact with cold surfaces.
- The work rate should not be so high as to cause heavy sweating that will result in wet clothing.

Personal Protective Equipment (PPE):

- Heating pads can also be worn under regular clothing.
- The PPE needs to be warm, waterproof, and protect against wind if possible.
- For worksite freezers (-20°C to - 45°C) freezer suits are provided. These suites are rated to -50°C.
- Employees are expected come prepared with appropriate clothing options for changing conditions including warm layers (atleast 2-3), thick gloves and hat, and insulated work boots.

Recognizing Heat Stress and Emergency Response

Heat Stress can include symptoms associated with heat cramps, heat rash, dehydration, heat exhaustion, or most seriously hyponatremia or heat stroke. Immediate first aid is required as soon as the early symptoms of heat stress arise. Never ignore signs or symptoms of heat-related disorders.

Initial first aid for initial signs such as heat rash or heat cramps should include:

1) Removing employees from the hot environment.
2) Keeping employees in shady and cool areas.
3) Giving them cold water and encourage them to eat something.
4) Areas with heat rash should be kept clean and dry, and no creams should be applied.

Heat Exhaustion:

Individuals with heat exhaustion may exhibit:

- Heavy sweating
- Fast - weak pulse
- Muscle cramps
- Tiredness or weakness
- Dizziness/ fainting
- Nausea or vomiting
- Headache
- Cold, pale, & clammy skin

When heat exhaustion symptoms start to occur, along with previous first aid tips:

1) Use ice packs and remove unnecessary clothing to cool down the body.
2) If the heat exhaustion gets worse, then immediately go to the emergency room.
3) No more work should be performed by the employee.

Heat Stroke:

The heat stroke victim is often:

- Manic/ irritable
- Malaise
- Rapid pulse and chills
- Unconscious
- Core temperature is greater than 40°C (103°F)
- Confused/ delirious/ disoriented
- In cases of Hyponatremia, you may also see respiratory distress.

In case of a heat stroke/ hyponatremia:

1) Call 911 right away - this is a medical emergency.
2) Move the person to a cooler place.
3) Help lower the person's temperature with cool cloths or ice packs.

<u>Recognizing Cold Stress and Emergency Response</u>

Cold stress can include cold/ cold wet exposures such as frost bite, immersion/ trench foot, or chilblains (small, itchy, red patches resulting from cold exposure) and more seriously, hypothermia. Immediate first aid is required as soon as the early symptoms of cold stress arise. Never ignore signs or symptoms of cold-related disorders.

Cold and Wet Exposures:

Symptoms of the affected area include:

- Tingling, pain, and swelling.
- Numbness/ redness.
- The skin colour (blue/purple).

When there is wet and cold exposure, and no signs of hypothermia are present:

1) The affected areas should be dried, and any wet clothing, shoes/boots and wet socks should be removed.
2) Walking on the affected feet or toes should be avoided.
3) Massaging the affected area should be avoided as it may cause more damage.
4) In the cases of chilblains or frostbite – the areas should be warmed gradually using warm water (not hot).
5) Medical attention should be sought following case of cold/ cold and wet exposures.

Hypothermia:

Hypothermia is a serious cold related hazard. Symptoms include:

- Numbness.
- Inability to perform basic tasks.
- Inability to walk or move loss of awareness.
- Unconsciousness.
- Erratic heart rate.
- Respiratory distress/ failure.
- Shivering and pain to the exposed areas
- Confusion including denial of feeling cold.

Hypothermia can eventually be fatal if not treated urgently. As soon as signs of hypothermia become apparent:

1) Call 911 right away-hypothermia is a medical emergency.
2) Move the employee to a warm room immediately. Any wet clothing, shoes/boots and wet socks should be removed.
3) The center of the body such as the neck, head, and abdomen should be warmed first.
4) If conscious, the employee should be given warm beverages.

Electrical Appliances

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 6

Purpose:

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

This Safe Work Practice is in reference to general office appliances such as photocopiers, printers, computers, kitchen appliances, etc.

Guidelines:

a) Be familiar with the safe operation of all electrical appliances within your workplace (i.e., ask for instruction, read owner's manual).
b) Do not use electrical tools in damp or wet locations.
c) Allow equipment to cool before putting on or taking off parts.
d) Disconnect power supply or lock off electricity before moving, cleaning, trouble-shooting or conducting any maintenance on electrical appliance.
e) Do not disable any safety features and use approved power supplies.
f) Do not use the appliance for anything other than its intended use.
g) Do not use outdoors, if the appliance is not intended for outdoor use.
h) Use only appropriate cleaners and methods approved for the appliance.
i) Do not use any accessory not intended for use with the appliance.
j) Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been damaged in any manner.

Allergens in the Workplace

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
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Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 6

Purpose:

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

Guidelines:

Allergens in the workplace originate from a number of protein-containing sources, and reactions range from mild to serious. Education and awareness go a long way toward reducing the risk of accidental exposure. Responsibility for allergen avoidance lies with personnel with sensitivities.

DO:

a) Communicate severe allergies with supervisor and co-workers.
b) Avoid areas with the potential presence of allergen(s).
c) Wash hands and mouth after eating.
d) Protect against cross contamination to pens, files and office equipment.
e) Properly clean communal surfaces and dispose of food items from shared areas after meals.
f) Carry an epinephrine auto-injector (e.g. EpiPen) and wear medical identification bracelet.
g) Use insect repellant and wear appropriate clothing when exposed to allergen causing insects.

DON'T:

a) Do not share foods, utensils or containers.
b) Do not wear or use excessively scented products in the workplace.

Snow Shoveling

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
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1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 6

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

Be sure to wear a high visibility vest to make drivers aware of your location, especially in areas or during times with little to low light.

Do

a) Wear the appropriate clothing and footwear (non-slipping) for the weather conditions.
b) If possible, inform someone that you will be doing snow removal.
c) Visually inspect the shovel for wear and tear, and if more than one shovel is available, find the one that meets both your needs and that of the task at hand (i.e., smaller faced shovels used for lifting or moving heavy, wet snow).
d) Take smaller steps when both shoveling and walking.
e) Push or shovel only manageable amounts of snow.
f) Use your legs – and not your back, when lifting snow.
g) Shovel snow into piles at a close distance to your body.
h) Spread either salt, sand or some other traction substance on the cleared area to reduce ice formation and potential slips, trips and falls.
i) Return shovels to their original locations when finished shoveling.
j) Inform your supervisor of any outstanding snow or ice conditions not attended to.

Do Not

a) Do not twist or strain when carrying a load of snow in your shovel.
b) Do not block ramps or exits when shoveling.
c) Do not use an underhand grip position with the shovel, as this can potentially weaken or injure your wrist when shoveling.
d) Do not overdo it – if you feel yourself getting sore, tired or too cold, trade off with someone/ take a break.

Filing and Storage

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 6

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

If you feel you are suffering any work-related musculoskeletal problems/ back injuries inform your supervisor.

Filing

a) When filing, avoid reaching, extending and bending.
b) Use step stools and ladders when appropriate. (see Ladders and Step Stools SWP)
c) Do not read while walking.
d) Open one drawer at a time.
e) Never leave drawers open and use caution when opening drawers around other people.
f) Use the handle when closing a drawer to help reduce pinch point injuries.

Lifting and carrying

a) Do not lift objects that are too heavy or beyond your capability.
b) Do not stack items on top of file cabinets.
c) Do not twist while lifting, moving, pushing or pulling a load.
d) Do not bend to the side during manual handling.
e) Do not shift or raise a heavy load with outstretched arms.
f) Do not carry loads long distances.
g) Do not swing and throw heavy loads.
h) Reduce the weight of heavy loads by repacking or seeking help from co-workers.

Storage

a) Store items in an organized way, safe from falling.
b) Use storage techniques to ease material handling; store loads at waist level, use wall brackets or shelving of appropriate height.
c) Ensure shelves or items are not within 18 inches of ceiling sprinkler heads.
d) Ensure filing cabinets and storage shelves are secured to a fixed object.
e) Store heavy items at an appropriate height for ease of handling.
f) When moving items do not carry too many items at once.
g) Store supplies inside cabinets, not on top of them.

Working Alone

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 5

Purpose

This Safe Work Practice (SWP) will provide a set of guidelines or "Dos and Don'ts" that have been developed to mitigate hazards associated with this work task, as identified through your workplace hazard identification process. Employees performing this work task are required to be trained, knowledgeable and competent.

General

The following general dos and don'ts account for assessing the workplace for an employee working alone as well as some considerations to make in keeping them safe.

In addition to following and/or considering these statements, ensure that the workplace establishes a strong communication process to call for help and/or notify others that help is required. This communication process should be shared with all in the workplace so that everyone knows what to do should an incident occur.

DO

a) Conduct a workplace assessment to determine what hazards exist if an employee was to work alone (i.e., physical, chemical, biological or psychological); consider some of the following factors:
    a. Tasks involved and associated training/experience of employee involved.
    b. Whether the employee is accustomed to working alone.
    c. Determine consequences of worst case scenario.
    d. Likelihood of other persons in the area.
    e. Possibility of critical incident preventing the employee from calling for help.
    f. Estimate emergency response time.
    g. Disabilities or medical conditions of the employee.
    h. Frequency of job supervision.
    i. Time or shift when the job is to be done.
    j. Effects of implementing appropriate safeguards.
    k. Ability to communicate with others for either assistance or help.
    l. Frequency of check-in or notifications (no longer than one hour duration).
b) Consider re-prioritizing potentially hazardous work for times when supervisors or other employees will be available, should they be needed.
c) Provide adequate staff for hazardous task performed off-hours or in locations outside of populated areas.
d) Test communications in specified area where an employee is working alone.
e) Consider eliminating work involving hazardous tasks until a "buddy" system can be implemented

DO NOT

Working alone is prohibited and should NEVER be considered under the following circumstances:

a) Where an employee might become trapped by material, or overcome by another cause, a safety belt or harness shall be to a lifeline or other device attended by another employee
b) Operating a vehicle, crane, mobile equipment or similar material handling equipment and does not have full view of the intended path of travel
c) During welding operations where a fire watcher is required as per CSA

Work Refusal

Occurrence	Consequence	Probability
Frequency worker(s) are exposed to the hazard.	Most probable outcome (injury/ illness/ damage) should an incident occur.	Likelihood of the hazard resulting in an incident.
5 = Multiple times/ day	5 = Fatal/Perm Disability/Major Damage	5 = High (Highly likely to occur)
4 = Daily	4 = Injury (lost time)	4 = Likely (Likely to occur)
3 = Weekly	3 = Medical Aid/ property damage	3 = Probable (Possibility to occur)
2 = Monthly	2 = First aid/Minor property Damage	2 = Possible (Possibility, although unlikely, to occur)
1 = Quarterly or less	1 = No first aid/ no property damage	1 = Rare (Most likely to never occur)

Prioritize rankings according to the risk rating formula:

Risk Rating Formula = Occurrence + Consequence + Probability

Low = 3-4 Mild = 5-7 Moderate = 8-10 High = 11-13 Severe = 14-15

Risk Rating Assigned = 3

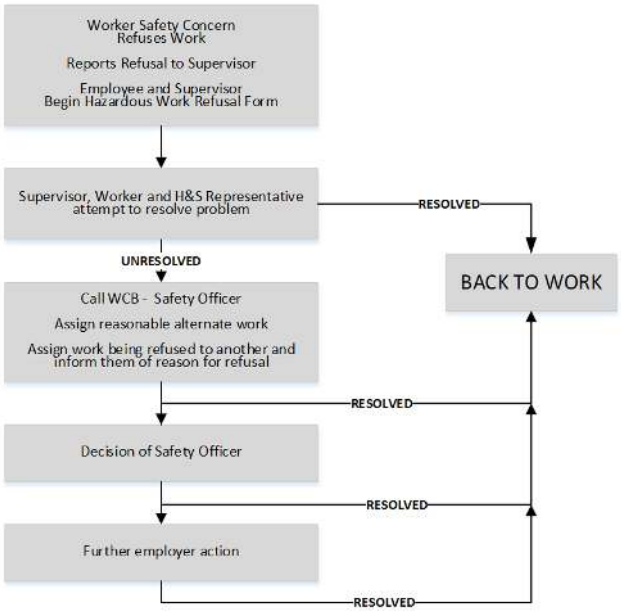
Purpose

The purpose of this document is to provide guidelines to employees and supervisors for refusal of hazardous work.

General

An employee can refuse work if they have reason to believe the use or operation of a machine, device, or a process constitutes an undue hazard to themselves or another person, or a condition exists in the workplace which constitutes an undue hazard. Employees who participate in this action will not be reprimanded, disciplined, or discriminated against.

Arpac will investigate all refusals of unsafe work to ensure the health and safety of all Arpac employees.



Steps

a) Work must immediately stop, and the employee must report to their supervisor that they are refusing to work and state why they believe that the situation is unsafe.
b) The employee and their supervisor will investigate; involving other employees or the Health & Safety Committee as required.
c) If problem or situation is resolved, the employee returns to work.

d) If problem or situation is NOT resolved, work will cease indefinitely and the employee reassigned until such time as safe work can continue.
e) If the supervisor and/or Safety Committee feel safe work can proceed but the employee is not comfortable with their own capabilities and/or training/experience, the employee will receive sufficient training until comfortable to return to work, or another employee may be assigned to perform the work if fully informed of the refusal and associated hazards (if any).

Cases of unsafe work refusal will be documented and reviewed by the Joint Health & Safety Committee to assess departmental/division/company-wide training opportunities.