

EUREKA ASSEMBLY & INSTALLATIONS HEALTH & SAFETY POLICY

PURPOSE

Eureka Assembly & Installations is committed to providing and maintaining a healthy and safe environment by requiring everyone performing work to comply with the same health and safety standards. The purpose of the Event Health & Safety Handbook is to provide guidance and set out health and safety expectations for Eureka Assembly & Installations staff and contractors.

Prior to commencing work on a project, contractors, employees and subcontractors, are required to review this handbook and provide Eureka Assembly & Installations with a signed acknowledgement of this review (see Appendix A - Acknowledgement).

These guidelines are not all inclusive. Each contractor must reference the Occupational Health & Safety Act and applicable Regulations, Standards, Codes, Guidelines and Best Practices to ensure that no health and safety hazards or non-compliance issues are brought to or created on any Eureka Assembly & Installations project.

Applicable Legislation & Regulations

Ontario Occupational Health & Safety Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

Construction Projects Regulation (Reg. 213/91)

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_910213_e.htm

Industrial Establishment Regulation (Reg. 851)

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900851_e.htm

WHMIS Regulation (Reg. 860)

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900860_e.htm

Safety Information Resources

Safety Guidelines for the Live Performance Industry

<https://www.labour.gov.on.ca/english/hs/topics/performance.php>

Television, Film, Live Performance and Event Electrical Guidelines (ESA-SPEC-003)

http://www.esasafe.com/assets/files/esasafe/pdf/Bulletins/ESA_Spec-003_R7.pdf

Construction Health & Safety Manual (Infrastructure Health & Safety Association) - Free download

https://www.ihsa.ca/resources/health_safety_manual.aspx

POSTED INFORMATION

Eureka will outline safety information and policies. Refer to the Health & Safety Policy at the Eureka Assembly & Installations Office for required postings, including:

Ministry of Labour Notice of Project

Health & Safety Policy

Workplace Violence & Harassment Policy
Occupational Health & Safety Act and Regulations, including First Aid Regulation 1101
“Health & Safety at Work” Poster (Ministry of Labour)
“In Case of Injury at Work” Poster (WSIB)
Emergency Procedures
Emergency Phone Numbers
First Aid Certificates

Health & Safety Information, including:

Worker Health & Safety Representative (name, employer, cell#)
Names of Trained First Aiders
First Aid Kit Locations
Eye Wash Location, as applicable
Spill Kit Location, as applicable
Assembly Area Location
Material Safety Data Sheets / Safety Data Sheets (MSDS/SDS) Location
Site Map with above info plus Toilets & Cleanup Areas, Fire Exits etc.

Ministry of Labour Orders, Reports and/or Testing Results, if applicable **DEFINITIONS :**

Constructor: refers to “a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer”. “Undertake” is to “make oneself responsible for”, which means a constructor is a person who is responsible for a project.

Contractor: an organization entering into a written agreement with the Owner of the venue in order to be assigned control of all or a part of the venue. If there is no written agreement the Owner of the venue is by default the Constructor.

Subcontractor: an organization entering into a written agreement with another contractor to take on a portion of a contract from another contractor or from another subcontractor

Employer: refers to the constructor, and each contractor or subcontractor - means a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services. Any organization with persons performing work.

Site Management: refers to a competent supervisor on-site, including the Eureka Assembly & Installations Vice President, Operations, Director of Operations, Operations Strategist, Operations Manager, and Production Manager or designate.

Close call: an event which, under slightly different circumstances, has the potential to cause a injury/incident.

Hazard: anything in the workplace that can hurt people or make them sick.

Incident: an event that causes injury or damage, including property damage, fire/explosion, chemical spill/release etc.

Injury: an incident where a person is hurt, requiring first aid or health care.

Critical Injury: means an injury of a serious nature that,

- (a) places life in jeopardy, (b) produces unconsciousness, (c) results in substantial loss of blood, (d) involves the fracture of a leg or arm but not a finger or toe, (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe, (f) consists of burns to a major portion of the body, or (g) causes the loss of sight in an eye. R.R.O. 1990, Reg. 834, s. 1.

HEALTH & SAFETY RIGHTS AND RESPONSIBILITIES RIGHTS

Workers have the right to:

- Know about workplace hazards and what to do about them.
- Participate in solving workplace health and safety problems.
- Refuse work they believe is unsafe.

RESPONSIBILITIES

We all share responsibility for health and safety. This means both taking personal responsibility for working safety and being aware of the safety of others. The Occupational Health & Safety Act describes the duties of constructors, employers, supervisors and workers.

As the Constructor, Eureka Assembly & Installations has responsibility for the health and safety of all people on the project. For this reason, health and safety requirements have been established for all workers including contractors, supplied labour, and independent contractors.

Constructor Responsibilities

- Submit a Notice of Project to the Ministry of Labour, as required.
- Appoint a competent supervisor and ensure the project is supervised at all times.
- Coordinate the activities of contractors and their workers on site to ensure no hazards or injuries occur due to overlapping activities.

- Ensure the site is organized and operates in such a way as to minimize hazards.
- Ensure first aid kits and trained first aiders are available at all times when workers are onsite.
- Ensure written emergency procedures are established for the project and posted.
- Manage Ministry of Labour access to sites and provide assistance when they are on site.
- Ensure that the measures and procedures prescribed by the Act and its regulations are carried out on the project.
- Ensure that every employer and every worker performing work on the project complies with the Act and its regulations.
- Manage the investigation of health and safety incidents, and ensure that the Ministry of Labour is notified of an injury or incident, when and as required.

In order to implement these responsibilities, Eureka Assembly & Installations Site Management will, at a minimum:

- Make best efforts to **obtain** all contractor health and safety documents before the commencing work. (Refer to Contractor Documentation Checklist and the Contractor Health & Safety Responsibility Agreement.)

- **Develop** site-specific emergency procedures.
- **Provide** Site Health & Safety Orientations to all workers and visitors to the site.
- **Ensure** workers select a Worker Health & Safety Representative.
- **Maintain** the Health & Safety Board
- **Conduct** daily safety talks to review the work activities for the day, discuss potential hazards and focus on specific safety issues.
- **Conduct** daily workplace inspections to identify, assess and eliminate or control any safety hazards that are identified.
- **Address** health and safety concerns in a timely manner.
- **Investigate** and document all injuries, incidents, and close calls.
- Consistently **implement and enforce** health and safety requirements.

Employer Responsibilities

- **Contractors: Submit** health and safety documents to Eureka Assembly & Installations before commencing work.
- **Ensure no person younger than 16 years of age** is present when the Construction Regulation applies.
- **Make sure** workers know about hazards and dangers by providing information, instruction and supervision on how to work safely.

- **Make sure** supervisors know what is required to protect workers' health and safety on the job.
- **Create** workplace health and safety policies and procedures.
- **Make sure** everyone follows the law and the workplace health and safety policies and procedures.
- **Make sure** workers wear and use the right protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from being hurt or getting a work-related illness.

Supervisor Responsibilities

- **Tell** workers about hazards and dangers, and respond to their concerns.
- **Show** workers how to work safely and make sure they follow the law and workplace health and safety policies and procedures.
- **Address** employee health and safety concerns in a timely manner.
- **Make sure** workers wear and use the right personal protective equipment.
- **Do everything** reasonable in the circumstances to protect workers from getting hurt or sick on the job.

Worker Responsibilities (Including supplied labour and independent contractors)

- **Follow** the law and workplace policies and procedures.
- **Participate** in any training that is required.
- **Perform** pre-use inspections, as required.
- **Wear and use** protective equipment required by the employer.

- **Work** and **act** in a way that won't hurt themselves or anyone else.
- **Report** any hazards, injuries and incidents to their supervisor.

Worker Health & Safety Representative Responsibilities and Powers

- At each site with 6+ workers, the workers will select a Worker Health & Safety Representative. The responsibilities and powers of the representative include:

- Identifying workplace hazards
- Inspecting the workplace at least once a month
- Being consulted on workplace testing
- Making recommendations to the employer
- Investigating work refusals and critical injuries

- The Worker Health & Safety Representative must accompany the Ministry of Labour Inspector on all inspections and investigations, and should be given a copy of any orders issued by the inspector.

Visitors to Eureka worksite

- Visitors, including Eureka Assembly & Installations staff, must:
 - Sign in and attend a Site Health & Safety Orientation
 - Be accompanied at all times
 - Wear Personal Protective Equipment (PPE) as required.
 - Follow safety instructions and obey safety signs.

ENFORCEMENT

Non-compliance with Eureka Assembly & Installations health and safety requirements will not be tolerated.

- Site Management and the Contractor Supervisor will work together to address non-compliance.
- The Contractor Supervisor is expected to address the matter with their worker.
- Failure to comply with a legislated requirement or a Eureka Assembly & Installations policy or procedure could result in the Contractor or its worker(s) being removed from the site at the discretion of Site Management
- Eureka Assembly & Installations's decision on all such matters shall be final.

TRAINING

Responsibilities

- Each Eureka Assembly & Installations worker must submit copies of training certificates
- Each Contractor must submit copies of training certificates for their workers
- In addition, workers must keep their certificates at the workplace.

Site Health & Safety Orientation

- All Eureka Assembly & Installations workers contractors and their workers, and visitors must attend a Site Health & Safety Orientation and sign-off as having reviewed and understood the information before commencing work.

Health & Safety Awareness Training

- Worker or Supervisor Health & Safety Awareness training must be completed.
- Free eLearning is available at the Ministry of Labour website:
<http://www.labour.gov.on.ca/english/hs/training/index.php>

Specific Health & Safety Training

- Workplace Hazardous Information System (WHMIS) for all workers who work with or in proximity to controlled products
- First Aid/ CPR, in accordance with First Aid Regulation 1101
- Workers must submit proof of specific training relevant to work activities and identified hazards. Refer to *Required Training - Construction Health and Safety* (Infrastructure Health & Safety Association).

For example:

- o Fall Protection / Working at Heights
- o Fall Rescue
- o Elevating Work Platform
- o Lift Truck (Forklift)
- o Rigging & Hoisting
- o Cranes & Heavy Equipment
- o Trade licenses/certifications (electrician, welder etc.)

DAILY HAZARD ASSESSMENTS

Daily Hazard Assessments provide an opportunity to assess workplace hazards prior to beginning work for the day or when a new job task is assigned.

Constructor – Site Management (competent supervisor)

- In consultation with the contractors, Site Management will complete a Daily Hazard Assessment checklist to consider the day's planned activities and verify that controls are in place to protect workers from the identified hazards.
- Refer to this handbook and review hazards that apply to the work planned for the day.
- Describe any controls that will be implemented **in addition to** those listed in the handbook.
- Review with workers during the daily Safety Talk. Focus on hazards that are new.
- Post this Daily Hazard Assessment on the Health & Safety Board.
- File completed checklists in the Site Office.

SAFETY TALKS

Safety Talks provide an opportunity for supervisors to communicate workplace specific hazards and controls to workers, and for workers to raise concerns.

Constructor – Site Management (competent supervisor)

- Site Management will conduct daily Safety Talks to review the work activities for the day, discuss potential hazards (as identified on the Daily Hazard Assessment) and focus on specific safety issues.
- All workers will sign off to acknowledge their participation and understanding.

- File completed sign-offs in the Site Office.

Contractor – Supervisor

- Contractors are encouraged to conduct weekly Safety Talks on relevant topics with their workers. Free Safety Talks on a variety of topics are available from the Infrastructure Health & Safety Association: <http://www.ihsa.ca/resources/safetytalks.aspx>

EQUIPMENT PRE-USE INSPECTIONS

- Pre-use Inspections must be completed for equipment (elevating work platforms, forklifts, cranes, hoists etc.
- Completed checklists must be submitted to Site Management each day before work begins.
- File completed checklists in the Site Office.

WORKPLACE INSPECTIONS

Workplace inspections provide an opportunity to identify health and safety hazards and determine whether controls are being followed.

Constructor – Site Management (competent supervisor)

- Conduct daily workplace inspections of the entire project.
- Take action to control or remove identified hazards.
- Document identified hazards and corrective actions using the Workplace Inspection Checklist.
- File completed checklists in the Site Office.
- Follow up to ensure identified hazards are controlled or removed.

Contractor – Supervisor

Each contractor is responsible for workplace inspections in the areas where they work:

- Conduct ongoing daily site inspections and address hazards immediately. When it is not practicable to address hazards immediately, identify them using signs or barricades until the hazard is addressed.

Worker Health & Safety Representative

- Conduct monthly inspections of the project.
- Take action to control or remove identified hazards
- Document identified hazards and corrective actions using the Workplace Inspection Checklist.
- Submit the completed checklist to Site Management for follow up and filing.

WORKPLACE VIOLENCE AND HARASSMENT

Eureka Assembly & Installations Inc. is committed to the prevention of workplace violence and will take whatever steps are reasonable to protect workers, volunteers, interns and independent contractors. Violence, including domestic violence, is neither condoned nor tolerated and will be subject to disciplinary action up to and including dismissal.

Eureka Assembly & Installations Inc. is committed to providing a work environment free of harassment, in which all individuals are treated with respect and dignity, are able to contribute fully, and have equal opportunities. Because every person has the right to work in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, we do not tolerate any form of harassment, including sexual harassment.

Procedures for reporting, investigating and resolving issues are outlined in the Anti- Harassment Policy. Workers are encouraged to discuss issues with their supervisor.

REPORTING AND RESOLVING HEALTH & SAFETY CONCERNS

As required by the Occupational Health and Safety Act, all hazardous conditions and acts observed by workers, as well as any other health and safety concerns must be immediately reported to the supervisor.

1. Supervisors should encourage workers to discuss health and safety concerns with them.
2. When a worker identifies a health or safety concern, it should be reported to his/her supervisor.
3. The supervisor will respond immediately by having a discussion with the worker, attempting to resolve the issue and, if necessary, taking corrective action.
4. If the supervisor and the worker are unable to resolve the concern, the supervisor should refer the concern to the next level of supervision. The Worker Health & Safety Representative and/or Site Management may be contacted.
5. This is a guideline only. Workers may elect to exercise their right to refuse work if they feel unsafe, according to the Work Refusal Procedure.

WORK REFUSAL

A worker has the right to refuse to work or do particular work when he/she has reason to believe that the equipment, physical conditions or other work-related circumstances are likely to endanger himself/herself or other employees. **No employee can be dismissed or disciplined because he/she properly exercised his/her**

right to refuse unsafe work. A Work Refusal Report is available in the Site Office to document the supervisor's response.

STAGE 1

1. A worker refuses to work because he/she has **“reason to believe”** the work endangers health or safety.
2. Upon refusing work, the worker must immediately report the circumstances of the refusal to his/her supervisor.
3. The worker remains in a safe place.
4. The supervisor notifies Site Management and calls in the Worker Health & Safety Representative. In the event the Health & Safety Representative is not available to attend without delay, another worker shall be asked to attend in his or her place. In any case, the Health & Safety Representative shall be notified of the situation immediately.
5. The supervisor must immediately investigate the situation in the presence of the worker and the Health & Safety Representative.
6. At this point, either:
 - Agreement is reached there is no danger. The refusing worker returns to work and the work refusal is resolved
 - Agreement is reached there is a potential danger. Corrective action is taken, the refusing worker returns to work and the work refusal is resolved.
 - There is no agreement and the worker continues to refuse. The work refusal progresses to Stage 2

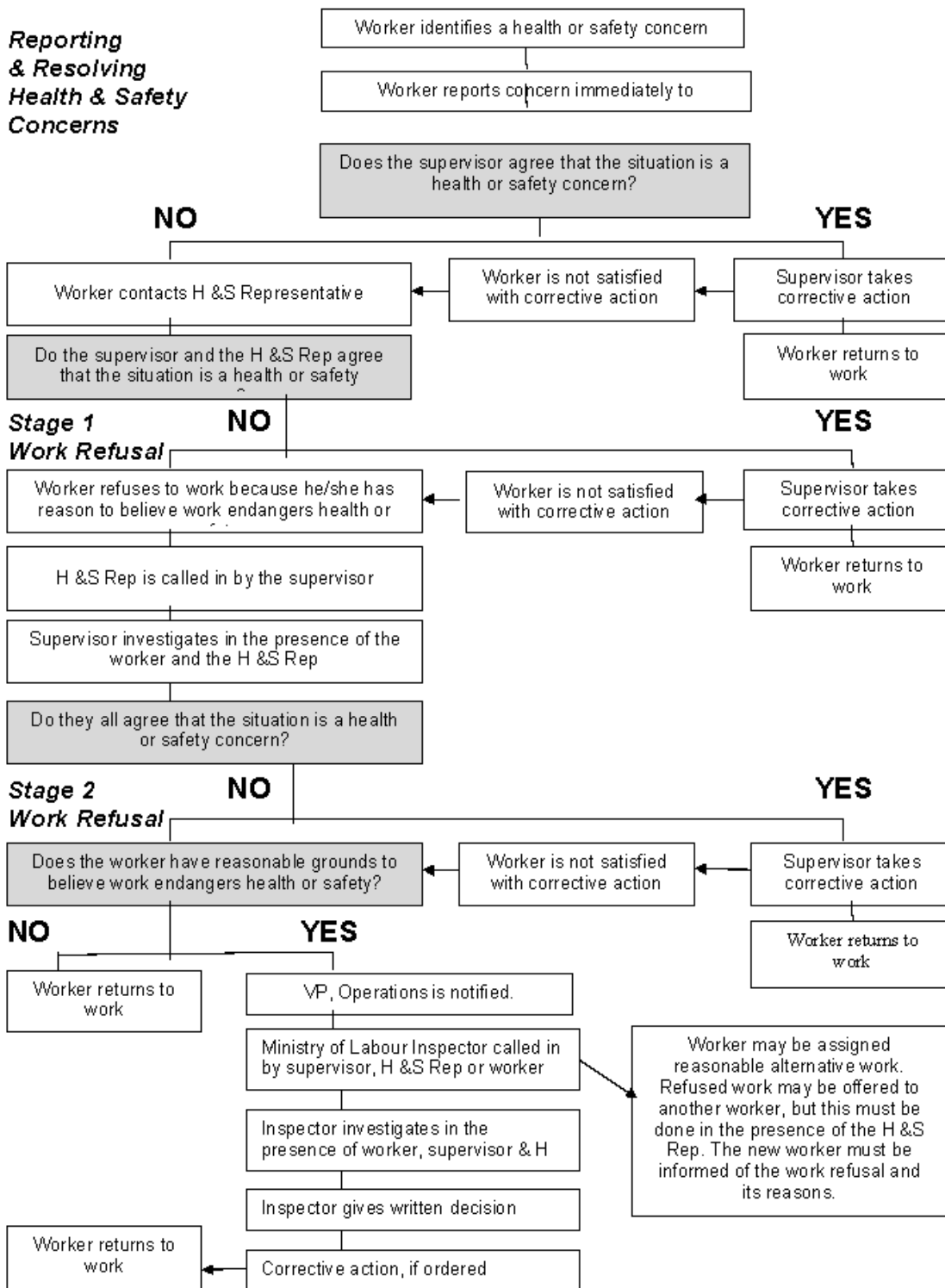
STAGE 2

1. Following the investigation and implementation of corrective measures, the worker must have **“reasonable grounds”** (evidence or facts) in order to continue refusing.
2. Notify the Vice President, Operations.
3. The supervisor, Worker Health & Safety Representative, or worker will immediately contact the Ministry of Labour by phone at **1-877-202-0008**.
4. Pending the arrival of the Ministry of Labour Inspector, the worker may be assigned to reasonable alternative work.

5. No other worker can be assigned to perform the refused work without being advised of the refusal situation and the reasons for it in the presence of the Health & Safety Representative.
6. The Ministry of Labour Inspector shall investigate in the presence of the supervisor, the Health & Safety Representative and the worker.
7. As soon as practical, the Inspector shall decide whether the worker or any other worker(s) are likely or unlikely to be endangered. The Inspector will provide a written decision.
8. The decision of the Inspector shall be complied with.
9. The situation is resolved (corrective action is taken or misconceptions are cleared up) and the worker returns to work.
10. All Ministry of Labour orders shall be posted, as required, by the supervisor. Copies of the orders shall

be forwarded to the Health & Safety Representative and the Management.

**Reporting
& Resolving
Health & Safety
Concerns**



INJURY/INCIDENT REPORTING AND INVESTIGATION

- On site incident management will be coordinated from Incident Command located in the centre the first floor of the building. (Refer to the Incident Management Plan for details.)
- Anyone witnessing an injury, incident or close call is expected to offer assistance in reporting all details to his/her supervisor.
- All injuries, incidents, and close calls are to be reported to the relevant contractor supervisor who will in turn advise Site Management.
- Reports are to be prepared for all incidents, injuries, and close calls and forwarded to Site Management.
- In case of a Critical Injury or Fatality, see the Critical Injury Reporting and Investigation section. **First Aid**

FIRST AID KIT LOCATION: Eureka Delivery Van. (Additional kits will be placed as needed.)

- Kits are located in Eureka vehicles
- Medications will not be provided. All medications (both prescription and over-the-counter) are the responsibility of each individual.

Constructor - Site Management Responsibility

- Call Operations/Office at 416-666-6672 x2 or 647-824-8248 and/or dial 911 immediately in case of an injury or incident.
- Investigate all reported injuries & incidents
- Review all reports and investigations received from contractors. Causes should be identified along with corrective action taken to prevent a recurrence.
- Follow up with the contractor to ensure the corrective actions listed in the report are implemented.
- Where the Occupational Health and Safety Act and Regulations require that an injury or incident be reported to the Ministry of Labour, the Vice President, Operations will notify the Ministry of Labour.

Contractor - Supervisor Responsibility

1. Ensure first aid is given immediately by a Trained First Aider.
2. If necessary, arrange immediate transportation to a hospital, a doctor's office or a worker's home. Decide on the appropriate mode of transportation required (taxi or ambulance) and make suitable arrangements. When any doubt exists, call an ambulance (911).
3. If a hazardous product is involved, send a copy of the MSDS/SDS for the product to the doctor with the worker.
4. Report all injuries, however minor, or the possible onset of a work-related disease/condition, incidents and close calls to Site Management immediately.
5. Conduct an investigation to identify the immediate and underlying cause of the injury or incident, and list the corrective action taken to prevent a recurrence.
6. Submit the report to Site Management within 24 hours.

7. Ensure the corrective actions listed in the report are implemented.
8. Where the Occupational Health & Safety Act and Regulations require that an injury or incident be reported to the Ministry of Labour, the contractor will submit their report as required.
9. NOTE re. WSIB Claims:
 - The Chief Financial Officer will submit WSIB claims for Design Exchange workers.
 - Each contractor is responsible for submitting WSIB claims for their workers.
 - For supplied labour, ensure a copy of the report is provided to the labour service provider supervisor who is responsible for submitting the WSIB claim.

Injured Worker Responsibility

1. Get first aid immediately.
2. Report all injuries, however minor, or the possible onset of a work-related disease/condition to your direct supervisor in the area immediately.
3. Cooperate with the investigation.

The employer's duty to notify the MOL

Accidents and occupational illnesses **must be reported** to the Ministry of Labour, the health and safety representative or JHSC, and trade union in the following circumstances:

Occurrence	What required	When	By Whom	To Whom
<p>Fatality or Critical Injury</p> <p>Act, s. 51(1) Reg. 834 for definition</p>	<p>Notify directly</p> <p>Written report</p> <ul style="list-style-type: none"> Content as outlined by Reg. 213/91, s. 8 or Reg. 851/90, s.5(1) 	<p>Immediately, by telephone, telegram, fax, or any direct means</p> <p>Within 48 hours</p>	<p>Constructor, if any, and employer</p> <p>Written report by employer only</p>	<ul style="list-style-type: none"> MOL JHSC H & S Rep Trade union <p>MOL</p>
<p>Injury (non-critical)</p> <p>causing lost time, or requiring medical treatment</p> <p>Act, s. 52(1)</p>	<p>Notice in writing</p> <ul style="list-style-type: none"> Content as outlined by Reg. 213/91, s. 9(1) in case of a worker or Reg. 851/90 s. 5(2) 	<p>Within 4 days of the occurrence</p>	<p>Employer</p>	<ul style="list-style-type: none"> JHSC H & S Rep Trade union MOL (if an inspector requires notification of the Director)
<p>Occupational Illness</p> <p>Act, s. 52(2)</p>	<p>Notice in writing</p> <ul style="list-style-type: none"> Content as outlined by Reg. 213/91, s. 9(2) in case of a worker or Reg.851/90 s.5(2) 	<p>Within 4 days of being advised</p>	<p>Employer</p>	<ul style="list-style-type: none"> MOL JHSC H & S Rep Trade union
<p>Prescribed Incident (listed on next page)</p> <p>Act, s. 53 Reg. 213/91, s. 11(1) for list</p>	<p>Notice in writing</p> <ul style="list-style-type: none"> Content as outlined by Reg. 213/91, s. 11(2) 	<p>Within 2 days of the occurrence</p>	<p>Constructor of the project</p>	<ul style="list-style-type: none"> MOL JHSC H & S Rep Trade union

The employer's duties for notification and reporting of *prescribed incidents* in construction

Circumstances	How Soon	By Whom	Section
<p>When any of the following Prescribed incidents occur at a project:</p> <ul style="list-style-type: none"> • a worker falling a vertical distance of 3 metres or more • a worker whose fall is arrested by a fall-arrest system • a worker becoming unconscious for any reason • accidental contact by a worker or by a worker's tool or equipment with a live electrical conductor or live electrical equipment • accidental contact by a backhoe, shovel, crane or similar lifting device or its load with an energized powerline rated at more than 750 volts • structural failure of all or part of falsework designed by, or required by Regulation 213/91 to be designed by, a professional engineer • structural failure of a principal supporting member, including a column, beam, wall or truss, or a structure • failure of all or part of the structural supports of a scaffold • structural failure of all or part of an earth or water-retaining structure, including a failure of the temporary or permanent supports for a shaft, tunnel, caisson, cofferdam or trench • failure of a wall of an excavation or of similar earthwork with respect to which a professional engineer has given a written opinion that the stability of the wall is such that no worker will be endangered by it • overturning or the structural failure of all or part of a crane or similar hoisting device 	<ul style="list-style-type: none"> • Within 2 days of the occurrence • In writing 	<p>Constructor of the project</p>	<ul style="list-style-type: none"> • Act, s. 53 • Reg. 213/91, s. 11(1) <i>Prescribed Incidents</i>

CRITICAL INJURY REPORTING & INVESTIGATION

The Occupational Health & Safety Act (Regulation 834/90) defines Critical Injury as follows:

“An injury of a serious nature that, a) places life in jeopardy; b) produces unconsciousness; c) results in substantial loss of blood; d) involves the fracture of a leg or arm, but not a finger or toe; e) involves the amputation of a leg, arm, hand or foot, but not a finger or toe; f) consists of burns to a major portion of the body; or g) causes the loss of sight in an eye.”

Constructor - Site Management Responsibility

- Ensure first aid is given immediately by a Trained First Aider.
- Call Eureka office, owner and/or dial 911.
- Provide immediate transportation to a hospital by calling an ambulance.
- If a hazardous product is involved, send a copy of the MSDS for the product to the doctor with the worker.
- Secure the injury scene by marking the area with caution tape or some other appropriate barrier. Any equipment involved shall be locked-out. **The injury scene must not be disturbed** until the Ministry of Labour Inspector gives permission.
- Immediately notify in the following order:
 - a) **Peter Filimonov, owner** who will **notify the: Ministry of Labour Inspector by phone at 1-877-202-0008**. If there is any doubt as to whether an injury is a Critical Injury, call and ask the Inspector for clarification. Consider seeking legal advice.
 - b) **Health & Safety Representative** and request his or her presence on the Injury scene. In the event that the Health & Safety Representative is not available to attend without delay, another worker shall be asked to attend in his or her place. In any case, the Health & Safety Representative shall be notified of the situation immediately.
 - c) **Injured worker's emergency contact:**
 - Eureka workers - Site Management will locate emergency contact information.
 - Contractors/Exhibitors and supplied labour - Contact the supervisor so he/she can notify the emergency contact.
- Document the details of the Critical Injury on a Critical Injury Report, available in the Site Office.
- Ensure witnesses remain accessible for interview by the Health & Safety Representative and the Ministry of Labour Inspector. If witness(es) cannot remain, the supervisor shall record their names and telephone numbers.
- Cooperate with the Ministry of Labour Inspector during his/her investigation.
- Act as the lead investigator and complete the Injury/Incident Report in conjunction with the Health & Safety Representative.

- a) Assess the scene and inspect equipment and materials that were involved.
- b) Use photographs, sketches and diagrams to indicate sizes, distances and weights of objects, as appropriate.
- c) Interview witnesses. Each witness should complete a Description of Injury/Incident Form, available in the Site Office.
- d) Identify immediate/direct causes (hazardous conditions and unsafe actions), contributing factors (including people, equipment, material, environment and process), and basic/underlying causes (reasons for hazardous conditions and unsafe actions to exist).
- e) Describe recommended actions to prevent recurrence (actions taken and actions planned but not yet carried out). Consider training, new equipment and changes in procedure
 - Have the Health & Safety Representative sign the completed Injury/Incident Report.
 - For supplied labour, ensure that a copy of the Injury/Incident Report is provided to the labour service provider supervisor who is responsible for submitting the WSIB claim.
 - Take corrective action to prevent a recurrence.
 - Communicate recommendations and corrective action to other workers who may be exposed to the same hazard.

NOTE:

- **For Eureka Assembly & Installations staff critical injuries/fatalities**, the Owner will prepare and submit the Critical Injury Report under OHS Act Section 51 to the Ministry of Labour within 48 hours.
- **For contractor critical injuries/fatalities**, the contractor will work with Eureka Assembly & Installations the Owner and Site Management during their investigation, and will submit the Critical Injury Report under OHS Act Section 51 to the Ministry of Labour within 48 hours.

EMERGENCY PREPAREDNESS Eye Wash Stations

- Check the Material Safety Data Sheet/Safety Data Sheet for controlled products to assess whether an eye wash is required.
- If an eye wash is required due to the work and its hazards, it must be capable of providing clean water (or a preserved buffered saline solution) for at least 15 minutes.

Emergency Response

- Be familiar with the appropriate exit routes and emergency procedures.
- Conduct Fire Watches, as assigned.
- Report all emergencies (fire, spill, serious injury, serious illness, etc.) to the supervisor and call Operations on Radio Channel 1 and/or dial 911.
- In the event of a fire or serious injury to a worker, take prompt action to render assistance, in addition to making the emergency call.
- If not involved in the emergency response, go to the Assembly Area and report to the supervisor on arrival.
- The supervisor will conduct a head count and inform Site Management if anyone is thought to be missing.

- Remain at the Assembly Area until an "All Clear" is announced, or alternate instructions are received.

Emergency Vehicle Access

- Fire and ambulance routes must be maintained clear and emergency vehicles should be directed to the location of the emergency.
- All vehicles and personnel must give emergency vehicles and response crews the right of way.

Evacuation

- **ASSEMBLY AREA: depending on site**
- Leave the area immediately.
- Call Owner and/or dial 911 (from a safe location).

Fire Extinguishers/Fire Fighting Equipment

- Know the location of firefighting equipment in your area.
- Each heavy equipment vehicle shall be equipped with a fire extinguisher, as required.
- Firefighting equipment must be used only for its intended purpose and not removed from its place of storage.
- Do not block access to firefighting equipment.
- Workers shall be familiar with the proper use of fire extinguisher equipment.
- Discharge of a fire extinguisher must be reported to Site Management.

Power Failure

- Emergency power is provided a backup generator for emergency lighting
- In case of a power failure:
Stop and move only if there is adequate light to move safely
Emergency lighting will come on automatically, if not, use any lighting device on hand to find nearest safe exit
Follow instructions from the supervisor.

Spill Response – Containment And Cleanup

All spills shall be cleaned up at the Contractor's expense and to the satisfaction the Site Manager. Following a spill, Contractors should first respond to any health and safety concerns then once safe to do so, execute spill containment and cleanup.

In general, during spill containment and cleanup Contractors shall:

1. **Identify** material being spilled and understand the hazards
 - Material may be flammable, corrosive, oxidizing material, etc.
2. Identify the source, assess the scene, and **stop** the spill by doing any of the following (if possible):

Cease filling operations
Turn off valves or pumps
Use patching kits to seal leaks

3. Contain the spill:

Block material from flowing further (using socks, pads, etc.) and prevent spill from reaching water courses, catch basins or unpaved areas
Cover or close nearby drains
Notify downstream personnel if spill not fully contained
Rope or cone off affected area

4. Notify the supervisor and Site Management.

5. Clean-Up the spill:

Use additional resources/equipment as needed to completely contain spill (soil berm, dyke, ditch, etc.)
Use sorbents to absorb spilled fluids (generally loose spill control material should be placed over the entire spill area, working from the outside, circling to the centre to reduce the chance of splashing and/or spreading)
Use appropriate shovel, scoop or pumping equipment to capture spilled material and store captured material into temporary holding tanks or containers
If on water, limit the spread in watercourse by skimmers, booming and collection at an accessible containment location
Pump any impacted surface water into temporary storage tanks
Remove impacted materials and place at a designated area or into marked containers for subsequent disposal at an approved waste facility
Collect any contaminated soil and vegetation and store for disposal

6. Dispose of the waste material properly.

7. Prepare and submit report(s) as outlined.

Required Information for Reporting

The Contactor shall provide Eureka Assembly & Installations Site Management information at the time of notification or reporting includes:

Contact name and contact information

Date, location, start and end time of spill

Material released including constituents, concentrations, known hazards, etc. (refer to MSDS)

Amount of material released (or rate of release if not available)

Whether material is considered toxic (refer to MSDS/SDS)

Area(s) affected by release (e.g. confined, water way, off-property areas, etc.) Immediate cause of release (or steps being taken to determine cause if unknown)

Any other pollutants that may be discharged as a result of the circumstances of the discharge/spill (i.e. chemical reaction between original pollutant released and stored chemicals in the area); and,

A description of clean-up/corrective actions already taken or planned

SITE SAFETY RULES

These rules apply at all times to Eureka Assembly & Installations employees, interns, volunteers, independent contractors, contractors and supplied labour.

- All persons requiring access to the site must attend the Site Health & Safety Orientation before being allowed on site.
- Report all hazardous conditions and acts, as well as health and safety concerns and questions, to the relevant supervisor immediately.
- Report all injuries, incidents, and close calls immediately to the relevant contractorsupervisor, who will in turn advise Site Management.
- Personal Conduct:
 - Arriving impaired is grounds for being sent home and/or disciplinary action. Impairment can include exhaustion from lack of sleep.
 - Alcohol consumption is prohibited during working hours.
 - The use, possession, or distribution of any illegal substances is strictly prohibited and will result in immediate dismissal.
 - Smoking is only permitted outdoors in designated areas.
 - Eating and drinking are not permitted in any area where hazardous materials are present.
 - Handheld communication and electronic devices (cell phones, tablets, iPods etc.)
 - o These devices may be used for medical emergencies, and work purposes where they do not present a risk to safety.
 - o These devices must not be used when they may create a potential hazard or interrupt the work at hand.
- When the Construction Project Regulation applies, all persons on site (except in the first floor offices) are required to wear appropriate personal protective equipment (PPE) at all times including, but not limited to:
 - Hard hat - CSA Type 1 or Type 2 Class E, or equivalent.
 - Safety footwear (shoes or boots) - CSA Grade 1, or equivalent.
 - High visibility vest - CSA Z96-09 (R2014) Class 2.
 - Appropriate clothing (sleeved shirt and long pants) to cover and protect the body.
 - Fall protection - When working at height, a CSA personal travel restraint or fall arrest system with a full body harness must be used, as required.
 - Additional PPE (Eye protection, hearing protection, respiratory protection, gloves etc.) - As needed, based on hazards.
- When the Industrial Projects Regulation applies, all workers are required to wear required personal protective equipment (PPE) based on the hazards of the work. At a minimum, substantial (leather or leather substitute) shoes with closed toes must be worn. No sandals.
- When working near tools and equipment with moving parts, do not wear loose clothing or jewellery, and keep long hair tied back.

- Obey all danger signs and barriers. Do not enter an area surrounded by caution tape.
- Do not access any restricted area unless specific arrangements have been made with Site Management.
- All vehicles on site, including forklifts and elevating work platforms (scissor lifts, boom lifts), must have an escort at all times.
- Tools, equipment and vehicles may only be used by trained, competent workers.
- Inspect all tools and equipment, including PPE, for defects before use. Notify the supervisor if replacement or repair is needed.
- Before starting work with equipment that has a dangerous point of operation, make sure all guards are in place and properly adjusted.
- Always use the protective devices provided; do not remove them or make them ineffective.
- Maintain good housekeeping and clean up spills promptly.
- Use hazardous materials in accordance with WHMIS requirements and the MSDS/SDS for each product.
- Direct all media requests to Site Management.
- Non-compliance with Eureka Assembly & Installations health and safety requirements will not be tolerated. Contravention of an Eureka Assembly & Installations policy or procedure could result in the contractor or its worker(s) being removed from the project at the discretion of Site Management.

PERSONAL PROTECTIVE EQUIPMENT (PPE) Reference: Application of Industrial and Construction Regulations Safety Guideline for the Live Performance Industry in Ontario

https://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_application.php

General:

- When a hazard cannot be eliminated, PPE must be used to establish an effective barrier between a worker and potentially hazardous objects, substances or environments.
- PPE must meet CSA and/or other applicable industry standards and regulations.
- Each worker must:
 - o Inspect PPE before each use.
 - o Use or wear the appropriate PPE for each job.
 - o Report any defective equipment to a supervisor immediately and remove it from service if it is unsafe to use.
 - o Have attended relevant training and have a valid certification card, as applicable.
- (Example: Working at Heights) o If unsure of the procedure to follow, contact a supervisor for assistance.
- NOTE: When a worker provides his or her own PPE (example: harness, hard hat etc.), the supervisor must approve it and ensure it is appropriate for the assigned work.
- **Any person who declines to wear PPE will be required to leave until all work requiring PPE is complete.**
- **When is PPE Required?** During the initial build phase, the entire Eureka Assembly & Installations

site is a Construction Project. As construction in specific areas is completed, the site will transition between being a Construction Project and an Industrial Establishment.

Site Management is responsible for identifying when and where the Construction Projects Regulation applies. (The Industrial Establishments Regulation applies for all other times and places.) Areas that are still under construction must be secured against unauthorized access depending on the hazard of the work. For example:

A high hazard area (with over headwork etc.) should be enclosed with fencing. A low hazard area may be identified with pylons and caution tape. Signs should be posted to identify these areas: "Danger: Construction Area. Authorized Personnel Only".

The daily Production Schedule will identify when and where the Construction Projects Regulation will apply each day. This info will be reviewed during the daily Safety Talk to ensure everyone on the site knows the areas where the Construction Projects Regulation applies and mandatory PPE is required. For the safety of both visitors and those working on the event, visits and tours may only take place with the authorization of Site Management. Tours should be scheduled in advance. Visitors must be by Site Management and must wear Personal Protective Equipment (PPE), as required.

Types of PPE

Head Protection (Hard Hats) (O.Reg. 213/01, s. 22)

- Head protection shall meet the requirements of one of these standards and will be approved by the supervisor:
 - CAN/CSA-Z94.1 “Industrial Protective Headwear”
 - Type 1, Class E
 - Type 2, Class E Note: Type 2 hard hats are designed to withstand lateral and vertical impacts, as well as being tested for off centre penetration and chinstrap retention. Type 1 hard hats are not designed to protect from lateral impacts.
 - ANSI Z89 “Industrial Head Protection”
 - Type I, Class E
 - Type II, Class E
- Alternatively, head protection that does not meet the CSA or ANSI Standard must meet the requirements of the Construction Projects Regulation:
- When working overhead (example: from a elevating work platform, ladder or scaffold), a hard hat with a chin strap should be worn.
- A “climbing helmet” (such as the Petzl Vertex Best) may be used provided it meets one of the approved standards, as above.

Foot Protection (Safety Boots or Shoes) (O.Reg. 213/01, s. 23)

- Alternatively, foot protection that does not meet the CSA Standard must meet the requirements of the Construction Projects Regulation:

22. (1) Every worker shall wear protective headwear at all times when on a project.

(2) Protective headwear shall be a safety hat that,

(a) consists of a shell and suspension that is adequate to protect a person's head against impact and against flying or falling small objects; and

(b) has a shell which can withstand a dielectric strength test at 20,000 volts phase to ground.

- Foot protection (safety boots or shoes) shall meet the requirements of CSA Standard CAN/CSA Z195

“Protective Footwear” Grade 1; footwear must display the CSA Green Patch and the White Rectangle with

Orange Omega indicating electric shock resistance S. 23 (1) Every worker shall wear protective footwear at all times when on a project. (2) Protective footwear shall be a safety shoe or safety boot,

(a) with a box toe that is adequate to protect the wearer's toes against injury due to impact and is capable of resisting at least 125 joules impact; and (b) with a sole or insole that is adequate to protect the wearer's feet

against injury due to puncture and is capable of resisting a penetration load of 1.2 kilonewtons when tested with a DIN standard pin.

High-Visibility Safety Apparel (HVSA) Clothing:

- When the Construction Regulation applies, wear appropriate clothing (sleeved shirt and long pants) to cover and protect the body.
- When working near tools and equipment with moving parts, do not wear loose clothing or jewellery and keep long hair tied back.

Fall Protection

- A fall protection system must be used whenever the risk of falls cannot be eliminated or engineered out by using a guardrail or other engineered system.
- Fall protection is required whenever a fall hazard exists, **including but not limited to:**
 - o Working at a height of 3 m (10') or greater
 - o Working from a ladder at a height of 3m (10') or greater, when the worker cannot maintain 3 point contact
 - o Operating or riding in an elevating work platform
- The components of any system shall be designed by a professional engineer in accordance with good engineering practice, and shall meet the requirements of applicable CSA standards.
 - o CAN/CSA-Z259.1-05: Body Belts and Saddles for Work Positioning and Travel Restraint.
 - o CAN/CSA-Z259.2.1-98: Fall Arresters, Vertical Lifelines and Rails.
 - o CAN/CSA-Z259.2.2-98: Self Retracting Devices for Personal Fall-Arrest Systems.
 - o CAN/CSA-Z259.2.3-99 (R2004): Descent Control Devices.
 - o CAN/CSA-Z259.10-06: Full Body Harnesses.

o CAN/CSA-Z259.11-05: Energy Absorbers and Lanyards. o CAN/CSA-Z259.12-01: Connecting Components for Personal Fall Arrest Systems

- The use of safety belts and climbing harnesses for fall protection is prohibited.
- A fall protection system must be attached to an appropriate anchorage as determined by a competent person.
- Working at Heights Training
 - o Before working at heights, each worker must be trained in proper use of fall protection systems (including oral and written instruction).
 - o The supervisor should provide location-specific orientation to all workers who work at heights and ensure that tasks requiring the use of fall protection systems are only assigned to workers trained in the use of those systems.
 - o Each worker must have proof of Working at Heights training and shall keep a copy of their certification card at the workplace.

Eye and Face Protection:

- High Visibility Vests shall meet the requirements of CSAZ96-09(R2014) Class2
- CSA Z94.3 eye and/or face protection must be worn when there is a risk of eye/face injury.
 - o Safety glasses or goggles must be worn at all times when power tools and equipment are in use.
 - o A face shield (in addition to safety glasses) should be worn when there is a risk of eye injury due to flying particles.

Hand Protection:

- Choose gloves that adequately protect against specific hazards.
 - o Work gloves are recommended for material handling and lighting, as needed.
 - o Requirements for gloves to be used with hazardous materials will be found in the MSDS/SDS for each product.

Hearing Protection

- CSA Z94.2 hearing protection (ear plugs, ear muffs) is required when noise/sound levels are hazardous (example: exposure to loud power tools, live and recorded sound effects and music).

Respiratory Protection:

- Respiratory hazards are not anticipated; however, if such a hazard arises, research will be done and appropriate precautions will be taken.
- If a respirator is required, each worker must be trained and fit-tested and must follow all manufacturer's instructions.

SITE-SPECIFIC HAZARDS

The following information reflects most work and working conditions anticipated on the work site. For additional safe work procedures, refer to the Construction Health & Safety Manual, available as a free download from the Infrastructure Health & Safety Association at:

https://www.ihsa.ca/resources/health_safety_manual.aspx

- Hazards shall be appropriately identified, guarded and where appropriate, signs should be posted (falling material, floor openings and overhead electrical power lines etc.).
- Danger signs, caution tape and barriers are posted for worker protection and must be observed.
- Additionally, contractors shall provide danger signs, barriers, etc. whenever such protection is needed.

Slips, Trips and Falls

Examples: uneven surfaces, electrical cables, dim lighting, spills or wet spots on the floor.

- Maintain good housekeeping to ensure floors are dry and clear of obstructions and debris.
- Be cautious of wet floors and clean up spills immediately.
- Position cables and hoses in minimal traffic areas and ensure they are secured or covered with mats, as appropriate. Drivable cable mats are available.
- Mark all unguarded edges (stage, risers, stairs etc.), trip hazards and other safety design features both onstage and backstage with contrasting tape, glowtape or other markers such as LEDs.
- In dark areas such as backstage, use running lights to identify hazards.

Loading Areas

- Ensure the truck is backed in so it is aligned with the loading area.
- Turn off the truck to prevent movement and unsafe levels of carbon monoxide. The idling of trucks while in the loading dock area of the building is prohibited.
- Ensure the ramp or dock plate is placed correctly and securely by a trained worker.
- Open the trailer door slowly in case the load has shifted.

Traffic Examples: Heavy equipment and vehicles travelling on site.

Workers in the vicinity of moving vehicles and equipment must wear hi vis vests or equivalent. All vehicles on site, including forklifts and elevating work platforms (scissor lifts, boom lifts), must have an escort at all times.

Driving - Vehicles and Mobile Equipment

Examples: Trucks etc.

- All drivers must be trained and have a valid operator's license, as applicable.
- All vehicles must be maintained in proper working order and inspected prior to use.
- It is not permitted to transport workers in the back of a pickup truck or mobile equipment not equipped with a seat and seat belt.

Forklifts References:

Guideline for the Safe Operation and Maintenance of Powered Lift Trucks (Ministry of Labour)

<http://www.labour.gov.on.ca/english/hs/pubs/lifttrucks/index.php>

- As a pedestrian, be aware of equipment traffic.
- Forklifts may only be operated by competent workers who have been trained in their safe use
- Complete a pre-use inspection before using the equipment.

- Record safety defects on the pre-use inspection checklist and report them to the supervisor.
- Know the load limit of the equipment and never exceed it.
- Before picking up a load or pallet, check to make sure it is securely stacked and in a safe condition.
- Do not use any pallet with protruding nails or missing rungs.
- Before raising a load, ensure everyone nearby is standing clear (at least 2 times the lifting height distance away).
- Honk warnings (turning corners, reversing etc.) and communicate with pedestrians. Pedestrians have the right of way.

Hoists, Cranes and Mobile Construction Machinery

- Hoists, cranes and mobile construction machinery may only be operated by competent workers who have been trained in their safe use
- Crane operators must have their Certificate of Qualification on the site at all times.
- Complete a pre-use inspection before using the equipment.
- Record safety defects on the pre-use inspection checklist and report them to the supervisor.
- Complete mobile crane logs monthly for each crane on site and keep the log available

Rigging

- Rigging must be planned, supervised and carried out by competent personnel.
- Only trained workers are permitted to handle any rigging equipment.
- Ensure that suitable hardware and equipment is used as intended and within the designed safety factor and in accordance with manufacturers' instructions.
- Ensure that all equipment is properly operated and maintained by a competent person in accordance with manufacturer's instructions.
- Inspect all rigging (hardware, slings, cable, equipment etc.) before each use.
- Report defects to the supervisor. Defective components and equipment must be tagged and taken out of service.
- Know the weight of the load to be lifted and the capacity of the rigging equipment.
- Ensure loads are properly rigged and stable.
- Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits and sprinkler systems is strictly prohibited.
- Never rig or hoist any load if weather conditions are hazardous (example: high wind, low visibility, etc.)

- Specific procedures must be prepared and submitted to Site Management prior to performing an unusual or complex rigging operation.

Material Handling

Examples: lifting, lowering, pushing, pulling and carrying objects such as lighting, sound and projection equipment, motors, materials, and supplies etc.

- Always store materials in a safe and orderly fashion.
- Never store a heavy or hazardous object overhead where there is danger of it falling.
- Handle only stable and safely arranged loads.
- Do not attempt to lift, carry or push any object that is heavy enough to cause you to strain. Request assistance from another person if you need it.
- Avoid rotating or twisting movements when lifting or lowering a load.
- Lifting guidelines:
 - o Get close to the object
 - o Place feet apart for good balance
 - o Bend at your hips and knees.
 - o Get a good grip.(Gloves)
 - o Lift smoothly and slowly, keeping the object close to your body. Keep the load between your knees and shoulders.
 - o Pivot with your feet instead of twisting your back. Whenever possible, use equipment such as wheeled crates, mobile racks, dollies, and carts:
 - o Do not overload a dolly or cart.
 - o Ensure the load is properly balanced and securely stacked before moving it to prevent items from tipping or falling.
 - o If a load is high enough to obscure sightlines, two people must move it.
 - o Make sure there is a clear path of travel and move at a safe speed.

Tools and Equipment

Examples: theatrical equipment, hand tools (hammers, screwdrivers, wrenches, exacto knives etc.) and power tools (cordless drills, table saw, chop saw, etc.)

- Tools and equipment may only be used by competent workers who have been trained in their safe use.
- Select the appropriate tool for the task.
- All electrical tools must be either three prong grounded, double insulated or rechargeable.
- Inspect tools, equipment, cords and hoses before each use.
- Report defects to the supervisor. Defective equipment must be tagged and taken out of service.
- Wear PPE (foot protection, eye protection etc.) as required. No loose clothing, hair or jewellery that

could become entangled in moving parts.

- Ensure that guards and protective devices on equipment are in place and used as required.
- Follow the manufacturer's instructions for operating, cleaning and maintaining equipment.
- Compressed air must not be used for cleaning clothes or directed towards any part of the body or any other person.

- Only authorized personnel who have received adequate training to ensure competence may operate explosive actuated fastening tools.
- Do not operate equipment if you feel unwell, drowsy or are affected by medication. 14. **Overhead**

Work

Examples: work takes place on elevating work platforms, ladders and truss.

- Before overhead work begins:
 - o Mark an exclusion zone below the overhead work, using cones and caution tape to identify the area.
 - o A spotter is responsible to keep people away at a safe distance.
 - o Secure all items that can fall.
 - o Secure tools, keys etc. to the body or clothing using a tool belt and empty pockets of loose objects.
 - o Wear head protection
- Before moving pipes or truss, clear the area of people below and tell people nearby it will be moving.

Working At Heights Examples: fall protection systems (fall arrest, travel restraint), elevating work platforms (scissor lift, personnel lift, zoom boom), portable and extension ladders, elevated scenery.

Reference: Working at Heights Safety Guideline for the Live Performance Industry

http://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_heights.php

- Scenery, lighting, sound and projection equipment etc. must only be placed in approved locations that may be accessed safely.

Fall Protection Systems

o A worker shall use an appropriate fall protection system (Fall Arrest or Travel Restraint) whenever a fall hazard exists, **including but not limited to:**

- Working at a height of 3 m (10') or greater
- Working from a ladder at a height of 3 m (10') or greater, when the worker cannot maintain 3 point contact
- Operating or riding in an elevating work platform
 - o A written Rescue Plan is required to ensure a fallen worker is rescued within 20 minutes. (Calling 911 is not a sufficient plan.) Trained workers and rescue equipment must be available on site.
 - o Each worker must complete Working at Heights training and have a valid certification card.
 - o As required, use a Fall Arrest System or Travel Restraint System with a full body harness attached to an appropriate anchor point at all times.
 - o The use of safety belts and climbing harnesses for fall protection is prohibited.

- o Inspect the fall protection system each day before use.
- o Report any defective equipment to a supervisor immediately and remove it from service if it is unsafe to use.
- o Follow all manufacturers' instructions.
- o **If a fall occurs or the integrity of any fall protection equipment is in doubt**, the equipment **must** be removed from service, inspected by a certifying body and repaired or replaced as required.

Elevating Work Platforms (EWP) - Scissor lift, personnel lift, zoom boom. Each worker must complete training for the specific type of EWP, and Fall Protection/Working at Heights, and have valid certification cards. Inspect the elevating work platform before each use and complete the checklist. Follow all manufacturers' instructions. EWPs must not be modified unless permitted by the manufacturer and certified by an engineer. Report any defective equipment to a supervisor immediately. If it is unsafe to use, remove it from service and lock it out by removing the battery to disconnect the power.

Portable Ladders

- o Each worker must be trained in safe use of ladders.
- o Select the appropriate ladder for the task. Follow all manufacturers' instructions.
- o Ladders made of non-conductive material (not metal) must be used for working on or in close proximity to open electrical panels or high voltage equipment.
- o Ladders must be equipped with non-slip feet to prevent slipping.
- o Inspect all ladders prior to every use to ensure structural integrity.
- o Report any defective ladder to a supervisor immediately and remove it from service if it is unsafe to use.
- o Use ladders on firm, level surfaces. Ensure ground surfaces, rungs and steps are clear of slippery substances
- o Keep the base of the ladder clear for access and for traffic control. When necessary, use cones, tape, or a spotter to secure high traffic areas.
- o When ladders are used in a position which obstructs a door or an aisle, the door or aisle must be barricaded.
- o Independent fall arrest is necessary when using a ladder as a work station above 3 m (10'), i.e. not when using a ladder to access another level.
- o When working in outdoors, additional precautions may be needed.

Step Ladders and Platform Ladders

- o Open the ladder fully and ensure the spreaders are locked into place.

Ladders and Tools

- o Do not climb any ladder while carrying heavy or bulky objects.
- o Position yourself securely on the ladder and rope the item up or down, or attach a pulley block to a rated overhead grid or rigging point and have ground crew

raise or lower the object.

- o If you are roping the item by hand, make sure the ladder is secure enough for you to do so safely (i.e. tie off the ladder at the top and secure it at the bottom or have ladder assistants foot the ladder).

- o Hand and power tools must be used with utmost caution when working on ladders.

- o Hand tools should be secured to the worker's body to prevent them from falling.

- o Remove tools and equipment from the ladder when finished using it.

Electrical and Lockout

Examples: installation, use, testing, repair and maintenance of generators, lighting, sound and projection equipment, load-in/out equipment, motors, electrical merchandise, display equipment etc.

References: Ontario Electrical Safety Code

https://www.esasafe.com/assets/files/esasafe/pdf/Guidelines/ESA_Spec-003_R7.pdf Electrical Safety Guideline for the Live Performance Industry

http://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_electrical.php

- The current versions of the Ontario Electrical Safety Code (OESC) and ESA-SPEC-003 must be followed at all times.
- All electrical installations must be acceptable to the Electrical Safety Authority (ESA).
- All electrical equipment shall bear an electrical approval label. Before using equipment that is not approved, an ESA electrical inspector must be called on site for a field inspection.
- All electrical work must be performed by a competent person.
- Inspect equipment and electrical cables before each use. Arrange to have damaged equipment or electrical cables repaired or replaced.
- All electrical panels and generators must be equipped with a functional ground fault circuit interrupter (GFCI). GFCIs shall be inspected and tested in accordance with manufacturer's instructions.
- All cables should be located, protected and used so that they are not pinched, crushed or subjected to damage. Do not allow vehicles, cases, carts or dollies to pass over cables.
- Lockout is required to protect workers from injury and death from the inadvertent release of hazardous energy, prevent equipment damage and comply with legislated requirements.

Lighting

- For lighting fixtures, ensure:

- o Fixtures are secured with safety chains.

- o Barn doors and other accessories are attached to the fixtures with safety chains.

- o Plugs are properly twisted and locked into place.

- o Gloves may be needed when handling powered lighting fixtures, as they may become extremely hot while in use.

Noise Reference:

Noise Regulation (Reg. 381/15) <https://www.ontario.ca/laws/regulation/150381>

- Hearing protection (earplugs, ear muffs) should be worn when noise levels are high.

Fire Reference: Drapery Flame Retardants Test demonstration video:

https://www.youtube.com/watch?v=VsUX1-_tOlg

Under the Ontario Fire Code (O. Reg. 213/07, sections 2.3.2.1 and 2.3.2.2), drapes, curtains, netting, and other similar or decorative materials, including textiles and films used in buildings, must meet the requirements for a high degree of flame resistance as described in CAN/ULC S109 "Flame Tests of Flame-Resistant Fabrics and Films".

Hot Work

Examples: Welding, cutting, grinding or any other activity involving open flames, sparks or other ignition sources that may cause smoke or fire which may trip detection systems.

- Site Management must be notified prior to commencing hot work on a project and a Hot Work Permit must be completed. All precautionary measures required under the contractor's/exhibitor's insurance policy must be taken.
- Prior to commencing Hot Work, check for combustible materials in structures (walls, partitions, ceilings)
- Sweep up or move all combustible materials away from the immediate work area (approx. 3 m²). (No explosives within 8 m.)
- If combustibles cannot be moved, cover them with fire resistant blankets or use welding screens to isolate the welding area
- Shield welding activities in a welding booth or by using fire-resistant, non-reflective screens, partitions or curtains to minimize the risk of exposing other workers to arc light.
- Where barriers are not feasible or effective, workers near the welding area should wear proper eye protection and any other equipment required.
- Conduct a pre-use inspection of all equipment.
- Report defects to the supervisor. Defective equipment must be tagged and taken out of service.
- Ensure compressed gas cylinders are properly anchored and upright.
- Ensure adequate ventilation.
- Ensure a fire extinguisher, eye wash station and first aid kit are accessible in the work area.
- PPE must be used including a welding helmet, eye protection, respirator, protective clothing etc. as appropriate.
- It is recommended that a trained fire watcher, equipped with a fire extinguisher, is posted within the work area during hot work, including during breaks.

- After the Hot Work is completed, Fire Checks are required at 30 and 60 minutes after work has stopped.
- Site Management must be notified upon completion of the fire watch and the signed Hot Work Permit must be filed in the Site Office.

Hazardous Materials

Examples: fuels, cleaners, lubricants, paints, glues, compressed gas; fog/haze products

- The contractor must adhere to the Workplace Hazardous Materials Information Systems (WHMIS) requirements regarding the use, handling, storage and disposal of hazardous materials and ensure that all WHMIS-controlled products used in performing the work are appropriately labeled.
- The contractor will ensure that, prior to commencing work, all have received WHMIS training and are familiar with the hazards of the products they will be using.
- The contractor will provide a Material Safety Data Sheet/Safety Data Sheet (MSDS/SDS) for any hazardous material that is to be used on the project. Products without an MSDS/SDS are not to be brought onto the site.
- Each worker must wear personal protective equipment (for example, eye protection, gloves etc.) as recommended on the MSDS/SDS.
- Containers must be kept closed and hazardous materials must be stored away from food.
- When a flammable liquid is used, the contractor will ensure it is stored in a clearly-labeled safety container. A suitable fire extinguisher must be provided by the contractor where the flammable liquids are used and stored.
- Contaminated flammable materials such as rags and construction refuse must be stored in a properly labeled metal container with lid and disposed of on a regular basis.
- An appropriate spill kit must be available on site.

Heat Stress

Example: Outdoor sites may become very hot during summer months.

- Working in hot environments may cause the following health effects. Inadequate fluid intake will increase the likelihood of health effects. Certain medications or medical conditions can decrease tolerance and increase susceptibility to heat induced illness.

- o Heat Rash
- o Fainting
- o Heat Cramps
- o HeatExhaustion

o HeatStroke

- Consume plenty of fluids to avoid dehydration.
- Wear lightweight clothing. Keeping skin dry can prevent heat rash. Change and loosen clothing as necessary.
- Use fans where possible.
- Take breaks in a cool place.
- Avoid undue exertion, particularly during the hottest parts of the day. Work steadily and conserve energy.
- Report any symptoms of heat related-illness immediately to the supervisor.
- In all cases of fainting or heat exhaustion, move worker to a cool area, and provide fluids in small amounts.
- Get medical attention.