



Health & Safety Policy

Ottawa Security Systems & Communication LTD

Policy Statement

Ottawa Security Systems & Communication LTD is committed to providing a safe and healthy work environment for all employees, contractors, and visitors. We will comply with the Ontario Occupational Health and Safety Act (OHSA) and all applicable regulations. Safety is a shared responsibility, and every individual is expected to contribute to maintaining a hazard-free workplace.

Purpose

The purpose of this policy is to:

- Prevent workplace injuries and illnesses.
- Promote a culture of safety and continuous improvement.
- Ensure compliance with legal requirements and industry best practices.

Scope

This policy applies to:

- All employees, supervisors, and managers.
- Contractors and visitors on company premises or job sites.

Responsibilities

Management:

- Provide resources, training, and supervision to ensure safe work practices.
- Review and update this policy annually.

Supervisors:

- Identify hazards and implement controls.
- Ensure workers follow safe work procedures.

Employees:

- Work safely and report hazards immediately.
- Participate in training and follow company safety rules.

Key Commitments

- Hazard Identification & Risk Control: Regular inspections and prompt corrective actions.
- Training: Mandatory health & safety awareness training, WHMIS, and job-specific safety instruction.
- Emergency Preparedness: Maintain emergency procedures for fire, medical incidents, and security threats.
- Incident Reporting: All accidents, near misses, and unsafe conditions must be reported and investigated.
- Right to Refuse Unsafe Work: Employees have the right to refuse work they believe is unsafe without reprisal.

Compliance

Ottawa Security Systems & Communication LTD will meet or exceed all requirements under:

- Ontario Occupational Health and Safety Act (OHSA)
- Workplace Violence and Harassment Policies
- WHMIS Regulations

Continuous Improvement

We will monitor performance, set safety objectives, and review this policy annually to ensure effectiveness.

Signed:



James McCartney, Director

Ottawa Security Systems & Communication LTD

December 1, 2025



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HEALTH AND SAFETY PROGRAM

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Introduction

Ottawa Security Systems believes that incidents and injuries can be prevented. This can be achieved by making safety an integral part of every task and job. Injury and incident prevention is best achieved by being alert and ensuring the safe way to accomplish each task is understood and that everyone is always aware of changing situations that may compromise safety.

It is the primary concern that no person is injured while employed by Ottawa Security Systems.

Before starting any job, ask yourself the following:

- What are the hazards associated with this job?
- What safety procedures or protocols have been included in this job process to eliminate any hazards?
- If the hazard cannot be eliminated, what personal protective equipment is necessary to effectively manage the hazard?
- What could go wrong and what actions should be taken to minimize the consequences?
- Have all the above questions been discussed with everyone involved on the job?
- Is the most current copy of this program available to the work force?
- Is the most current policy / standard / procedure available to the work force?

Before carrying out any tasks, ask yourself:

- Do I understand what is required and the way to complete this task safely?
- Is there a written procedure? If not, should there be?
- Is this a deviation from a standard procedure? If so, exactly what is the deviation?
- What effect could the deviation have on a normal operation? Is a new job plan necessary?
- What could go wrong if the operation is carried out this way?
- What contingency actions are available if something does go wrong?
- Has everything above been discussed with those involved in the operation?

Duties And Responsibilities

Employer

Employer means a person (or company) 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;

Duties of employers

An employer shall:

- Ensure that the equipment, materials and protective devices provided by the employer are maintained in good condition
- Ensure that the measures and procedures prescribed in the company health and safety program and relevant legislation are carried out in the workplace
- Ensure that the equipment, materials and protective devices provided by the employer are used as prescribed
- Ensure that a building, structure, or any part thereof, or any other part of a workplace, whether temporary or permanent, can support any loads that may be applied to it
- Provide information, instruction, and supervision to a worker to protect the health or safety of the worker
- In a medical emergency for the purpose of diagnosis or treatment, provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed
- When appointing a supervisor, appoint a competent person
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions
- Only employ in or about a workplace a person over such age as may be prescribed
- Take every precaution reasonable in the circumstances for the protection of a worker
- Post, in the workplace, a copy of this Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers
- Prepare and review at least annually a written occupational health and safety policy
- Post at a conspicuous location in the workplace a current copy of the occupational health and safety policy
- Provide to workers, to the committee or to a health and safety representative the results of a report respecting occupational health and safety that is in the employer's possession and, if that

report is in writing, a copy of the portions of the report that concern occupational health and safety

Supervisor

A supervisor shall:

- Ensure that workers perform work in the manner and with the protective devices, measures and procedures required by legislation and company standards
- Ensure workers use or wear the equipment, protective devices, or clothing that the employer requires to be worn
- Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware
- Where so prescribed, provide a worker with written instruction as to the measure and procedures to be taken for the protection of the worker
- Take every reason precaution in the circumstances for the protection of the worker

Supervision of workers on a jobsite - Foremen

Project foreman are responsible for, at a minimum, but not limited to:

- Assign specific safety responsibilities to a competent person(s) during the progress of the work.
- Be accountable to the project manager for the safety of all company personnel, equipment and environment on the project
- Review company health and safety program with all subcontracted/contracted supervisors
- Complete documented Pre-job briefings with all workers that focuses on task being done that day
- Complete documented weekly job site inspections

Workers

A worker shall:

- Perform work with a “safety first” attitude. Be accountable for their own safety and work in a manner so as to not endanger fellow workers
- Work in compliance with the provisions of Occupational Health and Safety Act and regulations
- Use or wear the equipment, protective devices or clothing that the workers employer requires to be used or worn
- Participate in all daily safety talks and safety meetings.
- Communicate / report all hazards.
- Report to the supervisor the absence of or defect in any equipment or protective devices of which the worker is aware and which may endanger himself, herself or another
- Report to his or her employer or supervisor any contravention of the Act or regulations or the existence of any hazards of which he or she knows

No Worker Shall:

- Remove or make ineffective any protective devices required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately
- Use or operate any equipment, machine, device or thing if work in a manner that may endanger himself, herself or any other worker
- Engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct

Competent person

Competent person means a person who:

- Is qualified because of his knowledge, training, and experience to organize the work and its performance
- Is familiar with the provisions of the Act and the Regulations that apply to the work
- Has knowledge of any potential or actual danger to health or safety in the workplace
- Is responsible for on-site accident prevention
- Reviews safe work procedures for the site
- Monitors the health and safety performance of subcontractors
- Reports accidents and injuries to management as required by the program and regulations
- Investigates accidents and take actions to prevent reoccurrence
- Ensures that the Company's Health and Safety Program is followed
- Enforces disciplinary actions for violations of the Company's Health and Safety Program take place
- Ensures that protective equipment required by law and by the program is provided, accessible, used and maintained properly by workers and that workers understand the reasons for its use
- Instructs personnel in proper work practices and updates instructions as needed
- Checks work practices and work areas for hazards and take corrective action where required
- Consults and co-operate with the Health and Safety Representative/Committee where appropriate and
- Ensures new workers are acquainted with hazards and safe work procedures.

Three (3) Basic Rights to Workers

The Right to Know

Workers have the right to know about any potential hazards to which they may be exposed. This means workers have the right to be trained and to have information on machinery, equipment, working conditions, processes, and hazardous substances. The Workplace Hazardous Materials Information System (WHMIS) / Globally Harmonized System (GHS) also plays an important role in giving workers safety information.

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. Some examples include: Participating in pre-job briefings or site inspections, being a Joint Health and Safety Committee member or Health and Safety Representative.

The Right to Refuse Unsafe Work

Workers have the right to refuse work that they believe is hazardous to either their own health and safety or that of another worker.

If you believe the work is unsafe you must take the following steps:

- Immediately report it to your supervisor or employer
- The supervisor or employer will investigate your concern(s) with you and either a joint health and safety committee member or health and safety representative if they are available or with a worker who is more knowledgeable about the concern if such a person is available
- If you do not participate in the investigation with your supervisor you must remain on site in a safe place, be available to the supervisor or employer who is investigating the report and perform alternative work that is assigned
- If the supervisor or employer determines that the work is unsafe then the conditions must be changed so that the work can be done safely and communicate the findings to the worker who refused the work
- If the supervisor or employer determines that the work is safe, they must advise the worker who refused the work and the worker is to perform the work.
- If the worker continues to maintain the work is unsafe then an Ontario Ministry of Labour, Training and Skills Development (MLTSD) inspector can be called to investigate with the worker, safety representative and supervisor or management representative and provide their findings in writing
- Note – the supervisor or employer can ask another worker to perform the work that is being investigated if this worker is told about the refusal in the presence of a joint health and safety

committee worker representative or a health and safety representative or a worker representative.

- Note – MLTSD is of the view that a worker should be paid while the supervisor / employer investigates the worker's report of unsafe work and makes a determination.

(<https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-v-right-refuse-or-stop-work-where-health-and-safety-danger>)

Occupational Health and Safety Legislation Also Assigns These Duties to Workers

- Follow the law and the workplace health and safety policies and procedures
- Always wear or use the protective equipment that the employer requires
- Work and act in a way that won't hurt you or any other worker
- Report any hazard you find / see in the workplace to your supervisor

Health and Safety Policy

- Our Health and Safety Policy is confirmation of senior management's commitment to providing a safe work environment for all of Ottawa Security Systems's sites in Ontario
- This policy:
 - Will be reviewed and signed annually by senior management
 - Is to be accessible to all workers
 - Is to be reviewed with workers annually

Health and Safety Rules

Health and Safety Rules are a highlight of this program and our policies / standards and serve as a further confirmation of our commitment to providing a safe work environment for all of Ottawa Security Systems's sites in Ontario.

Health & Safety Policy Statement

Ottawa Security Systems is committed to ensuring a safe and healthy workplace for its employees, supplied labour, subcontractors, and visitors. Our health and safety policies and procedures are based on a sincere desire to eliminate personal injuries, occupational illnesses, and property and equipment damage.

Responsibility for the quality and maintenance of our health and safety program lies with each person within the company. This shall be accomplished by ensuring that proper work procedures are established, and policies and rules are developed, maintained, audited, and upgraded as changes are made to the legislation and work methods are improved.

All senior management, project managers and supervisors will comply with and enforce all of Ottawa Security Systems Health and Safety Policies and ensure all regulatory requirements are met.

All senior management have the responsibility to create a continuous improvement plan to ensure that a safe work environment is maintained, safety policies are reviewed and updated, and hazards are continually accessed and guarded or eliminated.

All managers/supervisors have the responsibility to ensure they maintain safe and healthy workplace and ensure that every worker entering on their workplaces have read and signed for a copy of the Ottawa Security Systems Health and Safety Policy Manual and have received adequate training in their specific work tasks.

All worker employees have the responsibility to perform their jobs safely and in accordance with current safety legislation and the Ottawa Security Systems Health and Safety policy.

All supplied labour, subcontractors and visitors to the workplace have the responsibility to perform their jobs safely and not compromise any safety feature implemented within a working area. They are also responsible to report any hazards they may observe directly to the manager/supervisor.

All senior management, project managers, supervisors, employees, supplied labour, subcontractors and visitors are expected to abide by the Occupational Health and Safety Act and Regulations and amendments for their regulated area of requirements, Ottawa Security Systems Health and Safety Policy, Workplace Specific Safety Plans, and the general project safety rules.

It is through the cooperation of all the parties listed above that we will achieve our common goal to prevent loss time injuries through safer and healthier environments.

Health and Safety Rules

1. **PERSONAL CONDUCT.** All employees, and parties working for Ottawa Security Systems, including Contractors, must demonstrate their respect for the company and site-specific Health and Safety rules, standards, etc.
2. **TRAINING.** Employees, managers and supervisors must be trained so they work safely and manage Health and Safety in their area. Managers and supervisors must ensure that Contractors have systems in place that allow their workers to work safely.
3. **REPORTING.** All incidents, injuries and near misses must be reported immediately to the appropriate party so they can be investigated, and learnings shared.
4. **SUPPORT.** Health and Safety personnel must be resourced and trained so that support can be provided.
5. **VISIBILITY.** Safety results must be visibly communicated to everyone.
6. **ORGANIZATION.** The Joint Health and Safety Committee must have representation from management, workers and, when applicable, relevant experts.
7. **RESPONSIBILITY.** Line management is responsible for Health and Safety implementation, communication and compliance.
8. **DISCIPLINE.** Progressive discipline will be one tool used to change behaviour that does not demonstrate a commitment to Health and Safety.
9. **VEHICLES AND EQUIPMENT.** All vehicles, equipment and mobile equipment must be operated in accordance with site rules and applicable legislation.

Environmental Policy

Ottawa Security Systems strives to provide a safe and environmentally conscious environment that is in compliance with each the municipal, provincial and federal regulations with respect to the environment. Ottawa Security Systems' vision is that through a collaborative effort from all involved parties (office staff, technicians, and owners), the workplace will become a more environmentally, economically and socially sustainable workplace. This policy is continuously evolving and is to be reviewed, at a minimum yearly, as new goals are established.

Environmental Sustainability Goals/Initiatives:

- Comply with all municipal, provincial and federal environmental regulatory legislation.
- Educate all organization personnel on the importance of environmental impact;
- Promote throughout the organization the importance of our environmental impact and the importance of sustainability;
- Notify our customer/client base of our commitment to environmental awareness and encourage their cooperation;
- Minimize our waste production and where practicable re-use and recycle;
- Minimize our use of energy resources such as water and electricity by identifying alternative methods for completing our work activities; and by using low flush toilets and water-efficient taps and energy/water efficient dishwashers.
- Work with fellow environmentally conscience suppliers and sub-trades;
- Understand the importance of LEEDs movement in green building initiatives and cooperate fully to achieve such designations;
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate in order to reduce greenhouse gas emissions.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Commit to reduction of energy use through use of LED lighting at head office.
- Only print, when necessary, opt for electronic file storage rather than physical.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

Signature – Name and Title

Date

Policies, Procedures, Standards, etc.

Note – These Policies, Procedures, Standards, etc. and associated forms, etc. MUST be accessible to workers

HEALTH AND SAFETY POLICY STANDARD	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites in Ontario	

PURPOSE

The purpose of this standard is to outline the direction of our occupational health and safety management system and confirm senior management's commitment to providing a health and safety work environment.

ROLES AND RESPONSIBILITIES

Senior Management

- Signing the Health and Safety Policy annually

Safety Department

- Ensure the Health and Safety policy is reviewed with senior management on an annual basis
- Ensure senior management signs the Health and Safety policy after the annual review
- Annually review the Health and Safety policy prior to providing it to senior management for their review and signature
- Ensure that the most current Health and Safety policy is available for distribution and review to managers / superintendents / foremen

Managers/ Superintendents/Foremen

- Ensure that the most current Health and Safety policy is accessible to workers
- Ensure that the current Health and Safety policy is reviewed with the workers

STANDARD

In accordance with occupational health and safety legislation the Health and Safety Policy will be reviewed annually and revised, as necessary.

The Health and Safety Policy will include the following:

- Senior management's commitment to setting and reviewing objectives so that the occupational health and safety management system can be continually improved
- Commitment from senior management and management to provide a safe and healthy work environment so injury and illness prevention measures are taken
- A commitment to be in compliance with occupational health and safety legal requirements
- A commitment to working in a spirit of consultation and co-operation with workers

- Refers to the Ottawa Security Systems occupational health and safety program
- Recognizes that workers have the right to a safe, healthy work environment

The Health and Safety Policy will also:

- Be signed by the president, CEO or local senior management
- Be current
- Be accessible to workers
- Be reviewed annually
- Be communicated and understood by employees

COMMUNICATION

- The Health and Safety Policy is to be accessible to all employees

TRAINING

- The Health and Safety Policy will be included in the Annual Safety Review.

EVALUATION

- Annual safety review quiz will be used to determine if the Health and Safety policy is understood since the material is an extension of the policy.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- The Annual safety review quiz results will be used to determine if a worker receives a training record.
- Acknowledgment of success will consist of training record if Annual Safety quiz is passed, if not passed remedial action will be taken on an individual basis

COMPANY HEALTH AND SAFETY RULES	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: Active Ottawa Security Systems Sites in Ontario	

PURPOSE

The purpose of this standard is to reflect the Ottawa Security Systems norms / rules of conduct.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure current Health and Safety Rules exist

Management/Superintendent/Foreman

- Ensure that the rules are accessible to workers and reviewed during a documented safety meeting and annual safety review
- Ensure that these rules are applied and enforced consistently throughout Ottawa Security Systems and that Human Resources is involved / consulted regarding discipline when personnel are observed not following the rules
- Observe work activities to ensure rules are being followed

Workers

- Follow the Health and Safety Rules
- If coworkers are observed breaking the rules advise them to stop immediately or report the issue to a supervisor

COMMUNICATION

- This standard / policy and rules are to be available on the Ottawa Security Systems communication platform

TRAINING

- Training will consist of the communication of the rules via the Annual Safety Review

EVALUATION

- An annual review of disciplinary actions taken in relation to the rules will be used as an evaluation of this policy / standard.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the yearly evaluation of this policy by management shows that no disciplinary actions were directly related to the rules this policy will be renewed.
- If any disciplinary actions were directly related to the rules the disciplinary notices will be reviewed for potential action plan(s)

ENVIRONMENTAL POLICY	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

In keeping with our commitment to safeguarding the environment, Ottawa Security Systems, requires all parties, including contractors / sub-contractors on our sites, to comply with legislation and participate in achieving our goals.

If governing legislation or standards are more stringent than the governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure the supplies and resources needed to achieve regulatory compliance and our environmental goals are provided
- On an annual basis, review and if required revise the Environmental Policy

Supervisors

- To ensure that all Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) are available and accessible to workers and relevant parties
- Supervisors are also to ensure that when a new substance is introduced on site that appropriate personnel are advised and receive appropriate training, including for the use of personal protective equipment (PPE)
- To monitor contractors / sub-contractors on Ottawa Security Systems sites and take appropriate action as circumstances present themselves
- To ensure contractors / sub-contractors on Ottawa Security Systems sites have the required training
- To ensure that our most recent policy is available and followed

Workers

- Report all hazards
- Wear all required PPE
- Participate in pre-job briefings
- Participate in training

- Follow environmental requirements

TRAINING

- All required training is to be provided prior to a worker before beginning work.
- Some training examples are:
 - WHMIS / GHS
 - Appropriate Asbestos training or certification
 - Potential environmental impacts from Asbestos such as air (can be inhaled), water (can be ingested), soil (can be disturbed and redistributed into the air), etc.

COMMUNICATION

- Ottawa Security Systems requirements and goals are to be available on the communication platform and communicated to workers in a documented fashion

EVALUATION

- Evaluation of this policy / standard will consist of an annual review and can include a review of environmental spill incidents and the associated debriefings

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation phase of this policy / standard shows that no changes are required, this policy / standard will be acknowledged a success by its renewal
- If the evaluation phase of this policy / standard shows that changes are required, this policy / standard will be revised with the appropriate changes

ENVIRONMENT SPILL AND EMERGENCY RESPONSE – NON-ASBESTOS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

This Environmental Spill and Emergency Response Plan for non-asbestos products is to be used if an environmental incident happens at an Ottawa Security Systems site or place where we operate. The following steps must be followed in sequence should an employee discover a spill, leak or other emission which could result in a release to the environment.

Roles and Responsibilities

Senior Management

- Ensure the supplies and resources needed to prevent or mitigate a potential / environment spill incident that has occurred are provided
- Ensure prevention communications after a spill are shared if new strategies were identified

Workers

- Follow this environment spill plan
- Report all hazards
- Wear all required PPE

Supervisors

- In keeping with the “prevention is best” philosophy at Ottawa Security Systems supervisors are to ensure that when chemicals are stored / used on site their storage, handling, etc. is as per Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) requirements / recommendations so that the potential for spills, injuries, etc. are minimized.
- Supervisors are to review the requirements of this policy / standard with workers in a documented fashion
- Supervisors are also to ensure that when a new substance is introduced on site that appropriate personnel are advised and receive appropriate training regarding storage, handling (including PPE), spills, etc.
- Supervisors must ensure the following take place

Point # 1. Immediately notify the Supervisor/Manager or whoever is in charge of the operation.

Supervisor / Manager Name: _____

Phone # _____

Point # 2. The person in charge shall immediately investigate and assess the situation.

Point # 3. If the spill can be contained on site and is less than 100 litres proceed to Step 1 below:

- Step 1 Contact _____ at _____. If this supervisor / manager is not available, leave a message summarizing the details of the spill. Don't forget to leave your name and a phone number where you can be reached.
- Step 2 Eliminate or contain the source of any additional spill, leak or other emission that may occur.
- Step 3 Immediately contain the pollutant using the supplies contained in your sites spill kit, as well as any available equipment and any on site materials (i.e. sand), to build dikes to contain the spill, or divert its flow by ditching. If the pollutant has soaked into the ground, excavate and remove any contaminated soil.
- Step 4 Any contaminated material that is collected should be temporally placed in a plastic-lined dumpster or stockpiled on a plastic-lined surface at the site, until proper disposal can be arranged. The dumpster or stockpile should be tarped to prevent precipitation from coming in contact with the contaminated material. Care must be taken to prevent re-release of the pollutant. Replenish any spill kit supplies ASAP.
- Step 5 Confirm that management has been notified:
- General Manager – Ottawa Security Systems Construction - XXXXX – Cell XXXXXX
 - Operations Manager – Ottawa Security Systems Concrete – XXXXX – Cell XXXXXX
 - General Manager – Ottawa Security Systems Forming – XXXXX – Cell XXXXX
- Step 6 If the spill:
- creates a hazard to public health and safety;
 - contaminates any fresh water source or waterway; or
 - allows entry of product into a sewer system or underground stream or drainage system; proceed to **point # 4** below.
- Step 7 If an explosion or fire has occurred proceed to **point # 4** below.
- Step 8 If a leak of petroleum hydrocarbons (i.e. diesel fuel, fuel oil, gasoline, waste oil, etc.) has been confirmed, proceed to **point # 4** below. Leaks are defined as product releases from above ground or underground storage tank systems, or other equipment.
- Step 9 In the event of a fly rock incident, proceed to **point # 4** below:

Point # 4. If the spill cannot be contained on site and/or is greater than 100 litres, or if an explosion or fire has occurred, or if a leak of petroleum hydrocarbons from an above ground or underground storage tank systems, or other equipment has been confirmed, or in the event of a fly rock incident, proceed to Step 10 below:

Step 10 Follow steps 1 - 5 above, along with the following:

Step 11 Contact XXXXXX or XXXXXXXX so that the Ontario Ministry of Environment (MOE) Spills Action Centre can be notified. The supervisor can also notify MOE Spills Action Centre and then advise XXXXXXXX or XXXXXXXX of the situation.

AFTER HOURS

Contact XXXXXXXX

If XXXXXXXX cannot be reached, proceed to Steps 12 - 13:

Step 12 Contact the Ministry of the Environment (MOE) SPILLS ACTION CENTRE (SAC)
SAC # 1-800-268-6060

Step 13 Contact a local LICENSED SPILL CONTRACTOR # _____

*To be used if assistance is required beyond what can be provided by plant personnel. When in doubt **PHONE!!**

Point # 5. If the pollutant poses an immediate safety risk to employees or the public then: Evacuate all persons from the area immediately and call the fire department and/or police department (#911). Be prepared to give an exact description of the pollutant, the approximate quantity released and the precise SCOPE / LOCATION of the spill.

Point # 6. For safety reasons members of the press are not allowed entry to our properties. They are to be directed to contact Dale Downey or Kevin Brennan or Tim for any comments or statements to be issued.

Point # 7. Regardless of quantity, the **Spill Investigation Form** must be completed and forwarded to the safety department.

Point # 8. Management will analyze the details of the incident to determine if the potential exists for the problem to occur at other SCOPE / LOCATIONS (debriefing). If appropriate, preventative procedures will be immediately forwarded to other SCOPE / LOCATIONS.

TRAINING

- While specialized training to participate in this spill response procedure is not required it is to be reviewed by supervisors with workers during a documented safety meeting prior to a spill taking place
- This policy can also be included in the annual safety review material

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform and communicated to workers in a documented fashion

EVALUATION

- Evaluation of this policy / standard will consist of an annual review of environmental spill incidents and the associated debriefings

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation phase of this policy / standard shows that no changes are required, this policy / standard will be acknowledged a success by its renewal
- If the evaluation phase of this policy / standard shows that changes are required, this policy / standard will be revised with the appropriate changes

ASBESTOS – A DESIGNATED SUBSTANCE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: Active Ottawa Security Systems sites	

PURPOSE

- This policy is intended to provide guidance for the protection of Ottawa Security Systems workers from over exposure of respirable Asbestos as defined by Designated Substance Regulation 278/05. This means that exposure to Asbestos is prohibited, regulated, restricted, limited or controlled.
- The intent of this policy is to also provide guidance on the various pieces of legislation that may apply
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure the time and resources are available for compliance

Management / Supervisors

- In addition to this policy review:
 - Designated Substance – Asbestos on Construction Projects and in Buildings and Repair Operations (Ontario Regulation 278/05)
 - Designated Substances (Ontario Regulation 490/09)
 - Asbestos: Controls for Construction, Renovation, and Demolition published by the IHSA and is product # DS037
 - Ontario Regulation 833 – Control of Exposure to Biological or Chemical Agents
 - WHMIS
 - Environmental Protection Act (EPA) Regulation 347 General – Waste Management
- Review this policy, legislation and the afore-mentioned publications with workers in a documented pre-job briefing
- Ensure that workers, contractors / sub-contractors are notified, before tenders are submitted and before work begins, of any designated substances such as Asbestos
- Ensure workers and contractors / sub-contractors are informed:
 - Where the asbestos is located
 - Whether it is friable or non-friable
 - The type of asbestos, if it is sprayed – chrysotile, amosite, tremolite, etc.
- Ensure all parties have the required Asbestos training
- Ensure that all parties, including supervisors, have their proof of training available upon request
- Ensure that in addition to minimum PPE requirements that other PPE is available, inspected, worn and disposed of as required
- Develop a documented site-specific hazard and risk assessment that includes control measures, including PPE, that this assessment is distributed, communicated and accessible
- Develop site-specific waste management and transportation of Asbestos plan

- Ensure required controls are in place and working as intended
- Develop the controls in consultation with the joint health and safety committee
- Provide each joint health and safety committee member with a copy of the control plan
- Some examples of controls that may be implemented include:
 - Prohibit eating, drinking, chewing or smoking in a work area containing asbestos
 - Prohibit the use of compressed air to clean up and remove dust from any surface
 - Providing adequate hygiene and wash facilities
 - Decontamination of protective clothing with a vacuum equipped with a HEPA filter or providing an appropriate container for the disposal of protective clothing
 - A double locker facility for medium to high-risk asbestos work may be required
 - Install physical barriers to protect people not involved in asbestos work
 - Seal windows, doorways and other openings
 - Posting of signage
 - Restricting access to the work area
 - Caution – laces on required footwear may trap asbestos fibres – laces should not be used – alternative footwear or footwear coverings are to be considered. Laceless, pull on rubber boots without fasteners can be considered when reviewing appropriate controls. Boots that are properly cleansed in an appropriate location and after a work shift can be considered so that they can be used again
 - Protective clothing must not allow asbestos fibres to attach or penetrate the clothing and not allow fibres to enter via ankles, wrists and neck

Workers

- Participate in all training, including pre-job briefings
- Wear PPE required by Ottawa Security Systems and legislation
- Ensure your proof of training is available upon request

What is Asbestos

- Asbestos is the generic name for six different naturally occurring fibrous minerals. Asbestos fibres are heat-resistant, can be woven into fabrics and can be used in fire-resistant and insulating materials such as brake linings, insulation, gaskets, etc.
- There are 2 classes of asbestos products:
 - Friable – Products that can be easily crumbled. It can be loose, fluffy and lumpy in texture or if more gypsum was used it can be quite hard and durable. It was used to fireproof steel structures. It can be found on beams, columns, trusses, hoists and steel pan floors. Sprayed material was also used as a decorative finish, as noise insulation on ceilings and pipe insulation.
 - Non-Friable – Products that are held together by a binder such as cement, vinyl or asphalt

When is Asbestos Harmful

- When items / products containing asbestos are handled improperly it can release harmful amounts of asbestos fibre into the air
- Most structures built between 1930 and 1975 will have products with substantial amounts of Asbestos

- When sanding or machine cutting products containing Asbestos it creates a fine airborne dust which can stay in the air for 24 hours or longer. Air movements created by heating and air conditioning systems will spread these airborne fibre particles throughout the building unless the work area and ductwork is sealed off

Why Is Asbestos A Concern

- When inhaled, Asbestos can cause:
 - Mesothelioma (cancer in the lining of the chest and or abdomen)
 - Asbestosis
 - Lung cancer

PROCEDURE

1. Assessment and Survey
To assess the location, identify the type of asbestos, the condition of the asbestos and identify a maintenance record. An independent consulting firm usually carries out this asbestos inventory or assessment. This assessment or survey will include:
 - Identification and location of the Asbestos Containing Materials (ACM)
 - Assessing the condition of asbestos and its accessibility.
 - Preparing a long-term plan to outline the corrective action(s) to be taken and the immediate and long-term costs associated with the corrective action(s).
2. Where the survey or assessment has identified Asbestos Containing Materials (ACM) which may affect our company's work environment, the owner must ensure a qualified abatement company removes the ACM with the proper remediation process and a clearance letter has been received.
3. Employees will be notified of the location and preventive measures required to prevent any disturbance of the ACM.
4. A site-specific hazard, risk and control plan is to be in place, communicated via a documented pre-job briefing and accessible before work is started.

MEDICAL SURVEILLANCE

- Workers involved in asbestos work are subject to medical surveillance as required by Designated Substances legislation. For asbestos this means:
 - Pre-placement medical exam
 - Periodic medical exams – a minimum of once every five years starting 10 years after first asbestos exposure or more frequently if the examining physician requires it
 - Exit medical exam when the worker is no longer employed with Ottawa Security Systems
 - The employer pays for the medical exams and associated expenses
 - Ottawa Security Systems is to maintain employee records that include their name, date of birth, their job / occupation, results of medical exams and other information required by legislation
- Ottawa Security Systems is to maintain the confidentiality of all personal records

Dealing with Asbestos

- Decision needed whether to encapsulate or remove Asbestos must be made

- Encapsulation means an approved sealant is sprayed onto or into Asbestos product or an impervious cover is used to prevent the fibres being released into the air in the building. This method can only be used if the Asbestos won't be damaged.
- Removal of Asbestos is a permanent solution and can be done in one of two ways:
 - Wet removal is the most common method. It involves spraying water and a wetting agent onto the Asbestos. This reduces the quantity of fibres released when the material is removed.
 - Dry removal is done only when wet removal is unsafe or impractical, for example in computer rooms. Dry removal releases high concentrations of Asbestos fibres (more than 100 fibres per cubic centimetre) and may contaminate other previously "clean" areas. To reduce the chance of spreading Asbestos fibres an extensive filtered exhaust system can be used to create a slight negative air pressure.
- Another solution is to enclose the Asbestos with a physical barrier.

Types of Asbestos Work / Operations

- Type 1 – Typically presents minimal hazard to workers or the public. Unlikely to exceed legislated limits if done properly and when legislated control procedures are followed.
- Type 2 – May create exposure exceeding legislated limits. Example is removing six square inches of asbestos fireproofing to attach a new pipe hanger.
 - Note - To prevent electric shock, any power tools used around water must be equipped with a ground fault circuit interrupter (GFCI) and be maintained properly.
- Type 3 – Major exposure to workers or the public since it exceeds legislated limits by involving frequent or prolonged exposure. Example – Full removal of sprayed asbestos fireproofing in an occupied building.
 - Note – Certification training required to perform this work – see training section below.

ASBESTOS WASTE MANAGEMENT AND TRANSPORTATION

- The transportation, off-site handling and disposal of asbestos waste is governed by the Environmental Protection Act.
- Regulations regarding the transportation of dangerous goods under either Transport Canada (federal) or the Ontario Ministry of Transportation may also apply.
- Ensure required manifests meet legislated requirements
- Review appropriate legislation for a comprehensive waste management plan but some highlights from EPA Regulation 347 are:
 - Asbestos waste must travel directly from the disposal site to the waste disposal site in a rigid, impermeable, sealed container that accommodates the weight and nature of the waste on a date and time that has been agreed upon.
 - If a cardboard box is being used for transportation the Asbestos waste must be contained in a sealed 6 mil polyethylene bag that is placed inside the box – the bag and box must not have punctures, tears or leaks and it must be in an enclosed vehicle or covered with an appropriate tarp
 - The external surfaces of every container and of every vehicle or vessel used to transport Asbestos waste must be free from asbestos waste
 - Both sides of every vehicle used in the transportation must display in large, easily legible letters that contrast in colour with the background the word "CAUTION" in letters that are at minimum of 10 centimetres in height and the words: "CONTAINS ASBESTOS FIBRES,

Avoid creating dust and spillage, Asbestos may be harmful to your health, wear approved protective equipment”

- If the Asbestos is being transported in bulk it has to be in compliance with an environmental compliance approval that specifically authorizes the transportation Asbestos waste in bulk.
- The driver is to be trained in the management of Asbestos waste
- Asbestos waste is not to be transported with any other waste in the same vehicle
- Asbestos waste cannot be transported in a compaction type of vehicle
- Asbestos waste can only be transported in vehicles equipped with emergency spill cleanup equipment including a shovel, a broom, wetting agent, protective clothing, a supply of 6 mil polyethylene bags, bag closures and personal respiratory equipment
- Every person involved in handling the Asbestos waste or containers of asbestos waste, supervising the unloading, cleaning asbestos waste residues from containers, vehicles or equipment must wear protective clothing and personal respiratory equipment
- Protective clothing that has come into contact with asbestos waste must be changed at the site of exposure and either properly disposed of as asbestos waste or washed at the end of the working day
- Disposable protective clothing is not be reused
- All persons involved in the transportation, handling or management of asbestos waste must take all precautions to prevent asbestos waste from becoming airborne

TRAINING

The training requirements for Asbestos related work are as follows and are in addition to other training such as WHMIS, Annual Safety Review, etc.:

- Certification – Type 3 Work - Both workers and supervisors require this certification
 - There is one certification training for workers and another one for supervisors
 - Supervisors must complete both the worker certification and the supervisor certification
 - Training must comply with Ministry of Labour, Training and Skills Development (MLTSD) standards
- Training – Any Type of Asbestos Work - Workers involved in Asbestos related work and workers who can be exposed to asbestos must be trained by a competent person on the following. The Joint Health and Safety committee or the Health and Safety Representative must be informed about when and where the training will take place.
 - Hazards of asbestos exposure
 - Purpose, inspection, maintenance, use, fitting, cleaning, disinfecting and limitations of respirators
 - Personal hygiene and correct procedures for work with asbestos
 - How to use, clean and dispose of protective clothing
 - How to recognize Asbestos, including identifying building materials that contain Asbestos
 - Relationship between smoking, Asbestos and lung cancer
 - Type of work that can result in exposure to Asbestos
 - Classification of Type 1, Type 2 and Type 3 operations / work
 - Required work procedures and controls to minimize exposure, including engineering controls, work practices, respirators, housekeeping procedures, hygiene facilities, protective clothing, decontamination procedures, emergency procedures and waste disposal procedures
 - Medical-surveillance requirements
 - Requirements for signs and labels
- Asbestos Waste Management and transportation training

COMMUNICATION

This policy is to be available on the Ottawa Security Systems communication platform.

EVALUATION

An annual review of compliance with this policy will be used to evaluate its effectiveness.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the annual review determines that there are compliance issues they will be investigated to determine if the policy requires revision(s).
- If revisions are required, they will be made
- If revisions are not required this policy will be renewed

DEFINITIONS

Asbestos

Any of the fibrous silicates

Asbestos-containing material

material that contains 0.5 per cent or more asbestos by dry weight

Building

Any structure, vault, chamber or tunnel including, without limitation, the electrical, plumbing, heating and air handling equipment (including rigid duct work) of the structure, vault, chamber or tunnel

Demolition

Includes dismantling and breaking up

Designated substance

Means a biological, chemical or physical agent or combination thereof prescribed as a designated substance to which the exposure of a worker is prohibited, regulated, restricted, limited or controlled

Double locker facility

Two sets of locker rooms with showers in between. These facilities allow workers to remove asbestos contaminated clothing in one locker room, then use the showers to remove asbestos contaminants and then use the second locker area to keep their street clothes

Friable material

Material that,

- (a) when dry, can be crumbled, pulverized or powdered by hand pressure, or
- (b) is crumbled, pulverized or powdered

HEPA filter

A high efficiency particulate aerosol filter that is at least 99.97 per cent efficient in collecting a 0.3 micrometre aerosol

Homogeneous material

material that is uniform in colour and texture

Negative air pressure

The condition whereby the air pressure is lower in one place in comparison to another. In terms of negative room air pressure, the air pressure inside a given room is lower than the pressure outside the room, causing air to flow into the room from the outside

CELL PHONE AND HANDHELD ELECTRONIC DEVICES	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / SCOPE / LOCATION: Active Ottawa Security Systems sites	

PURPOSE

In our ongoing commitment to the safety and wellbeing of all Ottawa Security Systems employees, contractors, suppliers, and the public this policy will outline the use of electronic devices.

ROLES AND RESPONSIBILITIES

Management/Superintendent/Foreman

- Ensure this policy is accessible to workers
- Ensure workers are aware of Cell Phone policy and discipline via a document safety meeting
- Monitor/ inspect worksite routinely and stop any usage of personal electronic devices
- Send Workers who do not respect this policy to the Superintendent for appropriate discipline

Worker

- Never use electronic devices, ear buds or other personal items that distract from tasks
- If Coworkers are observed using these devices advise them to stop immediately
- Report any non-compliance of this policy / standard (being distracted is a hazard and under the OHSA you have an obligation to report all hazards that you observe in the workplace)
- Discourage new Workers and Apprentices from using these devices

STANDARD

The use of cell phones, handheld electronic devices and or electronic devices is prohibited while performing the activities listed below. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving, or responding to e-mail, checking for phone messages or any other activity performed on a cell phone or electronic device.

- Driving CVOR (Commercial Vehicle Operator's Registration) vehicles owned or leased by Ottawa Security Systems
- Operating equipment owned or leased by Ottawa Security Systems
- Performing Traffic Control duties
- Working at or on a Ottawa Security Systems site in any capacity
- Operating a non CVOR motor vehicle while working with Ottawa Security Systems
- If driving a CVOR vehicle the driver must be stopped and off the roadway, after receiving authorization from their supervisor or dispatch
- If operating equipment owned or leased by Ottawa Security Systems you must exit or stop the equipment and request permission from your supervisor. If you have exited the equipment, you must not be in a construction area where work is taking place
- While driving a non CVOR vehicle for Ottawa Security Systems, hands free use of a cell phone is permitted
- Personal cell phones and or electronic devices are allowed only on breaks and if you are in a safe location and not surrounded by work activities or in an area where you can't potentially cause or be potentially involved in an incident

Company Issued Devices

- Individuals who are assigned mobile devices by Ottawa Security Systems are expected to use them in a responsible manner
- These devices are to be used for work related tasks only, non-work-related use is restricted to personal time

VIOLATIONS

- Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances
- Contractors or suppliers who violate this policy will be subject to notices up to and including a ban from Ottawa Security Systems property or work sites

TRAINING

Specialized training is not required to follow the requirements in this policy

COMMUNICATION

This policy is to be available on the Ottawa Security Systems communication platform.

EVALUATION

A review of this policy will be conducted on an annual basis to determine if the root cause of an injury / illness / incident is identified as being the result of handheld electronic devices.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the review of this policy shows improvement is required, this policy will be revised
- If no policy improvements are required, its success will be acknowledged by renewing it

COMMUNICATION PLATFORM	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The sharing and communication of legislated and Ottawa Security Systems required health and safety material in a consistent manner is recommended for all Ottawa Security Systems sites and is another step towards the continuous improvement of our safety culture and a healthy and safe work environment for all employees, sub-contractors, and the public.
- The centralized location of this material will commonly be referred to as the “communication platform” / communication platform.
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Management/Superintendent/Foreman

- Ensure the legislated postings are available in the communication platform to workers via the Ottawa Security Systems communication platform
- Ensure the Ottawa Security Systems required items are available in the communication platform / communication platform to workers via the Ottawa Security Systems communication platform
- Ensure workers can access the communication platform via the Ottawa Security Systems communication platform
- If it's identified that workers need training to access the Ottawa Security Systems communication platform, then the training is to be provided
- Ensure communication platform / communication platform documentation is up to date and renewed annually
- Ensure the following minimum is available on the communication platform or Ottawa Security Systems communication platform:
 - Documented Pre-job briefings / Pre-Job Briefings / safety meetings
 - Emergency Procedure – Fire and Medical
 - Emergency Response Plan – site specific
 - Employment Standards Poster – available from Human Resources
 - Forms, permits, etc.
 - Hazard Reports
 - Health and Safety Policy – signed and current
 - Health and Safety Rights
 - Health and Safety Rules
 - Injuries, first aids, etc. stats
 - JHSC meeting minutes

- Joint Health and Safety Committee (JHSC) Member Listing / Safety Rep
- Listing of First Aiders with copies of Certificates
- Ministry of Labour Prevention Poster
- Ministry of Labour, Training and Skills Development Field Visit Reports
- MSDS / SDS
- Near Misses
- Notice of Project
- Occupational Health and Safety Act and Regulations – “green book”
- Ontario First Aid Regulation 1101
- Procedures, standards, policies, etc. including Workplace Violence and Harassment
- Safety audits, including internal site inspections
- Site inductions / orientation
- WHMIS / GHS Symbols
- Workplace Inspection Reports
- WSIB Form 82 Poster (Report Injuries)
- Etc.

Worker

- Ensure that you are familiar with the communication platform / communication platform location and its content
- Ensure you can access the communication platform / communication platform
- Advise your supervisor if you can’t access the communication platform / communication platform

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform

TRAINING

If it’s identified that workers need training to access the Ottawa Security Systems communication platform, then the supervisor is to ensure that it is provided

EVALUATION

An increase in the number of near misses filed, a decreasing number of items requiring an action plan because of an internal audit / inspection and or number of completed action plan items will be used to evaluate this policy / standard.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- A decrease in communication platform / communication platform infractions will result in these guidelines being considered a success and renewed
- An increase in communication platform / communication platform infractions will result in a review of this policy / standard so that appropriate revisions can be made, distributed and communicated

CONFINED SPACE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: Active Ottawa Security Systems sites	

PURPOSE

To establish adequate measures for the protection of workers who are required to enter confined spaces and to ensure compliance with relevant Occupational Health and Safety legislation regarding confined spaces and associated work.

SCOPE

- These general guidelines apply to all Ottawa Security Systems operations and all individuals (i.e. employees, contractors, transporters, suppliers and visitors)
- In the event that governing legislation or standards are more stringent than the requirements specified in these guidelines then governing legislation or standards shall prevail.

GUIDELINES

These generic guidelines apply to all confined space entries or any work related to confined space entry in different types of sites. The Confined Space Regulation (O. Reg. 632/05) shall be reviewed in full prior to conducting any confined space entry. Generally, each supervisor is responsible to ensure the following.

- Evaluate potential confined spaces
- Assess each space for hazards prior to entry
- Prepare a written, specialized confined space entry plan prior to entry
- Prepare a written and specialized confined space emergency rescue plan prior to entry
- Ensure a confined space permit is completed prior to entry
- Ensure that only competent workers who are properly equipped participate in any confined space entry operation prior to entry
- Ensure that entry points to any confined space is adequately secured to prevent any unauthorized entry
- Supervisor must ensure that any completed assessments are reviewed as often as necessary to ensure that the relevant plan remains adequate
- Determine other legislative requirements that are required for the task

Confined Space Risk / Hazard Assessment

- A documented assessment of each identified confined space must be undertaken to identify hazards related to the space and the risk such hazards pose to persons intending to enter the space.
- Risk assessments should consider at a minimum:
 - Hazards that may exist due to design, construction, SCOPE / LOCATION, use or contents of the space - examples: electrical energy source, and
 - Hazards that could develop from work performed within the space, examples: dust, heat, etc.

- Review all elements of the intended task as well as related hazards to which an entrant may be subjected to during completion of the work (i.e. working at heights, hot work, etc.)
- Risk / Hazard assessments should be completed and reviewed in conjunction with the workers who perform work
 - Within the space to ensure all hazards are correctly identified, risks assessed, and
 - Appropriate controls are identified and implemented
- As a result of the Risk / Hazard assessment a corrective action plan must be prepared to address deficiencies identified, including a description of issues, control measures, timeline for implementation, accountability and estimated cost
- The objective is to eliminate the need to enter confined spaces (is there another way the work can be accomplished that does not involve entering a confined space)

Confined Space Entry Plan

- An adequate written plan, including procedures for the control of hazards identified in the hazard assessment, must be developed and implemented by a competent person for the confined space before any worker enters a confined space.
- The written plan is to include a method for recording each worker's entries and exits, a list of equipment required for entry and rescue and verification that the equipment is in good working order and the use of mechanical ventilation and other protective equipment needed and any other precautions that will be followed by every worker who is going to enter the confined space.
- The written plan must also include an emergency response plan that includes identification of available personnel with current first aid and CPR and an emergency response that can be readily implemented by personnel identified in the plan.

Confined Space Permit

- All areas of the Confined Space permit are to be completed by a competent person before any worker enters a confined space.
- The supervisor also has to ensure that a separate entry permit is issued / completed each time work is to be performed in a confined space, before any worker enters the confined space.
- The name and signature of all workers involved in the confined space entry work (e.g. supervisor authorization, attendant(s), entrant(s), dedicated rescuers, etc). The signatures on the permit indicates that all workers have been authorized to perform the work; have read and understand the entry plan; are aware of the existing and potential hazards and control measures; and have performed all the required pre-entry work.
- A copy of the completed permit is to be kept on file by the supervisor.
- Prior to the start of the confined space work the supervisor is to ensure that the entry permit complies with the relevant plan.
- The supervisor also has to ensure that the entry permit, during the time period for which it applies, is readily available to every person who enters the confined space and to every person who performs related work with respect to the confined space.

Attendant(s)

- Whenever a worker is to enter a confined space, the supervisor must ensure that an attendant,
 - Is assigned
 - Is stationed outside and near,
 - the entrance to the confined space, or
 - if there are two or more entrances, the one that will best allow the attendant to perform his or her duties;
 - Is in constant communication with all workers inside the confined space, using the means of communication described in the relevant plan
 - Is provided with a device for summoning an adequate rescue response.
- The attendant shall not enter the confined space at any time and shall, in accordance with the relevant plan:
 - Monitor the safety of the worker inside
 - Provide assistance to him or her
 - Initiate evacuation and emergency procedure if required
 - Be stationed immediately outside the primary access/egress point to the space
 - Prevent unauthorized entry to the space
 - Keep track of who is in the confined space at all times
 - Monitor conditions in/about the space that could endanger entrant safety
 - Maintain communication with the entrant(s) until the entry is terminated or when relieved by a competent person
 - The number of attendants required for an entry must be determined by the responsible individual considering the number of entrants and intended task(s)
 - **Note: Under no circumstance must the Attendant enter the space to rescue an Entrant before arrival of the rescue team**

Entrant

- The entrant must:
 - Identify potential hazards that may be encountered during confined space entry
 - Obtain a valid entry permit from the Responsible Individual prior to entering a confined space
 - Respect the requirements of the control plan and the entry permit
 - Inform the attendant of any potential hazard encountered in the space
 - Exit the space if unacceptable / dangerous conditions are encountered or when directed by the attendant or responsible individual

Access and Egress

- An adequate means to safely enter into and exit from a confined space must be provided. The following requirements must apply with respect to access and egress points to/from a confined space:
 - Openings must be large enough to permit an entrant to safely enter to and exit from the space, while wearing all necessary PPE

- Where possible, openings at the top of a space (i.e. silo) should be avoided due to the recognized difficulty associated with vertical access and rescue
- Where feasible, stairs or ladders should be used to provide access into the space
- Objects within a space that could entangle an entrant by their personal protective equipment must be removed and
- Warning systems and barriers (i.e. signage and guardrails) must be installed and openings secured to prevent unauthorized persons or objects from entering or falling into the space

Energy Isolation

- All hazardous energy must be isolated and locked out or otherwise controlled prior to any Confined Space entry.

Atmospheric Testing

- Atmospheric testing results of the confined space must include: when, where, results and date monitoring equipment was last calibrated. Ideally, calibration is done just before each use. If this is not possible, the equipment manufacturer's guidelines for frequency of calibration is to be followed.
- Supervisor must appoint a person with adequate knowledge, training and experience to perform adequate tests as often as necessary before and while a worker is in a confined space to ensure that acceptable atmospheric levels are maintained in the confined space in accordance with the relevant plan.
- Supervisor must ensure that if atmospheric hazards exist (initial test(s) reveal alarm conditions) entry into the confined space will not be undertaken. At that point the confined space must be purged and/or ventilated, or the atmosphere in the space is rendered inert (in accordance with the relevant plan). The atmosphere in confined space must then be re-tested, confirming that the alarm condition no longer exists, before any worker enters the space.
- Test instruments:
 - Direct reading portable multi-gas monitors with remote sampling capability must be used. Gas monitors used in flammable atmospheres must be intrinsically safe.
 - Test instruments must be maintained and calibrated in accordance with manufacturer recommendations to ensure its accuracy.
 - At minimum, the proper functioning of test instruments should be checked ("bump-tested") before each use.
- Testing criteria
 - Atmospheric testing must be conducted prior to every confined space entry to confirm that safe atmospheric conditions exist inside the space
 - Atmospheric testing must be performed by a competent person, knowledgeable in the test instrument's use, limitations, calibration and the interpretation of results
 - Initial atmospheric testing must be performed with ventilation systems shut down then in operation to ensure the ventilation system is not the source of contamination
 - Results of atmospheric testing must be recorded

- Testing of Confined Spaces must be conducted in a manner that represents the atmosphere throughout the space where Entrants may be present.
- If the Confined Space is vacated, a competent person must determine the need for atmospheric testing prior to re-entry
- Continuous atmospheric testing must be performed by a competent person during confined space entry if the work performed within or the nature of the confined space could create hazardous atmospheric conditions

Ventilation

- If atmospheric conditions within a confined space can endanger an entrant upon entry, entry to the space must be prohibited and the confined space must be ventilated until the atmosphere is returned within acceptable limits.
- Identification of mechanical ventilation and other protective equipment needed and any other precautions that will be followed by every worker who enters the confined space must be identified.
- The existing atmosphere in a confined space must be purged prior to entry, involving several air changes, followed by fresh air for the duration of the entry
- If atmospheric conditions within the space can change then continuous ventilation is required
- Forced, positive-pressure mechanical ventilation (i.e. pushing air) is the preferred but not only way to ventilate a confined space. Natural ventilation can be used if it achieves the same results that mechanical ventilation produces. Oxygen must never be used to correct oxygen deficiency in the atmosphere, clean ambient air is to be used instead.
- Ventilation systems should be designed and operated in a way that limits the potential to introduce contaminants or hazards to the confined space (i.e. ignition source in presence of flammable gas).
- Consideration should be given to bonding or the use of intrinsically safe ventilating devices in flammable atmospheres.
- All ventilation systems used within a confined space must be inspected before use to ensure they work properly and
- If ventilation is not possible or feasible to eliminate the hazard other protective measures or methods to control contaminants in the air and protect entrants must be determined by a competent person prior to entry, including the use of personal protective equipment (i.e. breathing apparatus).

Flammable, Combustible, Explosive or IDLH (Immediately Dangerous to Life or Health) Atmospheres

- No person must enter or work inside a confined space that has or may have potentially hazardous concentrations of flammable, combustible or explosive gases, vapours, mists or dust.
- Extreme caution must be taken where tasks may expose workers to risks in a flammable, combustible or explosive atmosphere. Hot work can only be done within a confined space when:
 1. No flammable substances are detected
 2. Atmosphere contains no more than Ambient oxygen concentration
 3. Atmosphere is continuously monitored

4. Measures have been implemented to control hazards related to hot work and
 5. A means to alert the workers inside the Confined Space when atmospheric concentrations exceed those stated in # 1 and # 2 is used
- Compressed gas cylinders and welding power sources must be located outside the confined space. A “leak test” must be performed at all joints of any hose or pipeline that could introduce gases into a confined space before hot work is performed in the space.
 - Entry into an IDLH atmosphere within a Confined Space is prohibited.

Personal Protective Equipment

- Entrants must wear and or use the personal protective equipment and devices deemed necessary in the risk assessment.
- Every Entrant must be attached via a body harness to a rescue lifeline, securely fastened to a mechanical device designed to retrieve the Entrant in the event of an emergency.
- The retrieval device should consist of a manual hoist / winch system located outside the space and under the sole control of the Attendant.
- Where use of a retrieval line could endanger an entrant another means to rescue the entrant may be used, provided that it affords the entrant with an equivalent level of safety.

Communication

- Entrants and attendants must maintain two-way communication throughout any confined space entry.
- Also, adequate means that allow the attendant to summon help during an emergency is required.
- Communication methods have to be chosen according to the condition of the space and the potential hazards encountered during entry.
- Voice, radio, visual contact, video or hand signals are **some** examples of acceptable communication methods.
- Entry must not be permitted if two-way communication can’t be maintained.

Emergency Rescue Plans

- Identify the protective equipment and emergency equipment to be used by any person who takes part in a rescue or responds to other emergency situations in the confined space
- Space-specific emergency rescue plans have to be developed before every Confined Space entry.
- **Under no circumstance must entry to a Confined Space be permitted where a suitable emergency rescue plan is not developed.**
- Emergency rescue plans should include provisions to:
 - Summon emergency assistance
 - Initiate the evacuation of entrants under specific conditions (i.e. low oxygen levels, etc.)
 - Retrieve incapacitated entrants
- Non-entry rescue is the preferred method to retrieve entrants unable to escape from the space unaided during an emergency. Non-entry rescue plans should consider the following factors:
 - Configuration of the space (i.e. vertical v. horizontal rescue)
 - Access and egress points / opening size

- Entrant body size
- Personal protective equipment (PPE) worn/used
- Possible hazards encountered during the rescue (i.e. fall hazards)
- Rescue equipment (i.e. personnel lifting device with lifeline, etc.)
- Entry rescue must only be permitted where non-entry rescue is not possible due to configuration of the space or the hazards located therein. In the event that entry rescue is permitted under a site-specific Emergency Rescue Plan, it must be limited to actions to **stabilize, package and extricate** an Entrant from the space. Once the Entrant is removed, all rescuers must exit the space immediately. Rescuers must only be permitted to attempt an entry rescue if :
 - They have received appropriate rescue training
 - It has been confirmed through testing and evaluation by a Competent person that the rescuers will not be placed in danger at any time during the rescue and
 - Where all required personal protective equipment is used
- If site-level resources are insufficient to affect the prompt rescue of an Entrant from a confined space in an emergency, then external resources in the local community should be surveyed to determine their capability to respond and assist in rescue operations.
- A practical evaluation (i.e. drill) of established emergency rescue plans must be performed on a regular basis to ensure the plans' applicability and continued effectiveness.

Contractors

- The following apply to contractors entering confined spaces on Ottawa Security Systems Construction premises, sites, etc.
 - Contractors must provide proof that they possess the necessary qualifications and competency to safely enter and work inside a Confined Space to site management prior to entry
 - Contractors must comply with all applicable requirements outlined in these guidelines before entering a Confined Space, including completion of a plan, an Entry Permit and emergency response plan that has been approved by the Ottawa Security Systems supervisor
 - Where employees of two (2) or more contractors or where both Ottawa Security Systems and contractor employees are working in / near the same space, such that the actions of one group could compromise the safety of the other, a competent Ottawa Security Systems supervisor must ensure all activities are coordinated and that entry roles are complementary, in writing, prior to the entry

OR

Confined spaces with multi-employer involvement (Appendix A)

- If the workers of more than one employer perform work in the same confined space or related work with respect to the same confined space:
 - Before any worker enters the confined space or begins related work with respect to the confined space, the lead employer or, in the case of a project, the constructor shall prepare a co-ordination document to ensure that the duties imposed on employers by sections 5 to 7, 9

to 12 and 14 to 20 are performed in a way that protects the health and safety of all workers who perform work in the confined space or related work with respect to the confined space.

- Without restricting the generality of the preceding, in the case of a workplace that is not a project, the co-ordination document may provide for the performance of a duty or duties referred to in that subsection by one or more employers on behalf of one or more other employers with respect to some or all of the workers.
- A copy of the co-ordination document shall be provided to,
 - each employer of workers who perform work in the same confined space or related work with respect to the same confined space;
 - in the case of a workplace that is not a project, the joint health and safety committee or health and safety representative, if any, for each employer of workers who perform work in the same confined space or related work with respect to the same confined space; and
 - in the case of a workplace that is a project, the joint health and safety committee or health and safety representative, if any, for the project.

Record Retention

- Supervisor must keep every assessment, plan, co-ordination document, emergency response plan, record of training, entry permit, record of an inspection and record of a test, including records of each sample. These documents have to be readily available for review and be retained for the longer of the following periods:
 - One year after the document is created.
 - The period that is necessary to ensure that at least the two most recent records of each kind that relate to a particular confined space are retained.
 - If the confined space entry occurs as part of a “construction project” all documents listed above shall be retained for at least one year after the completion of the project.
 - As per Safety Board / Wall / Folder requirement of 5 years.
- Co-ordination documents required for entry by workers of more than one employer must be kept by the employer responsible for creating them.

DEFINITIONS

Acceptable atmospheric level

- The atmospheric concentration of any explosive or flammable gas or vapour is less than,
 - (i) 25 per cent of its lower explosive limit, if paragraph 1 of subsection 19 (4) applies,
 - (ii) 10 per cent of its lower explosive limit, if paragraph 2 of subsection 19 (4) applies,
 - (iii) 5 per cent of its lower explosive limit, if paragraph 3 of subsection 19 (4) applies,
 - (b) the oxygen content of the atmosphere is at least 19.5 per cent but not more than 23 per cent by volume,
 - (c) in the case of a workplace that is not a project, the exposure to atmospheric contaminants does not exceed any applicable limit set out in Regulation 833 of the Revised Regulations of Ontario, 1990 (Control of Exposure to Biological or Chemical Agents) made under the Act or Ontario Regulation 490/09 (Designated Substances) made under the Act, and

(d) in the case of a workplace that is a project, the exposure to atmospheric contaminants does not exceed any applicable limit set out in Regulation 833 of the Revised Regulations of Ontario, 1990 (Control of Exposure to Biological or Chemical Agents) made under the Act;

Adequate

- In relation to a procedure, material, device, object or thing, means
 - a) sufficient for both its intended and its actual use, and
 - b) sufficient to protect a worker from occupational illness or occupational injury, etc.

Adequately

Corresponds to the meaning of “adequate”

Ambient Air

Fresh air from an open natural space free of exhaust gases.

Assessment

An assessment of hazards with respect to one or more confined spaces in a workplace, as described in section 6

Atmospheric hazards

- the accumulation of flammable, combustible or explosive agents,
- an oxygen content in the atmosphere that is less than 19.5 per cent or more than 23 per cent by volume, or
- the accumulation of atmospheric contaminants, including gases, vapours, fumes, dusts or mists, that could,
 - result in acute health effects that pose an immediate threat to life, or
 - interfere with a person’s ability to escape unaided from a confined space

Attendant

A person assigned to continuously monitor conditions within or near a Confined Space and who is competent to provide support or react as required to provide for the safety of the Entrants. The Attendant does not enter nor is involved in work inside the space or elsewhere.

Cold Work

Work that is not capable of producing a source of ignition

Competent Person

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

Confined Space

- An area:
 - that is not both designed and constructed for continuous human occupancy, **and**
 - in which atmospheric hazards exist or may occur because of its construction, SCOPE / LOCATION or contents or because of work that is done in it, any of which could cause death, temporary or permanent impairment, or interfere with a person's ability to escape unaided from the space namely:
 - Fire or explosion;
 - Temperature extremes;
 - Accumulation of a gas, vapour, mist, fume or ignitable dust;
 - Oxygen enrichment or oxygen deficiency;
 - Contact with hazardous substances;
 - Increase in the level of a liquid; or
 - Entrapment by a free-flowing solid (engulfment);
 - Etc.

Emergency Work

Work performed in connection with an unforeseen event that involves an imminent danger to the life, health or safety of any person

Entry Permit System

An administrative tool used to document the completion of a hazard assessment, controls, etc. for each confined space entry. Someone fully trained and experienced in confined space work is to complete the Entry Permit.

Hot Work

Work that is capable of producing a source of ignition.

IDLH: *Immediately Dangerous to Life or Health*

Any atmosphere that poses an immediate hazard to life or may produce an immediate debilitating affect on health.

Intrinsically Safe equipment

Electrical equipment in which any spark or any thermal effect produced under normal operation and specified fault conditions, is not capable of causing ignition of a given explosive gas atmosphere.

Lead Employer

- Employer who contracts for the services of one or more employers or independent contractors in relation to one or more confined spaces that are located:
 - Either in the lead employer's workplace or
 - In another employer's workplace.

Oxygen Deficiency

An atmosphere containing less Oxygen concentration in Ambient Air.

Oxygen Enrichment

An atmosphere containing more Oxygen concentration in Ambient Air.

Plan

A plan for one or more confined spaces in a workplace as described in section 7 of regulation 632/05

Program

A program for one or more confined spaces as described in section 5 of regulation 632/05

Purge / Purging

Displacing atmospheric contaminants from a confined space

Related Work

Work that is performed near a confined space in direct support of work inside the confined space.

Responsible Individual

An appropriately trained and competent person who maintains overall responsibility for any Confined Space entry.

Restricted Entry / Exit

Refers to the physical configuration of a space in which entry to or exit from the space requires the use of the hands or contortion of the body.

APPENDIX A – Coordination Document

Coordination Document Contractor: Entry SCOPE / LOCATION: _____		
Date(s) of entry: _____ (dd/mm/yyyy) (dd/mm/yyyy)		
Was entry coordinated by Ottawa Security Systems employees? ☐ Yes (if yes, attach copy of Ottawa Security Systems's entry plan permit) ☐ No (Attach copy of contractor entry plan permit)		
Responsibilities:	Ottawa Security Systems Constr.	Contractor(s)
Group A		Group B
Entrant(s):		
Attendant(s):		
Rescuer(s):		
Monitoring Equipment:		
Energy Isolation:		
Ventilation Equipment:		
Fall Arrest Equipment:		
Personal Protective Equipment:		
Rescue Equipment:		
Other (Please specify):		
Other (Please specify):		
Contractor's Representative: (Please Print) _____ (Signature) _____ (Date: dd/mm/yyyy) _____		
Ottawa Security Systems Representative: (Please Print) _____ (Signature) _____ (Date: dd/mm/yyyy) _____ Copies to: JHSC members or JHSC representative and Area Supervisor if requested		

CONTROLS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / SCOPE / LOCATION: Active Ottawa Security Systems sites	

PURPOSE

Ottawa Security Systems develops and implements controls in the workplace to eliminate and reduce risk associated with all identified hazards to an acceptable level. We ensure that health and safety risks and associated control measures are considered when determining, implementing, observing, and maintaining our occupational health and safety management system. This document compliments and does not replace the hazard reporting policy, legislated reporting and documentation requirements for workplace inspections, accidents or injuries, critical injury or work refusals and incidents of workplace violence and harassment.

ROLES AND RESPONSIBILITIES

Senior Management

- Reviewing and approving the procedures for control of hazards and related documents annually unless circumstances dictate a change in frequency
- Approve controls via the signing of standards, policies, etc.
- Promoting a risk-based thinking in the work force

Managers /Superintendent/Foreman

- To collaborate with workers in the hazard assessment and risk control process
- To ensure that the hierarchy of controls are used in the hazard assessment and risk control process
- To ensure that legislation and manufacturer's instructions are reflected in assessments and completed
- Ensure that hazard assessments and risk control activities such as site inspections, pre-job briefings (construction and mining), hazard assessments, pre-use inspection, etc. are completed and documented on Ottawa Security Systems forms / templates
- Ensure all personnel, including workers, involved in the hazard assessment, analysis and control are competent (have the knowledge, training, and experience)
- Ensure that appropriate and competent supervisors sign their approval of the hazard assessments and risk control documents
- Ensure that hazard assessment and risk control documents and relevant documents are accessible by the workers
- Communicate the hazard assessment and risk control to their team via pre-job briefings (construction and mining), inspections, safety meetings, etc.
- Implement controls identified in the hazard assessment so that risk can be maintained at an acceptable level

- Ensure that controls are communicated to work teams via the OTTAWA SECURITY SYSTEMS communication platform
- Observe work activities to ensure that approved controls are being used unless circumstances dictate otherwise

Workers

- Report any hazard(s), unsafe acts, or conditions to a supervisor
 - Participate in the development of the hazard assessment and control process
 - Ensure that any required documents required by Ottawa Security Systems are completed
 - Make recommendations to a supervisor, joint health, and safety committee, etc. about controls that can improve the safety performance of existing controls

COMMUNICATION

This standard will be communicated via the method that Ottawa Security Systems has determined

TRAINING

Control training will be provided by Ottawa Security Systems via the Annual Safety Review / New Hire Orientation which includes a review of the most common hazards and controls at Ottawa Security Systems.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- Evaluation of this standard will consist of reviewing hazard assessments and their controls for reduction of risk to an acceptable level.
- If hazard assessments reveal the level risk to be at an acceptable level supervisor are to acknowledge this with their team and continue to observe work activities

DEFINITIONS

Hazard

Source of harm or anything that can cause injury or illness in people, or damage to property

Hazard Controls - Safety hazards can be controlled:

- At their source
- Along the path between them and the worker
- At the worker

Hierarchy of Controls

Elimination

Remove the hazard from the workplace- reduce the risk at the source or along the path

Substitution

Replace the hazardous condition or process with one that eliminates or reduces the hazards or risk of hazards- use a safer method or material that can do the same job

Engineering

Design or make modifications to the material or equipment to reduce the hazard and risk at the source- reduce risk by separating or isolating worker from exposure to the hazard.

Administrative

Change the way people work with controls such as training, limiting exposure, and implementing policies, standards, and procedures

Personal Protective Equipment

Clothing and personal items that provide additional protection as a last resort. PPE needs to be fitted individually and workers must be trained in its use

Definitions

Residual Risk

Combination of the likelihood of the occurrence after the hierarchy of controls has been implemented for an identified hazard.

Risk

Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or occupation illness that can be caused by the event or exposure(s).

Risk Assessment

Process of evaluating the risk(s) arising from a hazard(s), considering the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

COVID 19 – CONSTRUCTION	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: Active Ottawa Security Systems Construction Sites	

PURPOSE

It is the intent of Ottawa Security Systems to participate in the stopping / reducing the risk of infection from a pandemic such as COVID-19 while complying with various pieces of legislation. Given that pandemics can evolve quickly it is important to note that the supervisor, in consultation with their supervisor, should adjust this protocol for the current situation at their location.

This protocol will expire once the COVID-19 pandemic has been declared to be over by Canadian health officials.

PROCEDURE AND RESPONSIBILITIES

Ottawa Security Systems Group

- Report all known positive test results for COVID-19 to the appropriate parties within established timelines
- Provide soap and water, sanitizing products and disinfection products – approved substitutions may be provided due to current supply shortages
- Track where employees have worked and are working
- Ensure this protocol is available / accessible
- Ensure that if additional protective measures are deemed required or recommended by Public Health officials that resources are made available

Foremen - Site Access – Ottawa Security Systems employees, subcontractors, contractors and deliveries

- Once a Ottawa Security Systems worker or contractor / sub contractor notifies them that they are experiencing COVID-19 symptoms ensure that the worker is not allowed onto a Ottawa Security Systems site, that Human Resources is notified, and that work is organized according to the situation
- If a foreman is experiencing COVID-19 symptoms they are NOT TO COME TO WORK – they are to let their supervisor know and call Human Resources
- Responsible for ensuring that work is planned with consideration given to safe distancing and interaction.
- Ensure that when a site trailer is used by Ottawa Security Systems personnel, subcontractors, contractors, etc. for breaks or lunch breaks that physical distancing requirements can be met
- Ensure that hygiene supplies are available on site - toilets, soap and water or sanitizing products, hand drying products, disinfectant, etc. Note - it is typical for there to be shortages during a pandemic so sharing of information / ideas / supplies is encouraged.

- Place paper towel dispensers near high-touch surfaces such as water coolers, kitchen/break room counters, conference rooms, and other locations with shared high-touch surfaces.
- Ensure there is a way for people to dispose of any hand drying products that are used in close proximity to the toilet facilities
- Ensure that washroom facilities are available and appropriate sanitizing or disinfecting is taking place
- Ensure that high touch areas (doorknobs, etc.) in a site trailer are sanitized or disinfected at the beginning of the work shift, a minimum of a second time and more frequently as needed
- Ensure that tools or other items / equipment that is shared are sanitized before and after each use
- Ensure that whenever possible gloves are worn / used when using tools that are shared, in addition to sanitizing them
- Ensure that if clothing is left in a site trailer that it is disinfected prior to leaving work and that they are not piled on top of each other
- Ensure safety data sheets for the products being used are available on the communication platform / folder and that they are used for a documented daily safety tailgate topic that is also posted on the communication platform / folder
- Ensure that on sites where Ottawa Security Systems is the general contractor that appropriate COVID-19 related signage is installed
- Ensure this protocol is communicated to their work team during a documented daily safety talk and posted on the communication platform / folder
- Ensure that the hand washing poster is posted in a visible location and or in / near washrooms and hand washing stations – sample poster can be found at the end of this protocol
- Ensure that no passengers are transported in the vehicle provided and assigned to them by Ottawa Security Systems
- Have a protocol in place for emergencies or other instances that require a passenger in an Ottawa Security Systems owned or leased vehicle or equipment via a documented daily pre-job briefing / safety meeting for the duration that this protocol is in effect. Considerations – passenger in back seat on the passenger side of the vehicle, sanitizing before and after the passenger exits the vehicle / equipment, both driver and passenger wear masks, open windows, etc.
- Ensure that prior to bringing in the vehicle provided and assigned to them by Ottawa Security Systems Group for servicing, repairs, etc. that it is disinfected
- Ensure that no other licensed driver uses the vehicle provided and assigned to them

Superintendents

- If a superintendent is experiencing COVID-19 symptoms they are NOT TO COME TO WORK – they are to let their supervisor know and call HR
- Ensure that foremen and their personnel are following this protocol and implementing changes or more stringent ones when and if required
- If more stringent measures are required, they are to be documented in a daily tailgate talk and posted on the communication platform / folder by the foreman
- Facilitate the availability of hygiene supplies

- Ensure that prior to bringing in the vehicle provided and assigned to them by Ottawa Security Systems Group for servicing, repairs, etc. that it is disinfected
- Ensure that no other licensed driver uses the vehicle provided and assigned to them
- Ensure that no passengers are transported in the vehicle provided and assigned to them by Ottawa Security Systems
- Ensure that on sites where Ottawa Security Systems is the general contractor that appropriate COVID-19 related signage is made available

Workers and all parties

- If you experience COVID-19 symptoms DO NOT COME TO WORK – let your supervisor know and call Human Resources
- Follow and participate in this protocol
- If you have concerns speak with your foreman
- Don't use someone else's electronic device
- Frequently wash your hands for 20 seconds with soap and water especially after using the washroom – use alcohol-based hand sanitizer if soap and water are not available
- Immediately throw out wrapping from snacks, meals, beverages, etc.
- Once done eating or drinking, immediately place any reusable container in your lunch bag or vehicle
- Don't share personal items such as water bottles, etc.
- Do not share food items
- Do not share pens, pencils, etc.
- Cough or sneeze into a tissue or the bend of your arm, not your hand and immediately dispose of used tissues in a line waste basket and immediately wash your hands with soap and water
- Avoid hugs and handshakes
- Maintain physical distance of 2 meters (6 feet)
- Wear gloves when appropriate on site, handling money, etc. and dispose of the gloves (invert them to remove them)
- Ensure that if clothing is left in a site trailer that it is disinfected prior to leaving work and that they are not piled on top of each other
- Regularly clean, not just your hands, but commonly touched surfaces and devices. Commonly touched surfaces include door-way entrances, elevator buttons, keyboards, and phones, doorknobs / push bars on doors, coffee makers and water fountains, shared radios and phones, handrails, toilet flush handles, chemical toilets (wash stations / hand sanitizer should be outside the door), refrigerator door handles, conference/meeting room surfaces (for example, table-tops, chairs, PC cables, markers) and telephone, elevator buttons, copiers and fax machines, personal keyboards, offices, heavy equipment controls, mobile phones, and small personal tools
- Frequent cleaning of protective eyewear and gloves
- Materials such as wood, rebar and pipes, temporary structures such as formwork and braces, and even shared tools such as drills, crowbars, and fret saws, are rarely touched with bare hands. Thus, they may require occasional cleaning but should also be disinfected

Some COVID-19 Symptoms:

- Fever or chills
- Extreme tiredness, not feeling well, sore muscles
- Difficulty breathing or shortness of breath
- A cough or trouble swallowing or sore throat or nasal congestion
- A decrease or loss of smell or taste
- Nausea, vomiting, diarrhea, or abdominal pain

Communication

- These protocols and internal communications about COVID-19 are to be distributed, used as daily pre-job briefing / safety meeting topic and available on the Ottawa Security Systems Group communication platform
- External communications about COVID-19 that are distributed by Ottawa Security Systems Group are also to be used as a daily pre-job briefing / safety meeting topic and available on the Ottawa Security Systems Group communication platform
- This protocol is to be reviewed with all Ottawa Security Systems Group and non-Ottawa Security Systems Group personnel on a site and the review documented using a daily pre-job briefing

Training

- One Ottawa Security Systems Group person work site crew is to provide and document a daily pre-job briefing / safety meeting and include these protocols, new COVID-19 information that has been distributed by Ottawa Security Systems Group, etc.

Evaluation

- Evaluation of this protocol is to consist of monitoring compliance on site

Making Improvement / Acknowledging Success

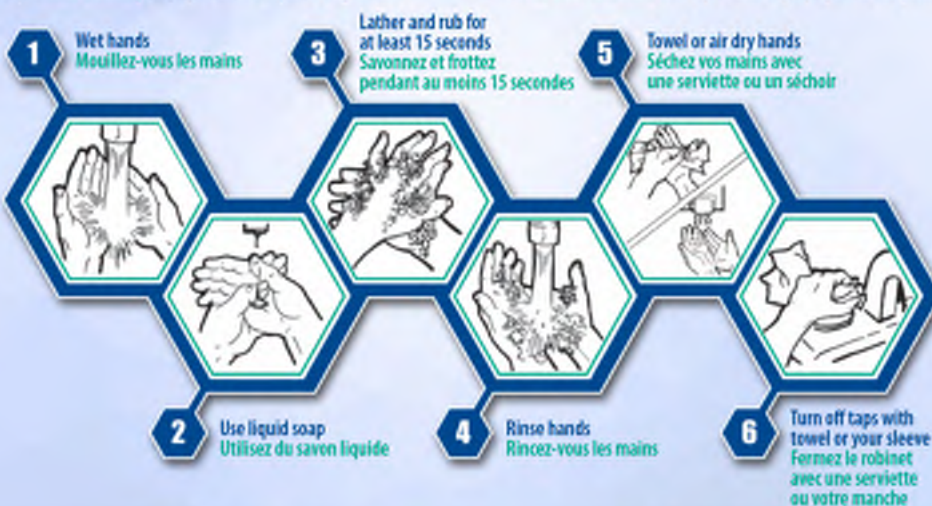
- If no disciplinary action(s) are required for Ottawa Security Systems Group personnel and no violations notices are given to subcontractors, contractors, visitors or delivery personnel this protocol will be considered successful
- If disciplinary action(s) or violations are issued this protocol will be reviewed and if required, revised

Ottawa's health is in **your hands**

Proper hand washing helps prevent the spread of germs!

La santé d'Ottawa est entre **vos mains**

Bien se laver les mains aide à prévenir la propagation des germes!



Ottawa Public Health.ca
Santé Publique Ottawa.ca

613-580-6744
TTY/ATS : 613-580-9656



/Ottawa Health
/Ottawa Santé

COVID 19 – INDUSTRIAL (OFFICES, ETC.)	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: Active Ottawa Security Systems industrial sites including offices, etc.	

PURPOSE

It is the intent of Ottawa Security Systems to participate in the stopping / reducing the risk of infection from a pandemic such as COVID-19 while complying with various pieces of legislation. Given that pandemics can evolve quickly it is important to note that the supervisor, in consultation with their supervisor, should adjust this protocol for the current situation at their location.

This protocol will expire once the COVID-19 pandemic has been declared to be over by Canadian health officials.

PROCEDURE AND RESPONSIBILITIES

Site Access – Ottawa Security Systems employees and external parties

- One Ottawa Security Systems person per work location is to be identified and be responsible for ensuring that this protocol and notices about the following are posted. The name of this person is to be communicated to the work team via email and or notices.
 - Admittance to work location is limited to external parties or parties who don't regularly work at that location on a case-by-case basis – admittance to be granted by the person identified as being responsible for administering this protocol
 - Remove magazines and papers from reception area
 - Ensure hand washing posters are in appropriate areas – copy of poster is at the end of this document
 - If delivery, service, etc. personnel must enter office area, they are to wear a new pair of gloves and disinfect anything that may also have been used in other workplaces such as wheels on trolleys, bottom of boots, etc.
 - Not allow external people to use rest rooms
- Regular sanitation and disinfecting of facilities to be performed a minimum of two times per week. People performing the sanitization and disinfection of locations are to be wear required personal protective equipment.
- In between scheduled sanitation and disinfection of facilities Ottawa Security Systems personnel are to:
 - Ensure their workstation is kept clean
 - Not allow other personnel to share their keyboard, phone, etc.
- At all times, Ottawa Security Systems personnel are to:
 - Frequently wash their hands for 20 seconds with soap and water. Sanitizer does not replace using soap and water.
 - Use social distancing of 2 meters (6 feet), even in lunchrooms, etc.
 - Wash your own cutlery, dishes, etc. with soap and water

- Sanitize touch areas on shared items such as the coffee machine
- Maintain physical distance of 2 meters (6 feet) between you and your co-worker
- If working in the repair garage, weld shop, paint and body shop disinfect the vehicle
- Notify your supervisor and the HR manager if you have COVID-19 symptoms and DO NOT COME TO WORK
- Avoid touching your eyes, nose and mouth with or without gloves
- Cough or sneeze into a tissue or the bend of your arm, not your hand and immediately dispose of used tissues in a lined waste basket and immediately wash your hands with soap and water
- Avoid handshakes, etc.
- Don't share personal items such as water bottles, etc.
- Do not share any food items
- Don't use someone else's landline phone or electronic device
- Regularly clean, not just your hands, but commonly touched surfaces and devices such as your phone, keyboard, etc.

ROLES AND RESPONSIBILITIES

• Ottawa Security Systems

- Ensure that external personnel are scheduled, as appropriate (number of people, working hours, etc.), to perform disinfection of locations
- There are personnel assigned to source hygiene and disinfecting supplies and other associated supplies, along with their associated safety data sheets (SDS). **Note** - it is typical for there to be shortages during a pandemic so sharing of information / ideas is encouraged.
- Ensure this protocol is available
- Ensure that if additional protective measures such as shields (plexiglass, etc.) are needed those resources are made available
- Provide work areas at Ottawa Security Systems sites that allow personnel to keep 2 meters (6 feet) apart

• Supervisors

- Ensure that available hygiene and disinfecting supplies are available
- Assigning appropriate personnel to perform protocol duties
- Ensure this protocol is communicated to their team in a documented safety meeting, email, etc.
- Ensure that when holding documented safety meetings that physical distance of 2 meters (6 feet) can be maintained and that pens are not shared
- Ensure personnel follow this protocol
- Ensure this protocol is posted on the Ottawa Security Systems communication platform
- Ensure that appropriate COVID-19 related signage is installed
- If appropriate, communicate and document the recommendation for personnel to sanitize / disinfect the bottom of their footwear prior to leaving work
- Ensure that if additional protective measures are required, they are implemented as soon as possible
- Ensure that designated personnel have the ability to work remotely

- **Workers**
 - Follow this protocol
 - Participate in stopping / reducing the pandemic effects by speaking with your supervisor about concerns, questions, providing information that may be helpful, etc.
- **COVID-19 Symptoms:**
 - Fever or chills
 - Extreme tiredness, not feeling well, sore muscles
 - Difficulty breathing or shortness of breath
 - A cough or trouble swallowing or sore throat or nasal congestion
 - A decrease or loss of smell or taste
 - Nausea, vomiting, diarrhea, or abdominal pain

COMMUNICATION

- Communication of this protocol will take place in a manner that is appropriate for each location and work group.

TRAINING

- Training will consist of communicating this protocol and hand washing posters in appropriate locations.

EVALUATION

- Effectiveness of this protocol will be based on visibility of hand washing posters, supervisors observing personnel wearing gloves (when required), etc.

MAKING IMPROVEMENT / ACKNOWLEDGING SUCCESS

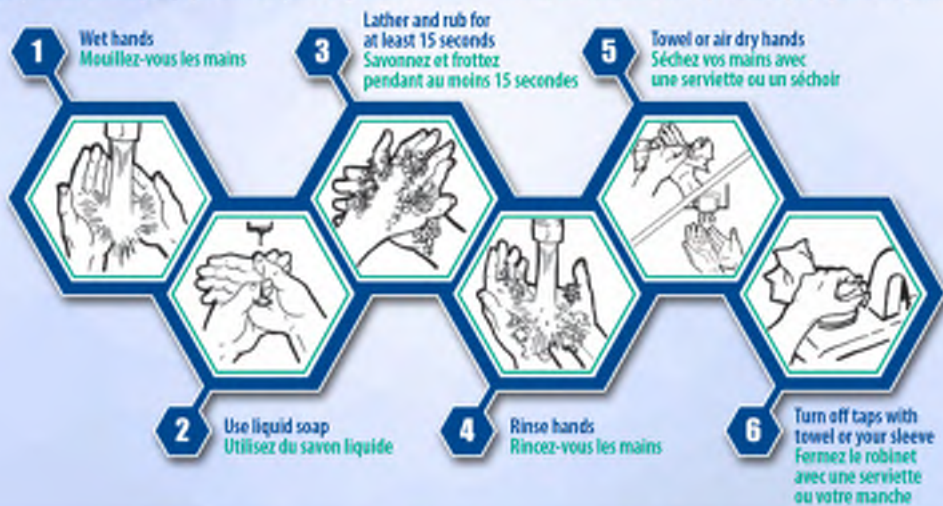
- Improvement to this protocol will be made as related official notices from public health agencies are received
- This protocol should also be reviewed after official government agencies declare the pandemic to be over

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COVID 19 – FLEET	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: Active Ottawa Security Systems Sites Fleet Vehicles / Equipment	

PURPOSE

It is the intent of Ottawa Security Systems to participate in the stopping / reducing the risk of infection from a pandemic such as COVID-19 while complying with various pieces of legislation. Given that pandemics can evolve quickly it is important to note that the supervisor, in consultation with their supervisor, should adjust this protocol for the current situation at their location.

This protocol will expire once the COVID-19 pandemic has been declared to be over by Canadian health officials.

ROLES AND RESPONSIBILITIES

- **Ottawa Security Systems**
 - Ensure there are personnel assigned to source hygiene and disinfecting supplies and other associated supplies, along with their associated safety data sheets (SDS). **Note** - it is typical for there to be shortages during a pandemic so sharing of information / ideas is encouraged.
 - Ensure this protocol is available
 - Ensure that if additional protective measures are deemed required or recommended by Public Health officials that resources are made available
- **Supervisors**
 - Ensure that locations with hygiene facilities have been identified and are available for commercial fleet drivers as they typically drive between various sites
 - Ensure that identified hygiene facilities are regularly cleaned and supplies such as hand drying paper towels are available
 - Ensure that safety data sheets are available for supplies on the Ottawa Security Systems communication platform after receiving the initial supply and that each commercial fleet driver receiving the initial supply of disinfectant receives a safety data sheet which is reviewed with them and that this review is documented
 - Ensure this protocol is communicated to their team in a documented daily pre-job briefing, etc.
 - Ensure personnel follow this protocol
 - Ensure that personnel provided with a Ottawa Security Systems passenger vehicle maintain its cleanliness and that it is disinfected prior to bringing it to the repair / maintenance facility
 - Ensure that personnel maintain the cleanliness of the vehicles / equipment and disinfect at the beginning and end of their work shift

- Ensure this protocol is posted on the communication platform / folder
 - Ensure that if additional protective measures are required, they are implemented and documented as soon as possible
 - Prohibit passengers in any Ottawa Security Systems owned or leased vehicle or equipment for the duration that this protocol is in effect.
 - Have a protocol in place for emergencies or other instances that require a passenger in a Ottawa Security Systems owned or leased vehicle or equipment via a documented safety pre-job briefing / safety meeting for the duration that this protocol is in effect.
- Considerations – passenger in back seat on passenger side of the vehicle, sanitizing before and after the passenger exits the vehicle / equipment, both driver and passenger wear gloves, open windows, etc.

- **Drivers and Operators**

- Follow this protocol
- To clean and disinfect, on a daily basis, vehicles and equipment:
 - Wearing required personal protective equipment (PPE) stated below
 - Apply the disinfectant to nonporous surfaces such as steering wheel, knobs, door handles, etc. as per instructions on the dispenser and safety data sheet (SDS)
 - Once the disinfectant has been applied and the surfaces have remained wet for the required amount of time, wipe the surfaces dry with paper towels
 - Clean out all garbage and place it into a waste receptacle
 - Ensure that any tools, etc. that are in the cab are also disinfected using the same procedure as for the truck cab
 - Ensure all paper towels and gloves are put into a waste receptacle or put into a bag that is disposed of
- Ensure that by the end of your shift all garbage is removed from inside the vehicle / equipment
- Ensure you wash your hands, for 20 seconds, using soap and water after using a washroom and as often as possible. Sanitizer can be used in place of soap and water
- Do not allow any passengers into the Ottawa Security Systems vehicle, passenger vehicle or equipment for as long as this protocol is in place
- Only drivers assigned a passenger vehicle are permitted to drive that vehicle
- When refueling the commercial vehicle, passenger vehicle or equipment wear disposable gloves and dispose of them – invert them to remove them
- When exiting a vehicle or equipment ensure that you keep 2 meters (6 feet) away from people and that you avoid handshakes, etc.
- Notify your supervisor and the Human Resource manager if you have COVID-19 symptoms and DO NOT COME TO WORK
- Avoid touching your eyes, nose and mouth
- Cough or sneeze into a tissue or the bed of your arm, not your hand and immediately dispose of used tissues and immediately wash your hands with soap and water or sanitize your hands
- Don't share personal items such as water bottles, etc.

- Don't use someone else's electronic device
- Regularly clean your electronic devices
- Participate in stopping / reducing the pandemic effects by speaking with your supervisor about concerns, questions, providing information that may be helpful, etc.

COVID-19 Symptoms:

- Fever or chills
- Extreme tiredness, not feeling well, sore muscles
- Difficulty breathing or shortness of breath
- A cough or trouble swallowing or sore throat or nasal congestion
- A decrease or loss of smell or taste
- Nausea, vomiting, diarrhea, or abdominal pain

COMMUNICATION

- Communication of this protocol will take place in a manner that is appropriate for each location and work group.

TRAINING

- Training will consist of communicating this protocol.

EVALUATION

- Effectiveness of this protocol will be based on visibility, by the supervisor, of a lack of garbage in commercial truck cabs, inside equipment and inside passenger vehicles and observations

MAKING IMPROVEMENT / ACKNOWLEDGING SUCCESS

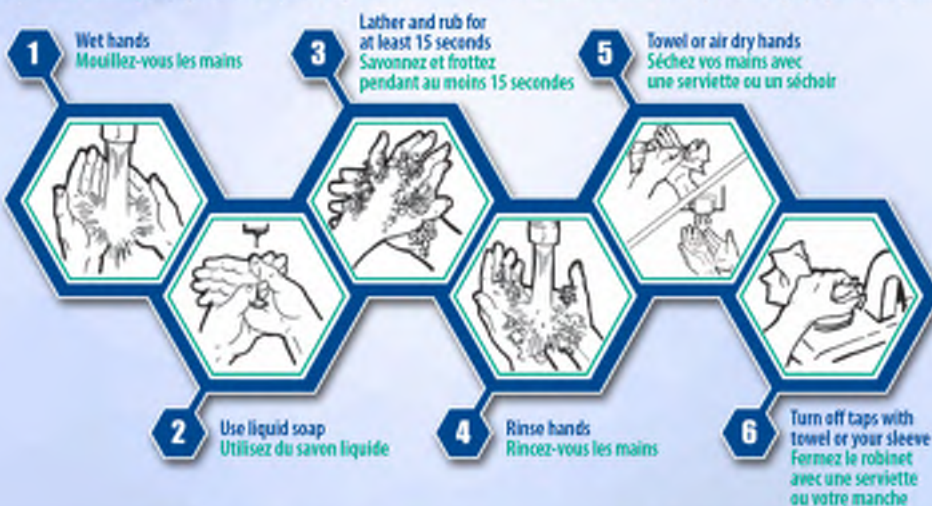
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DOCUMENT & RECORD CONTROL STANDARD	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

To describe the tracking, managing, storage and retention of documents and records to assist with the maintenance of an effective occupational health and safety program and due diligence.

SCOPE

This document applies to all active Ottawa Security Systems construction documents, and records within the Ottawa Security Systems Occupational Health and Safety Management System (OHSMS), including but not limited to policies, procedures, standards, forms, reports, record templates, etc. The retention time period requirements for documents and records will be dependent on legislation, industry best practices and Ottawa Security Systems requirements.

ROLES AND RESPONSIBILITIES

Senior Management / Safety Department

- Ensure that the control of documents and records procedure / standard is established, implemented, and maintained, and that all necessary resources to do so are provided
- In conjunction with the safety department review the documents required for an effective Occupational Health and Safety Management System (OHSMS) on an annual basis unless circumstances dictate otherwise
- When necessary, review and approve any corrective action plans that are recommended for the continual improvement of all documents within the OHSMS and ensure they are communicated
- Ensure confidentiality is maintained at all times

Project Managers / Superintendents / Foremen

- Identify and determine documents needed for the effective operation of the work processes within their scope
- Complete and or assist with the creation and maintenance of documents
- Validate that documents and records are aligned with work processes and taking appropriate action with gaps
- Foremen to ensure documents are reviewed with their team and that this review is documented
- Foremen to ensure that any required training is provided
- Ensure that documents and records remain legible
- Ensure that documents and records are current and accessible to workers via the communication platform, folder and or electronic safety system
- Maintain privacy
- Maintain record retention required by Ottawa Security Systems's OHSMS

Designated Person

- Review the Ottawa Security Systems documents, procedures, etc. on an annual basis
- Retain previous versions of the OHSMS, associated procedures, documents, and records
- Ensure that documents within the Ottawa Security Systems OHSMS identify issue dates, review dates, retention periods, and withdrawal dates
- Validate that all documents created meet the ministry requirements / industry best practices etc.
- Ensure that all documents related to the OHSMS are maintained in accordance with this standard / policy etc.
- The safety department will support parties (e.g., Manager, JHSC, etc.) in creation of all documents, this can include procedures, work instructions, record templates, etc.
- Safety department is to ensure documents are available to department managers, or superintendents for distribution to appropriate parties
- Previous versions of the documents will be retained by the safety department
- Records are to be retained by the project manager and or the safety department for the time period identified in the individual standard / policy, etc.
- Keep worker personal information confidential

Workers

- Follow the directions provided by the documents in the OHSMS
- Participate in training
- Notify your supervisor of any health and safety gaps
- Verify that the documents are up to date and being followed

STANDARD

- All documents within the OHSMS must be formatted in a manner that meets Ottawa Security Systems requirements
- All documents must contain, at a minimum:
 - Workplace party preparing the document
 - Date of Issue
 - Review date(s)
 - Version number
 - Review frequency
 - Withdrawal date
 - Retention period
 - Scope / location(s) the document pertains to

COMMUNICATION

All standards and guidelines to be accessible to team leaders and their team

TRAINING

- A review of selected material from the Ottawa Security Systems OHSMS will be provided during the Annual Safety Review
- If it is determined that additional training is required, it will be provided

EVALUATION

- Evaluation of this standard will consist of a review of incident / injury root causes to determine if there are gaps in the OHSMS

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If incident / injury root causes are not related to OHSMS documents this standard will be considered a success and be renewed
- If incident / injury root causes are related to OHSMS documents this standard and the involved standards will be revised so that identified gaps can be addressed

DEFINITIONS

Document

Specify what should be done. It can have a structured format, is editable, can be changed and or revised as needed. Examples: standards, policies, procedures, etc.

Record

Specifies what has been done. Cannot be altered and can be used as evidence. Examples: entry permits, etc.

ELECTRICAL SAFETY	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

Since working on or near electrical hazards is dangerous and can be fatal work must only be done when measures that provide protection from electrical shock and burns are in place.

An electrical hazard can be defined as a dangerous condition where a worker could make electrical contact with energized equipment or a conductor and from which the person may sustain an injury from shock and or there is potential for the worker to receive an arc flash burn, thermal burn or blast injury.

PROCESS / ROLES AND RESPONSIBILITIES

Note 1 – The connection, maintenance or modification of electrical equipment or installation can only be done by a certified electrician or an electrician apprentice. Live work can only be done by a certified electrician only when necessary and only when the proper controls are in place.

Note 2 – Ottawa Security Systems personnel are not authorized to perform work on electrical utilities or high voltage electrical equipment.

Note 3 – Acquiring locates and having them available to operators and on site is considered notification to the controlling authority that work in proximity to energized equipment is being planned.

Note 4 – As per the LOTOTO Procedure: Safety interlocks must not be removed or bypassed unless authorized by a qualified person.

Note 5 – Ottawa Security Systems personnel do not work on, repair, etc. energized equipment, including any that is 750 V and above.

Note 6 – Ottawa Security Systems personnel do not perform electrical utility work.

Supervisor

- Before any work involving electricity is started the supervisor must first determine if trained Ottawa Security Systems personnel are qualified to perform the work. If the work can be done by non-licensed / non-certified electricians, then the workers must have received LOTOTO training prior to being involved in the work.
- Communicate training requirements to the safety department so that the training can be scheduled for various work groups or they can schedule the training for their own work group

- If supervisors organize training for their own work group it is to be communicated to the safety department
- A method of tracking required training, completed training and expired training is to be used by supervisors
- Ensure workers wear the appropriate personal protective equipment (PPE) and the appropriate controls are in place as they may differ depending on the potential outcome of the hazard (arc flash, burn, etc.). **Some general** examples are:
 - Gloves
 - Face shield that is designed and rated for arc flash protection
 - Flame resistant clothing
 - Hearing protection
 - Shock protection such as appropriate rubber gloves, leather protectors, etc.
 - Electric shock resistant footwear or CSA approved work boots (8" on construction sites and 6" on industrial sites)
 - CSA Class E hard hat or equivalent
 - Safety glasses with side shields or wrap-around style
 - Other appropriate PPE
 - Ensure rubber mats are in place
 - Require workers to remove watches, rings, neck chains or other current-conducting apparel
- Before any work involving electricity or other forms of energy is started LOTOTO (hold-offs) must be done – refer to the Ottawa Security Systems LOTOTO procedure
- Before vehicles or equipment are operated near energized powerlines ensure there are warning signs that are visible to the operator, keep vehicles / equipment away as per the table that is below (this table is a guideline – distances may have to be increased during periods of rain, high winds, etc.).

Voltage Rating Distance – Ontario and Quebec	Ideal Minimum Distance in Meters	Ideal Minimum Distance in Feet
750 to 150,000 volts	3 meters	10 feet
150,001 to 250,000 volts	4.5 meters	15 feet
250,001 volts and over	6 meters	20 feet

- Ensure a signaller warns the operator / driver when any part of the vehicle / equipment approaches the minimum distances shown above.
- Ensure hazards and controls are communicated to site personnel via safety meeting, etc. and that the communication is documented.
- Ensure that tools and equipment which are able to conduct electricity are not used in close proximity to any live electrical installations or equipment.
- If vehicle or equipment comes into contact with overhead powerlines the driver / operator should:
 - Stay in the equipment unless a life-threatening event such as a fire occurs. If driver / operator has to leave the vehicle / equipment jump off with both feet together and shuffle

slowly away with very small steps – do not touch the vehicle / equipment and the ground at the same time as it can be fatal.

- Keep others away
- Break contact – if possible, break contact by moving the equipment clear of the wires – this may not be possible
- Call the local utility to report the incident. Only the utility company can declare a powerline de-energized.
- Prevent striking hidden / underground powerlines by:
 - Requesting locates before digging
 - Review and document the review of locates with site personnel including drivers / operator
- Ensure power tools and extension cords:
 - Are double insulated or the casing is grounded, and the plug connection is polarized
 - Extension cords must be rated for outdoors if work is outdoors and rated for 300 volts in addition to having an insulated grounding conductor
 - Defective extension cords are not to be used and should be removed from the site
 - Extension cords should be protected during their use to prevent damage
 - Extension cords should be plugged into Class A ground fault circuit interrupter (GFCI). If a built in GFCI is not available, then an in-line GFCI plugged directly into the supply receptacle can be used.
 - Electrical tools used outdoors or in wet locations have to be protected by a GFCI
- Ensure portable generators must have a neutral bonded to the case. Newer generators must have a label that states how the neutral is achieved, example – “Neutral Bond to Frame” or “Neutral Floating”.
- Ensure that any defective equipment or defective electrical components are immediately removed from service.
- Ensure all buried services are located and ensure locate sheet(s) (safe work permits) and markings are in place prior to any work being done. Ensure workers, signallers / spotters, drivers / operators are aware. Note – having locates (safe work permits) on hand confirms that owners of buried facilities / controlling authorities are aware.
- When required ensure that buried facility owner is notified prior to backfilling.
- When applicable, ensure services are de-energized.

Workers

- Participate in all training.
- Keep and produce proof of training cards / records provided to them in case they are requested by customers or enforcement agencies.
- Wear required PPE.
- Follow all safety instructions.

Communication

- Supervisors are to ensure this document is accessible to workers and that it is reviewed with them in a documented fashion

Training

- Training can be provided internally by qualified personnel or by a qualified external supplier(s)

Evaluation

- This document will be evaluated via a review of incident / injury root causes

Making Improvements / Acknowledging Success

- If the review of incident / injury root causes determines that there is a gap in this document or related documents the changes will be made and communicated
- If the review of incident / injury root causes determines that there is no gap in this document or related documents then they will be renewed and considered successful

DEFINITIONS

Arc Flash

A release of energy caused by an electric arc. The flash causes an explosive expansion of air and metal while the blast produces a dangerous pressure wave, a dangerous sound wave, shrapnel, extreme heat and extreme light. This can result in blast injuries, lung injuries, ruptured eardrums, shrapnel wounds, severe burns and blindness or death.

Electric Shock

The passing of electric current through the body. Electrical current may prevent a person from releasing their grip, throw a person, cause a person to fall, cause severe internal and external burn or kill a person.

Hold-Off(s)

A device having its operation restricted to previously agreed limits by the placement of a hold-off tag. Holdoffs are most commonly used to block the automatic reclosing or the manual re-energization of a line following an automatic trip. Hold-offs are for equipment protection and must not be used in place of a work permit.

EMERGENCY RESPONSE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- In keeping with Ottawa Security Systems' commitment to minimizing human suffering and economic losses from emergencies this policy / standard contains procedures to assist Ottawa Security Systems personnel in developing a site-specific emergency response plan.
- This policy / standard is also a reflection of the legislated requirement placed by the Occupational Health and Safety Act for site specific emergency procedures to be prepared, communicated, practiced and accessible.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure that the resources required for an emergency response are available
- Ensure that competent personnel (knowledge, training, and experience) are in leadership roles

Management/Superintendent/Foreman

- Ensure that a site-specific written emergency plan / procedure(s) that includes a provision for transporting injured workers for medical attention, a communication system, emergency meeting area, etc. exist for hazards identified in the hazard assessment. The Ottawa Security Systems "Site Emergency Plan Template" that is modified, can be used or a site can develop their own.
- Note – the Ottawa Security Systems "Site Emergency Plan Template" requires the site address. If a different template / form is used it must also include the site address.
- Ensure that the Ottawa Security Systems "Project Information" sheet and "Phone Listing", copies at end of this policy, are completed and posted in an area that is visible to workers, emergency response personnel and visitors
- Ensure that the site-specific written emergency procedure(s) is communicated, input noted / incorporated and practiced with relevant personnel and that an annual practice / drill(s) is documented
- Ensure that a documented debriefing is done after a practice / drill and that corrective actions are also documented and put in place
- Ensure that the documented emergency procedure(s) is accessible in an emergency
- Ensure that emergency response equipment such as first aid station, etc. identified in the site-specific plan / procedure is available, its location known, the appropriate numbers and types are in place, they are signed, and in working order
- Ensure that first aid training has been provided for the appropriate number of personnel and that it is current
- Ensure other training identified as required is provided and current, for example – fire extinguishers and the annual safety review, etc.
- Ensure the Ottawa Security Systems workplace inspection template / form includes emergency equipment identified in the site-specific plan / procedure

- Conduct site-specific hazard/risk assessments to determine if more than one emergency plan and its practice needs to be developed and documented
- Note – in an emergency construction equipment may also be considered as a potential emergency resource

Workers

- Participate in the emergency response plan / procedure communication
- Actively participate in the emergency plan / procedure practice / drill
- Report all potential emergencies to supervisor
- Ensure you know where your muster points, first aid kits, fire extinguishers are on each job location.

OTHER INFORMATION

HAZARD IDENTIFICATION / ASSESSMENT

This process involves a review that should include but is not limited to the following list. Because sites change frequently and quickly the process of hazard assessment should be ongoing.

- Transportation, materials handling, hoisting, equipment or product installation, temporary structures, material storage and start-up activities
- Environmental concerns
- Consultations with the client regarding potential hazards when working in or beside or near operating facilities
- Resources such as MSDS (material safety data sheets) / SDS (safety data sheets) to determine potential hazards from on-site materials
- Proximity to traffic and public ways

EMERGENCY RESPONSE PROCEDURE / PLAN

Emergencies can be reported by anyone (worker on site, the public, etc.). Because circumstances change during an emergency the site-specific procedures must be able to respond to the ongoing situation.

The following steps can be applied to almost any emergency.

- **Stay calm.** Staying calm during an incident can influence others to also stay calm.
- **Assess the situation.** Determine what happened, what the emergency is and what it has the potential to develop into if no action is taken.
- **Take command.** Supervisor or designated personnel who have been identified in the site emergency plan should take charge, assign tasks, etc.
- **Provide protection and secure the scene.** If safe to do so, protect victims, equipment, materials, environment and accident scene from continuing damage or additional hazards. If safe to do so, divert traffic, suppress fire, prevent objects from falling, shut down equipment or utilities and take other measures that are required. Preserve the accident scene; only disturb what is necessary to maintain life or relieve human suffering and prevent immediate or further losses.
- **Help and manage.** Ensure first aid is provided or help people providing first aid. Personnel at the scene have to be managed - conduct a headcount at the pre-determined emergency meeting area, assign tasks, direct all workers to a safe SCOPE / LOCATION or command post, dispatch personnel to guide emergency response, etc.

- **Maintain contact.** Keep emergency response informed of the situation prior to their arrival and while they are on site as required.
- **Guide emergency response.** Meet them and guide them to the emergency scene while explaining ongoing and potential hazards and if known the causes.

DEBRIEFING AND POST-TRAUMATIC STRESS PROCEDURE

Many emergency tasks may be handled by people who are not used to dealing with emergencies and who may have seen their co-workers and or friends badly injured, suffering or fatally injured.

Once the emergency is over the supervisor is to assess the necessity, and timing of having the Employee Assistance Program supplier provide their trauma counsellor(s) conduct confidential session(s). The session(s) can be group based and or individually based.

MEDICAL INFORMATION KITS

If personnel have a medical information kit in their hard hat the site-specific emergency response procedure / plan can include this.

EMERGENCY MEETING AREA(S)

Each site is to have a minimum of one emergency meeting area which is clearly communicated to all personnel and has signage identifying the location. The communication is to be documented.

OVERHEAD POWER LINES AND ENERGIZED VEHICLES / EQUIPMENT

When it is raining the legislated distances to keep from overhead power lines should be increased.

If contact with overhead power lines or other energy sources is made by trucks or equipment the following general guidelines must be incorporated into the site plan that accounts for soil, location, contact with truck / truck / equipment, etc.

- Stay in the vehicle / equipment and remain calm
- Warn people who are nearby
- If possible, move the vehicle / equipment so contact can be broken
- If you are out of the vehicle / equipment and holding a control let go of it

If an emergency such as fire forces the driver / operator to leave the cab:

- Jump out and don't touch the vehicle / equipment and the ground at the same time so that the current doesn't make you the path to the ground.
- Shuffle away (don't lift feet off the ground or the current will use you as the path to the ground).

In all cases people must be kept a suitable distance away from the area as delayed relays may re-energize lines.

Utilities are the only party that can confirm power has been shut off.

Vehicles / equipment that have come into contact with overhead power lines should be parked in an isolated area in case the tires blow – tires can blow up to 24 hours after contact has been made.

GIANT HOGWEED / WILD PARSNIP

If Skin Contact Is Made with Giant Hogweed / Wild Parsnip

- Immediately wash the area with soap and water
- Cover the affected skin and avoid exposure to any sunlight for a minimum of 48 hours to lessen the severity
- Get medical attention as soon as possible
- Continued use of sunscreen for a minimum of about 6 months after exposure is recommended
- Unusual darkening of skin can happen after exposure
- If Eye Contact Is Made with Giant Hogweed / Wild Parsnip
- Flush eyes for a minimum of 20 – 30 minutes with lukewarm water
- UV sunglasses with a frame that wrap around the temples should be worn for 24 hours after exposure to reduce the chance of sunlight contacting the eye(s). Some studies have shown that enough UV rays get in around the frames of standard sunglasses to reduce the benefits of the lenses.
- Symptoms that eye contact has happened include eye redness and or soreness and or excessive watering or any unusual visual disturbances

What to Do with Clothes and Tools after Contact with Giant Hogweed / Wild Parsnip

- Isolate tools and then wash them with soap and water
- Clothes should be bagged and then washed to stop further contamination

ENVIRONMENTAL SPILLS

Refer to the Ottawa Security Systems Environmental Spill and Emergency Response and Spill Investigation Form.

FIRE EMERGENCIES

The “Site Fire Emergency” procedure and contact sheet are to be completed and revised so that it is site specific, posted in visible and accessible areas, be communicated and practiced. The communication and practice / drill must be documented.

SUSPENDED WORKER

The rescue of a worker who has fallen and is being suspended in his / her safety harness needs to be done as quickly as possible for many reasons:

- The worker may have suffered injuries during the fall and may need medical attention.
- Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in “**suspension trauma**.” Suspension trauma: When a person is suspended blood accumulates in the legs and reduces the amount of blood in circulation. The body reacts to this reduction by speeding up the heart rate in an attempt to maintain sufficient blood flow to the brain. If the blood supply is significantly reduced, this reaction will not be effective. The body will abruptly slow the heart rate and blood pressure will diminish in the arteries. During severe venous pooling, the reduction in quantity and/or quality (oxygen content) of blood flowing to the brain causes fainting. This reduction also can have an effect on other vital organs, such as the kidneys. The kidneys are very sensitive to blood oxygen, and renal failure can occur with excessive venous pooling. If these conditions continue, they potentially may be fatal.

- The suspended worker may panic if they are not rescued quickly.
- The event that led to the fall may create additional risks that need to be addressed.

General Rescue Procedures / Plans – This Does Not Replace the Site-Specific Procedure / Plan:

- If Elevating Work Platform is available on site:
 - Bring it to the site and use it to reach the suspended worker if wind conditions, soil conditions, etc. are appropriate
 - Ensure that rescue workers are protected against falling
 - Ensure that the EWP has the load capacity for both the rescuer(s) and the victim
 - If the victim is not conscious, 2 rescuers will be probably be needed to safely handle the weight of the victim
 - Position the EWP platform below the worker and disconnect his lanyard only when it is safe to do so
 - Communicate the known state of the suspended worker to emergency response personnel or whomever has been designated as being responsible for receiving updates
 - Ensure suspended worker receives medical attention
- If no Elevating Work Platform is available:
 - Only if possible and only if it does not pose a risk to rescuers ladders, etc. can be used to reach the suspended worker
 - If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 designated rescuers may be needed
 - If worker is suspended from a lifeline, where possible, move the suspended victim to an area that can be safely reached by the ladder(s)
 - If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim's harness
 - Other designated rescuers should lower the victim while he/she is being guided by the rescuer on the ladder
 - Once the victim has been brought to a safe location, ensure they receive medical attention
- If the injured person is suspended near the work area and can be safely reached from the floor below or the area they fell from:
 - Ensure that designated rescuers are protected against falling
 - If possible, securely attach a second line to the workers' harnesses to assist in pulling them to a safe area. (Note: at least 2 strong workers will be needed to pull someone up.)
 - Ensure that any slack in the retrieving lines is taken up to avoid slippage
 - Once the victim has been brought to a safe location ensure they receive medical attention
- If a person has fallen and is suspended in an inaccessible area (e.g. a tower, against a building or structure that has no openings):
 - Specialized rescue techniques are needed for this type of situation

- Due to the inherent risk to the rescuers and/or the victim, this type of rescue shall not be undertaken by people without specialized training and experience

NATURAL DISASTERS AND OTHER EMERGENCIES

The risk from natural hazards is not the same across Canada but the list would include:

- Floods
- Earthquakes
- Tornadoes
- Other severe wind storms
- Snow or ice storms
- Severe extremes in temperature (cold or hot)
- Pandemic diseases like influenza

The possibility of one event triggering others should be considered. An explosion may start a fire, etc. while an earthquake might initiate other events such as explosion, structural failure, etc.

Some examples of other emergencies are:

- Building collapse
- Major structural failure
- Deliberate release of hazardous biological agents, or toxic chemicals
- Other terrorist activities
- Loss of electrical power
- Loss of water supply
- Loss of communications

Areas where flammables, explosives, or chemicals are used or stored should be given special consideration.

Common elements to be considered in all emergencies include pre-emergency preparation and provisions for alerting and evacuating employees, handling casualties, and for containing the danger.

Natural hazards, such as floods or severe storms, often provide warning. The plan should take advantage of these warnings with, for example, instructions on sand bagging, removal of equipment to needed locations, providing alternate sources of power, light or water, extra equipment, and location of personnel with special skills. Phased states of alert allow such measures to be implemented in an orderly / systemic manner.

The evacuation order is important; to avoid confusion, only one type of signal should be used for the evacuation order. The all-clear signal is less important since time is not as urgent.

Site specific plan to include:

- Identification of evacuation routes, alternate means of escape; keep the routes unobstructed
- Specify safe locations for employees to gather for head counts to ensure that everyone has left the danger zone.
- Designated individuals are to help individuals with disabilities

- If the situation allows it or when the situation allows provide first aid or treatment as instructed by emergency
- If the situation allows it ensure the safety of people and then deal with the situation

WORKPLACE VIOLENCE AND HARASSMENT

A site emergency response procedure / plan may be needed if it is an identified hazard. In non-emergency situations refer to the Ottawa Security Systems Workplace Violence and Harassment policy /standard and form.

UTILITY HIT

Site specific emergency response plan is to incorporate the following basic guidelines after identifying who the utility owners are.

- If an underground utility is damaged the foreman is to notify their supervisor.
- The supervisor is to notify:
 - The utility owner / operator and the one call center
 - Ottawa Security Systems's safety department
- If damage to the underground utility results in the escape of any flammable, toxic or corrosive gas or liquid or endangers life, health, or property, the supervisor is to:
 - Immediately notify 911
 - Notify their superintendent / project manager who will notify the utility owner / operator and safety department
- Reasonable measures are to be taken to protect the workers, those in immediate danger, the general public, property and the environment until the utility owner / operator have arrived and completed their assessment and or repairs.

CONTACT WITH THE MEDIA

- Only personnel designated by senior management are to be in contact with the media regarding an incident.

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

EVALUATION

Evaluation of this policy / standard will consist of an annual review and if there has been an emergency a review of the debriefing.

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation phase of this policy / standard shows that no changes are required, this policy / standard will be acknowledged a success by its renewal
- If the evaluation phase of this policy / standard shows that changes are required, this policy / standard will be revised with the appropriate changes

FALL PROTECTION AND WORKING AT HEIGHTS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- To establish adequate measures for the protection of construction workers who are required to perform work that requires fall protection when working at 3 metres (10 feet) from the surface below them and to ensure compliance with relevant Occupational Health and Safety legislation regarding working at heights and any associated work that may be involved.
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Management/Superintendent/Foreman

- Ensure workers are provided, use and or wear any equipment, protective device, measures, or clothing required by the employer or legislation
- Advise workers of any potential or actual health or safety dangers known by the supervisor in a documented safety meeting
- Ensure workers have the required training
- Ensure that workers are completing and documenting a pre-use inspection on fall arrest equipment
- Ensure that appropriate action is taken for failure to follow these guidelines, other safety practices and legislation
- Ensure that damaged or unsafe equipment / components are tagged out and immediately taken out of service or replaced
- Ensure a documented site-specific emergency rescue plan is in place and communicated to workers prior to starting the work

WORKERS

- Work in compliance with employer requirements and legislation
- Use or wear the equipment and properly maintain and inspect, protective devices or clothing required by the employer and or legislation
- Inspect and document, prior to use, and take out of service / lock out any component of a fall protection system found to be defective
- Immediately report any defects of equipment, other hazards etc. to their supervisor
- Immediately stop using any equipment that is found to be defective, ensure other workers do not have access to it and immediately report it to their supervisor
- Not use or operate any equipment in a way that can endanger themselves or others

NOTES

Some hazards faced on sites that pose an increased risk of falling which can result in a serious or critical injury or musculoskeletal injury or even a fatality are:

- Missing protective devices such as guardrails
- Unsuitable and or poorly maintained guardrails and covers
- Unguarded openings in floors, work surfaces or walls including skylights in existing roof structures
- Lack of appropriate personal protective equipment (PPE)
- Equipment that is in poor condition such as ladders, scaffolds, elevating work platforms, etc.
- Poor work practices such as lack of training
- Inadequate housekeeping
- Etc.

Prevention Controls / fall protection is required when an employee or employees are exposed to falling:

- More than 3 metres (10 feet)
- More than 1.2 m (4 feet) if there are additional hazards in the work area
- Into operating machinery
- Into water or another liquid
- Into or onto a hazardous substance or object
- Through an opening on a work surface

Guardrails are also required if a worker is exposed to a fall of 2.4 metres (8 feet) or more and has access to the open side of a:

- Floor, including a mezzanine or balcony floor
- Bridge surface
- Roof while formwork is in place
- Scaffold platform or other work platform, runway or ramp

When a guardrail cannot be installed one of the following systems must be put in place:

- A travel restraint system that meets section 26.4 of the construction regulations
- A fall-restricting system that meets section 26.5 of the construction regulations. Note - the system be designed to limit a worker's free fall to 0.6 metres (2 feet)
- A safety net that meets section 26.8 of the construction regulations. Note - this also needs to be designed, tested and installed in accordance with American National Standards Institute (ANSI) Standard 10.11 - 1989 (Personnel and Debris Nets for Construction and Demolition Operations)
- A fall arrest system that meets section 26.6 of the construction regulation requirements including the following:
 - a full body harness
 - A lanyard that is the appropriate length for the height working with a shock absorber (unless using a shock absorber could cause a falling worker to hit the ground, next level below or any objects below the work area)
 - a system that must be attached by a lifeline or by the lanyard to an adequate, independent fixed support that meets the requirements of section 26.7 and must limit a falling worker to a peak fall arrest force no greater than eight kilonewtons of force

Suspended access equipment must meet section 137, 137 (2), 138, 141 (1), 142.2, 144 (1), 144 (7) and 125 (1) of the construction regulations along with any other requirements for the individual site.

Ladders also have specific requirements which can be found in section 80 of the construction regulations:

- Extend at the upper level at least 900 millimetres (35 inches) above the landing or floor
- Have a clear space of at least 150 millimetres (5.9 inches) behind every rung
- Be in an area that has a landing surface that is adequate and clear of obstructions – the bottom of the area that the ladder is in must also have an adequate surface clear of obstructions
- Be secured at the top and bottom to prevent movement

All systems and PPE must be inspected on a regular and required basis and any item / component / system found to be defective or expired must be immediately discarded or locked out or removed from service.

TRAINING

- Workers at risk from a fall from heights shall receive training approved by the Chief Prevention Officer from a trainer that has also been approved by the Chief Prevention Officer at the required intervals and prior to working where there is a risk of falling from heights
- Training records to be maintained by Ottawa Security Systems
- Workers to retain training records issued to them

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform.

EVALUATION

A review of incidents / injuries / near misses related to working at heights will be used to evaluate this standard.

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation determines that this policy does not require a revision this policy will be renewed and will be considered a success
- If the evaluation determines that this policy does require a revision the improvements will be made, the revised policy will be distributed and communicated

FIRE PROTECTION	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The intent of this document is to provide guidelines about equipping our workplaces with proper fire extinguisher(s), a fire protection device.
- In the event that governing legislation or standards are more stringent than the requirements specified in these guidelines then governing legislation or standards shall prevail.

NOTE

- ***The purpose of using a fire extinguisher is to help you get out / escape. You are not meant to use it to fight a fire as Ottawa Security Systems workers are not professional fire fighters. The first approach should always be to leave a fire as quickly as possible, warn others and call 911***

ROLES AND RESPONSIBILITIES

Supervisors

- Conduct an assessment to identify the fire hazards and determine the type of extinguishers needed by determining the class of fire most likely to occur. Remember to check MSDS / SDS to identify materials that could catch fire and what type of fire extinguisher is required.
- Determine the potential size of the potential fire. The larger the fire extinguisher the longer it can operate but it also becomes heavier.
- Consider other factors when selecting workplace fire extinguisher(s), some examples are:
 - Possible health and safety hazards from chemical reactions between extinguishing agent and the burning materials or when using some types of extinguishers in unventilated areas. Extinguishers with long-range nozzles for use in confined spaces are one example.
 - Atmospheric conditions in areas where extinguishers are located. Extreme cold or heat can affect the effectiveness of the extinguisher.
 - Physical abilities of the user. The size and weight of extinguishers should match the physical abilities of personnel who are most likely to use them.
- Only purchase extinguishers that have the ULC (Underwriters' Laboratories of Canada) label.
- Do a re-assessment whenever workplace changes are made such as a change in work process or material(s) being used
- Locate extinguishers:
 - Where they can be easily reached – not blocked by machines, equipment, etc.
 - Where they are visible
 - In or near corridors / aisles leading to exits and or on route to an exit
 - Close to potential fire hazards but not so close they could be damaged or cut off by a fire
 - Where they won't be damaged by vehicle or foot traffic
 - Where they won't be corroded by chemicals in the area
 - Where they are protected from the elements if they are stored outdoors

- Outside of the room if there is highly combustible material inside a small room or enclosed space so that another worker can help a trapped worker escape if it is safe to do so
- In area(s) that have electrical equipment
- In addition to mounting fire extinguishers signage above the fire extinguishers is required – if the area is a large one a floor plan / drawing that shows the location of available fire extinguishers should also be posted in appropriate area(s)
- Ensure emergency drill(s) are conducted at least once a year
- Inspection of fire extinguishers should be part of the weekly or monthly workplace inspections and the tag on the extinguisher completed – any fire extinguishers found to be deficient should immediately be placed out of service and a replacement installed
- Ensure fire extinguishers are also inspected on a yearly basis by an external party who specialize in fire extinguisher service
- Exit lights should also be installed in appropriate areas and inspected regularly – if any are found to not be working, they should immediately be repaired

Workers

- Work in compliance with employer requirements and legislation
- Participate in training
- Use or wear the equipment and properly maintain and inspect, protective devices or clothing required by the employer and or legislation
- Immediately report any defects of equipment, including fire extinguishers, other hazards etc. to their supervisor
- Immediately stop using any equipment that is found to be defective, ensure other workers do not have access to it and immediately report it to their supervisor

Fire Extinguisher Types

- There are several types of fire extinguishers, determining the appropriate type for a workplace requires identifying the type of fuel (e.g. paper, grease, oil, etc.):

CLASS OF FIRE	TYPE OF FIRE	APPROVED FIRE EXTINGUISHER
 ORDINARY COMBUSTIBLES A	Wood, paper, cloth	Type A; Type A-B
 FLUJABLE LIQUIDS B	Gasoline, paints, oils, grease	Type A-B; Type B-C; Type A-B-C
 ELECTRICAL EQUIPMENT C	Electrical wiring, fuse box	Type B-C; Type A-B-C
 COMBUSTIBLE METALS D	Metals	Bucket of Sand
 K	Commercial cooking oil appliances	*Wet Chemical

*Class K extinguishers may require specific training, including when they should be used or not used. For example, the extinguishing agents in many Class K extinguishers are electrically conductive and should only be used after electrical power to the kitchen appliance has been shut off.

- **Note 1** – Halon extinguishers are no longer made and if any are found while conducting a workplace inspection they are to be taken out of service and discarded immediately. Call a fire extinguisher company to discard the Halon fire extinguisher.

- **Note 2** - While no extinguisher will fight all four classes of fires some can fight two or three classes.
- **Note 3** – to use a fire extinguisher, remember “PASS”:



TRAINING

- No formal training is required but a review of this document is to be completed with workers

COMMUNICATION

- This policy / standard is to be available on the Ottawa Security Systems communication platform

EVALUATION

- This document will be reviewed on an annual basis and updated as required.

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If improvements are required when this document is reviewed, they will be made, distributed and communicated
- If no improvements are required when this document is reviewed it will be renewed and considered a success

FIRST AID	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 Years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The intent of this standard is to ensure that a Ottawa Security Systems employee who may require emergency first aid treatment receives it promptly and efficiently from a qualified person
- It is also the intent of this standard to ensure that first aid kits and supplies are maintained at the level required by Occupational Health and Safety legislation and Workplace Safety and Insurance Board (WSIB) First Aid Regulation 1101
- This document is to be reviewed in conjunction with the Incident Investigation document

ROLES AND RESPONSIBILITIES

Employer

- Provide the resources such as training, first aid kits, first aid supplies, etc.

Supervisors

- Ottawa Security Systems requires that each supervisor ensure:
 - That a sufficient number of employees are certified first aiders
 - That first aid kits are available at all times
 - That first aid kits are stocked and supplies such as stretchers are available as per Ontario First Aid Regulation 1101 requirements
 - That absolutely no medication is included in the First Aid Kits
 - That a listing of certified First Aiders is available and accessible
 - That a copy of the First Aid certificate is available and accessible
 - The First Aid kit is checked as per the workplace inspection schedule and not less than every three months and stocked according to Ontario First Aid Regulation 1101 requirements (depending on the number of employees)
 - A record of employees who have received first aid attention is kept
 - In the event that an employee requires more than first aid attention by a certified first aider the supervisor must ensure that transportation to and from a medical facility is provided, if appropriate accompany the employee and or implement an emergency response that is appropriate for the situation
 - If an injured worker refuses first aid or medical attention the supervisor should emphasize the importance of seeking medical attention and provide written notification to the designated Ottawa Security Systems personnel
 - That all first aid treatments are documented and that these records are retained for a minimum of one year

Qualified First Aider

- After assessing the situation, the first aider will:
 - Treat the employee in accordance with current standards of most recent training received
 - Notify the supervisor

- Work with the supervisor to implement an emergency response that is appropriate for the situation if required

Workers

- To immediately report all injuries / illnesses
- To cooperate with the supervisor's and or first aider's efforts
- To cooperate in their early and safe return to work

COMMUNICATION

- Supervisors are to ensure that the following documents are to be available and accessible by employees:
 - This standard
 - Workplace inspection report
 - Listing of certified first aiders
 - Ontario First Aid Regulation 1101
 - Copy of WSIB Form 82 ("In Case of Injury at Work" poster)
 - Copy of valid first aid certificates

Training

- First aid training is to be provided by a WSIB recognized training provider.

Evaluation

- This first aid document standard should be reviewed on an annual basis.

Making Improvements / Acknowledging Success

- Any gaps identified during the annual review of this standard or after an incident will be addressed / corrected within an acceptable time period by the appropriate workplace party.
- If no gaps are identified in this document during the annual review it will be renewed and considered a success.

Additional Internal Resources

- Incident Investigation Standard
- Return to Work Standard
- Workplace Inspection Best Practice

Fitness For Duty and Substance Abuse Policy	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The objective of this document is to ensure that all employees report to work fit for duty so that we can ensure the safety of every employee, contractor and the public. Adopting this Policy is a reasonable precaution that Ottawa Security Systems is required to take to protect the health and safety of workers under Section 25(2)(h) of the Ontario Occupational Health and Safety Act (OHS Act).

ROLES AND RESPONSIBILITIES

Employer

- Support for Employees with Substance Abuse Issues - Although Ottawa Security Systems reserves the right to discipline, it also recognizes that addiction and substance abuse is a health problem. Ottawa Security Systems is prepared to help employees get the counselling, treatment, rehabilitation and support they need to overcome those problems via the Employee Assistance Program (EAP).
- Ottawa Security Systems recognizes that test results and related information is protected personal information under privacy laws and will keep it confidential and secure and refrain from using or disclosing it except as permitted or required by law. Consequences
- Ottawa Security Systems reserves the right to place employees with substance abuse issues on administrative leave and enter into Last Chance Agreements offering them the opportunity to return to work if they successfully complete the terms of their treatment and rehabilitation program, pass drug and alcohol tests and meet other conditions of reinstatement
- Ottawa Security Systems recognizes that drug and alcohol addiction is deemed a disability under the Ontario Human Rights Code. Accordingly, in administering the disciplinary and other provisions of this Policy, addictions and other substance abuse related to disabilities, such as use of medical marijuana or prescription drugs for chronic pain and debilitating conditions, will be treated as non-culpable violations and employees will be offered reasonable accommodations based on their individual circumstances and capabilities to the point of undue hardship
- For employers to determine whether a drug is being used for medical or recreational purposes, the employer has the right to ask for the following:
 1. Authorization from a physician for the employee to use cannabis for medical purposes.
 2. The amount, frequency of use and the form it is in.
 3. How long the prescription lasts.
 4. The level or type of impairment and whether that will affect job performance.
 5. ***If there are non-impairing alternatives available that would allow the employee to perform the job duties.***

Managers/Superintendents/ Foreman/ Workers - All Ottawa Security Systems Employees

- Work safely in accordance with Section 28 of the Occupational Health and Safety Act
- Maintain confidential any information regarding investigations, etc.

- Report and remain fit for duty while conducting Ottawa Security Systems business / work as not doing so will result in appropriate action being taken, including discipline, etc.
- Refrain from possessing, purchasing, selling, distributing or engaging in any other conduct involving drugs or alcohol while on duty
- Refrain from misusing or being impaired by prescription or non-prescription drugs while on duty
- Notify your supervisor if you suspect that an employee or anyone on a site that is under the care and control of Ottawa Security Systems is unfit for duty so that appropriate action can be taken
- At any work-related event (such as dinners, parties, networking events or get-togethers) where any impairing substance may be legally used, it is the responsibility of each employee to consume the substance in a socially responsible manner and to maintain the same level of courtesy and conduct expected of them in the work environment. In particular, each employee should limit his or her consumption to an amount that will not result in intoxication, impaired driving, or abusive, harassing, or improper conduct.
- Submit for drug and alcohol testing in accordance with the Ottawa Security Systems Testing requirements
- Notify your supervisor if you are using legally prescribed medical marijuana or other legal prescription and non-prescription drugs that may cause impairment for the treatment of a medical condition. Off-duty and legal use of such drugs does not violate this Policy as long as employees are fit for duty at all times when they are on duty.
- Self-Reporting – Ottawa Security Systems strongly encourages employees with substance abuse problems to step forward, before breaching this policy, and request help voluntarily by approaching your supervisor or Human Resources or the Safety Department. Employees who do self-report will not be subject to discipline as long as they have complied with their obligation to be fit for duty under this Policy.
- Employees must undergo medical assessments, performed by qualified healthcare professionals, to ensure they are fit for duty before being placed in a safety-sensitive job. Assessments will address substance abuse and be performed:
 - Prior to employment when individuals are applying for safety-sensitive jobs;
 - Before current employees are transferred from non-safety-sensitive to safety-sensitive jobs; and
- Ottawa Security Systems may open a disciplinary investigation to check whether an employee is engaged in substance abuse or otherwise in violation of his/her fitness for duty obligations under this Policy in response to:
 - Complaints or concerns by co-workers, supervisors, etc.;
 - Declining performance;
 - Erratic behaviour;
 - Involvement in safety incidents including near misses;
 - Arrests for impaired driving, drug offences and similar violations; and
 - Other indications that the employee has substance abuse issues or is otherwise not fit for duty.
- Cooperate in any investigation of an actual or suspected violation of this policy
- Employees that violate this policy are subject for discipline, up to and including termination
- No Exemption for Legal Marijuana use - Marijuana is an impairing drug, using it at work or coming to work under its influence renders them unfit for duty and in violation of this Policy.

Contractors / SubContractors

- This Policy applies to individuals employed by contractors and subcontractors that perform work at Ottawa Security Systems facilities, sites, etc.

- This policy does not intend to supersede or circumvent the provisions of any current collective agreements that contractors or subcontractors have negotiated with their own workers and their unions
- In the event of a conflict between this Policy and a contractor / sub contractor employment agreement or collective agreement covering the worker, the latter shall supersede this policy but the contractor / sub contractor may be prohibited from returning to Ottawa Security Systems

Accommodation

Under Ontario's Human Rights legislation, a dependency on drugs or alcohol is considered a disability. However, recreational use is not protected under such legislation. **Employees who require an accommodation in the workplace have an obligation to disclose such information to their employer.** If the employee does not disclose this information, the employer will not have an obligation to accommodate the employee, unless it is proven that the employer ought to have known based on a change in behavior and/or performance. Employees who require medical accommodations will be supported. No employee will have either job security or opportunities for advancement jeopardized for having requested accommodations.

Training

A documented review of this policy is to be completed a minimum of once per year

Communication

Supervisors are to ensure this policy is available on Ottawa Security Systems's communication platform

Evaluation

- This policy will be reviewed on an annual basis
- If there is an incident / injury related to fitness for duty this policy will be reviewed at that time

Making Improvements / Acknowledging Success

- If the evaluation of this policy demonstrates that it requires a revision(s) they will be made, distributed and communicated
- If the evaluation of this policy demonstrates that it does not require a revision(s) it will be renewed and considered a success

DEFINITIONS

Drugs

- A medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body
- Some examples include
 - Narcotics and illegal drugs
 - Marijuana whether used or obtained legally or illegally;
 - Legal prescription and over-the-counter medications and drugs that cause or have the potential to cause impairment and render an employee not fit for duty.

Fit for duty

- A state of physical and mental health that allows an individual to perform his or her job duties safely and effectively without impairment due to the use of or after-effects of alcohol, illegal drugs, legal medications or other health conditions.

On duty

- Includes reporting for and performing work, including:
 - Scheduled work
 - Unscheduled call-in work
 - Work performed on Ottawa Security Systems facilities
 - Work performed for Ottawa Security Systems away from Company facilities, including but not limited to driving or traveling to and from work.

Safety-sensitive job

- Means positions that have a direct and substantial impact on the health and safety of the employee, other workers, customers, visitors, the public, property and/or the environment, including but not limited to those involving driving, operation of machinery or equipment, handling of toxic substances and others determined by Ottawa Security Systems.

Substance abuse

- Means the use of alcohol, illegal drugs, legal marijuana and medications and other substances that can impair a person's judgment, clarity and functioning and can render him/her not fit for duty.

THC

Is a cannabinoid that has been proven to be the primary chemical that gives people the "high" or "intoxicated" feeling from cannabis.

FLEET MANAGEMENT	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

At Ottawa Security Systems we believe that our fleet management policy is an effective way to protect our drivers / operators, the public, to ensure legislative compliance and to identify excessive vehicular costs and reduce the use of organizational resources.

ROLES AND RESPONSIBILITIES

Employer

- To ensure this policy includes prevention of risk to Ottawa Security Systems personnel, drivers, operators, and the public from potential fleet and equipment issues
- To ensure competent personnel manage the fleet and this policy
- To ensure hiring practices include verification of licensed personnel when a license is required

Supervisors

- Ensure that the appropriate vehicle / equipment is selected for the intended work
- The appropriate vehicle must be selected for use in the work it will be doing
- Ensure drivers are licensed
- Ensure this policy is accessible to workers, drivers and operators

Workers

- Employees who believe another employee is impaired have a duty to prevent that person from driving a company vehicle
- Wear all required PPE, including seat belts

All Drivers (including CVOR and passenger vehicles) / Operators

- Ensure you have the manufacturers manual in the vehicle / equipment and that you are familiar with it
- Ensure there is a current insurance slip in the vehicle / equipment
- Only authorized personnel may drive / operate a company vehicle / equipment
- Only licensed, when a license is required, personnel may drive / operate company vehicles / equipment
- CVOR drivers must have a valid operator's license for the class of vehicle they will be operating.
- CVOR drivers must have minimum of two years of AZ, DZ licensed driving experience. Must be 25 years of age or meet the requirements accepted by our insurance agent (experience and age may provide exceptions to the rule).
- CVOR drivers must fill out a daily log that accounts for all of their on-duty time and off-duty time for that day.
 - (2) This section does not apply if
 - (a) the driver operates or is instructed by the motor carrier to operate a commercial vehicle within a radius of 160 km of the home terminal.
 - (b) the driver returns to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time.

- (c) the motor carrier maintains accurate and legible records showing, for each day, the
 - driver's duty status and elected cycle, the hour at which each duty status begins and ends and the total number of hours spent in each status and keeps those records for a minimum period of 6 months after the day on which they were recorded; and
 - (d) the driver is not driving under a permit issued under this standard.
- Use of company vehicles is for official business and personal use must be authorized before it takes place by designated personnel
- Drivers and passengers must comply with all applicable laws and company rules or policies
- Drivers are responsible for paying all vehicle citations including parking tickets, speeding tickets and any other fine linked to the driver's behavior or actions
- Drivers / operators are responsible for immediately reporting all accidents, incidents, near misses, etc. or any damage to company vehicles / equipment
- All drivers and passengers in company vehicles must comply with all applicable provincial and federal laws
- Seatbelts must be used by the driver / operator and passengers that are in vehicles – no exceptions
- Drivers are personally responsible for the cost of all traffic citations, parking tickets, locksmith calls for retrieving keys, etc.
- Daily Pre-trip inspections are required by CVOR drivers
- Daily Pre-Use inspections are required by operators
- Ensure loads are secure
- Report all incidents, accidents, damage to units, violations issued to you while driving / operating Ottawa Security Systems units
- ***Changes in license status must be reported immediately***
- Only use the vehicle / equipment and associated accessories, attachments, etc. in the manner intended by the manufacturer
- If any Ottawa Security Systems owned materials or property are lost or stolen, employees are required to report the loss / incident as soon as possible and will be required to participate in any investigations that are deemed necessary.
- The interior of the company vehicle must be kept tidy, clean, and organized.
- It is the responsibility of the employee in possession of Ottawa Security Systems property to ensure that Ottawa Security Systems owned property is brought in for maintenance appointments when requested.
- Employee is not permitted to use any vehicle / equipment that has been tagged out of service, for any reason, without the consent of their immediate supervisor/manager.
- Drivers of Fleet Passenger Vehicles:
 - Drivers must have a valid and current driver's license for the class of vehicle assigned to them
 - During work hours and for work purposes you may authorize another Ottawa Security System employee to drive the passenger vehicle if they have a valid and current Ontario license and if they are over 21 years of age
 - Non-employees such as spouses, children, other relatives, or friends are not authorized to drive company vehicles at any time, except in the case of an emergency such as transporting someone to a hospital.
- Prohibited actions include but are not limited to:
 - Reckless driving

- Speeding
- Using a cell phone or electronic device – please refer to the Ottawa Security Systems Cell phone policy
- Transportation of non-authorized individuals, (ex hitchhikers etc.).
- Personal gain such as delivering goods and/or services
- Modifications of vehicles or tampering with stickers, decals, window tint etc.
- Hauling / carrying loads that could structurally damage the vehicle or trailers or equipment
- Improper use of trailer hitches and/or towing equipment
- Drivers may not operate company vehicles if they are impaired by fatigue, prescription medications, alcohol, drugs, or any other condition. Any such vehicle use will be considered a violation of the fleet management policy and may be grounds for disciplinary action up to and including termination.
- Vehicles should never be at a location that may be perceived as inappropriate by the public
- Abuse and misuse of vehicles / equipment will not be tolerated
- Use of the Ottawa Security Systems property or equipment in an unsafe, illegal, careless, vulgar, disrespectful, negligent, or destructive manner.

Five keys to driving safely from the Smith System

1. Aim high in steering – look ahead more than just the vehicle in front of you to get the big picture and reduce your risk of traffic mistakes.
2. Get the big picture – scan your mirrors every 5 to 8 seconds, scan ahead and look in your rear and side mirrors, and keep your distance
3. Keep your eyes moving – don't focus on one object too long, move your eyes every 2 seconds, and scan for drivers who look distracted
4. Leave yourself an out – this includes learning proper spacing so that if any accidents or issues on the road occur, you can safely get out of harm's way, surround yourself with space and not vehicles, and adjust speed to conditions
5. Make sure you are seen – this includes making eye contact with another driver, and look for potential danger early so that you have time to react

Training

Personnel that are required to evaluate drivers or operators will receive appropriate training if it is identified as a need

Communication

Supervisors are to ensure this policy is available on the Ottawa Security Systems communication platform

Evaluation

Evaluation of this policy will consist of a review of incidents, injuries, near misses and damages to Ottawa Security Systems vehicles / equipment on an annual basis unless circumstances dictate a more frequent schedule

Making Improvements / Acknowledging Success

- If the evaluation review determines that no revision is needed to this policy it will be considered a success and renewed
- If improvements in the policy are identified they will be made, distributed and communicated

HAZARD ASSESSMENT	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this hazard assessment policy is a continuation of our efforts to prevent incidents and work-related illness by managing risks in the workplace. It is a formalized way to identify our hazards and implement required controls. Ottawa Security Systems supports every worker's right to know about hazards that exist in the workplace, by aiding in the identification of hazards and risks associated with routine and non routine work. This document compliments and does not replace the hazard reporting policy, legislated reporting and documentation requirements for workplace inspections, accidents or injuries, critical injury or work refusals and incidents of workplace violence and harassment.

ROLES AND RESPONSIBILITIES

Senior Management

- Promote the use of the hazard assessment process and risk-based thinking

Manager /Superintendent /Foreman

- Ensure that hazard assessments and risk control activities such as site inspections, hazard assessments, etc. are completed and documented on Ottawa Security Systems forms / templates
- Ensure all personnel involved in the hazard assessment, analysis and control are competent (have the knowledge, training, and experience)
- Ensure that pre-job briefings (construction and mining) are documented and completed before work activity takes place
- Ensure that documented hazard assessments are completed and updated before the use of new equipment, material, or substance or when the occupational health and safety management program is revised with items that affect workplace operations
- Ensure that completed hazard assessments are reviewed and signed by a competent supervisor
- Any risks that are identified as being high risk in the hazard assessment are to have immediate and appropriate action taken until appropriate controls are implemented and assessed
- Ensure the hazard assessments identify existing and potential hazards and take into consideration residual risk after a control is implemented
- Address known hazards appropriately and ensure controls eliminate and or reduce the risk to workers
- Ensure that hazard assessments include routine and non-routine work along with human factors, design and layout of the work area, ergonomics, machinery, processes and any hazards that originate from outside the workplace (i.e. traffic accidents, etc.)

- Ensure that there is a standardized risk rating system that prioritizes risks and shows the risk level before and after controls are identified / implemented
- Ensure that hazard assessment and risk control documents and relevant documents are accessible by the workers
- Develop, participate, and contribute to the hazard assessment process
- Ensure everyone at the workplace is given an opportunity to participate in the hazard and or control process
- Ensure that critical tasks / activities are identified using a risk-based rating in the hazard assessment
- Review formal hazard assessments to ensure relevant tasks in area have been assessed for risk
- Communicate the hazard assessment process, results and or changes to worker(s)
- Include a review of related job factors as well as human factors which may contribute to risks
- Implement and or assist in completing any corrective action plans
- Ensure workers receive training identified as required during the hazard assessments

Worker

- Report any unsafe acts or conditions to a supervisor
- If a hazard poses an immediate danger to life all work is to stop, and the supervisor notified
- Participate in and contribute to the hazard assessment process
- Participate in the review of hazard assessments
- Follow all procedures, processes, and instructions to ensure risk of injury is eliminated or remains low

COMMUNICATION

This document is to be available on the Ottawa Security Systems communication platform.

TRAINING

- Hazard assessment training will be provided by Ottawa Security Systems via the Annual Safety Review which includes a review of the most common hazards at Ottawa Security Systems
- Any other training that may be identified will be addressed in an appropriate manner and timeline

EVALUATION

- Evaluation of this standard will consist of reviewing hazard assessments for reduction of risk to an acceptable level.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If hazard assessments reveal that risk levels are at acceptable levels this document will be considered a success and will be renewed
- If hazard assessments identify high risk levels this document will be reviewed to determine if it needs revision

DEFINITIONS

Competent

A person with the knowledge, experience, and training to perform a task

Hazard

Source, situation, or act with a potential for harm in terms of human injury, illness and or property damage.

Human Factor(s)

A workplace that considers ergonomics and the competency of the individual worker

Risk

Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or occupation illness that can be caused by the event or exposure(s).

Risk Assessment

Process of evaluating the risk(s) arising from a hazard(s), considering the adequacy of any existing controls, and deciding whether the risk(s) is acceptable.

Residual Risk

Combination of the likelihood of the occurrence after the hierarchy of controls has been implemented for an identified hazard.

HAZARD REPORTING	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The purpose of the Hazard Reporting procedure is to outline steps that Ottawa Security Systems workers are to follow when reporting hazardous situations, including acts, and conditions that exist and that may endanger the health and safety of yourself or others.
- This policy compliments and does not replace the legislated reporting and documentation requirements for workplace inspections, accidents or injuries, critical injury or work refusals and incidents of workplace violence and harassment.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure resources are available
- Ensure personnel are competent

Managers/Superintendents/Foreman

- Ensure all members of the workforce have received training in the hazard reporting procedure and hazard reporting form
- Act on hazards reported by implementing corrective actions and follow up, where appropriate
- Notify workers of reported hazards and planned corrective actions and once actions are completed in a documented fashion
- Communicate hazard information to workers in a documented format
- Keeping workers up to date on status of hazard correction
- Ensure hazards are investigated adequately to ensure action is taken to prevent recurrence

Workers

- Reporting all hazards identified in the workplace using the hazard reporting procedure and form
- Participating in the resolution of an identified hazard by providing a proposed solution to address the hazard
- All workers are responsible for the identification, immediate reporting and where possible elimination and controls of hazards in the workplace

PROCEDURE

WHEN to report a hazard:

- When a new hazard is discovered
- When controls on an existing hazard are no longer are effective

HOW the hazard is to be reported:

- Hazards can be reported verbally or documented with the hazard reporting form, as well as the documented safety meeting form

- If the hazard poses an immediate risk, contact your supervisor immediately and ensure people do not enter the area until the hazard is corrected
- If reporting workers reports the hazard using the Hazard Reporting Form they are to submit it to their supervisor
- When the supervisor receives the completed Hazard Report Form from a worker they are to:
 - Assess the hazard (Hazard Assessment Tool) and initiate an action plan using RAC (recognize, assess and control)
 - Provide written feedback on their action to the worker who reported the hazard within 3 working days.
- Workers will assist with control implementation, as requested, and may be required to assist in updating the hazard list/registry
- At any stage, the worker or supervisor may enlist the support of the Joint Health and Safety Committee or Health and Safety Representative whose role will be to facilitate discussions between the worker and supervisor in remedying the hazard. At all times, the supervisor must be given the first opportunity to address the hazard.
- This procedure does not prevent a worker from exercising their right to refuse unsafe work. Also, anyone exercising their right to refuse cannot be subject to reprisal
- All hazards or incidents relating to violence and harassment must follow the Workplace Violence and Harassment process

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform.

TRAINING

- Hazard control training will be provided by Ottawa Security Systems via the Annual Safety Review which includes a review of the most common hazards at Ottawa Security Systems
- Any other training that may be identified will be provided

EVALUATION

This policy / standard will be evaluated by reviewing hazard reporting forms

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If completed hazard reporting forms demonstrate that situations are addressed as expected this document will be considered a success and will be renewed
- If completed hazard reporting form demonstrate that improvement is needed, they will be made, distributed and communicated

DEFINITIONS

Hazard

Source of harm or anything that can cause injury or illness in people, or damage to property

HAZARDOUS ACT

- Performance of a task or other activity that is conducted in a manner that may threaten the health and/or safety of workers. Some examples are
 - Operating equipment without qualification or authorization
 - Lack of/or improper use of PPE
 - Operation equipment at unsafe speeds
 - Failure to warn
 - Bypass or removal of safety devices
 - Using defective equipment

HAZARD CONTROLS

- Safety hazards can be controlled:
 - At their source
 - Along the path between them and the worker
 - At the worker

HEALTH AND SAFETY OBJECTIVES	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this standard is to ensure the continuous improvement of health and safety performance through the establishment of specific, measurable, achievable, and realistic annual health and safety goals and objectives for Ottawa Security Systems. These goals and objectives will also be consistent with the Ottawa Security Systems health and safety policy and focus on reducing harm and increasing safety awareness in our workplace.

ROLES AND RESPONSIBILITIES

Senior Management

- Collaborate with the Ottawa Security Systems designated safety to establish safety goals and objectives
- Ensure all required resources are available to ensure successful completion of the established safety goals and objectives
- Monitor the progress towards completion throughout the year
- These goals and objectives are to be focused on reducing harm and or risk in our workplace and must also be:
 - Be practical and achievable
 - Contain time frames
 - Be clear and measurable
 - Identify the responsible business units
 - Include leading (example is near misses) and lagging indicators (examples are injuries, incidents, etc.)

Designated Person

- Collaborate with senior management to establish and communicate safety goals and objectives that are specific, measurable, achievable, and realistic
- Communicate the safety goals and objectives to the business unit leaders
- Track the progress throughout the year
- Communicate to senior management and business unit leaders the progress towards successful achievement throughout the year
- Provide senior management with year end achievements of the safety goals and objectives by business unit leader
- Communicate year end achievements to business unit leaders so that any opportunities for improvement can be identified

Supervisors

- Communicate the goals and objectives to their team and provide updates

- Work with their team to develop an action plan for achieving the goals and objectives
- Monitor the progress and take appropriate steps to ensure successful completion by year end
- Be accountable to senior management for the year end results of their team

Workers

- Participate in the achievement of safety goals and objectives as appropriate

COMMUNICATION

- The approved health and safety goals and objectives will be verbally communicated by the designated person to the business unit leaders along with a follow up email.
- Performance results will be communicated, on a regular basis, to each business unit leader and to senior management.
- Business unit leaders will be responsible for communicating the safety goals and objectives along with performance results to their supervisors as well as any pre-approved changes or revisions made to these safety goals and objectives.
- The designated person and senior management must approve any changes or revisions made to safety goals and objectives.
- Supervisors / foremen are responsible for communicating safety goals and objectives along with performance results to their team members.

TRAINING

- No formal training is required while a commitment to achieving the objectives is required.
- Any training that may be identified by business unit leaders during the establishment and or performance tracking of safety goals and objectives will be addressed in an appropriate manner and timeline.

EVALUATION

- The year end results of safety goals and objectives will be used to determine the level of success of each business unit leader.
- The identified level of success will be reviewed with senior management and taken into consideration during the establishment of the following years safety goals and objectives.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If any objectives are not met, appropriate action determined by senior management will be taken with the business units
- Business unit teams who have met the goals and objectives will be acknowledged by senior management

HEALTH AND SAFETY ORIENTATION / REVIEW	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- In keeping with the “prevention is best” philosophy at Ottawa Security Systems, Health and Safety Orientations / Reviews should be completed on an annual basis. This review allows workers to get familiar with the workplace health and safety program and identifies hazards that may exist at the workplace.
- This link in the Occupational Health and Safety chain at Ottawa Security Systems ensures that individuals are familiar with:
 - Health and Safety expectations at Ottawa Security Systems
 - The role that individuals have in the Health and Safety Program
 - Workplace hazards and controls

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure required resources are available
- Promote Health and Safety Orientation / Review

Supervisors

- Ensure new workers complete the new hire orientation/ review process before reporting to their work site
- Ensure existing workers complete the annual safety review on an annual basis
- Ensure workers who are hired are competent
- Conduct a documented, on the New Hire Orientation Verification Form, site-specific onsite orientation for new hires - Some of the topics that can be covered are:
 - Location of Ottawa Security Systems communication platform
 - Location of safety equipment such as first aid kit, fire extinguisher and eye wash stations
 - Emergency meeting areas
 - Site specific safe work procedures
 - Name of current safety rep
- Ensure the designated Ottawa Security Systems department / person receives the completed and signed New Hire Orientation Verification Form
- Monitor and observe workers and enforce safety requirements

Safety Department

- Develop an orientation/ review process to ensure workers are provided with the necessary information
- Assign qualified trainer/staff to provide an orientation / review
- Administration of safety records

- New hires are required to meet with the designated department / person so they can:
 - Be welcomed and provided with basic PPE required for their role
 - Be introduced to Payroll / HR personnel and be supplied with an ID number so they can access electronic health and safety orientation / review training
 - Be instructed on accessing the Health and Safety Orientation / Review electronically so they can complete it.
 - **Note** - Temporary workers, seasonal workers, full time workers returning from a leave of absence that is greater than six to nine months are all required to complete this orientation before they begin to work. Any workers returning from a leave of absence who have completed the most current version of the new hire orientation can be excused from this requirement unless the supervisor deems it necessary / advisable for the worker to complete it again.
- Some of the topics that may be included at the Health and Safety Orientation / Review are as follows.
 - Confined Spaces
 - Designated Substances
 - Discipline policy
 - Early and Safe Return to work obligations
 - Ottawa Security Systems policies
 - Emergency procedures overview
 - Health and Safety policy
 - Injury / illness / near miss / hazard reporting statistics
 - Jobs / tasks requiring additional certification, training, etc. will be identified throughout the orientation / review
 - Joint Health and Safety Committee information
 - Legislated Health and Safety responsibilities
 - Material Handling
 - Personal Protective Equipment
 - Rights including the right to participate in the Joint Health and Safety committee or be a health and safety representative
 - Roles and responsibilities
 - Roles and responsibilities
 - Safe work procedures
 - WHMIS / GHS
 - Work refusal procedure
 - Working At Heights
 - Workplace Violence and Harassment

Workers

- Participate in training sessions
- Wear required PPE

COMMUNICATION

This policy is to be available on the Ottawa Security Systems communication platform

TRAINING

Training referred to in this policy can be completed in house and if additional or specialized training is required it will be provided to workers by qualified / completed trainers.

EVALUATION

An annual evaluation of this policy will consist of conformance with new workers completing the orientation prior to starting work.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation determines that new workers started work prior to completing the safety orientation this policy will be reviewed to determine if a revision(s) is required or if the issue is to be addressed by management and or senior management with the appropriate business unit
- If the evaluation determines that workers completed the orientation prior to starting work this document will be considered a success and will be renewed

HEALTH AND SAFETY TRAINING & COMMUNICATION	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this standard is to reinforce that Ottawa Security Systems philosophy “prevention is best” by ensuring workplace parties are provided with relevant communication and training so that they can work safely, stay current and can respond to issues regarding the roles and responsibilities assigned to them by the Ottawa Security Systems occupational health and safety management system.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure that the resources required for the training of Ottawa Security Systems personnel are available
- Ensure that competent personnel (knowledge, training, and experience) are in leadership roles
- Ensure that internal personnel providing training are competent. At Ottawa Security Systems this means that the trainer has knowledge about Ottawa Security Systems, is experienced at providing training such as new hire orientations, etc. and may have received training that provides additional knowledge and training skills
- Address Ottawa Security Systems personnel, electronically or other fashion, a minimum of once per year, on the importance of safety at Ottawa Security Systems and remind Ottawa Security Systems personnel that personnel can contact them directly regarding Safety

Managers/Superintendent/Foreman

- Ensure that provided training / instruction is appropriate to a worker’s role / task and that it is completed before the worker starts to work
- Observe, monitor, and ensure that workers complete tasks in a manner required by legislation and that reflects the training they have been provided with
- Ensure that workers complete internal and external training required by Ottawa Security Systems and legislation prior to the worker beginning to work
- Ensure a qualified / competent trainer delivers the training
- Ensure that training requirements for Ottawa Security Systems personnel, including legislated, mandatory and refresher training, are identified so that hazards and their associated controls are communicated
- Ensure that the sample of internal training requirements listed at the end of this section are completed as outlined, note this is not an exhaustive listing
- Ensure that the external training requirements, examples listed at the end of this section, are completed as outlined, not this is not an exhaustive listing
- Ensure that a review of training will or has expired is done or that a report with this information is requested and reviewed so that training that is appropriate to a worker’s role can be provided

- Ensure that required training is based on legislation, type of work functions, Ottawa Security Systems requirements, etc.
- Ensure that if a worker's role changes that training requirements for the new role are established and provided before the new role is started
- Collaborate with the designated department / person to ensure that a document that outlines training requirements for various roles is available
- Ensure that daily pre-job briefings / safety meetings are documented and completed as required by legislation and Ottawa Security Systems

Workers

- Attend and participate in training
- Complete work in a way that is consistent with the training, legislation and Ottawa Security Systems requirements
- Keep training records that have been issued to them

Health and Safety Department

- Ensure that training records are available and when appropriate distributed
- Work with supervisors to schedule training sessions
- Create internal training programs as needed
- Ensure the administration of training records and completion status are available for supervisors / management to review so that training can be scheduled
- Ensure that training records are available and include name, training date and training subject matter
- Ensure that training records are kept for the length of time required by legislation or Ottawa Security Systems
- Collaborate with supervisors to ensure that a document that outlines training requirements for various roles is available

Internal Training Requirements. Note that internal requirements may not be limited to the following examples, and some may be role dependent. Quizzes will be used to evaluate the effectiveness of training.

1. **Mandatory New Hire Orientation:** The purpose of this training is to create a sense of welcome and value on safety. The impact of this training can have on an employee before they begin to work is vital to achieving safety excellence. This training is a review of the Ottawa Security Systems occupational health and safety management system.
 - Workers who are new to Ottawa Security Systems, temporary workers, seasonal workers, full time workers, full time workers returning from a leave of absence that is greater than six to nine months are all required to complete this orientation before they begin to work. Any workers returning from a leave of absence who have completed the most current version of the new hire orientation can be excused from this requirement unless the supervisor deems it necessary / advisable for the worker to complete it again.
2. **Mandatory Annual Safety Review** to be completed by Ottawa Security Systems personnel on an annual basis. This training is a review of the Ottawa Security Systems occupational health and safety management system.
3. **Mandatory Ministry of Labour, Training, and Skills Development; 4 step Awareness** is to be completed once by workers

4. Mandatory Ministry of Labour, Training and Skills Development; 5 step Supervisor Awareness is to be completed once by supervisors
5. Mandatory Supervisor training for OTTAWA SECURITY SYSTEMS personnel who are in supervisory roles is to be completed once
6. Mandatory Lock Out Tag Out Tryout for workers involved with isolating energy is to be completed once

External Training Requirements. Note that the that external requirements may not be limited to the following examples, and are role dependent. The receipt of a successful completion document by Ottawa Security Systems from the external training provider will be confirmation that the training was evaluated and the worker successfully demonstrated their understanding.

- Confined Space
- Working at Heights
- First Aid

COMMUNICATION

- This document is to be available on the Ottawa Security Systems communication platform.

TRAINING

- This standard requires that appropriate and timely training be provided to appropriate Ottawa Security Systems personnel and that records for training delivered internally or externally be kept.

EVALUATION

Quizzes or other appropriate measurement of learning outcome will be used to evaluate the effectiveness of this standard.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- Success will be acknowledged when proof of successful completion of training is issued by Ottawa Security Systems or an external training provider.
- If an employee does not successfully complete the training appropriate steps are to be taken by the supervisor in conjunction with human resources, such as repeating the training, a transfer to another work group, a revision to this document, etc.

HEARING CONSERVATION	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- Ottawa Security Systems acknowledges that reasonable precautions are taken to protect workers from workplace hazards includes protection from exposure to excessive workplace noise as defined by legislation.
- Noise-induced hearing loss, from work or personal lifestyle, is gradual in onset and typically goes unrecognized until communication and comprehension are affected. Noise induced hearing loss can also contribute to accidents and injuries when a worker finds it difficult to hear moving equipment, other workers and warning signals. Once noise damage has occurred, hearing loss is typically permanent and irreversible.
- This policy / standard is intended to protect personnel who may be exposed to excessive occupational noise from developing occupational noise induced hearing loss.

NOTES

- On July 1, 2016 the Ontario Ministry of Labour extended workplace noise protection requirements to construction projects in addition to requirements already in place for mining and industrial establishments.
- Legislation requires that workers not be exposed to 85 dBA (decibels measured on the A-weighting network of a sound-level meter) measured / averaged over an 8-hour workday.

ROLES AND RESPONSIBILITIES

Management/ Superintendents/ Foreman

- Responsible for ensuring that this policy / standard is available, implemented and enforced.
- Conducting or ensuring that an assessment or inspection of the workplace is completed to determine if excessive occupational noise is present. If excessive occupational noise is present or suspected supervisors are required to ensure a noise survey (sound level measurement) is done. Tip – if noise makes it difficult to carry on a conversation at a distance of about 1 meter (3 feet) then the noise levels in that area may exceed legislated limits and a noise assessment may be required. Other indicators that a noise survey is needed is equipment known to produce sound levels above 80 dBA in published data, worker complaints regarding noise and symptoms or audiometric test results showing early signs of noise induced hearing loss (http://www.labour.gov.on.ca/english/hs/pubs/noise/gl_noise_3.php)
- If assessments are completed, they are to be documented and kept on file
- Noise surveys must be conducted with the assumption that workers are unprotected by hearing protection devices
- Legislation does not require a comprehensive noise survey as an assessment can be based on the ability to have a conversation from a distance of about 1 meter (3 feet)

- If conditions in the workplace significantly change at any time supervisors must investigate, if appropriate ensure a noise survey is done, document the process and retain the record(s)
- Maintain up-to-date listing of noise hazard areas/operations
- Take appropriate steps to eliminate / minimize the risk of noise-induced hearing loss – see Noise Control Measure section
- Identifying noise hazard areas with clear and visible sign(s) posted at **every** approach of an area that has been found to exceed 85 dBA by a noise survey. It is recommended that signage advise workers that there is a potential for hearing loss in that area if unprotected, and what measures are to be taken to control this potential exposure; examples – requirement for mandatory hearing protection in the area, icons showing that hearing protection is to be worn, words on sign can be in whatever the primary language is in the workplace.
- Note – requiring protection may also be advisable in areas that don't meet or exceed the 85-dBA threshold; For example, a 12-hour exposure to 84 dBA may mean that this / these worker(s) should also be required to participate in the Ottawa Security Systems Hearing Conversation guidelines
- Ensure workers receive occupational noise induced hearing loss communication
- If hearing protection is necessary, the supervisor must provide it and enforce its' use. This includes taking appropriate disciplinary action in the event an employee does not comply with this requirement. Enforcing the proper use of hearing protection should be viewed in the same manner as the enforcement of other types of personal protective equipment (safety glasses, hard hat, safety boots, etc.).
- Ensure that employees participate in audiometric testing as follows
 - New employees who may be exposed to hazardous noise levels may be required to undergo audiometric testing within the first two weeks of employment
 - Appropriate workers who are terminated may be required to undergo audiometric testing prior to departure from Ottawa Security Systems
- Supervisors are responsible for ensuring that appropriate noise control measures are investigated and if control measures are required to investigate the most practical and feasible method or combination of methods using the hierarchy of controls (engineering controls, administrative controls, personal protective equipment).
- Audiometric test results will be provided to designated Ottawa Security Systems personnel and will be kept on file. All reports will be maintained in a manner consistent with the principle of medical confidentiality.
- Designated Ottawa Security Systems personnel are:
 - Worker's supervisor
 - Human Resources
- If applicable, after group audiometric results (stripped of individual identifiers) are available for an area management team and or the Joint Health and Safety Committee will review the results and identify any emerging noise problems or trends. Potential corrective action responsibilities will also be reviewed.

Workers

- Employees exposed to hazardous noise levels are responsible for:
 - Attending and participating in hearing conservation training
 - Participating in audiometric screening when requested to do so

- Using and caring for hearing protective devices where these devices are required
- Reporting noise concerns to the Supervisor – this can be done verbally or via the Hazard Reporting form which can be found on the communication platform / folder
- Selected Ottawa Security Systems workers may be required to undergo confidential audiometric testing. Selection of workers depends on noise survey results and the worker's task(s) / work area and may include workers regularly working in areas with noise levels exceeding 80 dBA. It should be emphasized that audiometry does not in any way prevent hearing loss but rather it is a qualified measure of a person's hearing function and to diagnosis hearing loss.
 - During testing, employees will be counselled as to their test results. Changes in an employee's audiometric results may signal to the examiner that noise conditions in the workplace or in the worker's personal lifestyle have changed or that hearing protection is not being used correctly.

NOTES

- Ontario legislation states that the maximum permitted exposure level for 8 continuous hours is 85 dBA; there is no "ceiling" exposure limit and no maximum "peak" noise criterion. In Ontario the exchange rate of 3 dBA is in place – this means that for every 3 dBA increase in noise the exposure time has to be cut in half (example – 88 dBA = 4-hour maximum exposure time). This exchange rate takes into account impulse noise. See Table 1.
- A location is considered a noise hazard if sound levels are regularly at, or above, 85 dBA. Since noise levels typically vary throughout the workers' shift you can think of the 85 dBA as a permissible time-weighted average noise exposure that is averaged over an 8-hour shift.
- Common noise sources and corresponding noise levels can be seen in Table 2.
- Nuisance noise is noise that some people may find irritating or annoying but is not loud enough to be hazardous or associated with noise-induced hearing loss. Given the subjective nature of nuisance noise these guidelines do not apply to nuisance noise.

IMPORTANT NOTE

- Legislation requires that personal protective equipment be the last resort and its use be required ONLY if engineering controls:
 - Don't exist or the employer can't get them
 - Are not reasonable or practical to adopt, install or provide because of the duration or frequency of the exposures or because of the nature of the process, operation or work. The phrase "not reasonable or not practical to adopt, install or provide" means that it's because of their effectiveness, cost, technical feasibility or implications for equipment use, service and maintenance.
 - Are ineffective because of temporary breakdown of these controls or
 - Are ineffective to prevent, control or limit exposure because of an emergency
- To ensure compliance with this preceding requirement legislation recommends documentation of what other measures have been considered and why they were not adopted since they may be asked to provide this information. (http://www.labour.gov.on.ca/english/hs/pubs/noise/gl_noise_3.php)

CONTROLS

Engineering Controls

- When noise controls have been identified as a requirement, supervisors are to investigate the feasibility of applying engineering controls. These measures can be implemented at the source or along the path of transmission. Depending on the circumstances, possible engineering controls could include: mufflers, substitution with less noisy equipment / tools, barriers, vibration damping, modifying equipment (if permitted by manufacturer) to reduce noise output, source isolation and sound absorbing enclosures.
- When new vehicles, tools, equipment is to be purchased, consideration must be given to the noise levels generated and the potential exposure of employees working with or near the equipment. Before equipment is purchased, the noise specifications should be checked, and consideration given as to the long-term implications of equipment which produces noise levels in excess of 85 dBA in the workplace.

Administrative Controls

- In instances where engineering controls are not practical or feasible, administrative controls such as changes in work procedures, rescheduling of the activity or decreasing the duration of exposure or changing the way the work is done or rotating workers must be considered
- Clearly visible warning signs must be posted at **every** approach to an area where sound levels regularly exceed 85 dBA. These warning signs must clearly indicate that the use of hearing protection is mandatory for entry. In situations where a piece of equipment or machinery presents a noise hazard, a sign must be affixed to the machine, in a clearly visible location, indicating that personnel must wear appropriate hearing protection.
- Regular equipment maintenance is an important noise control measure since well-maintained equipment, in addition to being more reliable, also tends to be quieter.

Personal Hearing Protection Devices

- Engineering and or administrative controls are the preferred methods for reducing noise exposure. If this is not feasible or practical, then personal hearing protection devices must be used where sound levels regularly exceed 85 dBA or where an individual's personal exposure may exceed the limits set in Table 1.
- **Note** - manufacturers provide information about the noise reducing capability of a hearing protector as an NRR (noise reduction rating) number. The NRR ratings are based on noise reduction obtained in laboratory conditions. Since the workplace and workers have variable conditions, it is recommended that the NRR shown be de-rated as follows.
- Earmuffs - Subtract 25% from the manufacturer's labeled NRR
- Formable earplugs - Subtract 50% from the manufacturer's labeled NRR
- All other earplugs - Subtract 70% from the manufacturers labeled NRR
- (http://www.labour.gov.on.ca/english/hs/pubs/noise/gl_noise_3.php)
- Legislation also recommends but does not require that hearing protection devices for exposures to sound levels above 80 dBA be implemented. It is recommended that personal hearing protection should always be available.

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform

TRAINING

Components of this policy / standard will be included in the annual safety review material

EVALUATION

Evaluation of this policy / standard will be based on an annual review of the number of noise induced hearing loss claims filed with WSIB.

MAKING IMPROVEMENT / ACKNOWLEDGING SUCCESS

- If the number of hearing loss claims filed with WSIB increases from the previous year this policy / standard may be revised
- If the number of hearing loss claims filed with WSIB do not increase from the previous year this policy / standard will be renewed

TABLE 1: EQUIVALENT NOISE EXPOSURES

Maximum Permissible Exposure Durations for Noise without Hearing Protection (Continuous or Intermittent Noise) per shift. If these levels are met control measures are required.

16 hours - 82 dBA

12 hours – 84 dBA

8 hours - 85 dBA

4 hours - 88 dBA

2 hours - 91 dBA

1 hour - 94 dBA

1/2 hour - 97 dBA

1/4 hour - 100 dBA

1/8 hour - 103 dBA

0 hour - 106 dBA

* Based on a 3 dB exchange rate

**Regular exposure to sound levels greater than a time-weighted average of 85 dBA or an "equivalent" noise exposure (using a 3 dB exchange rate), as listed in Table 1, is associated with the development of noise-induced hearing loss.

TABLE 2: COMMON NOISE SOURCES AND CORRESPONDING NOISE LEVELS

PROCESSES	dBA*	TOOLS	dBA*
Air carbon arc cutting	120	Explosive fastening tools	131
Hammer mill	102	Tractor (under full load)	120
Punch press	100	Impact air guns	102
Arc welding	95	Riding mower	95 – 100
Material conveyor belt	95	Compressed air guns	98
Large tire curing press	93	Table saw	95
Plastic grinding machine	89	Chain saw (operating)	94 - 116
Bread slicing	85 – 90	Propane forklift truck	92
Laundry facilities	74	Paint spray gun	91
Office equipment	55	Blast-freezer / chiller	85 - 107
Dough-mixing	85	Orchard sprayer	85 - 100
VEHICLE / EQUIPMENT – As Per Construction Noise Handbook (http://www.fhwa.dot.gov/environment/noise/construction_noise/handbook/handbook09.cfm)			
Dump Truck (50' away)	76	Front End Loader (50' away)	79
Generator (50' away)	81	Backhoe (50' away)	78
Concrete Mixer Truck (50' away)	79	Concrete Pump Truck (50' away)	81

*dBA (decibel A scale) is a measurement of sound pressure.

Appendix C: Noise Controls

- ISBN: 978-1-4249-4249-7
- Issued: May 2007
- Content last reviewed: June 2009

Noise Source	Approach	Principle
Air Exhaust	Air Exhaust Muffler	Spreads air exhaust over many small holes to reduce velocity.
Air Jet	Air Thrust Nozzle (for cooling, cleaning, drying or moving)	Entrains air to primary jet to increase airflow at a slower speed, i.e. quieter but with increased thrust.
Fan	Inlet or Outlet Silencer	Absorbs sound in baffles lined with fiberglass or mineral wool. Specification requires some expertise.
New Electric Motor (most often required for 3600 rpm and higher)	Quiet Line Motor	Available in most sizes and speeds. Usually higher efficiency than conventional noisy motor. Much better option than quieting after purchase.
Existing electric motor	Motor silencer/motor mute	Silences motor cooling fan, usually the major noise source. Must be sized not to overheat motor. Better to buy a quiet motor in the first place.
“Singing” motor	Filter electric power supply	Power supplies producing DC or current for variable speed motors often produce audible harmonics in the regular plant power system.
New flow valves	Buy to meet noise specification.	Most valve selection programs will help select quiet valves. These are premium price, but often worth the extra cost.
Existing loud valves (usually high pressure drop)	Quiet trim valve	Quiet trim can be retrofit in existing valves in some situations to make them considerably quieter.
Existing loud valves (usually high pressure drop)	Orifice plate	Introduce an orifice plate across the pipe to reduce pressure drop across the noisy valve.
Flow noise in pipes	Repair leaks and insulate pipes	Acoustical insulation can reduce noise from piping, but in some cases must extend a considerable distance from a noisy valve.
Flow noise in pipes	Wrap acoustical lagging around pipes	Wrap pipes in a composite of mineral wool blanket covered with metal jacket or loaded vinyl

Pump rooms and other similar small equipment rooms	Line with sound absorbing material.	Small industrial rooms can be highly reverberant, increasing sound levels inside.
Separate different circuits	Allows shut down circuit to be worked on under quiet conditions while other circuit continues to operate.	Allows shut down circuit to be worked on under quiet conditions while other circuit continues to operate.
Isolated, noisy, automatic equipment	Noise enclosure with heavy (steel) outer shell and sound absorbing lining (fiberglass)	Must be designed to provide inspection, light, access, maintenance and adequate cooling.
Hydraulic equipment	Isolate from drip trays and tanks, insulate hoses and enclose pump if necessary	Can often be specified quiet
Ventilation openings	Acoustical louvres	Provide about 10 dB attenuation with 50% free area

DEFINITIONS

Administrative Controls

Work practices such as signage, equipment maintenance (to keep it quieter) or scheduling to limit a worker's exposure time.

Assessment / Inspection

Workplace inspection to determine if a survey is needed. Assesses if there is a risk of hearing loss.

Audiometry

A method of hearing assessment which tests an individual's ability to hear sounds of different intensities and frequencies. Audiometry detects early, asymptomatic noise-induced hearing loss before the affected individual is even aware that it is happening.

A-weighted decibel

The A-weighted decibel or dBA, is a type of decibel measurement which closely represents the manner in which a human ear responds to noise.

Ceiling Limit

Legislation does not set a maximum exposure level or ceiling limit that can't be exceed for any period of time for noise. As table 1 indicates, no unprotected exposures are allowed for sound levels that exceed 115 dBA.

dBA

dB stands for decibels which is the unit of measurement for sound. dBA is a measure of sound level in decibels measured on the A-weighting network of a sound level meter. An A-weighting network is typically used to describe noise levels in loud environment and filters the noise frequency components to roughly imitate the hearing of a human ear. 130 dBA is about the threshold of pain. A

measure of sound level in decibels using a reference sound pressure of 20 micropascals when measured on the A-weighting network of a sound level meter

Decibel

A unit of measurement of sound pressure level that is equal to 20 times the logarithm to the base 10 of the ratio of the pressure of a sound, divided by the reference pressure of 20 micropascals.

Engineering Controls

Controls that reduce noise at the source or along the path of transmission.

Equivalent Sound Exposure Level

The continuous sound pressure level of noise averaged over time which has the same amount of energy made by the sound levels being measured which can vary. Because occupational noise can fluctuate throughout the work shift, sound levels have to be averaged over a sample period so it can represent the entire exposure. This method of averaging noise levels is based on the “equal energy principle”, known as the 3 dB rule and commonly referred to as the “exchange rate”. With this method the allowed exposure time is halved for every 3 dB increase in noise level. For example, an exposure to 85 dB for 8 hours is equivalent to an exposure to 88 dB for 4 hours. See Table 1.

Exchange Rate

The increase (decrease) in sound level for which permissible exposure time is halved (doubled). The two common exchange rates are 3 dB and 5 dB. Arthon’s Noise Control and Hearing Conservation Program uses the 3 dB exchange rate since it is more conservative and provides better protection against noise-induced hearing loss.

Hierarchy of Controls

Defines in what order controls have to be explored.

1. Engineering – eliminates / minimizes at the source of the hazard. Include substitution.
2. Administrative – addresses how we work
3. Personal Protective Equipment – done at the worker level

Impulse or Impact Noise

Impulse or impact noise is a very short burst of loud noise which lasts for less than one second, examples are gun fire, punch press, etc.

Noise

In general, noise is considered to be any unwanted sound. Ottawa Security Systems’s Noise Control and Hearing Conservation targets noise levels and noise exposures which are associated with noise-induced hearing loss (refer to the definitions for "noise-exposed" and "noise hazard area" for clarification).

Noise Assessment

The evaluation or estimation of noise in the workplace

Noise dosimetry

This noise assessment technique measures an employee's personal noise exposure and is particularly useful and applicable when employees work in numerous noisy areas for short durations at a time or perform different noisy operations on any given day.

Noise-exposed

For the purpose of this policy, a person is considered noise-exposed if the 8-hour time-weighted average (TWA) exceeds 85 dBA or an "equivalent" exposure (using a 3 dB exchange rate), as listed in Table 1. The definition of "noise-exposed" for these guidelines is not intended to be a fine line between safe and hazardous noise exposures.

Noise hazard area

An area is considered a noise hazard if the sound levels regularly exceed 85 dBA.

Noise surveys

Noise surveys provide valuable information regarding sound levels in an area. The most common type is a general noise survey which measures sound levels in A-weighted decibels (dBA). Another important type of noise survey is octave band frequency analysis. This type of analysis assists in the selection of potential noise control measures.

Time-weighted average

The time-weighted average (TWA) represents the average (noise) exposure measured over a typical 8-hour workday.

HOT WORK	
PREPARED BY: Safety Department	DATE OF ISSUE: May 1, 2023
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Site	

PURPOSE

This document was developed to ensure that Hot Work is managed, and proper actions are taken to prevent injury / loss due to fire and or explosion caused by Hot Work (cutting, soldering & welding, or any other activity that involves an open flame). All affected employees and contractors should receive instruction as to the expectations of them to ensure compliance with this policy during a documented site induction, daily tailgate / safety meeting, review of this document, etc.

ROLES AND RESPONSIBILITIES

Management/Superintendents/Forman

- To ensure that all employees involved in the Hot Work Process and its area are aware of the hot work standard and the permit
- Ensure compliance with this standard
- To communicate any changes to this standard to workers, people who may affected, etc. in a documented fashion
- Ensure workers performing hot work are competent to do so and if required that they are qualified
- Complete with the workers or ensure the hot work permit is completed and posted at a designated area and that its location is communicated
- Observe and monitor hot work being done
- Ensure an appropriate fire watch is done
- Ensure outside contractors are held to the same standard as Ottawa Security Systems employees and audit the process either formally or informally. If infractions are noted, then appropriate action is to be taken.
- Ensure the required PPE is used and that if specialized PPE is required that it is available and used
- Keep on file all completed hot work permits

Worker

- Complete or participate in the review of the hot work permit
- Review the hot work permit prior to starting work.
- Comply with all legislation and requirements on the hot work permit
- Prepare the hot work area as appropriate.
- Clean up hot work area.
- Be alert to any changes and identify changes or concerns to the supervisor.
- At the end of the monitoring period, deliver the completed hot work permit to the supervisor.
- Inspect equipment and tools including fire extinguishers, fuels, hot work activities prior to starting work. Any defective or damage equipment must be reported to the supervisor and taken out of service

- Ensure that the work area has been assessed for fire extinguishers, ventilation, etc. and that the hot work permit is signed PRIOR to work starting.
- Setup control zones, use barriers, safety signs, protective screens to prevent workers exposure to Hot Work
- When Hot Work is complete a fire check must do to ensure that fire hazards are not created
- Main hazards include Fire hazards, explosion, arch flash, sparks after work fire hazards
- Should an accident occurs follow the documented and site-specific emergency response plan

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform

TRAINING

Training can be provided by Ottawa Security Systems via the Annual Safety Review/New Hire orientation or by a competent internal or external provider.

EVALUATION

A review of hot work related injuries, incidents, near misses or audit findings will be used to evaluate this standard on an annual basis

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- A decrease in hot work-related incidents will result in this policy / standard being renewed
- An increase in hot work-related incidents may result in this policy / standard being revised

DEFINITION

Hot work

Cutting and/or welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment, or involve soldering, grinding, or any other similar activities producing a spark, flame, or heat.

HOUSEKEEPING	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The belief at Ottawa Security Systems is that the cost(s) of ongoing housekeeping and organizing can be offset by the elimination of repeated handling of the same material and more effective use of the worker's time in addition to preventing incidents, injuries, and fire.
- Effective housekeeping can eliminate some workplace hazards; help get a job done safely and properly.
- Poor housekeeping on the other hand can contribute to causing or worsening incidents and injuries by hiding hazards.
- Ongoing housekeeping includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards and or obstructions and removing waste material and other fire hazards from work and foot traffic areas along with emergency exits. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, adequacy of storage facilities, maintenance, traffic plan, etc.

ROLES AND RESPONSIBILITIES

Management/ Superintendent/Foreman

- Monitor work area for housekeeping issues and make corrections as needed
- Have crew address housekeeping as part of their documented safety meeting and Hazard Assessment Process
- During safety inspections carefully inspect for proper housekeeping and if non-compliant then have it corrected as soon as possible
- Supervisors should manage effective housekeeping and ensure work areas are not used as a storage area.
- Supervisors should also ensure that workers are familiar with the site layout, movement of material throughout the workplace, where safety procedures can be found along with knowing how to work safely with the products they use. By knowing how to protect themselves workers can also protect others by posting signs such as "Wet", "Locked Out", etc. when required or appropriate.
- Ensure emergency egress points, stairs, ladders, etc. are not blocked by material being stored
- Ensure material is not stored in a manner that creates a potential hazard

Worker

- Address housekeeping as part of every task and address it during a safety meeting and or Hazard Assessment Process
- Use proper PPE during housekeeping (may require mask if cleaning dusty materials or proper gloves for handling sharp materials, etc.)

- Since housekeeping order is not “achieved” but is “maintained”, it must be done regularly throughout the workday. By integrating housekeeping into the work, we do we can ensure that this is the case. A housekeeping plan should identify and assign responsibilities for the following:
 - clean up during the shift
 - day-to-day cleanup
 - waste disposal
 - removal of unused materials
 - inspection to ensure cleanup is complete, including shelves, that traffic routes are clear, etc.

Another component of an effective housekeeping policy is a “Workplace Inspection Report”. This report is an example of continuous improvement since it checks for deficiencies and requires that improvements be made. Some of the elements that the Workplace Inspection Report may review are as follows.

- Catwalks / platforms
- Floors, aisles, and stairs
- Fire protection – items such as smoke alarms are in place and functioning
- Electrical
- Chemical storage and handling / gas and other cylinders
- Personal Protective Equipment
- Pinch point guarding / ladders / ramps / scaffolding
- Yard / site property
- Fleet / equipment / elevated work platforms
- Tools and equipment
- Permits
- Work areas
- Environmental practices
- General such as waste is regularly removed

BENEFITS OF EFFECTIVE, ONGOING HOUSEKEEPING

Some of the benefits include the following.

- reduced handling of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards
- lower worker exposures to hazardous substances (e.g. dusts, vapours)
- better control of tools and materials, including inventory and supplies
- more efficient cleanup and maintenance
- fewer strains from lifting heavier items, etc.
- more effective use of space
- reduced property damage by improving preventive maintenance
- less janitorial work
- improved morale
- improved productivity (tools and materials will be easy to find)
- Improved traffic flow and less interaction between vehicles and pedestrians, etc.

WHAT POOR HOUSEKEEPING CAN CONTRIBUTE TO OR WORSEN

Following are some examples of the types of incidents or injuries that poor housekeeping can cause or worsen.

- Tripping over loose objects on floors, stairs and platforms
- Being hit by falling objects
- Slipping on greasy, wet or dirty surfaces
- Striking against projecting, poorly stacked items or misplaced material
- Cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel strapping
- Spill of combustible / flammable material that is not cleaned up and can lead to or increase the size of fire
- Collisions

SPECIAL NOTE – DUST AND DIRT REMOVAL

- Vacuum cleaners are suitable for removing light dust and dirt. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard-to-reach places where dust and dirt may accumulate.
- Special-purpose vacuums are useful for removing hazardous substances. For example, vacuum cleaners fitted with HEPA (high efficiency particulate air) filters may be used to capture fine particles of asbestos or fiberglass.
- Dampening (wetting) floors or using sweeping compounds before sweeping reduces the amount of airborne dust.
- The dust and grime that collect in places like shelves, piping, conduits, light fixtures, reflectors, windows, cupboards, and lockers may require manual cleaning.
- **Compressed air should not be used** for removing dust, dirt or chips from equipment or work surfaces.

SPECIAL NOTE – EMPLOYEE FACILITIES

- Some sites may require special precautions such as showers, change rooms or locker rooms. Having “double locker rooms” allows workers to shower off workplace contaminants and prevents them from contaminating their "street clothes" by keeping their work clothes separated from the clothing that they wear home.
- Smoking, eating or drinking in work areas where designated substances are handled is prohibited

SPECIAL NOTE – STORAGE

- The location of stockpiles, including material / inventory stockpiles, should not interfere with work but they should be in locations that allow for efficient work
- Stored items should be at least one meter (three feet) away from overhead sprinkler heads
- Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose.
- Storage of materials should meet all requirements specified in the fire code, environmental legislation, occupational health and safety legislation and other applicable legislation.

COMMUNICATION

This policy / standard will be available on the Ottawa Security Systems communication platform

TRAINING

Training for housekeeping is not required but if an incident / injury determines that training is required it will be provided.

EVALUATION

This policy / standard will be reviewed on an annual basis or following an incident related to housekeeping

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If improvements are required when this policy / standard is evaluated the revision(s) will be made
- If improvements are not required after this policy / standard is evaluated, it will be renewed and considered a success

INCIDENT AND INJURY INVESTIGATION AND REPORTING	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The occurrences listed below must be reported and investigated to fulfill applicable legal requirements, determine root cause(s), ascertain compliance with applicable safety regulations, improve the health and safety culture and work environment for all employees, contractors, and the public. It will also help Ottawa Security Systems continue to take steps to remedy hazardous conditions to prevent recurrence and to process worker's compensation claims.

APPLICATION

- This policy / standard applies to the following occurrences:
 - Property Damage / Incidents
 - Injuries
 - Occupational Illnesses
 - Workplace violence and harassment
 - Fatalities
 - Critical injuries
 - Near misses
 - Fire
 - Environmental releases

Notes

- If the employee is unable to perform their regular duties or suffers from an occupational disease refer to the Return to Work and Work Reintegration for modified duties and lost time incidents.
- For workplace violence and harassment events refer to the Workplace Violence and Harassment Policy and Report and associated form.
- For environmental releases refer to the Environmental Spill Policy and associated Spill Form report.
- At Ottawa Security Systems managers and supervisors are to be competent (knowledge, training and experience) to conduct and or be involved in the afore-mentioned situations requiring investigation and reporting.

ROLES AND RESPONSIBILITIES

Senior Management

- In the case of a workplace fatality or critical injury management and or senior management will ensure that a written report is submitted to the Ontario Ministry of Labour Director regarding the circumstances of the fatality / critical injury within 48 hours
- Make themselves available for briefings by the safety department and if appropriate the supervisor in the case of a critical injury or fatality

- Provide the resources needed for investigations, reports, corrective actions, etc.

Management/Superintendent/Foreman

- Ensure this policy / standard is accessible
- Ensure this policy / standard is known and understood at a documented safety meeting
- Ensure that identified corrective actions / preventative measures are communicated and documented at a safety meeting
- Ensure injured parties receive appropriate medical attention
- Ensure workers who are injured at work are accompanied when medical attention is required
- Respond, inspect site, equipment / material involved and investigate upon receiving notification of an accident /incident
- Supervisors can assign an alternate person whom they deem to be competent to respond, inspect, investigate incidents / accidents, and complete a report that includes the cause(s) and corrective action
- If required, receive training on how to complete specific reporting requirements
- When applicable assist the designated person in completing the Employer's Report of Injury / Disease WSIB Form 7 so that it is submitted within 3 calendar days.
- When applicable assist the safety department in ensuring WSIB Form 6 is completed and provided to the safety department.
- When applicable ensure that WSIB Form 8 is provided to the safety department.
- Investigation may include:
 - Taking pictures, making sketches / drawings when appropriate, interviewing and taking statements from witnesses and or other involved parties
 - Written statements from witnesses and or other involved parties which includes their name and contact information when requested
- Notify the designated person as soon as possible, preferably within 24 hours
- Ensure the Internal Incident Report is completed and accessible within a reasonable amount of time that is appropriate to the incident, within five working days is recommended. Also ensure that the findings are communicated to the workers and that the communication is documented.
 - Ensure the report section regarding corrective action(s) to be taken or taken is completed and that the action(s) are taken
 - Root cause(s) section of the report is to completed and ensure that it take into account people, equipment, material, environment and processes.
 - If applicable identify other contributing factors.
- Determine if external emergency response is required or appropriate.
- Assess the scene to determine if it is to be secured or if it is acceptable to move vehicles / equipment.
- In the case of a workplace fatality or critical injury the supervisor will:
 - Ensure 911 is called
 - Ensure the scene is secure
 - That a person is assigned to escort emergency response personnel
 - Ensure that non-essential personnel are at the pre-arranged emergency meeting area for a "head count"
 - Remain available for questioning by Ontario Ministry of Labour, Training and Skills Development (MLTSD) or other government agencies and or emergency response personnel and or other Ottawa Security Systems personnel for as long as required

- Ensure the designated person is notified
- If the situation and or premises allow it witnesses should be kept apart and interviewed once the designated person request it
- Ensure that workplace re-entry only takes place once the area has been deemed safe by emergency personnel and re-opened by MLTSD.
- Ensure that near misses are filed within an appropriate time frame, preferably within 5 days, are accessible for review and that steps taken to prevent re-occurrence are documented on the Near Miss Form.
- Ensure that a response is recorded on the Hazard Report Form within 3 working days, as stipulated on the Hazard Report Form, by completing the “follow up” area of the form and provide the reporting individual with a complete copy of this form. Ensure the completed form is accessible.

WORKERS

- Immediately report to their supervisor all workplace accidents, incidents, injuries, illnesses, workplace violence and harassment, near misses, fire, incidents requiring medical attention, property damage and environmental releases.
- Immediately report hazards to their supervisor. The “Hazard Reporting Form” can also be used to report a hazard and is available from the Ottawa Security Systems communication platform.

Designated Person

- Notify the insurance company if appropriate
- Review or help supervisors complete Internal Incident Report form
- If required assist the supervisor with investigation, report and identification of cause(s)
- When applicable -Ensure the Employer’s Report of Injury / Disease Form 7 is completed and submitted to Workplace Safety Insurance Board within 3 calendar days.
- When applicable -Ensure WSIB Form 6 is completed.
- When applicable -Ensure WSIB Form 8 has been received.
- In the case of receiving notification that a worker has filed an occupational illness, other than a hearing loss claim with Workplace Safety Insurance Board (WSIB):
 - Verbally notify senior management within 24 –48 hours
 - Ottawa Security Systems will provide written notice to the Ontario Ministry of Labour Director within four days of receiving the WSIB claim notification.
 - Ottawa Security Systems will notify the Joint Health and Safety Committee within four days of receiving the WSIB notification.
- In the case of a workplace fatality or critical injury the foreman or superintendent is to notify the safety department so that:
 - MLTSD; 1-877-202-0008 is notified immediately
 - The Joint Health and Safety Committee is notified
 - If required request the Employee Assistance Plan (1-800-387-4765) trauma counsellors to respond on site

Joint Health and Safety Committee

- Review all accidents / incidents, etc. reports to determine if any additional corrective actions should be implemented

- Keep confidential any information as required by legislation

INCIDENTS SUCH AS FIRE, NATURAL DISASTER, POWER FAILURE, ETC

Once an event such as fire, natural disaster, power failure, etc. becomes known Ottawa Security Systems sites are to be evaluated by appropriate workplace parties and an emergency co-ordinator is to be named. If these events pose a potential harm to property, life or have the ability to injure personnel or the general public the emergency co-ordinator is to:

- Immediately notify the appropriate authorities such as 911, utility owners, etc.
- Ensure the scene is secured
- Ensure anyone in the area is stationed at the emergency meeting area and remains available for questioning in case more information is required for as long as emergency authorities deem reasonable.
- Notify the designated person as soon as possible
- The designated person will then immediately notify senior management verbally and provide support requested by the emergency co-ordinator or authorities.

CONTACT WITH THE MEDIA

Only personnel designated by senior management are to be in contact with the media regarding an incident.

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

EVALUATION

- To evaluate the effectiveness of this policy / standard on annual basis - incidents, injuries, near misses, annual safety review and quiz, etc. can be used by themselves or combined to determine if changes are required

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation phase of this policy / standard shows that no changes are required, this policy / standard will be acknowledged a success by its renewal
- If the evaluation phase of this policy / standard shows that changes are required, this policy / standard will be revised with the appropriate changes

DEFINITIONS

ACCIDENT / INCIDENT

An unplanned event that interrupts the completion of an activity and that may or may not include injury or property damage.

CRITICAL INJURY

- Places life in jeopardy
- Produces Unconsciousness

- Results in substantial loss of blood
- Involves the fracture of a leg or arm but not a finger or toe
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye

CVOR

Commercial Vehicle Operators Registration for vehicles that have a gross weight of over 4,500 kilograms

DISABLING INJURY

An injury that disables a worker from doing his / her usual work.

EMPLOYEE

A person who is remunerated for carrying out work for an employer.

ENVIRONMENTAL RELEASE

Discharging, disposing, dumping, emitting, emptying, escaping, injecting, leaching, pouring, pumping or spilling of one or more hazardous substances into the environment.

FATALITY

Loss of life; cessation of brain activity and breathing

FIRE

Substances combining chemically with oxygen from the air which combust or burn and typically give out bright light, heat and smoke.

HAZARD

A potential source of harm to people or property or adverse health effect on a person or persons.

LOST TIME

Any injury that prevents a worker from coming to work within WSIB established timelines.

MEDICAL ATTENTION

Professional treatment from a licensed medical practitioner, including a registered nurse for a work related injury or illness.

NEAR MISS

An event that comes close to causing injury or property damage, but no injury or property damage resulted from the event

OCCUPATIONAL ILLNESS

A condition that results from exposure in a workplace to a physical, chemical or biological agent and affects the normal physiological mechanisms and the health of the worker is impaired. It includes an

occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

PROPERTY DAMAGE

Damage to or the destruction of public or private property caused by a person who is not its owner.

VISITOR

An individual who is present on Ottawa Security Systems premises and who is not an employee.

WORKPLACE INJURY

Damage or harm done to or suffered by an individual during the course of their employment.

WORKPLACE VIOLENCE AND HARASSMENT

- Workplace violence can be defined as the use of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker; an attempt to use physical force against a worker in a workplace that could cause physical injury to the worker or a statement or behaviour that is reasonable for a worker to interpret as a threat to use physical force against the worker in a workplace that could cause physical injury to the worker.
- Workplace harassment can be defined as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; includes conduct that is not related to prohibited ground of discrimination such as sex, age, ethnicity, disability, religion, etc.

INTERNAL AUDIT	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of an internal audit is to verify and measure the extent to which the basic and established occupational health and safety management system has been implemented and maintained.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensuring the requirements of this procedure are established, implemented, monitored, and maintained
- Collaborating with the designated person to ensure an appropriate audit type is chosen
- Ensuring there is a Lead Auditor and if appropriate an Audit Team that reflects the audit type requirements is in place to complete the Internal Audit, and that they are competent
- Ensure a Continual Improvement Plan is developed and that it summarizes all the corrective actions to be taken to address nonconformities identified by the audit

Manager/Supervisor

- Cooperating with audits when they are performed in their respective areas
- Ensuring that the Auditor(s) have the time and resources to conduct an impartial, objective, evidence-based audit
- Ensuring that the workers in their area(s) cooperate with the audits

Lead Auditor

- Preparing an Audit Plan/Schedule
- Ensuring the Audit Team is competent
- Assigning responsibilities to individual Auditors on the Audit Team if there is an audit team
- Performing the audit, with help from the Audit Team if there is an audit team
- Ensuring management is kept informed of the audit dates, findings, and conclusions
- Preparing the final audit report and presenting findings to Senior Management
- The Lead Auditor will ensure that the requirements and standards by which the audit type measures compliance / conformance with the OHSMS are known and implemented. This may include:
 - Audit schedule
 - Pre-audit meeting
 - Audit template that is required by the audit type and methods used such as document / record review, observations and or interviews
 - Audit report
 - Action plan
 - Post-audit meeting
 - Frequency of internal audit(s)

- Communication of results

Auditor(s) Team If Required By the Audit Type

- Cooperating and Participating in the audit, as per the Lead Auditor's schedule/ plan
- Conducting the audit in an impartial manner, respecting the people and work areas being audited

Designated Person

- Collaborate with senior management to ensure an appropriate audit type is chosen
- Ensure the Audit Team has access to all resources necessary
- Arrange any documentation and/or interviews required by the Audit Team, as requested
- Ensure continual improvement and corrective action plans are created and implemented, based on results of the audit

Joint Health and Safety Committee

- Reviewing the audit results and provide feedback
- Participating in audits, as requested / required

Workers

- Cooperating with the auditors and the audit process
- Following the guidelines outlined in this procedure

COMMUNICATION

This standard is to be available on the Ottawa Security Systems communication platform.

TRAINING

- No formal training is required but if training is identified as a requirement by the audit type, then it will be provided, and training records will be kept
- Training can be done in house or with an external provider via electronic or phone means or in person

EVALUATION

The selected audit type should categorize audit results as a pass / fail or identify major / minor gaps which will be used to determine compliance with the organizations OHSMS.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If a "pass" / "minor gaps" are identified senior management and or the safety department designate / lead will congratulate the JHSC and team leaders and request that team leaders congratulate their team members, in an appropriate manner.
- If a "fail / major gaps" are identified senior management and or the safety department lead / designate are to ensure that a documented action plan is developed and implemented with deadlines.

DEFINITIONS

Auditor

A member of the audit team who is assigned audit related work by the Lead Auditor; reports all results and findings to the Lead Auditor.

JHSC

Joint Health and Safety Committee. This is a forum for bringing the internal responsibility system into practice. The committee consists of labour and management representatives who meet on a regular basis to deal with health and safety issues.

Lead Auditor

The person who leads the Audit Team; plans audit schedule, arranges list of documents and interviews, assigns to auditors, writes final report.

Workplace

Any place where a worker works.

JOINT HEALTH AND SAFETY COMMITTEE (JHSC) AND SAFETY REPRESENTATIVES	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The purpose of the Joint Health and Safety Committee (JHSC) at Ottawa Security Systems is to provide a positive atmosphere in which employees and management can work together to eliminate or mitigate workplace hazards and by extension incidents, injuries, etc.
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail

ROLES AND RESPONSIBILITIES

- During committee meetings, members will review the injuries and incidents, inspection report items identified as requiring further input or follow up along with employee comments and concerns.
- The JHSC will focus on the following principal functions:
 - Identification of potential hazards
 - Evaluation of potential hazards
 - Recommendation of corrective action(s)
 - Follow up implemented recommendations
 - Ensure JHSC meeting minutes are maintained and distributed as appropriate
 - Co-Chairs
 - Responsible for ensuring that if a change in the meeting schedule is required that it is communicated to JHSC members.
 - Arrange for special speakers / resource specialists.
 - Record, in the meeting minutes, completed actions and when appropriate notify the management team of uncompleted items.
 - Secretary
 - Recording, preparing, and distributing the meeting minutes
 - Using a standard format for the minutes
 - Distributing the names and work location(s) of JHSC members on an annual basis and when there is a change in the JHSC member

Note – The duties identified for the co-chair(s) and secretary can be interchangeable to ensure that Ottawa Security Systems is efficient and effective in managing hazards in a nature reflective of the internal responsibility system.

- Alternates, Guests and Staff
 - Other people can attend committee meetings if invited and approved by the committee or a committee member but should not participate in the regular business of the meeting unless it is appropriate.
 - People employed by Ottawa Security Systems are welcome to attend

PROCEDURE

- The JHSC will be mutually committed to improving health & safety conditions in the workplace.
 - The JHSC will represent both Workers and Management across all Ottawa Security Systems sites including head office. The JHSC will participate in joint identification, investigation and resolution of health and safety issues in the workplace.
- Safety Representatives
 - Site Worker Health & Safety Representatives, when there are between 6 to 19 workers on site, will serve as a liaison between Workers and Management with regards to safety issues on site.
 - The site Worker Health & Safety Representative will represent the Workers in one specific job site.
- Under section 9 of the Occupational Health and Safety Act:
 - A Joint Health and Safety Committee must be comprised of one (1) certified worker representative and one (1) certified management representative. These certifications are required by law for companies operating a business in Ontario with twenty (20) or more employees.
 - Operations with fifty (50) or more employees on a regular basis required two (2) certified worker representatives and two (2) certified management representatives.

Composition

The JHSC composition of worker and management staff representation at Ottawa Security Systems will reflect seasonal staffing levels, legal and site requirements.

Selection of Committee Members

- Employees who do not exercise managerial functions are responsible for the selection of the worker members. Notice of vacancies will be communicated to the appropriate staff members.
- The safety department, in consultation with senior management, may appoint the management members.
- Two of the members of a committee shall co-chair the committee, one of whom shall be selected by the members who represent workers and the other of whom shall be selected by members who exercise managerial functions

Certified Members

- Employer shall ensure that at least one member of the committee representing management and at least one member representing the workers are certified members

Meetings Schedule and Frequency

- Meetings will be held at minimum every three months.

Workplace Inspections

- At least one Worker member accompanied by management or supervisor, whenever possible, should complete workplace inspections as required by legislation.
- The previous inspection report will also be used as a tool to follow up on previously identified items.
- Serious hazards requiring immediate action will be brought to the attention of management / supervisor at the time of the inspection.

- Management / supervisors are to ensure that the completed Workplace Inspection Report is available and accessible to all workers at the site.
- Item identified as requiring corrective action(s) and or recommendation(s) can be brought to the attention of the JHSC if additional input or follow-up is desired.

JHSC Recommendations

- One of the purposes of JHSC recommendations is to inform the employer, in a formal way, of potential or existing health and safety issues and items that require an additional / increased commitment
- The JHSC can communicate formal recommendations to the appropriate management at any time in a manner that is appropriate to the situation

Accident Investigation

- The JHSC will ensure prescribed requirements of the Occupational Health and Safety Act (OHSA) and Regulations are performed as required.
- Worker members can participate in accident investigations as required.
- The JHSC recommendation process can be one vehicle used to prevent future injuries and accidents.

COMMUNICATION

- The names and work areas / locations of all the JHSC members are to be available on the Ottawa Security Systems communication platform
- JHSC meeting minutes are to be available and accessible to workers on the Ottawa Security Systems communication platform
- Workplace Inspection Reports are to be available and accessible to workers
- This policy / standard is to be available on the Ottawa Security Systems communication platform

TRAINING

- All new JHSC members will be welcomed and receive a verbal briefing of the current status by the outgoing member they are replacing.
- Joint Health and Safety Committee Training is required for certified members and will be offered by an approved provider

EVALUATION

- The safety committee's co-chair(s) (or members of the joint committee designated by the co-chairs) is to evaluate the effectiveness of the JHSC
- If anyone other than the co-chair(s) performs the evaluation, they will have to consult with the co-chair(s)
- The following can be used to evaluate the effectiveness of the JHSC:
 - Did meeting frequencies comply with legislation?
 - Were JHSC meeting minutes created and made available on the Ottawa Security Systems communication platform?
 - Was attendance by JHSC members tracked and monitored?

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the JHSC Co-chair(s) or designate determine that the JHSC was effective, based on a review of the minutes, this policy / standard will be renewed
- If the JHSC Co-chair(s) or designate determine that there were gaps in the effectiveness of the JHSC, based on a review of the minutes, then the appropriate changes to this policy / standard will be made

LADDERS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- Ladders are used at Ottawa Security Systems in a wide variety of settings by workers. Unsafe use of ladders or the use of inappropriate ladder type can result in serious injuries, fatality, or electric shock from falling or if a metal ladder is used when performing or working near electricity. As such, the intent of this document is to provide guidelines about preventing and protecting Ottawa Security Systems workers from incidents involving portable ladders.
- If governing legislation or standards are more stringent than the requirements specified in these guidelines, then governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Management/Superintendent/ Forman

- Enforce this document, including ladder inspection as required

Worker

- Work in compliance with employer requirements and legislation
- Use or wear the equipment and properly maintain and inspect, protective devices or clothing required by the employer and or legislation
- Immediately report any defects of equipment, including fire extinguishers, defective ladders, other hazards etc. to their supervisor
- Immediately stop using any equipment that is found to be defective, ensure other workers do not have access to it and immediately report it to their supervisor
- Immediately report any hazards or protection methods that are defective or failing
- Portable ladders should:
 - Not have broken or loose members or other faults
 - Have non-slip feet
 - Be placed on a stable / firm base
 - Area around the base and top of the ladder should be clear of debris, obstructions, etc.
 - Be held in place by one or more workers while being used if it exceeds six metres in length (18 feet) and is not securely fastened or is likely to be endangered by traffic.
 - Top and bottom of ladder should be tied / secured.
 - Not have missing / loose nails, screws, bolts or other metal parts
 - Have working lock mechanism(s)
 - Be inspected on a regular basis and before use.
 - Be travelled while using three-point contact at all times
 - Wooden ladders should never be painted as it can hide signs of deterioration and may accelerate rotting by trapping moisture in the wood.
 - A straight wooden ladder should never be longer than 9 metres (30 feet)

- Workers are never to lean out too far – belt buckle should never go beyond the ladder side rail.
- Workers are never to stand on the top shelf.
- Non fibreglass ladders are not to be used or stored in an area close to potential electrical contact.
- All straight or extension ladders should be erected at an angle / slope between the top support and the base that is a minimum of one quarter (4:1) and no greater than one third (3:1) the vertical distance between these points.
- Portable ladders should only be used for the purpose intended – they should never be used horizontally as substitutes for scaffold planks, runways or any other service.
- Never tie ladders together to make them longer.
- Never put ladders in front of doors that open towards the ladder unless the doors are locked, blocked, or guarded against opening.
- Never use ladders that are on boxes, carts, tables, scaffold platforms, elevated work platforms, vehicles, etc.
- If a worker can fall 3 metres (10 feet) or more then worker is required to wear appropriate working at heights protection and is also required to have Working at Heights training prior to any work being done.
- If a significant amount of elevated work will be performed ladders are not recommended. Other types of access such as stationary or rolling scaffolds or powered elevating platforms are typically more efficient and reduce the potential for incidents.
- Portable ladders should only be used when stairs, scaffolds, man lifts or ramps are not appropriate or practical.
- Portable Ladder Categories. Ensure that the appropriate non-defective type and load capacity is available for workers. See chart.

LOAD CAPACITY*	DESCRIPTION	CSA CODE	ANSI CODE
200 lbs./91 kg	Household - Light Duty	Grade 3	Type III
225 lbs./102 kg	Tradesman and Farm - Medium Duty	Grade 2	Type II
250 lbs./113 kg	Construction and Industrial - Heavy Duty	Grade 1	Type I
300 lbs./136 kg	Construction and Industrial - Heavy Duty	Grade 1A	Type IA
375 lbs./170 kg	Construction and Industrial - Heavy Duty	Grade 1AA	Type IAA

*Includes user and materials

- Stepladders should:
 - Not have broken or loose members or other faults
 - Have non-slip feet
 - Be placed on a stable / firm base
 - Area around the base should be clear of debris, obstructions, etc.
 - Be inspected on a regular basis and before use.
 - Workers are never to lean out too far.
 - Non fibreglass step ladders are not to be used or stored in an area close to potential electrical contact.
 - Never put step ladders in front of doors that open towards the ladder unless the doors are locked, blocked or guarded against opening.

- Never stack stepladders to make them higher.
- **Note** - Only fibreglass ladders can be used when changing light bulbs or whenever electrical contact is possible, etc. Fibreglass ladders are typically heat-sensitive and should not be exposed to temperatures above 93.3 degrees Celsius.
- Fixed Access Structures:
 - Be at least 55 cm (21.6 inches) in width
- Fixed Access Structures which are not on a tower, water tank, chimney or other structure which has a safety device that protects a worker from a ladder fall should:
 - Be vertical
 - Have rest platforms every 9 metres (27 feet)
 - Be offset at each rest platform
 - If ladder extends over 5 metres (18 feet) above grade, floor or landing have a safety cage starting at 2.2 metres (6.6 feet) above grade and continuing at least 90 cm (35 inches) above the top landing with openings that allow access by a worker to rest platforms or to the top landing
 - Have side rails that extend 90 cm (35 inches) above the landing
 - Have rungs which are at least 15 cm (5.9 inches) from the wall and spaced at regular intervals

Note – As always, appropriate PPE is required, and three-point contact should be maintained with all ladder types.

TRAINING

- Specialized training is not required
- Training can consist of material in the annual safety review or documented pre-job briefings / safety meetings

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform.

EVALUATION

This policy / standard will be reviewed on an annual basis or following a ladder related incident / injury that results in a lost time

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If improvements are required when these guidelines are reviewed annually or following an incident investigation, they will be made and distributed
- If no revisions are required this document will be renewed and considered a success

LEAD – A DESIGNATED SUBSTANCE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The intent of this policy is to also provide guidance on the various pieces of legislation that may apply to lead in the workplace
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure the time and resources are available for compliance
- Ensure that access to areas where lead may be a potential hazard risk for workers, visitors, etc. that controls in place

Management / Supervisors

- Some legislation that is related to lead includes:
 - Designated Substances (Ontario Regulation 490/09)
 - Ontario Regulation 833 – Control of Exposure to Biological or Chemical Agents
 - WHMIS Regulation 860
 - Construction Projects Regulation 213/91
 - Environmental Protection Act (EPA) Regulation 347 General – Waste Management
- Review this policy, the controls that are in place and legislation with workers in a documented fashion

Workers

- Participate in all training, including pre-job briefings
- Wear PPE required by Ottawa Security Systems

Controlling The Lead Hazard

- Prevent lead from getting into the air
- Remove lead that is present in the air
- If lead is present in the air, prevent workers from inhaling or ingesting it

What is Lead

- Lead is a naturally occurring toxic metal found in the Earth's crust
- Lead may be found in:
 - Mining operations
 - Smelting operations
 - Manufacturing operations
 - Recycling operations

- Batteries
- Pipes

When is Lead Harmful

- When it is inhaled or ingested
 - It can be inhaled when airborne particles in the form of fumes, dusts and mists are small enough (less than 5 micrometers) to be inhaled
 - Larger particles are trapped in the upper respiratory tract, cleared from the lungs and then swallowed
 - Lead dust can also be swallowed if it gets into food, drinks or if workers eat or smoke without washing their hands first

Why Is Lead a Concern

- When inhaled or ingested, Lead can enter the bloodstream and travel to soft tissues (liver, kidneys, lungs, brain, spleen, muscles and heart)
- After several weeks most of the lead moves into bones and teeth and remain there for a long time
- Severe chronic lead poisoning can lead to symptoms such as a blue line on the gums, etc.
- Overexposure to lead can affect blood, kidneys, gastrointestinal system, nervous system, reproductive system and bones and teeth

TRAINING

- Since Ottawa Security Systems workers may be exposed to lead when repairs, etc. are taking place training is to be completed prior to the potential exposure

COMMUNICATION

- This policy is to be available on the Ottawa Security Systems communication platform.

EVALUATION

- This policy will be reviewed annually to evaluate compliance.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the annual evaluation determines that there are compliance issues they will be investigated to determine if the policy requires revision(s).
- If revisions are required, they will be made
- If revisions are not required this policy will be renewed

LEGAL REQUIREMENTS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this standard is to establish a process to ensure that health and safety policies / procedures of Ottawa Security Systems meet the current occupational health and safety legislation.

ROLES AND RESPONSIBILITIES

Senior Management

- Provide the resources needed

Superintendent/Project Managers/Foreman

- Identify all applicable legislation, regulations, standards relevant to Ottawa Security Systems so that policies, standards, forms, etc. can remain current
- Ensure that required policies, standards, guidelines, forms etc. are accessible to workers
- Ensure that changes in legislation, industry / manufacturer guidelines are communicated to workers in a documented fashion
- Communicate changes in legislation, industry / manufacturer guidelines to the safety department
- Observe / monitor workers to ensure they are working as required by legislation and or Ottawa Security Systems requirements

Designated Person

- Ensure that changes to relevant legislation or industry / manufacturer guidelines are communicated to appropriate workplace parties
- Ensure that changes to relevant legislation or industry / manufacturer guidelines are reflected in the Ottawa Security Systems occupational health and safety management system
- The designated person will evaluate the compliance of legislation at regularly planned intervals on an annual basis

Workers

- Follow requirements that Ottawa Security Systems has identified

SAMPLE OF ANNUAL REVIEW OF SAFETY RELATED LEGISLATION

REGULATOR	SPECIFIC	ACT/STANDARD/REGULATION	REFERENCE	APPLICABLE (YES OR NO)	COMPLIANCE (YES OR NO)
MLTSD	Employer	OHS Act	25 & 26		
MLTSD	Supervisor	OHS Act	27		
MLTSD	Worker	OHS Act	28		
MLTSD	Constructor	OHS Act	23		
MLTSD	Violence &	OHS Act	32.0.1 &		

	Harassment		32.0.8		
MLTSD	Orders Issued	OHS Act	57		
MLTSD	Work Refusal	OHS Act	43		
MLTSD	Control of Hazardous Energy	Industrial Regulations 851	42, 75 & 76		
MLTSD	Confined Spaces	Confined Space Regulation	632/09		
MLTSD	Procurement or Changes to Equipment	Industrial Regulations 851	7		
MLTSD	Personal Protective Equipment	Industrial Regulations 851	79 – 86		
MLTSD	Joint Health & Safety Committee	OHS Act	9		
MLTSD	Notifications	OHS Act	51, 52		
MLTSD	Notifications	Industrial Regulations 851	5		
MLTSD	Designated Substances	Designated Substances Regulation	490		
MLTSD	Noise	Industrial Regulation 381	Reg 381		
MLTSD	WHMIS	Industrial Regulations 851	860		
MLTSD	Control & Exposure to Biological or Chemical Agents	Industrial Regulations 833	833		
MLTSD	Eye Wash Stations & Safety Showers	Industrial Regulations 851	124, 125, 133 & 134		
MLTSD	Workplace Temperature	Industrial Regulations 851	129		

MLTSD	X-ray	Industrial Regulations 861	861		
WSIB	In Case of Injury	WSIA 1997	Form 82		
WSIB	Treating Injuries	First Aid Regulation	1101		
WSIB	Reporting Injuries	WSIA 1997	Chapter 16, Schedule A		
WSIB	Early & Safe Return to Work	WSIA 1997	40 – 42		
Dangerous Goods	TDG	TDG Act & Regulations	Parts 1 – 16 & Schedules 1 – 3		

NOTE – Some regulations made under Ontario’s Occupational Health and Safety Act (OHSA) requires compliance with standards published by the CSA group. When the OHSA requires compliance with a CSA standard it will be also be reviewed.

<https://www.labour.gov.on.ca/english/hs/pubs/csa/index.php>

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- Legislative changes will be incorporated into the annual safety review material. When legislative changes occur after the annual safety review material is available the update will be distributed and communicated via an alternate communication method so that supervisors can communicate it to workers and document the communication.

EVALUATION

- Evaluation of this policy / standard will consist of a review of quiz scores from the annual safety review completion.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- When workers successfully complete the annual safety review success will be acknowledged with a training record that states training is complete.
- If a quiz score is below 50 % the safety department will notify the supervisor so that the worker can receive re-training or other appropriate action taken.

LOCK OUT TAG OUT TRY OUT (LOTOTO)	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The use of this procedure by authorized and competent Ottawa Security Systems personnel will help ensure that energy isolation is done to protect from the unexpected start up or release of stored energy that can cause death, injury and or property damage during machine and equipment servicing and maintenance.
- Hazards being guarded against include electrical shock, chemical exposure, skin burns, lacerations, amputation, fires, explosions, eye injury, being caught in, being crushed by, being struck by, being thrown from, or contacting live electrical circuits / parts, etc.
- If governing legislation or standards are more stringent than the requirements specified in these guidelines, then governing legislation or standards shall prevail.

ROLES AND RESPONSIBILITIES

Site Supervisor/Foreman

- Communicate LOTOTO procedure, in a documented fashion, to workers and prior to work starting
- Ensure a site-specific procedure is developed and communicated in a documented fashion if the task requires a deviation from this procedure
- Ensure all workers are competent to perform LOTOTO
- Ensure the required steps to achieve LOTOTO are achieved
- Observe and monitor workers involved in the LOTOTO process
- Provide training and or specialized training if training if it's required
- Keep all tags used on file along with the completed form entitled "Lock Out Tag Out Try Out (LOTOTO) Identification" and any other document used

Worker

- Participate in the communication of the LOTOTO process prior to work starting
- Do not use and report defective or missing equipment or devices to supervisor
- Inspect equipment prior to use
- Use appropriate Personal Protective Equipment
- Ensure the supervisor / foreman is provided with the tags after the LOTOTO process is complete
- Ensure you follow this standard or the standard that is site-specific

PROCEDURE

1. Preparation for Shutdown

- Supervisor shall ensure that affected workers are notified that a lockout is required and the reason for the lockout.
- Supervisor and involved workers shall identify all types of energy, including the magnitude, and the required lockout devices and record the risk sources on the form entitled

“Lock Out Tag Out Try Out (LOTOTO) Identification” before work is started. The following incomplete listing contains some of the more common types of energy:

- **Electrical Energy** - electrical panels, generators, lighting systems, etc.
- **Mechanical Energy** (the energy of moving parts) - flywheels, blades, fans, conveyor belts, etc.
- **Potential / Residual Energy** (stored energy that can be released during work) - suspended loads, compressed air, electrical capacitors, accumulated bulk goods, coiled springs, chemical reactions, changing states (solid, liquid, gas), dump truck box, elevated loader bucket, etc.
- **Hydraulic Energy** - presses, rams, cylinders, cranes, forklifts, etc.
- **Kinetic Energy** (energy that gathers momentum as it moves; energy of motion and action) – items falling, flywheel, etc.
- **Pneumatic Energy** - lines, compression tanks, tools, etc.
- **Thermal Energy** - steam, hot water, fire, etc.
- **Chemical Energy** - flammable materials, corrosive substances, vapours, etc.

2. Machine or Equipment Shutdown and Isolation

- If the machine / equipment is operating it shall be shut down by normal stopping procedure (depress stop button, open toggle switch, etc.)
- Electrical disconnect switches should never be pulled while under load because of possible arcing or explosion.
- Pulling fuses is not a substitute for locking out as it is not a guarantee the circuit is dead. Even if the circuit is dead another person could inadvertently replace the fuse.
- All stored or residual energy in ram, flywheel, springs, pneumatic or hydraulic systems, etc. shall also be release or blocked or dissipated by methods such as grounding, repositioning, blocking or bleeding-down.
- If more than one person is required to lockout machines / equipment, then the supervisor shall assign appropriate workers to perform the shutdown and lockout.
- Energy will be locked out with the appropriate energy isolating devices and using assigned individual locks and tags.
- Lockout devices and tags shall be applied so that they will block the energy in a “neutral” or “off” position.
- Lock Out tags shall clearly show the name of the person who applied the device, the date and the reason for the lockout.
- Locks and tags must be durable enough to withstand the environment in which they are used, and the tags should remain legible.

3. VERIFICATION OF ISOLATION

- Before starting work on machines or equipment that has been locked and tagged out and after ensuring that no people are exposed, push button or other normal controls to verify that all energy sources have been disconnected and the equipment will not operate.

*****NOTE – Return Operating Controls to the “Neutral” or “Off” position after the test.**

- If there is a possibility of re-accumulation of store energy, verification of isolation must be continued until servicing / maintenance is completed.

4. WORK

- Servicing / maintenance / work can now begin.

5. REMOVAL OF LOCKOUT DEVICES

- After servicing / maintenance is completed and before the lockout devices are removed and energy is restored a confirmation that all the work has been completed is to be done with the people involved in this procedure.
- Only people assigned to the lock can remove their lockout device. If an authorized person is not available to remove the lockout device assigned to them the lockout device shall be deemed an abandoned lock and tag. In this case the supervisor shall make contact with the assigned person and have them remove the lockout device in the presence of the supervisor. If the supervisor is not able to contact the assigned person, then the supervisor is the only party that can make the decision to remove a lockout device. In this case the supervisor shall also complete the form entitled “Abandoned Lock Removal Form” and submit it to the designated person.
- Clear the machine / equipment of tools / materials
 - Remove employees and other people from the area of the machine / equipment
 - Supervisor shall ensure affected people are notified that re-energization is about to take place
 - Tag and lockout devices are removed
 - Re-Energize
 - Supervisor shall collect all tags used in this process and file them with the completed form entitled “Lock Out Tag Out Try Out (LOTOTO) Identification”.

NOTES / OTHER REQUIREMENTS

- In the case of a complex lock out one supervisor shall be chosen from all the parties to coordinate and confirm that the procedure is known, understood and followed.
- Only one key per lock is permitted.
- If servicing / maintenance is performed on a cord and plug equipment, then the equipment shall be unplugged from its electrical socket and a lockable cover with lock shall be placed over the plug.
- If outside contractors perform servicing / maintenance that requires LOTOTO the supervisor shall inform the outside contractor of Ottawa Security Systems’s LOTOTO procedure and supply them with a copy. The outside contractor shall also provide a copy of their LOTOTO procedure to the supervisor at Ottawa Security Systems. The Ottawa Security Systems supervisor will ensure that Ottawa Security Systems personnel understand and comply with the responsibilities and prohibitions of the outside contractor’s lockout procedure.
- This procedure is to be available on the Ottawa Security Systems communication platform
- If a more detailed procedure is required, the supervisor is to ensure it is prepared and communicated to the involved parties in a documented fashion
- Supervisor is to ensure that an adequate supply of locks, tags, keys and notices are available.

TRAINING

- Ottawa Security Systems supervisor is to ensure that when required employees receive training that covers:
 - Recognition of hazardous energy sources
 - Types and magnitude of hazardous energy in the workplace
 - Methods, devices and procedures used to lockout, verify lockout and otherwise control hazardous energy on all pieces or types of equipment (including cord and plug connected equipment)
 - Procedure for removing locks and returning a machine or piece of equipment to operation
 - Transfer of lockout responsibilities
 - Group lockout procedures

COMMUNICATION

This procedure is to be available on the Ottawa Security Systems communication platform

EVALUATION

A review of incidents / injuries related to LOTOTO will be done annually or after an incident / injury that results in lost time

IMPROVEMENT AND ACKNOWLEDGEMENT

- A decrease in incidents / injuries will result in this procedure being renewed
- An increase in incidents / injuries will result in this procedure being reviewed and required revisions made

DEFINITIONS

Abandoned Lock and Tag

Any lockout device and tag that has been affixed and the assigned worker is no longer available to remove it.

Authorized employee

A person who has received the Lock Out Tag Out Try Out (LOTOTO) training and locks out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance that exposes him /her to potentially hazardous energy.

Complex Lock Out Tag Out Try Out (LOTOTO)

When LOTOTO involves multiple crews, SCOPE / LOCATIONs or employers or when the work continues for more than one shift of workers and or supervisor.

Energy Isolating Device

A mechanical device that physically prevents the transmission or release of energy

*****Push buttons, selector switches, and other control circuit type devices are not energy isolating devices**

Lock Out

A procedure that prevents the release of hazardous energy. This often involves workers using a padlock to keep a switch in the “off” position, or to isolate the energy of moving parts. This prevents electric shock, sudden movement of components, chemical combustion, falling counterweights, and other actions that can be hazardous. Lockout is a physical way to ensure that the energy source is de-energized, deactivated or otherwise inoperable.

Tag Out

Inform others that a device is locked, who has locked it out and why. Tagged devices and systems must not be re-energized without the authority of the person named on the tag.

SAMPLE OF POTENTIAL TAGS:



GUARDING	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- To protect Ottawa Security Systems workers from serious injuries such as amputation of limbs, burns or death due to entanglement, or crushing from hazards such as:
 - Exposure to in-running nip hazards, i.e. getting caught up in machinery and moving parts if equipment is not properly guarded.
 - Exposure to hazardous motion, such as rotating machine parts, if equipment is not properly locked and blocked during maintenance and repair.
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail

ROLES AND RESPONSIBILITIES

Manager/Superintendent/Forman

- Ensure guarding is installed whenever workers are exposed to machinery, moving parts, rotating machine parts, etc. so that items can't fall into and shoot out from moving parts. Some examples of hazards are gears, pulleys, belts, chains, shafts, flywheels, saw, etc.
- Ensure guarding is secured
- General rule of thumb for guarding is that it should prevent workers from reaching "over", "under", "around" and "through" guarding.
- Ensure the LOTOTO procedure and requirements are followed and if required other appropriate safeguards are in place prior to work / maintenance being done.
- Ensure workers are competent to perform the required work
- Never allow workers to remove, bypass or make ineffective any guarding or other safeguards.
- Ensure documented workplace inspections include the inspection of guarding
- Ensure guarding does not create another hazard.
- Ensure workers use any equipment, protective devices or clothing and PPE required by the employer and or legislation.
- Advise workers of potential or existing hazards and risks associated with guarding in a documented fashion
- Observe and monitor workers
- Review the manufacturer's information for guidance on appropriate guarding.
- Ensure guards are immediately put back into place after repairs / maintenance, etc. have been done and before leaving the area.
- Ensure that when an emergency pull cord or other emergency stop device is required that it is in working condition, that it can easily be accessed, that it is communicated to workers in a documented fashion and that it is visibly identified so that it is easily seen in the case of an emergency.

Workers

- Work in compliance with employer requirements and legislation
- Use or wear the equipment and properly maintain and inspect, protective devices or PPE required by the employer and or legislation
- Do NOT wear loose fitting clothing and or jewellery around areas with moving parts
- Immediately report any defects of equipment, including fire extinguishers, defective ladders, missing or defective guards, other hazards etc. to the supervisor
- Immediately stop using any equipment that is found to be defective, ensure other workers do not have access to it and immediately report it to the supervisor
- Immediately report any hazards or protection methods that are defective or failing

NOTES

- There are four common safeguards that can be used separately or in combination:
 1. Fixed –a permanent part or feature of the machine, such as a screen, bar, plate, or other barrier
 2. Interlocked –a feature that trips a stopping mechanism when it is opened or removed, using any number of devices to detect the stopping requirement
 3. Adjustable –a feature of the machine that allows flexibility in placement or configuration to adjust to worker size or the task being performed
 4. Self-adjusting –a mechanism that adjusts an opening size, for example, based on the work product moving through the machine.

COMMUNICATION

This policy is to be available on the Ottawa Security Systems communication platform

TRAINING

Training identified by supervisors as required is to be provided.

EVALUATION

Evaluation of this policy will consist of a review of reports regarding non conformance(s) with this policy

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If a review of non conformances with this policy indicate that a revision is required, it will be made
- If a review of non conformances with this policy indicate that revision(s) is not required, this policy will be renewed

DEFINITIONS

Guard

A guard is defined as a physical barrier that prevents access to a dangerous area.

MANAGEMENT REVIEW AND MANAGEMENT OF CHANGE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

A regular review of the Ottawa Security Systems occupational health and safety management system (OHSMS) is an important component of ensuring that everything is working properly and to identify gaps that can potentially pose a safety risk.

ROLES AND RESPONSIBILITIES

Senior Management

- Senior management will review the written report regarding the status of the OHSMS and if available audit findings prior to the scheduled meeting
- Senior management will attend the review meeting and provide feedback
- Senior management feedback to be included in the corrective action plan
- Review status of actions from previous management reviews
- Ensure there is communication of appropriate items / findings to team leaders with the expectation that team leaders will communicate the items / findings to their team in addition to taking appropriate action on a timely basis
- Ensure the requirements of this policy / standard are established, implemented, maintained, distributed and communicated
- Designate competent staff to monitor the OHSMS and to provide the senior management review report
- Take accountability for the effectiveness of the review and promote risk-based thinking
- Provide required resources
- Ensure that changes / updates to the OHSMS are completed, distributed and communicated
- Communicate occupational health and safety objectives that are measurable and action plans to team leaders with the expectation that they are communicated to their teams
- Ensure that if barriers are identified to worker participation within the OHSMS that they are removed

Designated Person

- Develop the format for the senior management review report after consulting with senior management regarding the format
- Schedule the senior management review meeting with senior management
- Provide the written report to senior management before the senior management review meeting so they can review it before the meeting
- Maintain records of all management reviews, action plans, communication, and minutes of meetings
- A written report that includes the following will be submitted by the Designated Person to Senior Management on an annual basis.

- If available, an internal audit (evaluation of compliance with legal requirements and applicable standards and including COR and safety department site inspections) result summary
- An evaluation of the overall effectiveness of the occupational health and safety management system (OHSMS) and its performance that should include potential trends in health and safety and other items that will affect the OHSMS
- Status of corrective action plan items identified in previous senior management reviews, including corrected items
- Status of any trends identified
- Safety performance statistics (injuries, incidents, and near misses)
- Review of any contractor violations notices Ottawa Security Systems management / supervisors have issued
- Communication from external parties such as Ontario Ministry of Labour, Immigration, Training and Skills Development or external auditor
- The extent to which safety objectives have been met and if they are measurable
- Results of any consultations that have taken place with workers and or health and safety representatives and or the joint health and safety committee
- Evaluation of compliance with legal requirements
- New legislative requirements
- Identify corrective / preventative action plans, who they are assigned to or if they require senior management approval and their status
- Recommendations for improvement
- The management of change component of this policy / standard following the senior management review can include but is not limited to the following. In all cases documented communication is required:
 - Appropriate personnel updating formal hazard assessment(s) and associated controls and identifying if additional training is required because of significant change at a work location
 - The safety department / designated person making OHSMS changes and or policy updates / changes based on the senior management review, action plans and or legislated changes
 - Senior management removing barriers to workers participating in the OHSMS
 - Senior management providing additional resources
 - New occupational health and safety technology or process is introduced in the workplace which requires additional training

Joint Health and Safety Committee

- Review the results of the senior management review report and provide appropriate feedback
- Review the status of actions from the previous senior management review

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- No formal training is required but if training is identified as a requirement because of changes it will be provided, and training records will be kept. Training can be done in house or with an external provider via electronic or phone means or in person.

EVALUATION

- A decrease in the number or severity of items requiring a corrective action plan(s) and or a progressive increase in the number of completed action plan will be used to evaluate this policy / standard on an annual basis

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation phase of this standard shows positive strides being made, then this policy / standard will be renewed.
- If the evaluation phase of this standard does not show positive strides being made, then senior management is to determine what further steps to take.

MATERIAL HANDLING / ERGONOMICS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

In Canada musculoskeletal disorders (MSDs) are the 5th most common workplace injury. These are easily preventable and in keeping with the “prevention is best” philosophy at Ottawa Security Systems this policy / standard is to be used as a guide.

ROLE AND RESPONSIBILITIES

Senior Management

- To provide time and resources
- To promote a “prevention is best” health and safety philosophy

Supervisors

- Ensure that lifting and repetitive strains are part of the site-specific hazard and risk assessment
- Review a safe lifting technique during a document daily pre-job briefing
- Ensure that storage of materials or housekeeping do not impede a worker’s ability to lift properly
- Ensure that mechanical lifting devices or dollies, etc. are used when they are available
- Encourage workers to get help when lifting large or awkward loads
- Ensure gloves are available for loads that may be sharp, rough, heavy or hot
- Ensure items are stored at or above hip height but below shoulder height – waist level is best
- Also include the following in a documented safety meeting when discussing material handling:
 - Don’t carry loads in a way that obstructs your view
 - When carrying items keep them close to your body
 - Get help from another person or a mechanical device if the load is heavy
 - Drag or roll the load with carts, rope or slings, etc.
 - Load pallets / storage shelves so that heavy items are near the edge and not in the middle
 - Reduce distance load is carried
 - Reduce number of lifts
 - Reduce twisting of body while lifting, moving, pushing or pulling
 - Allow enough space so that your whole body can turn
 - Turn by moving your feet instead of your body
 - Minimize bending to lift or shift a load
 - Do not twist while lifting, moving, pushing or pulling a load
 - Do not bend to the side
 - Do not shift or raise a heavy load with outstretched arms
 - Do not swing and throw heavy loads
 - Practice Safe Lifting by:

- Plan the lift – assess the weight of the load before lifting, know your strength and limitations, make sure the path is clear of debris, obstructions, is not slippery, ensure there is enough space in case you need to turn so you can turn your whole body, etc.
- Place your feet apart for good balance
- Bend your knees while keeping your back straight
- Hold the object as close to your body as possible
- Lift smoothly and slowly using your legs and not your back
- Pivot with your feet – don't twist your back
- Push a load instead of pulling it whenever possible

Workers

- Participate in training
- Work in accordance with Ottawa Security Systems and legislative requirements
- Wear all required PPE

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- No formal training is required but can consist of a documented safety meeting

EVALUATION

- A review of incidents / injuries / near misses involving material handling will be done annually

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation determines that incidents / injuries / near misses involving material handling are decreasing this policy will be renewed
- If the evaluation determines that incidents / injuries / near misses involving material handling are remaining at a constant level or increasing this policy will be reviewed as part of the investigative process and if required changes to the policy will be made, distributed and communicated

DEFINITIONS

Ergonomics

The science of matching the work (job) to the worker.

Musculoskeletal Disorders (MSDs)

Are injuries or disorders of the muscles, nerves, tendons, joints, cartilage, and spinal discs.



MOBILE ELEVATED WORK PLATFORMS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- To protect Ottawa Security Systems workers from the hazards associated with the use of mobile elevated work platforms
- If governing legislation or standards are more stringent than the governing legislation or standards shall prevail

ROLES AND RESPONSIBILITIES

Management/Superintendent/Foreman

- Only workers who are competent (have the knowledge, experience, and training) are permitted to operate mobile elevated work platforms.
- If mobile elevated work platforms belong to Ottawa Security Systems, supervisors are to ensure manufacturers instructions and recommendations for operation, assembly, inspection, maintenance, and repair are available to workers and that they are followed.
- If mobile elevated work platforms are rented, then the supplier is to ensure the equipment they are providing meets all legislative requirements and that manufacturer instructions are provided.
- Ensure a pre-use inspection is completed and if found defective it is not to be used and placed out of service.
- Ensure workers wear the required PPE.
- Ensure workers use any equipment, protective devices or clothing required by the employer and or legislation.
- Ensure a competent signaller is available when mobile elevated platforms are operated in reverse on construction sites.
- Ensure workers operate or use mobile elevated work platforms as per this policy and if required that discipline is taken with the assistance of Ottawa Security Systems Human Resources department when required.

WORKERS

- Work in compliance with this policy, employer requirements and legislation
- Use or wear the equipment and properly maintain and inspect, protective devices or PPE required by this policy, employer and or legislation
- Immediately report any defects of equipment, including fire extinguishers, other hazards etc. to their supervisor
- Ensure you have proof of mobile elevated work platform training completion.
- Conduct inspections as per legislative or Ottawa Security Systems requirements.

- If a defect is discovered during an inspection or during operation and the defect renders the equipment unsafe to the operator, other workers or to the public it must be immediately put out of service, tagged so that other workers don't have access to it and immediately reported to the supervisor.
- Operation of Mobile Elevated Work Platforms (MEWP)
 - Are used on firm and level ground as per manufacturer's recommendations
 - Outriggers should be used after referring to manufacturer's recommendations and before raising the platform. Depending on ground conditions spreader plates may be needed.
 - If there is a risk of falling from the MEWP, an appropriate fall system must be used and secured to a certified anchor point within the MEWP
 - Rated load capacity of MEWP is not to be exceeded
 - Handrails are not to be used to support loads
 - When working over water life jackets should be worn along with appropriate PPE and a hazard assessment should identify whether fall equipment is also required
 - MEWPs are not to be operated if wind speeds exceed the manufacturer recommendations. Ensure workers are aware that high buildings can cause wind funnels as wind speed increases with height and may be 50 % greater at a height of 20 meters (60 feet) above ground level.
 - Ensure site and nearby hazards such as overhead power lines, traffic, etc. are identified and controlled. Only licensed personnel can work within 4 meters (12 feet) of overhead power lines.
 - Operators are not to use cell phone or other electronic devices while working
 - Operators are not to wear clothing which could impede their vision or movement while working.
 - When travelling between work areas the operator is to face the direction of travel, boom should be in line with the direction of travel and lowered and when travelling in reverse the high-speed range should not be used.
 - When transporting MEWPs they are to be secured onto the deck of the transporter as per legislation and manufacturer recommendations.
 - Are inspected prior to use; if defects are identified then it cannot be used and must be placed out of service.
- Ensure working area is clear of obstructions and that equipment is always within the required distance from overhead power lines.
- If operating powered mobile equipment where the operator does not have a full view of the area then the mobile equipment can only be operated in the presence of a signaller who is competent, is in full view of the operator, has the full view of the area in which the equipment is being operated and is clear of any intended path of travel by the equipment operator.
- When not in use powered mobile equipment must be parked in a safe area and immobilized and secured against any unintentional movement.
- Equipment must never be used to engage in horseplay or operated in such a way that it poses a hazard to the operator, other workers, or the public
- Keep 1 meter (3 feet) away from the edge of an excavation / trench.
- Never allow workers to remove, bypass or make ineffective any safety features.
- A documented emergency response plan that is communicated to workers should be in place

COMMUNICATION

This policy is to be available on the Ottawa Security Systems communication platform

TRAINING

- Workers require Mobile Elevated Work Platform training before operating them
- Training is to be provided by a qualified and competent internal or external provider

EVALUATION

Reported incidents / injuries related to mobile elevated work platforms will be used to evaluate this policy

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If a review of reported incidents / injuries related to mobile elevated work platforms indicates a revision of this policy is needed it will be done
- If no revision to this policy is indicated after a review of reported incidents / injuries, then this policy will be renewed

NEAR MISSES	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- In keeping with our commitment to prevention and providing a safe and healthy work environment Ottawa Security Systems would like to ensure that all near-miss incidents, including “minor” incidents / injuries are reported, recorded and investigated.
- The reporting and sharing of near misses will be used to create an opportunity to answer the questions of what happened and why and then to use this insight to determine how to prevent a reoccurrence.

A Near Miss is defined as an event that under different circumstances could have resulted in physical harm to an individual or damage to the environment, equipment, property and/or material. OR as an unplanned event that did not cause injury, illness or property damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

ROLES AND RESPONSIBILITIES

Senior Management

- Encourage and promote an open, learning culture in regards to health and safety, including the reporting of near misses
- Ensure time and resources are available

Management / Supervisors

- Encourage and require all personnel and contractors / sub-contractors to report near misses
- All reports of near misses are to be investigated and preventative actions identified within 5 working days and shared with all personnel and available on the Ottawa Security Systems communication platform
- Review near misses during a documented safety meeting
- Immediately report all near misses using the Ottawa Security Systems form

Workers

- Participate in training, including daily pre-job briefings
- Wear required PPE
- Work in accordance with Ottawa Security Systems and legislative requirements
- Immediately report all near misses using the Ottawa Security Systems form
- **Note:** Near Miss reporting is non-punitive and workers will not be subject to progressive disciplinary measures unless their behaviour coincides with one of the following serious offences:
 - Acts of gross negligence – an act, omission or failure to act by a person that was intended to cause, or was in reckless disregard of, or wanton indifference to, the harmful consequences to the safety or property of another person or to the environment which the person acting or failing to act knew or should have known would result in harmful consequences

- Acts of gross misconduct (eg. Possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating vehicles / equipment)
- Repeated unreported violations
- Malicious activities (including malicious reporting of untrue allegations against a colleague)
- Workplace violence, including but not limited to: fighting, assault, harassment or possession of a weapon.

COMMUNICATION

- This policy is to be available on the Ottawa Security Systems communication platform
- Near misses that have been filed are to be available on the Ottawa Security Systems communication platform

TRAINING

- No specialized training is required for the reporting of near misses
- If a lack of training or remedial training is identified as a contributing factor for a near miss the identified training will be provided

EVALUATION

Reported near misses will be used to evaluate this policy on an annual basis

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If a review of near misses indicates a revision of this policy is needed it will be done
- If no revision to this policy is indicated after the evaluation, then this policy will be renewed

PERSONAL PROTECTIVE EQUIPMENT (PPE)	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

To ensure all employees are aware of the requirements for personal protective equipment (PPE), a “last defense” control, and to ensure the equipment meets legislated requirements.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure resources are available for the purchase and supply of required PPE

Management/Superintendents/Foreman

- Ensure that PPE requirements, inspection and care are communicated to Ottawa Security Systems personnel during a documented safety meeting
- Ensure that PPE is communicated to new hires and that they attend safety orientation prior to beginning work
- Identify if specialized PPE such as respirators, etc. are required, ensure they are provided, used and inspected prior to use
- Observe, monitor, and enforce the use and inspection of required PPE by contractors
- Communicate that the use of PPE is required when on Ottawa Security Systems sites by contractors via a site induction or other documented method
- Observe, monitor, and enforce the use and inspection of PPE by Ottawa Security Systems personnel
- Ensure PPE is available for Ottawa Security Systems personnel
- Ensure personnel inspect PPE prior to use and document this on pre-job briefings / safety meetings or other means
- Ensure MSDS / SDS sheets are available
- Ensure PPE requirements that are recommended by MSDS / SDS are being used
- Ensure that when specialized training for respiratory protection, including fit, etc. or other PPE is required that it is done prior to the work being started.

Workers

- Inspect and wear required PPE
- Immediately report defective PPE to the supervisor so it can be replaced
- Do not use or wear defective PPE

Ottawa Security Systems Purchaser of PPE

- Ensure PPE purchased meets current applicable legislated requirements and specific criteria that may be recommended for the task

- **The minimum PPE required on all Ottawa Security Systems non-office sites:**
 - 8” steel-toed work boots, with a steel shank and a green CSA symbol
 - Inspect daily before use

- Must be laced to the top
 - Orange retro-reflective and fluorescent garment with legally required markings.
 - Vests must be adjustable and have side, shoulder, and front tear-away features (5-point tear away). – Please note that this is as required. Workers will follow site specific requirements.
 - Eye protection: The use of safety glasses – Please note that this is as required. Workers will follow site specific requirements.
 - Appropriate clothing that includes long pants and short sleeved shirt
 - Shorts and muscle shirts (sleeveless) are not permitted
 - Seat belt when driving / operating vehicles, trucks, or equipment on Ottawa Security Systems sites
 - Seat belt use is also mandatory when driving / operating Ottawa Security Systems vehicles and or equipment on roadways or other areas
- **Other PPE requirements may include the following. Please refer to hazard assessments, pre-job briefings, safety meeting minutes, etc. for task specific PPE requirements.**
 - Hearing protection such as ear plugs, earmuffs, etc.
 - Bump Cap when appropriate in the fleet / vehicle / equipment repair SCOPE / LOCATIONS or when repairing vehicles / equipment on site
 - Silver retro-reflective arm and leg bands that meet legislated requirements must be worn during dawn and dusk hours
 - Working at Heights PPE that meets legislated requirements
 - Respiratory Protection
 - Other PPE as determined by the task, hazard assessment and or legislation
 - Gloves

COMMUNICATION

This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- A review of this policy is to be included in the annual safety review and safety orientation and during documented pre-job briefings
- If formal training is required for specialized PPE it is to be provided prior to the task being done

EVALUATION

- A review of this standard will be conducted on an annual basis unless circumstances such as PPE related injuries / illnesses / incidents dictate a change in frequency.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- A decrease in PPE infractions will result in this policy / standard being considered a success and renewed.
- An increase in PPE infractions will result in a review of this policy / standard being revised to remedy identified gaps.

PROCUREMENT AND CONTRACTOR MANAGEMENT	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this standard is to establish general health and safety guidelines for contractors and sub-contractors providing services at Ottawa Security Systems to ensure:

- Hazards they may introduce or may be exposed to are assessed and controlled
- Their compliance with Occupational Health and Safety legislation
- They take all reasonable precautions for the protection of the workers, the public and Ottawa Security Systems physical assets
- To reinforce they are responsible and will be held accountable for health and safety performance while performing work / supplying services for Ottawa Security Systems
- The prevention of occupational injuries and illnesses

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure that the required resources are available
- Ensure that personnel hired in leadership roles are competent

Project Management/Estimating Department

- Ensure contractors / sub contractors have a compliant health and safety program and ensure work being performed meets organizational and legislated requirements
- Provide this policy / standard to contractors & sub contractors
- Advise contractors / sub contractors of any special hazards, toxic chemicals and or designated substances at the workplace.
- Ensure contractor / sub contractor safety performance is being monitored by the supervisor
- Ensure supervisors complete a site orientation / induction with contractors / sub contractors once they arrive on site
- Ensure the hazard assessment analysis and control received from the contractor / sub contractor is provided to the supervisor
- If a "Violation Form" is received from a supervisor regarding a contractor / sub contractor, the form is to be shared with the contractors' / sub contractors' organization and the following may also be applied:
 - They may be suspended from continuing to perform work
 - They may be removed from site
 - Be responsible for any fines or charges levied because of noncompliance with legislation
 - They may be permitted to continue work if their organization has corrected the issue(s)
- Ensure the following has been received by Ottawa Security Systems from contractors / sub contractors prior to work being started
 - Health and safety policies relevant to the work contractors / sub contractors will perform
 - A health and safety policy and program

- Proof of Workplace Safety and Insurance Board (WSIB) coverage via a WSIB Clearance Certificate. This should be provided prior to work being started and before the final payment on the contract has been made.
- WSIB Workplace Injury Summary Report (WISR)
- A document reporting any environmental issues in the last two years.
- A listing of all hazardous materials that will be brought onto Ottawa Security Systems site / property.
- Proof of insurance, including General Liability Insurance Listing Ottawa Security Systems as the certificate holder. For minor projects a \$2,000,000 minimum may be required while for major projects a \$5,000,000 minimum may be required.
- Listing or confirmation of appropriate training for their personnel
- Confirmation that only trained and competent personnel will be provided to perform the work.
- A completed Hazard Assessment, Analysis and Controls for routine and non-routine work.
- Confirmation that equipment or vehicles that may be required are fit.
- A listing of workers and confirmation that they are trained for the required work and that the training is current
- Upon completion of contracted work, a performance evaluation form is to be completed by appropriate Ottawa Security Systems personnel and used to contemplate further contracting

Supervisor

- Documenting and communicating unsafe behaviours and non-compliance using the Ottawa Security Systems “Contractor Violation Notice” and providing it to the project manager so that appropriate action can be taken
- Ensure communication is shared and documented with all workers when there are changes affecting the health and safety of workers
- Ensure contractors / sub contractors provide copies of pre-job briefings and workplace inspections for their work area
- Complete Ottawa Security Systems Site Inductions with contractors / sub contractors
- Observe / monitor the safety performance of contractors / sub contractors
- Review the hazard assessment and analysis and controls received from the contractor / sub contractor to ensure any potential impacts can be addressed before work is started

Workers

- Report all contractor related health and safety hazards to immediate supervisor

Contractor/Sub Contractor – Once on Site

- Take all reasonable precautions for the protection of the workers, the public and Ottawa Security Systems physical assets
- Ensure that all work is performed in accordance with governing legislative, industry best practices and Ottawa Security Systems requirements
- Assess and control hazards associated with both their own work and Ottawa Security Systems Construction work and update / revise hazard assessments analysis and controls when applicable
- Provide copies of daily pre-job briefings and workplace inspections for their work area to Ottawa Security Systems personnel / site supervisor

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- Appropriate Ottawa Security Systems employees, such as estimators, supervisors, etc. will be provided with this policy and associated forms so that they have the awareness and knowledge of how and when to activate the process.

EVALUATION

- An evaluation of this policy / standard will consist of a review of the number or severity of Contractor / Sub Contractor Violation forms on file.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation of this policy / standard shows repeated offences for similar items improvements will be made, implemented, and documented via a revised policy / standard.
- If a revision of this policy / standard is not indicated, it will be renewed.

DEFINITIONS

Construction

- Includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavation, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project but does not include any work or undertaking underground in a mine.

(Note: read together with definition of project to determine “construction project”)

Constructor

- A person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by himself or herself. The constructor has complete control of the work (owner controlling itself, or a contractor controlling on behalf of the construction project owner) and shall have responsibility for regulatory compliance and safe work procedures on the job site.
- 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”. The dictionary definition for “undertake” is “make oneself responsible for”, which means a constructor is a person who is responsible for a project. The definition of “employer” in section 1 of the Act includes contractors and subcontractors. “Project” is also defined in section 1 of the Act.

Employer

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.

Maintenance

- Work usually involving repair, replacement in-kind, or a minor change, or service or maintenance work (window cleaning, repair to HVAC units, and small-scale electrical activity) provided to Ottawa Security Systems by contractors, subcontractors, or Ottawa Security Systems Construction employees.

- (Note: large scale maintenance using construction methods or equipment can be a “construction project”. See Ministry of Labour construction versus maintenance guidelines) Contractor

Owner

- Includes a trustee, receiver, mortgagee in possession, tenant, lessee, or occupier of any lands or premises used or to be used as workplace, and a person who acts for or on behalf of an owner as his agent or delegate.

Project

Means a construction project, whether public or private, including:

- The construction of a building, bridge, structure, industrial, establishment, mining plant, shaft, tunnel, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer water main, service connection, telegraph, telephone or electrical cable, pipeline, duct or well, or any combination thereof.
- The moving of a building or structure, and
- Any work or undertaking, or any lands or appurtenances used in connection with construction.

(Note: read together with definition of construction to determine “construction project”)

Project Administrator

Any Ottawa Security Systems employee who is arranging, approving, or supervising work performed.

PROGRESSIVE DISCIPLINE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose is to set and maintain standards of conduct within Ottawa Security Systems, and in doing so, ensure that all employees are treated fairly. It is designed to encourage all employees to achieve and maintain satisfactory standards of conduct and emphasizes an approach to changing behaviour.

HOW AND WHEN PROGRESSIVE DISCIPLINE WILL BE APPLIED

- Disciplinary action is based on the severity, frequency and or other circumstances of an incident / undesirable workplace behaviour.
- Progressive discipline may start with a verbal reprimand and may culminate in termination. Any stage or stages of the following disciplinary process for safety related action(s) may be repeated or omitted at the discretion of Ottawa Security Systems.
- This process may or may not be applied for non-safety action(s).
- Note that serious offences or flagrant health and safety violations are grounds for immediate suspension or termination.
- Written warnings are prepared by the Human Resources department, with the assistance of the supervisor, and the information provided by the supervisor.
- Supervisors will present the warning with guidance from Human Resources.
- Employees will have the opportunity to give feedback.

1. VERBAL WARNING

- The employee will be given an opportunity to explain the problem, and reason for the incident.
- If there are work-related issues that need to be resolved, the employee has an obligation to explain the issues and the employer must provide a plan of action to correct it. This plan could include, but would not be limited to matters such as, equipment, materials, additional training, meeting with co-workers or supervisors, seeking outside counselling/assistance, etc.
- This verbal warning will be documented, the employee will acknowledge it and a copy will be put into their personnel file.

2. WRITTEN WARNING

- 2nd warning – Written and probationary limits; when applicable reference to any previous warnings, notes of any marked improvement. The employee is to sign the written warning to acknowledge they have received it and that they have had an opportunity to respond in writing.
- A copy of the warning will be put into the employee's file for a 5-year duration.

3. SUSPENSION

- 3rd warning – may result in work suspension, or dismissal, clear concise reasoning for the suspension or dismissal.

4. TERMINATION

- Terminations will be in writing and will explain the action / behaviour leading to the termination.
- Employee will be provided with a copy of the termination notice and another copy will be provided to Human Resources so it can be placed in their employee's personnel file.
- When appropriate, the terminated employee will be escorted from the location in a respectful manner and arrangements will be made for the terminated employee's personal belongings.

***** Ottawa Security Systems retains the right to disregard, or skip steps, and proceed straight to suspension or dismissal, where serious, unsafe, dangerous, or blatant misconduct is involved.***

UNDESIRABLE WORKPLACE BEHAVIOUR

Some examples of undesirable safety behaviours that will cause this policy or immediate termination to be activated are as follows.

- Not following safe work procedure
- Not maintaining three-point contact
- Participating in horseplay
- Not wearing required personal protective equipment (PPE)
- Not completing pre trip inspections on vehicles / equipment
- Traffic violations
- Fraud
- Misuse of company equipment
- Theft
- Unprofessional conduct
- Insubordination
- Fighting
- Unauthorized absence and or being late for work
- Using obscene, abusive language
- Harassing, threatening, intimidating, coercing any person at any time
- Possession of guns, weapons, or explosives on company property
- Possession, consumption or use of alcoholic beverages or illegal substances while on company premise
- Unsatisfactory work performance, examples – careless, negligent performance of work, disregard for safety policies and procedures and poor general work habit(s)

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- A review of this document is to be done during the annual safety review / new hire orientation

EVALUATION

- An evaluation of this policy / standard will consist of a review of the number or types of disciplines issued

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation of this policy / standard shows repeated offences for similar items improvements this document will be revised, distributed and communicated
- If a revision of this policy / standard is not indicated, it will be renewed

RETURN TO WORK / REINTEGRATION CASE MANAGEMENT	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- This progressive case management process is designed to assist an ill or injured worker make a safe and timely return to their pre-injury/illness position and to decrease workplace disruption(s).
- Ottawa Security Systems will offer suitable work to the injured or ill worker, which is consistent with his or her functional abilities and without risk of re-injury or further injury.
- In addition, continued support and encouragement will be provided to the worker during their recovery.
- All members of the workplace have a shared responsibility to actively participate and collaborate in the Return-to-Work process; failure to do so may involve fines to the employer and loss of benefits to the injured worker.
- **Note** – The program coordinator can be the supervisor and or health and safety department and may also be referred to as the RTW case manager – these terms are used interchangeably.

ROLES AND RESPONSIBILITIES

Senior Management

- Support the early and safe Return to Work process by ensuring necessary resources and other items are provided.

Supervisor / RTW Case Manager / Employer Representative

- Offer Modified work to the injured worker and continue to alter it as per current medical information via Functional Abilities Form (FAF) which will be requested based on the timeline indicated on the last available FAF.
- Participate in case management meetings as required.
- Provide the injured/ill worker with a FAF, if required, to take to his/her health care practitioner at appropriate intervals.
- Submit required forms and or information to the Workplace Safety Insurance Board (WSIB) and other appropriate parties.
- Report any wage changes, change in duties/duration of program, failure to cooperate by the injured worker and end of program to the employee, supervisor and WSIB.
- Participate in the process by staying in contact with the injured/ill worker throughout his or her recovery, and provide continued support and encouragement to worker participating in the program.
- Work with the worker to identify temporary modified or alternative duties when forms have been received outlining the worker's capabilities and limitations.
- Meet with the worker and other appropriate parties to discuss the terms of the return to work.
- Ensure privacy and confidentiality legislative requirements are met

- Based on available and current medical information all possible attempts will be made to offer suitable work in the worker's own department / product line prior to offering suitable work in another department / product line. The next step will be alternate work.
- Provide WSIB with all information requested.
- Follow the instruction in this document
- **Note 1** – frequency of contact, meetings and use of FAF / frequency of medical contacts is dependent on the case – each injured / ill worker will receive individualized attention.
- **Note 2** – FAF's along with worker's input and workplace observations are some components that are used to monitor the worker's progress.
- **Note 3** – A contact / progress log will be used in injury / illness case files that are foreseen to require additional attention or could be 2 months or more in duration.

Worker

- Immediately report all injuries / illness
- Complete and or obtain all forms as required by the employer representative and or supervisor and/or WSIB.
- Complete WSIB Form 6, provide a copy to Ottawa Security Systems and send a copy to WSIB.
- Participate and co-operate in the program by maintaining regular personal contact with the supervisor or employer regarding the ability to work, physical capabilities and treatment plans.
- Follow the treatment plan outlined by the health professional.
- Comply with employer requests for a Functional Abilities Form (FAF).
- Immediately communicate any concerns to the employer representative so that the potential problems or concerns are openly addressed in a timely manner
- Take responsibility for managing his / her injury / illness
- Follow the requirements of this document

Co-Workers

- To offer assistance and support the worker

Health Professionals

- Provide functional abilities information via the FAF
- Identify and communicate recovery barriers

WSIB

- The key services of the WSIB include: health recovery support, education and advice, case management, work reintegration co-ordination, accommodation assistance, dispute resolution, and ensuring compliance with co-operation and/or re-employment obligations, and work transition services.
- When recovery barriers are identified in any phase of a case (with a focus on identifying barriers in the early stages of a case), the WSIB will proactively obtain medical support (such as Evaluation Centers and Specialty Clinics) to address the recovery barrier in discussion with the worker's treating health professional
- Because small businesses may not have the same knowledge, capability, and/or resources as larger businesses in the work reintegration process WSIB may offer increased assistance and intervention to achieve positive work reintegration outcomes.
- In keeping with the WSIB 12-week active support process WSIB will meet with workplace parties at the worksite no later than 12 weeks after the date of injury if the workplace parties have been unsuccessful in arranging the worker's return to suitable and available work—even though the

worker is functionally capable of suitable work. The WSIB's aim is to facilitate an early and safe work reintegration outcome.

REQUIREMENTS

1. The supervisor will provide and or pay for immediate transportation to a hospital, health care professional office/clinic and pay for full wages and benefits for the day or shift on which the injury occurred. If required, Ottawa Security Systems will also provide transportation to the worker's home after seeking medical attention and or make arrangements for the worker's personal vehicle.
2. The employer will complete Workplace Safety Insurance Board (WSIB) form entitled the Employer's Report of Injury/Disease (Form 7) and submit a copy of the form to WSIB within 3 days of receiving notification of the injury/illness.
3. The employer will provide a copy of WSIB Form 7, once completed, to the worker.
4. The worker is to provide Ottawa Security Systems with a copy of the completed WSIB Form 6.
5. The first health professional to examine / treat the worker must complete WSIB Form 8 then provide page 1 and page 2 to WSIB and a copy of page 2 to the worker who is to provide it to the supervisor / employer. This form identifies to the employer if the worker is able to perform regular or modified work or cannot return to work based on their current physical status and for what time frame the recommendations apply along with some basic functional abilities' information.
6. For subsequent examinations by a health professional the worker must provide a completed Functional Abilities Form (FAF) to the employer when the employer requests, once the timelines on WSIB Form 8 or other FAF have expired or are about to expire or provide it at agreed upon intervals. This form provides more detailed information regarding the worker's physical status at the time of the examination, identifies if the worker can return to regular work with no restrictions or requires modified work or cannot return to work. It also identifies how long these recommendations are in effect.
7. Once WSIB form 8 is received or the supervisor / employer is otherwise notified of a workplace incident requiring medical attention a meeting will take place to determine work that is suitable for the worker's capabilities and limitations. The meeting will include the injured or ill worker, an employer representative and any other appropriate person(s). The supervisor / employer will review all available information in order to assess the worker's capabilities and limitations. Modified / alternate work will then be offered, the worker's department will be the first location that alternate / modified work will be offered before considering other departments. The employer representative and worker may complete a Return-to-Work Plan, when appropriate, to outline the assignment details, the time period, and the review date. This form must be agreed upon and signed by the worker and the employer representative.
8. The Return-to-Work Plan may be omitted if the worker signs acceptance of the written modified work offer and the employer representative deems there to be no exceptional circumstances.
9. During the entire term of the worker's recovery, the supervisor / employer representative is to stay in contact with the worker and when appropriate maintain a log of contact that has been made with the injured worker(s) and or WSIB and or other relevant parties. The worker shall provide the employer with regular updates regarding his or her progress. The worker must notify his or her employer immediately, and provide medical documentation, if his or her health professional:

- takes him/her off work,
 - changes his/her work restrictions, or
 - Releases him/her to his/her regular position without work restrictions.
10. In any of the above cases, the Return-to-Work Plan must be reviewed and revised if it was completed.
11. If the employee is unable to return to his or her regular position by the date indicated on the Return-to-Work Plan, if completed, the workplace parties must meet again to revise and reassess the continuing need for and availability of modified work.

PRIVACY AND CONFIDENTIALITY

WSIB

- The WSIB Access and Privacy Policy is based on the Freedom of Information and Protection of Privacy Act, the Workplace Safety and Insurance Act, internationally accepted fair information principles codified by the Canadian Standards Association and the WSIB Code of Business Ethics reinforces the responsibility for protecting the confidentiality of personal information.
- Organizational accountability and privacy management is supported through policies, and procedures, employee education and awareness programs, and ongoing privacy reviews.
- To further assist WSIB's commitment to privacy protection, WSIB has established a Privacy Office that is responsible for advice, guidance and oversight of the organization's access and privacy requirements.
- All claim file information is considered sensitive confidential information.
- WSIB employs physical, organizational, technical and contractual measures to safeguard the information entrusted to it.
- Guidelines are in place to provide direction on authenticating the identity of those individuals requesting confidential information.
- Under the Workplace Safety and Insurance Act, consent allowing health care practitioners to disclose functional abilities information directly to an employer must be provided when making a claim for benefits. The Workplace Safety and Insurance Act authorize WSIB to request medical information from health care providers, hospitals, or health care facilities providing health care to a worker claiming benefits under the insurance plan without consent. There may be limited case specific situations where consent is required for the collection, use and disclosure of personal information.

FORMS

- Functional Abilities Form – send to treating health care professional with injured employee
- Employee Information Sheet – informs employee of their responsibilities
- Return to Work Plan – copy to Employee and Supervisor if completed
- Communication Log - Used to record the progress of an injury / illness case file when it is foreseen that it will require additional attention or could be 2 months or more in duration.
- WSIB Form 8 used by health professional to notify WSIB of a work-related injury / illness
- WSIB Form 7 used by organization to notify WSIB of a work-related injury / illness
- WSIB Form 6 used by worker to notify WSIB of a work-related injury / illness

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform.

TRAINING

No specialized training is needed.

EVALUATION

Will be done on a case-by-case basis so that the worker is provided with timely support.

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- Supervisors are to provide a verbal evaluation and or feedback to the employer / management throughout the individual return to work process so that appropriate improvements can be made, if required to this document
- If changes to this document are not required it will be renewed on an annual basis

DEFINITIONS

Alternate Work

Work other than the worker's usual job. This work may have a varying work schedule or varying hours. Duties and hours are to be suitable and within the worker's functional abilities.

Health Professional

Includes a medical doctor, chiropractor, registered nurse (extended class) physiotherapist and dentist.

Modified Work

Modified work is suitable and available work which is temporarily assigned to the injured or ill worker, within his or her limitations and capabilities at a pre-injury rate of pay. Hours of work will reflect seasonal adjustments and level of work available. Some examples of modified work include changing or eliminating duties the injured worker's regular work, etc.

Transitional Work

Transitional work allows an employee with temporary restrictions to work in a modified, alternative, or reduced-hours capacity, for a defined period of time, while recuperating from an illness or injury. It also enables the employee to return to maximum health and productivity much faster than if required to stay off work.

Transitional work includes the following:

- *Modified Work* - Changing or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions;
- *Alternative Work* - Offering the employee a position other than his/her regular job to meet the temporary work restrictions;
- *Reduced-Hours Work* - Less than full-time work to meet the temporary restrictions.

Work Hardening

A rehabilitation program designed to restore functional and work capacities to the injured worker through an application of graded work simulation. Included are activities designed to improve overall physical condition, including strength, endurance, and coordination specific to work activity, as well as means for coping with any remaining symptoms from the original problem, such as pain. Central to all work hardening programs is the reproduction of a work like environment where tasks are designed to improve the patient's tolerance for productive work. Worker behaviours and not just physical conditioning is addressed. These include having structured work times and duties, dressing appropriately for one's tasks, and conducting oneself in a worker-like manner. It is important to differentiate work hardening from work conditions, which does not address these added concerns.

RETURN TO WORK PERFORMANCE TRACKING	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- In order to measure the effectiveness and efficiency of the WSIB Return to Work Program Ottawa Security Systems has determined that using specific performance indicators will be tracked, analyzed and reported upon.
- Records for all people directly employed by Ottawa Security Systems will be used when compiling the performance indicators shown below.
- This policy relates to WSIB performance tracking and not indicators associated with non WSIB claim costs such as short-term disability, sick days, etc.

ROLES AND RESPONSIBILITIES

Safety Department

- A yearly statistical review of injuries that includes the following will be done by the safety department.
 - Total number of injuries requiring WSIB notification
 - Worker's job title
 - Body area injured
 - Day of week injury occurred
 - Time injury occurred
 - Injury type (example – struck by, slip and fall, etc.)
 - Total number of WSIB lost time claims in a calendar year
 - Total number of WSIB modified work claims in a calendar year
 - WSIB 2020 Rate Framework Premiums
- The yearly statistical review will be compared to information available for the prior year.
- On an annual basis, employees will receive statistics that show total injuries, modified work, lost time and immediate return to regular duty that happened in the prior calendar year.
- Once a year senior management will receive a summary report of injuries and incidents that took place in the prior calendar year and verbally receive WSIB premium.

NOTE

- Some of the costs that are not tracked include the following.
 - Additional staffing through overtime or temporary staff replacements.
 - Delays from rescheduling work.
 - Training new or transferred replacement worker
 - Additional lost productivity if the work can't be reassigned or results in larger workloads.
 - Diminished morale or turnover from pressures relating to work re-distribution
- Many organizations apply a factor of at least 4 on the lost productivity costs to estimate the non WSIB overall cost of absenteeism to the organization

- In January 2020 WSIB introduced the Rate Framework program and abolished the CAD 7, NEER and MAP rebate / surcharge programs. In 2020 the WSIB Rate Framework calculates premiums that are reflective of an employer's claim history.
- Prior to 2020:
 - CAD 7 lost time claims had an impact of approximately 1.5 times of the amount of loss of earning paid per year for 2 years to the WSIB rebate / surcharge calculation. Frequencies counted for 2 years while claim costs are counted for 5 years.
 - NEER lost time claims had an impact of approximately 1.5 – 6 times of the amount of loss of earnings paid per year for 1 year; every year loss of earnings paid impacted the WSIB rebate / surcharge calculation.

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform and statistics will be communicated during the annual safety review.

TRAINING

No specialized training is required

EVALUATION

A comparison of WSIB premiums for Ottawa Security Systems compared to the average rate for comparable employers will be done on an annual basis

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation indicates that Ottawa Security Systems premium rates are below or the same as the average rate for comparable employers this document will be renewed
- If the evaluation indicates that Ottawa Security Systems premium rate are above the average rate for comparable employers this document may be revised or other organization changes made. If this document is revised it will be distributed and communicated.

SAFETY TRENDS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The purpose of this standard is to review safety trends so that opportunities for improving the Ottawa Security Systems occupational health and safety program through activities such as assisting in establishing safety goals / objectives, meeting due diligence, etc. can be identified.
- A review of leading and lagging indicator trends can also inform a business of its progress towards annual targets and objectives (example – reduction of injuries).
- An added benefit is that lagging indicators can potentially reveal gaps where implemented controls may need to be reviewed and improved upon.

ROLES AND RESPONSIBILITIES

Senior Management

- Review and approve the safety trends procedure and related documents at a minimum annually
- Review all reports being submitted to determine and or approve corrective action arising from the review of the safety trends
- Determine and provide the resources (time and personnel) needed to implement the procedure
- Designate competent staff to monitor the safety program and provide trends reports for review
- Taking accountability for the effectiveness of the trends review and promote the use of process and risk-based thinking
- Ensure the results of the trends review and any corrective actions are communicated to all staff
- Ensure that trends are considered when goals / objectives are revised or developed and when revising / developing the continual improvement plan

Managers / Supervisors

- Discuss trends with all employees and corrective actions during safety meetings
- Ensure corrective actions are developed and implemented and documented

Designated Person

- Maintain and monitor data within the safety program and collect data input to analyze and determine trends.
- Create a trend report to be presented to senior management for review (can be included within the management review report).
- Ensure that, at a minimum, the following are included in the trends report:
 - Findings
 - Analysis
 - Conclusions
- If appropriate, any graphs showing trends and or tables representing data can be used

- Recommendations to senior management to include resources needed, time commitment and anticipated outcome
- Maintain and monitor data within the safety program and collect data to analyze and determine trends
- To review this standard on an annual basis at a minimum
- A written report will be completed by the designated person at least annually, for senior management, which will include any identified trends within the safety program. This report can be included as part of the management review report.
- Designated person will collect the data required to develop the trends report from both lagging and leading data inputs such as:
 - Injury / illness reports / investigations
 - Hazard reports
 - Work refusal reports
 - JHSC minutes
 - WSIB injury / illness reports
 - WSIB workplace injury summary report
 - Workplace Violence and Harassment report
 - Status of health and safety goals / objectives
- Designated person will submit the trends report to senior management before the review to allow senior management to have time to review the information
- Senior management will review the trends report at the management review meeting and reply in writing to the designated person with approved actions in relation to recommendations provided
- The reply will be shared with the JHSC and communicated via JHSC meeting minutes or other appropriate communication method
- The designated person will monitor the implementation of the action plan(s) related to the trends report and update senior management on a regular basis regarding the status of the action plan(s)
- All trends reviewed will be filed with the management review minutes

Joint Health and Safety Committee (JHSC)

- To report any negative effects on the safety program or if applicable, an increased safety risk to personnel once data that is included in the trends is reviewed

COMMUNICATION

This standard will be available on the Ottawa Security Systems communication platform.

TRAINING

No formal training is required but if training is identified as a requirement throughout this procedure it will be provided, and training records will be kept. Training can be done inhouse or with an external provider via electronic or phone means or in person.

EVALUATION

A reduction in adverse trends will be used to evaluate the effectiveness of this standard by senior management and the safety department manager on an annual basis

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If a reduction in adverse trends is achieved this standard will be renewed.

- If a reduction in adverse trends is not achieved a review of this standard will be done to determine if a change in the standard is required. If a change in this standard is required, it will be implemented, distributed and communicated.

RECORD RETENTION

- Trend reports and JHSC meeting minutes are to be retained for a minimum period of three years.
- If possible, these records are to be retained electronically so that they can remain legible.
- The safety department designate will be responsible for the retention of these records.

LEGISLATION

- While there is very little specific legislation that addresses safety trends there are standards that require monitoring of a safety program, some examples of these standards include:
 - Ontario's Supporting Ontario's Safe Employers Program
 - Certificate of Recognition (COR)
- **Note** - The Occupational health and safety act, section 25 (2)j, does require an employer to prepare and review, annually, a health and safety policy and to develop a program to implement the policy.

DEFINITIONS

Inputs

Any process, procedure, report, log, etc. that provides information that is written into the management review report.

JHSC

Joint Health and Safety Committee. This is a forum for bringing the internal responsibility system into practice. The committee consists of labour and management representatives who meet on a regular basis to deal with health and safety issues.

Lagging Indicators

Inputs that are reactive in nature. They measure the effectiveness of an Occupational Health and Safety Program after the fact. Examples include, but are not limited to, incident data, WSIB claims costs, etc.

Leading Indicators

Inputs that are proactive in nature. They measure activities carried out to prevent and control injuries and indicate effectiveness before an incident happens. Examples include, but are not limited to, number of near misses filed, the number of complete safety meetings, number of housekeeping inspections, closure rates of outstanding inspection items, etc.

Trends

A general direction in which something is developing or changing. If the items show up multiple times it may signify a trend.

SITE INDUCTION	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this standard is to maximize the effectiveness of site-specific orientations / inductions by bringing conformity at various Ottawa Security Systems sites.

ROLES AND RESPONSIBILITIES

Management/Superintendent/Forman

- Supervisors share the responsibility of complying with legislation in conjunction with any others who may direct workers.
- Supervisors are responsible for ensuring that a site induction / orientation is done before work is started
- Observe and monitor workers
- Ensure all sections of Ottawa Security Systems Site Induction forms are completed or marked not applicable
- Ensure site inductions are done for all new site employees (a completed new hire verification form can take the place of a site orientation) or visitors or contractors / sub contractors
- Ensure site inductions are done once a year for repeat people such as employees from a different site, suppliers, or contractors
- Understand that site inductions are valid for one (1) year and completed site inductions kept on file

Workers

- Assist their employer in the identification and documentation of hazards and documented implementation of hazard controls
- Follow safe work procedures, best practices, guidelines, etc.
- Wear required PPE

Contractors

- Complete work in accordance with legislation, industry best practices, Ottawa Security Systems requirements, etc.
- Ensure that their personnel report for their induction and follow any instructions provided during the induction
- Understand that they will be held accountable for health and safety performance while on site and may be subject to removal from the work site if / when warranted.

COMMUNICATION

This standard is to be available on the Ottawa Security Systems communication platform

TRAINING

No specialized training is needed

EVALUATION

This standard will be evaluated by a review of completed site inductions to ensure completeness

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation determines that completed site inductions are deficient this standard will be revised or the issue(s) will be addressed by management with the identified work group(s)
- If the evaluation determines that completed site inductions are completed without issue(s) this standard will be renewed, distributed and communicated

SLIPS, TRIPS AND FALLS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- Slips, trips, and falls are a major concern in Ontario and at Ottawa Security Systems because of their potential to cause serious harm and or injury.
- Statistics from the Workplace Safety Insurance Board show that each year there are about 17,000 lost time injuries because of falls in the workplace.
- Slips and trips account for 65 % of all fall injuries while 34 % of fall injuries are from falls from heights that range from a few centimeters to 120 stories. (<http://carleton.ca/ehs/wp-content/uploads/slippreventionWSIB2130A.pdf>).
- Ottawa Security Systems believes that slip, trip and fall hazards can be eliminated / minimized by taking preventative action.

ROLES AND RESPONSIBILITIES

Management/Superintendent/Foreman

- Monitor work area for slip, trip, and fall hazards issues and correct as needed
- Discuss hazards on documented Safety Meetings
- During safety inspections carefully inspect slip, trip, and fall hazards and if non-compliant then have it corrected as soon as possible
- Ensure
 - Access to areas that pose slip, trip and fall hazards is prohibited with barriers or other device(s) until the appropriate action has been taken to remove the hazard(s)
 - Documented workplace inspections are completed and available on the Ottawa Security Systems communication platform
 - Spills are cleaned as soon as they happen using a method that does not spread the problem; for example, use paper towel to clean small spills instead of a mop that wets a larger area of a floor
 - Debris / recycling items are removed on a regular basis
 - Implement / perform other good housekeeping practices that apply to the area / site
 - PPE is worn, including safety footwear
 - Required PPE is worn to clean up spills, debris, etc.
 - Hazards are immediately reported
 - Items are not carried in a way that blocks the person's view
 - Snow is cleared in outdoor areas
 - Outdoor surfaces are kept in good repair
 - Three-point contact is used
 - There is adequate lighting
 - Floors, emergency exits, stairways, or other walking surfaces are to be kept free of obstructions, hazards and accumulations of refuse, snow or ice and not have a finish or

protective material used on it that is likely to make the surface slippery (Ontario Regulation 851, s11)

- Covers on floor openings, roof or other surface openings are to be secured in place and constructed to meet the structural requirements for loads (Ontario Building Code and Regulation 851, s15)
- If a slip, trip, fall hazard is beyond your ability to solve report it to your supervisor and ensure that the area is off limits to people until the hazard has been eliminated / minimized
- Slips, trips, and falls and related near misses are reported
- Access and work area is appropriate for the next shift

Workers

- Address housekeeping as part of every task and address it during the documented Daily Safety talks / Safety Meetings
- Report all slip, trip, and fall hazards to supervisor
- Always wear required PPE
- Clean up spills as soon as they happen using a method that does not spread the problem; for example, use paper towel to clean small spills instead of a mop that wets a larger area of a floor
- Remove debris / recycling items are removed on a regular basis
- Wear required PPE to clean up spills, debris, etc.
- Report hazards immediately
- Don't carry items in a way that blocks your view
- Use three-point contact
- Keep floors, emergency exits, stairways, or other walking surfaces free of obstructions, hazards and accumulations of refuse, snow or ice and not have a finish or protective material used on it that is likely to make the surface slippery (Ontario Regulation 851, s11)
- Ensure covers on floor openings, roof or other surface openings are secured in place and constructed to meet the structural requirements for loads (Ontario Building Code and Regulation 851, s15)
- If a slip, trip, fall hazard is beyond your ability to solve report it to your supervisor and ensure that the area is off limits to people until the hazard has been eliminated / minimized
- Report slips, trips, and falls and related near misses
- Ensure the access and work area is appropriate for the next shift

SOME COMMON HAZARD SOURCES

- Slippery surfaces (oil, grease, etc.)
- Seasonal slip / trip hazards (snow and ice)
- Spills of wet or dry substances
- Grade changes on walking surfaces
- Unsecured mats
- Poor lighting
- Loose flooring or floor covering
- Open drawers

In summary, communicating and promoting good housekeeping via the annual safety review training, documented pre-job briefings / safety meetings and with constant vigilance, identification and action

at all sites can have the greatest impact towards eliminating and or reducing the potential for risk and or injury.

Tools such as the workplace inspection and injury statistics can be used to measure the success of our collective efforts.

COMMUNICATION

This policy / standard will be available on the Ottawa Security Systems communication platform

TRAINING

Specialized training is not required

EVALUATION

Incidents / injuries related to slips, trips and falls will be used to evaluate this policy / standard

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- A decrease in slip, trip and fall incidents / injuries will result in these guidelines being considered a success and renewed.
- An increase in slip, trip and fall incidents will result in a review of this policy / standard so that appropriate revisions can be made, distributed and communicated

DEFINITIONS

Fall: An instantaneous drop in height of the human body

Slip: A sudden sliding motion when the foot or shoe loses traction with the walking surface potentially resulting in a loss of balance.

Trip: Temporary instability generated when the movement of the foot or footwear is momentarily interrupted.

STATISTICS AND RECORDS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

The purpose of this policy / standard is to provide Ottawa Security Systems with performance indicators of the occupational health and safety management system.

ROLES AND RESPONSIBILITIES

Senior Management

- Monitor statistics that report on the performance of the occupational health and safety management system
- Ensure appropriate actions are taken following a review of statistics.

Managers/Superintendent/Foreman

- Document and report the following leading and lagging indicators to their supervisor and safety department:
 - Injuries, this includes critical injuries and fatalities, modified work or lost time (lagging indicators)
 - Near Misses (leading indicators)
 - Incidents, this includes fires, property damage, motor vehicle incidents (roadway and site) and equipment incidents (lagging indicators)
 - First Aids
 - Ontario Ministry of Labour, Immigration, Training and Skills Development (MLITSD) field visit reports
- Ensure workers are aware of reporting processes and documenting the communication
- Review the monthly statistics released by the safety department with workers in a documented manner

Workers

- Report all injuries, first aids, incidents, and near misses to supervisor
- Participate in all discussions of leading and lagging indicators that are reported in statistics

Safety Department

- Track the following items that are reported by managers / superintendents / foremen and provide monthly analysis of statistics that show trends to senior management and managers of these items:
 - Injuries
 - Near Misses
 - Incidents

- Ensure that the statistics are included in the annual safety review and provide a comparison with the prior year
- Communicate statistics and trends electronically

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- No formal training is required but if training is identified as a requirement throughout this procedure it will be provided, and training records will be kept.
- Training can be done inhouse or with an external provider via electronic or phone means or in person.

EVALUATION

- A decrease in the number of injuries or incidents or an increase in the number of near misses filed will be used to evaluate this standard on an annual basis.

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation phase of this policy / standard shows positive strides being made it will be renewed
- If the evaluation phase of this standard does not show positive strides being made, then this policy / standard will be revised, distributed and communicated

DEFINITIONS

Qualitative

Data that can't be counted but can include trends, i.e. is something getting better or worse

Quantitative

Data that can be measured

Trend

A progressive increase or a decrease

TRAINING	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

Training is another link in our program and commitment to a safe workplace and also provides workers with additional knowledge to help them recognize hazards and fulfill their legal duties.

ROLES AND RESPONSIBILITIES

Senior Management

- Provide the time and resources to ensure information and instruction is provided to workers by competent people
- Ensure specialized training is provided before the task requiring it is started

Management / Supervisors

- To identify when specialized training is required and to ensure it is provided before the task is started
- Ensure that there is a method of tracking what training is required, its frequency, who has completed it, when it was been completed and when a training verification record was issued to the worker
- Personnel involved creating training material that is provided in house must be competent and must include a knowledge verification portion to the material being developed such as a quiz
- Personnel involved in preparing the tracking of training must also identify which training requires delivery by a certified instructor and or certified material

Workers

- To participate in all training
- To participate during the daily pre-job briefings
- Have available all training verification records issued to you

Some examples of training are:

- Annual Safety Review
- Asbestos, a designated substance
- Joint Health and Safety Committee – Certified Member
- Confined Spaces
- Safety Meetings
- Fall Protection
- First Aid
- Occupational Health and Safety Awareness in 4 steps – Workers
- Occupational Health and Safety Awareness in 5 steps – Supervisors
- Orientations
- Respirators
- WHMIS / GHS

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform

TRAINING

Training identified in the tracking system will be provided on the identified timelines

EVALUATION

On an annual basis the following will be reviewed:

- Training required
- Whether training was provided on a timely basis
- The pass / fail rate

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation determines that a change is required the change will be made, distributed and communicated
- If the evaluation determines that a change is not required this policy / standard will be renewed

WEATHER – WORKING IN HOT OR COLD WEATHER	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- To provide guidance to Ottawa Security Systems personnel for working in hot or cold weather
- If governing legislation or standards are more stringent than the requirements specified in these guidelines, then governing legislation or standards shall prevail

ROLES AND RESPONSIBILITIES – HOT WEATHER WORK

Supervisor

- Communicate to workers, in a documented fashion:
 - There is no legislation for heat exposure limits for working outdoors
 - Excessive exposure to heat is known as heat stress
 - Some risks and prevention tips for working in the heat:
 - Heat Rash – plugged sweat glands. Change into dry clothes and rinse skin with cool water. Prevention – keep skin clean and dry.
 - Heat Cramps – from salt imbalance because we are sweating more than we are drinking; move into cool area, drink water or electrolyte replacement beverage (salt tablets are not recommended). **Get medical attention if cramps don't go away after fluid replacement.** Prevention – drink fluids regularly.
 - Fainting – fluid loss, not drinking enough water and standing still causes less blood to reach our brain. Move person to a cool area, loosen clothing and have the person lie down. **Get medical attention if this happens as this can also happen because of another medical condition(s).** Prevention – drink fluid regularly, move around and don't stand in one place too long.
 - Heat Exhaustion – fluid loss and not drinking enough water causes our body's cooling system to start breaking down. Move the person to a cool, shaded area, loosen their clothing, provide cool water to drink, fan and spray with cool water. **Do not leave this person alone and get them medical attention as this condition can lead to heat stroke which can quickly become fatal.** Prevention – drink lots regularly and frequently.
 - Heat Stroke – is the most serious heat stress condition because it can quickly become fatal. It happens when our body has used up all its water and salt reserves which causes us to stop sweating. **Fan and spray the person with water, loosen their clothing and get medical attention immediately.** Symptoms vary from person to person but general warning signs for heat stroke are: Sudden and severe fatigue, Nausea, Dizziness, feeling lightheaded, sometimes sweating. Prevention – drink lots regularly and frequently.
 - Medical conditions or medications can cause some people to have a higher sensitivity to heat related conditions.
 - Wear appropriate PPE – light weight and light-coloured long pants, tightly woven clothing that is breathable, covering as much of the body as possible, etc.

- Wide brim hard hats may be helpful for some workers
- Use the “buddy” system – monitor themselves and their co-workers
- Drink a minimum of 1 cup of water every 20 minutes.
- **Ensure the emergency medical carrier information is up to date**
- To seek as much shade as possible during breaks and lunch periods
- Schedule more strenuous jobs for when it’s cooler
- Adjust work schedules to avoid working during the hottest part of the day if possible
- Ensure there is an adequate supply of drinking water
- Monitor the workforce

Workers

- Follow the tips in this policy
- Report all incidents, injuries, near misses immediately to your supervisor

ROLES AND RESPONSIBILITIES – COLD WEATHER WORK

Managers/Superintendent/Foreman

- Communicate to workers, in a documented fashion:
 - Excessive exposure to cold is known as cold stress.
 - Some risks and prevention tips for working in the cold:
 - The most serious cold related condition is hypothermia (dangerous overcooling of the body) as **it can be fatal if medical attention isn’t provided immediately**. Some warning signs of hypothermia are:
 - Nausea
 - Fatigue
 - Dizziness
 - Irritability
 - Euphoria
 - Pain in extremities (hands, feet, ears, etc)
 - Severe shivering
 - Frostbite is defined as damage of the skin from exposure to cold weather. While not typically fatal it can lead to serious complications, the worst being amputation. Injuries from frostbite are extremely common yet extremely preventable. Look for the 4 "P"s of frostbite
 - Pink - affected areas will be reddish in colour. This is the first sign of frostbite
 - Pain - affected areas will become painful
 - Patches - white, waxy feeling patches show up - skin is dying
 - Pricklies - the areas will then feel numb (pins and needles)
 - Drink warm, sweet drinks and soups if you’re medically able to as they have more calories and prevent dehydration which can increase risk of an injury.
 - Wear appropriate clothing (layers) and required PPE.
 - Use the “buddy” system – monitor themselves and their co-worker
- Other medical conditions or medications can cause some people to have a higher sensitivity to cold related conditions.
- When possible, schedule workers so that they can acclimatize their body to working in the cold
- Monitor the workforce

Workers

- Follow the tips in this policy
- Report all incidents, injuries, near misses immediately to your supervisor

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform

TRAINING

Specialized training is not required

EVALUATION

Annual evaluation of this policy / standard will consist of a review of any incidents related to hot or cold weather work

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation determines that a change is required the change will be made distributed and communicated
- If the evaluation determines that a change in available well-being promotion is not required this policy / standard will be renewed

WHMIS / GHS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- This policy outlines the responsibilities and procedures that all work groups at Ottawa Security Systems should follow to meet the criteria set out under the Workplace Hazardous Material Information System (WHMIS) and Globally Harmonized System (GHS).
- The purpose of this global system is to enhance the protection of human health and the environment by providing simple communication on hazards and practices to follow for safe handling and use of chemicals.
- There are three elements to GHS: Classification of the hazards of chemicals according to GHS rules, communication of the hazards and precautionary information using safety data sheets and labels. GHS also uses three major hazard groups to classify products: Physical hazards, health hazards and environmental hazards.

ROLES AND RESPONSIBILITIES

Managers/Superintendents/Foreman

- Follow Occupational Health and Safety Act and regulations related to workplace hazardous material
- Ensure workers are trained in WHMIS/GHS
- Ensure workers are familiar with hazardous products in the workplace and Safety Data sheets (SDS) are available
- Ensure SDS for the site are reviewed with workers during a documented safety meeting to:
 - Ensure appropriate first aid material is available on site
 - Ensure appropriate personal protection is available and is worn by all workers
 - Ensure workers are competent
- Observe and monitor workers and enforce requirements
- Ensure Safety Data Sheets (SDS) are available for all materials on site, and their location is known
- Ensure all employees receive GHS training including new hires, casual workers and parttime workers. Employee GHS training should cover the following:
 - Type of information contained on SDS
 - SDS symbols
- An up-to-date inventory of chemical substances used and or stored at the various Ottawa Security Systems sites / work groups will be maintained by the supervisor.
- Ensure flammable products such as gasoline, oils, grease, etc. are not stored in the work area and that "No Smoking" signs are posted in the area they are stored
- Ensure that labelling and identifying chemicals is an ongoing process at Ottawa Security Systems.
- Ensure workplace labels are affixed to hazardous products that have been transferred from the original container into another container.

- Ensure approved containers are used for storage, transportation and disposing hazardous materials and that it meets MSDS / SDS requirements
- Ensure documented control measure(s) are in place.

Workers

- Follow Occupational Health and Safety Act and regulations related to workplace hazardous material
- Wear and use all PPE required in accordance with SDS
- Have up to date WHMIS/GHS Training
- Advise managers/supervisors when proper procedures cannot be followed.
- Be aware of control methods used when there is an exposure to hazardous material
- SDS's must accompany all shipments of chemicals that are received by Ottawa Security Systems purchaser and or other Ottawa Security Systems personnel who in turn should then provide them to the foreman / supervisor for review, communication that is documented, and filing.
- Work in accordance with this policy, other Ottawa Security Systems safety requirements and legislation

Supplier Label – Some Highlights

- Will show pictograms
- Will use a signal word (Warning, Danger, etc.)
- Will provide information about any reaction from using the product as per instructions
- Outer containers don't need a label if the label can be seen through the packaging (ex shrink wrap) and if Transportation of Dangerous Goods label requirements are met
- Supplier labels do have to be affixed to original containers of hazardous products

Safety Data Sheets – Some Highlights

- SDS's have 16 sections
- Must be updated by the manufacturer / supplier as new information becomes available
- Hazardous ingredients to be disclosed according to the Hazardous Products Act
- Possible reaction(s) from using the product as per instructions must be provided by the manufacturer / supplier
- If suppliers don't know what the toxicological properties are for an ingredient the ingredient doesn't have to be disclosed
- If Health Canada has exempted a manufacturer / supplier from disclosing confidential information the SDS has to state that there is an exemption along with the generic chemical name of the hazardous product / ingredient.
- Confidential information must still be made available to medical professionals by Health Canada.

COMMUNICATION

This policy is to be available on the Ottawa Security Systems communication platform

TRAINING

- Ottawa Security Systems workers that use chemicals are to receive WHMIS / GHS training and the training should include:
 - Generic training: The contents required on a supplier label and workplace label.

- Generic training: The contents required on a safety data sheet.
- Other task specific training may also be required and will be provided

EVALUATION

This policy will be evaluated by a review of incidents / injuries involving chemicals

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If a review of injuries / incidents that involve chemicals determines that a change in this policy is required, it will be done, distributed and communicated
- If a review of injuries / incidents that involve chemicals determines that a change in this policy is not required, it will be renewed

GHS Standard Pictograms

Health Hazard  • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	Flame  • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	Exclamation Mark  • Irritant (Skin and Eyes) • Skin Sensitizer • Acute Toxicity-Harmful • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone
Gas Cylinder  • Gases Under Pressure	Corrosion  • Skin Corrosion • Eye Damage • Corrosive to Metals	Exploding Bomb  • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle  • Oxidizers	Environment  • Aquatic Toxicity	Skull & Crossbones  • Acute Toxicity-fatal or toxic

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WORKING ALONE	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- While it is not always hazardous to work alone, it can be when other circumstances are present. In keeping with the “prevention is best” philosophy at Ottawa Security Systems this policy / standard has been put in place.
- It’s also important to note that whether a situation is a high or low risk will depend on the scope of work, location of work, type of work, interaction with the public, or the consequences of an incident or injury.
- This wide variety of circumstances makes it important to assess each situation individually.
- There is no safety legislation that specifically addresses the issue of working alone. There are, however, general regulations that could be interpreted to address the issue. These include the employer’s requirements to provide adequate supervision, and to take all reasonable precautions to protect the safety of workers (OHSA Section 25(2)(h)).

ROLES AND RESPONSIBILITIES

Management/Supervisor

- Ensure all crew have required training, are competent workers and wear appropriate personal protective equipment required for the task
- Perform documented safety meetings, site inspection and monitor work throughout process
- Ensure there is an emergency response plan for medium to high risk working alone situations
- Ensure workers are competent
- Ensure there is a communication plan and that it is implemented
- Recognize that each situation is unique and requires that a documented hazard assessment to be completed so that a risk level can be identified. For example:
 - Low Risk – could include occupations such as office personnel, or sales staff, where there is little or no danger to the worker.
 - Medium Risk – could include occupations such as laboratory personnel working in a laboratory.
 - High Risk – could include occupations such as equipment operators, or mechanics, where the nature of the work being performed has greater risks and hazards associated with it. Some specific examples may include, but not limited to –
 1. Working around or servicing or maintenance work on loaders, haul trucks, etc.,
 2. Operating vehicles, equipment, etc.
- Where it has been determined that an individual working alone is at “Medium” or “High Risk” the site or supervisor must establish a documented “job specific practice”, for their site and communicate it in a documented safety meeting. The following protocol is to serve as a minimum requirement:

A. At the shift start

- 1) The individual who is working alone will communicate with a designated contact such as their supervisor or dispatch, etc. to establish or confirm presence, and protocol of communication throughout the shift.
- 2) The individual working alone should have a means of communication (2-way radio, CB or telephone) available to them, and should ensure that the equipment is in proper operating condition.
- 3) An initial communication will be made with the designated contact, to check in.

B. During the shift

- 1) The worker should check-in with the designated contact a minimum of every two hours or as per the pre-determined schedule. Where a separate communication device is not available, the “check-in” could take place in person by gathering during breaks intervals, or by a designated individual making regular rounds.
- 2) If the worker fails to check-in or communication cannot be established then the designated contact must immediately proceed to the area or make other appropriate arrangements to determine where the worker is located and establish visual contact.

- Notes:
 - When work is clearly of a hazardous nature (electrical, high energy, toxic, flammable, or high-pressure materials) or cannot be managed safely by a single individual – it must not be done alone.
 - Additionally, work involving confined space entry shall never be performed alone.
Example: cleaning out mixer drums, entering manholes, etc.

Worker

- Participate in all training
- Follow all safety instructions
- Wear required PPE
- If there are equipment problems (e.g. dead battery in radio) it is your responsibility to ensure that the problem is reported and corrected immediately.

COMMUNICATION

This policy / standard is to be available on the Ottawa Security Systems communication platform.

TRAINING

Any training identified as required for the type of work being performed is to be provided before the work is performed.

EVALUATION

This policy / standard will be evaluated by reviewing incidents / injuries / near misses that are related to working alone.

MAKING IMPROVEMENTS / ACKNOWLEDGE SUCCESS

- If the evaluation determines that improvements are required, this policy will be revised, distributed and communicated
- If the evaluation determines that improvements are not required, this policy will be renewed

WORKPLACE AND PRE-USE INSPECTIONS	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- The intent of this standard is to meet legislated requirements and to provide the internal responsibility system with another proactive tool to verify that controls are working and that corrective actions are taken.
- Workplace inspections are also intended to:
 - Identify existing and potential issues
 - Recommend corrective actions
 - Provide an opportunity for the employer and workers to communicate
 - Maintain a safe and healthy workplace

ROLES AND RESPONSIBILITIES

Supervisor

- Ensure that workplace inspections are performed based on legislated timelines and the Ottawa Security Systems timelines, signed and available on the Ottawa Security Systems communication platform
- Ensure that competent personnel inspect the workplace
- Ensure corrective action(s) are completed in a timely fashion and documented when a hazard is identified during the inspection
- If a hazard poses an immediate risk to people or property, then immediate and appropriate action must be taken and communicated to workplace parties who may be impacted
- Ensure drivers / operators are performing documented pre-use inspections on watercrafts, vehicles, equipment, machines and tools and that corrective action(s) are identified and that they are handed in to identified personnel. Note that a corrective action can be to isolate / tag out / park the vehicle / equipment / item.
- Ensure that Ottawa Security Systems forms are used for workplace inspections and pre-use inspections
- Ensure that a worker and supervisor have signed the documented workplace inspection

Worker/ Joint Health and Safety Committee member/ Site Safety Representative

- Conduct and or participate in documented workplace inspections as required
- Participate in documented communications about the documented workplace inspection
- Complete documented pre-use inspections prior to driving / operating / using vehicles, equipment

COMMUNICATION

- This standard / policy is to be available on the Ottawa Security Systems communication platform.

TRAINING

- No formal training is required but personnel conducting the workplace inspection(s) must be competent.
- If training is required for specialized inspections training will be provided by a qualified / competent internal or external party

EVALUATION

- Evaluation of this policy will take place on an intermittent basis throughout the calendar year to determine if inspection schedules are being adhered to

ACKNOWLEDGE SUCCESS / MAKE IMPROVEMENTS

- If the evaluation determines that inspections are taking place as required this policy will be renewed
- If the evaluation determines that inspections are not taking place as required this policy will be revised or other appropriate action will be taken

DEFINITIONS

Competent Person: Has the knowledge, training and experience to organize the work, is familiar with the Occupational Health and Safety Act and applicable Regulation(s) and can identify existing and potential health and safety hazards and or unsafe working conditions.

Informal workplace inspections: Are inspections that are done without documentation. These types of inspections have merit but do not replace a formal workplace inspection.

Qualified Individual: a person technically knowledgeable in the operation of a process, system, equipment or device and related activity, where such knowledge can be used to provide an informed opinion regarding the health and safety associated with an operation or activity.

Supervisor: A person who has charge of a workplace or authority over a worker.

Worker Representative: An individual employed by Ottawa Security Systems who does not have supervisory or management responsibility.

WORKPLACE VIOLENCE AND HARASSMENT	
PREPARED BY:	DATE OF ISSUE:
REVIEW DATE(S):	VERSION #: V1
REVIEW FREQUENCY: Annually unless circumstances dictate a change in frequency	
WITHDRAWAL DATE: N/A	RETENTION PERIOD: 5 years
SCOPE / LOCATION: All active Ottawa Security Systems Sites	

PURPOSE

- This policy supports the commitment of Ottawa Security Systems to provide a work environment, in which all individuals are treated with respect and dignity.
- All Ottawa Security Systems managers, supervisors, workers, clients, contractors, and visitors are expected to uphold this policy and will be held accountable for their role in preventing and / or preventing escalation of incidents by Ottawa Security Systems.
- Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

ROLES AND RESPONSIBILITIES

Senior Management

- Ensure this policy is reviewed and signed annually
- Ensure that measures and procedures in this policy are carried out
- Hold managers and or supervisors accountable for responding to, resolving complaints, and adhering to this policy
- Ensure that all reports or threats of violence / harassment/ sexual harassment are investigated in a prompt, objective, and professional manner
- Ensure all records of the investigation are kept confidential
- Ensure records are kept for a minimum of one year

Management and Supervisors and Foremen

- Investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful, professional, and timely manner
- Ensure this policy is available and accessible
- Ensure a workplace violence and harassment risk assessment is completed prior to work beginning and revised if required
- Ensure this policy is adhered to, and be held responsible, by the employer, for not following it
- Not to disclose information provided about an incident or about a complaint except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law
- Ensure this policy is posted in an area that is accessible for workers and the communication platform and that it is reviewed a minimum of once per year with workers
- Ensure workers are compliant with this policy
- To not penalize or discipline workers for reporting an incident or for participating in an investigation involving workplace harassment
- Ensure compliance by others who have a relationship with the organization, such as visitors, contractors, volunteers, etc.
- To encourage employees to report complaints or incidents

- Report all complaints / incidents they receive or witness to the Human Resources department or to the designated person.
- Contact the police as required
- Debrief those involved in the incident either directly or indirectly
- Keep records for one year

Employees / Workers

- To immediately report to their supervisor or other parties identified in this policy any incidents or potential incidents of workplace violence or harassment. The report may be made verbally or in writing (using the Workplace Violence and Harassment Reporting Form). Reporting is required so that appropriate remedial, disciplinary and or legal action can be taken.
- Immediate notification of an incident can be made by a worker who is not the victim
- If a worker needs further assistance, he or she may contact their health and safety representative or a Joint Health and Safety Committee member
- To participate in training to ensure this policy is fully understood
- In the case of extreme or imminent threat of physical harm to themselves or others at the workplace the worker should contact the police
- Get medical attention if needed
- Adhere to this policy

REPORTING AND INVESTIGATION

- Workers are to report all violence / harassment incidents or potential hazards to their supervisor either verbally or in writing using the Ottawa Security Systems Workplace Violence / Harassment Form
- This report can be made confidentially at the employee's request
- While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights.
- The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.
- It should be noted that sharing of information to ensure the safety of others and prevent recurrence may be necessary
- If the worker's supervisor or reporting contact is the person engaging in the workplace harassment, contact the Human Resources or the Safety department directly
- If the employer (e.g. owner, senior executive, director) is the person engaging in the workplace harassment, contact the Human Resources or the Safety Department directly
- Note – if the Human Resources or the designated person report to the alleged abuser then the complaint will be transferred to an appropriate party
- Management / Supervisors are to notify Human Resources or the designated person of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances.
- The supervisor receiving the report must respond promptly, assess the situation, investigate, and ensure that appropriate intervention takes place. A guide to these steps:
 - The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of

the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.

- The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
 - The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
 - The investigator must collect and review any relevant documents.
 - The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser, and any witnesses.
 - The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.
 - Measures taken to resolve the issue must be documented
 - If the resolution of the incident is beyond the authority of the supervisor, they must be guided by their supervisor
 - When an incident involves clients or employees under another manager's area of responsibility the supervisor receiving the report must be guided by their supervisor
 - The managers or supervisors who investigate the reported incident are to warn all staff who might be affected and will inform the reporting employee about the outcome of the investigation so that similar incidents can be avoided
 - Inform the worker who allegedly experienced the workplace harassment and the alleged harasser within 10 days of the investigation being completed of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.
- No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee. Retaliation includes:
 - Any act of retaliation that happens because a person has complained or provided information about an incident and includes:
 - Intentionally pressuring a person to ignore or not report an incident
 - Intentionally pressuring a person to lie or provide less than full cooperation with an investigation
 - Generally, the investigation will be completed within 90 days unless there are extenuating circumstances (i.e., illness, complex investigation) which warrant a longer investigation.

TIME LIMIT TO FILE A COMPLAINT

A complaint of harassment must be filed within twelve months of the last alleged harassment event unless there are extenuating circumstances. Allegations can go back further in time to describe incidents / events if the employee can demonstrate that they are directly related to the last event of alleged harassment that led to the complaint. This is important for showing a pattern of events.

HISTORY OF VIOLENT BEHAVIOUR

If a supervisor / management is aware that a person has a history of violent behavior and that it is likely to or may surface, then it is the duty of the supervisor to provide this information including any deemed relevant and necessary personal information to worker(s) who may be at risk. The level of information to be provided should only be as much as is reasonably necessary to protect the worker(s) from physical injury. Worker(s) considered at risk are ones who:

- Can be expected to encounter that person in the course of his / her work and
- The risk of workplace violence is likely to expose the worker to physical injury

SOME EXAMPLES OF RISK FACTORS FOR WORKPLACE VIOLENCE

- **Having direct contact with clients.** Examples are retail stores serving customers, gas stations, manufacturing facilities, industrial settings, office environments, etc.
- **Handling Cash In A Fixed location.** Examples are cashiers in retail stores, gas stations, anyone maintaining petty cash and making cash deposits.
- **Working alone or in small numbers at a fixed location.** Examples are office environments, industrial settings, etc.
- **Working with Unstable or Volatile people.** Examples are customers who may have psychological issues, substance abuse issues, etc.
- **Mobile workplaces.** Examples are workers who travel or work in a vehicle / equipment most of their workday to provide a service and who may have limited communication with their employer such as drivers, heavy equipment operators, etc.
- **Working in a fixed location and high crime area.** Note that a “high crime area” is identified by police and insurance and real estate broker statistics.

COMMUNICATION

This policy is to be made available on the Ottawa Security Systems communication platform.

TRAINING

Communication of this policy should be done on a yearly basis by the supervisor and can be included in the Annual Safety Review in addition to it being accessible on the Ottawa Security Systems communication platform.

EVALUATION

This policy should be reviewed and evaluated on an annual basis.

MAKING IMPROVEMENTS / ACKNOWLEDGING SUCCESS

An annual evaluation of this standard should include a review of legislation and should include a review of the number and or severity of reported workplace violence and harassment incidents so

that appropriate improvements can be identified, developed, and implemented. If no improvements are required, the policy's success will be acknowledged by renewing it.

DEFINITIONS

Physical Assault

Is any physical force or threat of physical force to create fear and control another person.

Risk Assessment

Management / supervisor (with worker involvement) assesses job related workplace violence hazards for jobs including new jobs, or when job descriptions are substantially changed.

Sexual Assault

Is any unwanted sexual act done by one person to another person.

Supervisor

A person who has charge of a workplace or authority over a worker

Threat (verbal or written)

Is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm, a conditional threat involves a condition, and veiled threats involve body language or behaviours that leave little doubt in the mind of the victim that the perpetrator intends to harm.

Worker

- Any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:
 - A person who performs work or supplies services for monetary compensation
 - A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled
 - A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution
 - A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met
 - Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation

Workplace

- For the purpose of this policy a workplace consists of company buildings (whether leased or owned), work sites and surrounding perimeter including parking lots, driveways or other Company grounds.
- It also includes working with the telephone, e-mail or all other means of communication, company vehicles, off-site SCOPE / LOCATIONs where Ottawa Security Systems business takes place, company sponsored function and recreational or social events (whether they take place on Company grounds or elsewhere) and travel for Company business.

Workplace Bullying

- Repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment.

Workplace Harassment

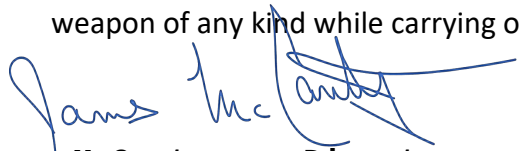
- Harassment can take place several times or once (if the event has a significant and lasting impact on a person) for this policy to be invoked.
- Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment
- Some examples are:
 - Repeated and persistent behaviours towards an individual to torment, undermine, frustrate, or provoke a reaction from another person.
 - Objectionable Act(s)
 - Comment(s) / Display(s) that demean, belittle, or cause personal humiliation or embarrassment, such as offensive jokes, innuendos, displaying or circulating offensive pictures or materials
 - Yelling
 - Swearing
 - Any act of intimidation or threat

Workplace sexual harassment

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

Workplace Violence

- Includes but is not limited to the following.
 - Use of physical force against or by an employee that causes or could cause physical injury but is not limited to punching, hitting, kicking, pushing, damaging property, or throwing objects.
 - Bullying, intimidating, embarrassing, or demeaning behavior.
 - The attempted use of physical force against or by an employee that could have caused physical injury.
 - An action or statement (or series of actions or statements) reasonably believed to be a threat of physical harm or as a threat to safety or security in the workplace.
 - Threatening to or bringing a weapon of any kind to a Company workplace or possessing a weapon of any kind while carrying out Company business.



James McCartney , Director

Name and Title of Senior Manager Signing
This Policy

January 1 2025

Date