COMPANY SAFETY POLICY AND PROGRAM

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INTRODUCTION

The information contained in this safety manual is designed to aid all employees of MB Ford Construction Ltd. in maintaining a safe working environment while on company property, or during the performance of their jobs.

At the back of this manual is an acknowledgement page, which you will be required to sign. It will confirm that you have read and understand the company's safety policy, and that you will adhere to this policy during the course of your employment.

This signed acknowledgement will be retained on file at our offices.

HEALTH & SAFETY POLICY STATEMENT

Management of MB Ford Construction Ltd. is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. MB Ford Construction Ltd. will make every effort to provide a safe, healthy work environment. Our goal is to eliminate or minimize the hazards that cause accidents and injuries. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

MB Ford Construction Ltd., as employer, is ultimately responsible for worker health and safety. As president of MB Ford Construction Ltd., I give you my personal promise that every reasonable precaution will be taken for the protection of workers. Any accident in this company will be viewed as a serious matter and will be thoroughly investigated.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act and applicable Regulations and with safe work practices and procedures established by this company, its clients, and the general contractor(s). Compliance with this policy will be reviewed regularly at all employee levels and violations of this policy will be recorded. Repeated disregard or willful violations of this policy by any subcontractor or employee at any level may be considered cause for discipline in accordance with the Occupational Health & Safety Act and the existing laws.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Chris Vaughan
President January 2019

RESPONSIBILITIES

The Occupational Health and Safety Act requires that everyone employed by MB Ford Construction Ltd., from the President to the Workers, is responsible to work together using the program set forth by MB Ford Construction Ltd. In so doing all Workers can be assured that they will be working in a Healthy and Safe Workplace.

EMPLOYER'S ROLE

1. Establishment of safety policies and procedures and the enforcement thereof.
2. To provide information, instruction, and supervision to protect workers safety and health.
3. Ensure that equipment, materials, and protective devices are provided and maintained in good condition.
4. To hire competent persons and supervisors.
5. Review all accident reports at least quarterly.
6. Provide training to all of our employees.

SUPERVISOR'S ROLE

1. Ensure that workers use or wear the equipment, protective devices or clothing that MB Ford Construction Ltd. requires to be used or worn.
2. Ensure employees and contractors work in a manner with the protective devices, measures and procedures required by the Occupational Health and Safety Act and regulations.
3. Provide and document orientation for new crew members.
4. Inspect safety equipment weekly; report safety problems to MB Ford Construction Ltd.'s senior management.
5. Inspect tools and equipment at least weekly and ensure that they are properly maintained.
6. Ensure housekeeping is done at least daily.
7. Review SDSs with crew before using hazardous products – This review must be documented.
8. Investigate any accident or incident occurring in the workplace and report it to Senior Management.

WORKER'S ROLE

1. Work safely in accordance with MB Ford Construction Ltd.'s health and safety policy and program, and with the project or client's health and safety program (including the Occupational Health and Safety Act and regulations).
2. Clean up work area at least daily.

3. Use or wear the equipment, protective devices, or clothing that MB Ford Construction Ltd. requires to be used or worn.
4. Report to the employer or supervisor any problem with equipment, which may endanger personnel.
5. Never work in a manner that may endanger anyone.
6. Never engage in any prank contest, feat of strength, unnecessary running or rough and boisterous conduct on the project.
7. Not use or be under the influence of alcohol or non-prescription (and some prescription) drugs while on any job site or while in control of a vehicle or piece of equipment.
8. When in doubt ask for information or direction from the supervisor.
9. Report all accidents and injuries no matter how minor.
10. Wear only prescribed ear protection and no personal audio equipment will be allowed.

SUBCONTRACTORS *All subcontractors to MB Ford Construction Ltd. shall:*

1. Work safely in accordance with MB Ford Construction Ltd.'s health and safety policy and program and the project or client's health and safety program (including the Occupational Health and Safety Act and applicable Regulations).
2. Ensure that all their employees comply with the site health and safety policy and program.
3. Provide training to their employees in the requirements of the site safety policy and program.
4. Ensure that their employees are properly licensed, qualified as required by contract, or trained for their duties.
5. Provide, inspect, and maintain necessary safety equipment as required for their direct-hire employees.
6. Monitor site conditions daily and record any injuries, accidents, or near-misses.
7. Notify MB Ford Construction Ltd.'s supervision immediately of any lost-time injuries or medical aid cases occurring on the project.
8. Conduct clean up of work areas daily (if waste and debris create a hazard and are not cleaned up in a reasonable time, MB Ford Construction Ltd will clean them up at the expense of the subcontractor).
9. Conduct regular weekly toolbox talks in addition to specific hazard training when required.
10. Provide compensation and time necessary to employees who are selected as a health and safety representative or a safety committee member.
11. Provide rescue procedures for a suspended worker before they are using the fall protection system.
12. Provide a copy of operating certificate for power operated work platforms, forklifts, etc. prior to using such equipment on-site.
13. Provide a current form 1000 (Registration Form) to MB Ford prior to starting work.

NETWORKING

The purpose of networking is to encourage companies to learn from each other. MB Ford Construction Ltd. believes that networking is one of the major tools in improving Health & Safety in the Workplace, and we are prepared to work with other companies to achieve this goal.

Networking will be achieved through the following means:

i) exchanging policies, documentation and guidelines with other companies in situations where it will improve Health & Safety in the workplace;
ii) acquiring training from Government approved associations like the IHSA;
iii) exchanging ideas with other companies at or about various training courses;
iv) sharing of information through personal contacts, visits, phone calls and e-mail; and
v) attending Health & Safety Association events and/or training.

ENFORCEMENT

ALL EMPLOYEES WILL BE SUBJECT TO DISCIPLINARY ACTION FOR THE FOLLOWING OFFENSES WHILE ON COMPANY PROPERTY OR DURING THE PERFORMANCE OF YOUR JOBS.

1. Flagrant safety violations, which do or could endanger life or damage company property.
2. Fighting or engaging in any "Horse Play".
3. Possession of firearms, or other weapons or explosives.
4. Removing without authority, destroying or tampering with any safety device.
5. Stealing first aid supplies and safety equipment or other equipment or property.
6. Being intoxicated as a result of alcohol or drugs.
7. Smoking while in a Designated "No Smoking Area". With the provincial no-smoking laws this includes site trailers; company vehicles; enclosed work areas.
8. Not wearing required personal protective clothing or equipment.
9. Failure to report any personal or vehicle accident no matter how minor.

VIOLENCE & HARASSMENT IN THE WORKPLACE

Purpose

The purpose of this policy is to address the requirements set out under Bill 168 & Bill 132. These Bills have introduced violence & harassment under the Occupational Health and safety Act.

Definitions

"workplace violence" means,

(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
(c) a statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

"workplace harassment including sexual harassment" means,

1. 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.
2. 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
3. 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.

Responsibilities

Employer

- Incorporate into their written policy.
- Conduct a hazard assessment.
- Provide the results to the JHSC and/or safety representative.
- Train their employees.
- Provide sufficient information to protect the workers; this includes personal information, related to a risk of workplace violence from a person with a history of violent behavior if,
  (a) the worker can be expected to encounter that person in the course of his or her work; and
  (b) the risk of workplace violence is likely to expose the worker to physical injury.

- **Limit on disclosure**
  The company or our supervisors shall only disclose the personal information in the circumstances described than is reasonably necessary to protect the worker from physical injury.
  Personal information from all those involved will be kept confidential as much as possible during the course of the investigation. Only information pertinent to the investigation and/or conclusion and recommendations will be released.
  The report will only be release to the involved parties and executive management.
- Shall investigate and correct all violent and/or harassing situations.

Supervisors

- Be responsible and accountable for the safety and wellbeing of their workers.
- Advise their crew of the presence of a condition or person which may/could potentially result in a violent outcome.
- Ensure all workers, in particular those that are known to be potentially violent, that any outbursts or acts of violence will have them immediately removed from site and potentially dismissed.

Workers

- All workers must report all incidents of violence and harassment. Use the company's Observed Hazard Form for this purpose.
- All workers must refrain from acting in a violent or harassing manner.

Potential Disciplinary Action

1. Workers who act or threaten to act in violent manner will be removed from the workplace.
2. Workers who act in a harassing manner will be suspended for a full shift.
3. Workers who act as an aggressor, and not in self-defense, will be suspended for 3 days or potentially dismissed without previous warnings.
4. ***There is always the potential for legal ramifications such as criminal charges being laid by the local enforcement agency***.

Worker's Rights

All workers now have the right under section 43 to refuse to work with a person or in a situation if they believe the person or the situation truly poses a threat to them. A worker who acts maliciously in their work refusal may be subject to disciplinary action – ***be responsible in your actions and claims***!
If the worker alleges the violence and/or harassment is their supervisor or employer, they can contact Corporate Compliance Consulting Inc. (James Taylor) at 613-797-3032 who will conduct an impartial investigation on the worker's behalf.

All other work refusals must/will be investigated internally and the Ministry of Labour if the situation is not resolved.

Hazard Assessments

Employers/Supervisors must include violence as part of their standard site hazard assessment. You should look for situations such as:

- When are people at risk?
  - Enforcing safety requirements, removing workers from site, stopping them from working in a certain manner.
  - Working in a small area with several trades, lack of respect for other trades materials, tools or work requirements.
  - Working with individuals who may/do have a "short fuse" and violent tendencies.

As per all other site hazards addressed, control measures must be implemented to control these potentially hazardous conditions. This may be accomplished with a stick schedule or clearly defined parameters or scope of work for that particular day or space.

Domestic Abuse

Should the company or supervisor become aware of a domestic abuse situation and an actual hazard exists that the violence could ripple into the workplace, we will take measures to protect the affected worker. Steps and preventive measures will be reviewed and implemented as needed.

HEALTH & SAFETY REPRESENTATIVE & JHSC

SELECTION PROCESS

1. At a project or other workplace where no committee is required under the Occupational Health and Safety Act, and where the number of workers regularly exceeds five, the constructor or employer must cause the workers to select at least one Health and Safety Representative from among the workers at the workplace who do not exercise managerial functions.
2. The workers must make the selection of the representative.
3. When the project regularly exceeds 19 workers, a JHSC will be established.
4. The committee will meet on a monthly basis and minutes will maintained.
5. Management and workers must provide the Health and Safety Representative with any information and assistance necessary to carry out the inspections in the workplace.

RESPONSIBILITIES

- Inspect the work areas at least bi-weekly to identify hazards.
- Report hazards and make written recommendations to the constructor or employer
- Attend and participate in health and safety meetings on site.
- Assist senior management in the annual review of the company's health and safety program.
- Help to implement the company's health and safety program.
- Assist the supervisor in accident investigation.
- Helps to mediate disputes over unsafe conditions.
- Be available to help with an emergency and be familiar with the emergency procedures.

QUALIFICATIONS

The health and safety representative should have a current first aid and cardiopulmonary resuscitation (CPR) certificate. They must be familiar with the current Occupational Health and Safety Act and Regulations for Construction Projects. They should take the Advance Safety Health and Safety Training program offered by the I.H.S.A. The representative should be familiar with the procedures involved in a refusal to work where health and safety is in danger.

HEALTH & SAFETY RULES – FIRST AID & MODIFIED WORK

***The Employer Shall**:*

1. Make sure that first aid is given immediately, in accordance with the Regulations.
2. Record the first aid treatment or advice given to the worker.
3. Complete and give to the worker a Treatment Memorandum Form if health care is needed.
4. Provide immediate transportation to a hospital, a doctor's office or the workers home, if necessary.
5. Submit to the board, within three days of learning of an accident, an Employers Report of Accidental Injury/industrial Disease.
6. Pay full wages for the day shift on which the injury occurred when compensation is payable for loss of earnings.

The Worker Shall:

1. Promptly obtain first aid.
2. Notify the employer immediately of any injury requiring health care and obtain from employer a completed Treatment Memorandum to take to the doctor or hospital.
3. Injuries on a jobsite must be reported to the jobsite supervisor immediately. Jobsite management is responsible for completing Workers Compensation Board form – 7 (sample of form found in back of binder). These must be forwarded to MB Ford Construction Ltd. as soon as possible.
4. Choose a doctor or other qualified practitioner, with the understanding that a change of doctor cannot be made without the permission of the board.
5. Complete and promptly return all report forms received from the Board.

Note: Health care includes medical, surgical, optometrical and dental aid; the services of osteopaths, chiropractors, and chiropodists; hospital and skilled nursing care; and the provision and maintenance of artificial members and appliances made necessary as a result of the injury. In an emergency, a doctor or a hospital staff member may notify the Board of the Worker's injury.

Modified Work

We, at MB Ford Construction Ltd., are committed, through a formal rehabilitation program, to rehabilitating our employees who have been injured on the job. We will make every reasonable effort to provide suitable employment to any employee unable to perform his or her duties as a result of a work-related injury and illnesses.

Objective

Modified Work is a means of accommodating an employee's temporary or permanent work restrictions. It is designed primarily to assist injured employees to make a safe and speedy return to their regular duties. It is usually a temporary measure that is to bridge the gap between injury and return to regular duties.

Definition
ESRW is any job, task or function or combination thereof that an employee may safely perform without risk to themselves or others. The work must be of value and productive, and not interfere with the normal operation of the department.

There are 2 classifications of modified work
1. temporary (0-6 months)
2. permanent (over 6 months)

Wages
An employee under the modified work program (either temporary or permanent) will continue to receive 100% salary from the Company.

Roles and Responsibilities
Management
1. To provide a fair and consistent rehabilitation policy for injured employees on or off the job or disabled due to illness or injury.
2. To provide a meaningful employment for temporarily disabled employees and promote modified duty.
3. To facilitate communication between the department, the employee and the treating agency of the employee.
4. To assist in the modification of the workplace.
5. To explain the objectives and requirements.

Program Manager
1. To determine in consultation with the manager or designate, if the position can be modified.
2. To monitor the progress of the employee's modified duties through regularly scheduled meetings with the employee and supervisor. Ensure medical follow-up is obtained at a schedule defined by the employer. The schedule of the meetings can be decided on a case by case approach.
3. To liaise with the employees treating agency and WSIB when required.
4. Meet with the employee and establish written goals and objectives. These will be established and agreed upon by the employee, department, and the employer.
5. To develop in consultation with the employees treating agency, the employee and the immediate supervisor a modified duty program.
6. Determine and maintain medical monitoring and treatment with the use of the Functional Abilities Form. The frequency of medical contacts can be determined on a case by case basis.

Immediate Supervisor

1. To advise the employee of the availability of the ESRW and provide the required forms.
2. To assist in the creation of, and support the employee's ESRW program.
3. To maintain communication with the employee on ESRW and monitor the progress and the effectiveness, on an individual case by case basis.
4. To inform other employees in the department of program goals.
5. To communicate and assist in the evaluation of the program's effectiveness, regular meetings are to be scheduled with the employee.
6. Communicate with the injured worker; document the communication on the Contact Log. This communication is to be on a regular basis, at least once a week or as frequent as may be required. This will be determined on a case by case basis.
7. To schedule bi-weekly meetings with the worker.

Employee

1. To maintain regular contact with the supervisor.
2. To take an active role in developing their ESRW program.
3. To communicate any concerns to their immediate supervisor any concerns or problems.
4. To obtain the necessary forms from the treating agencies as may be required by the employer. The employee may be responsible for the initial cost of any forms that are required.
5. To ensure other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty. These appointments are to be arranged whenever possible during non-work hours.
6. To co-operate with all request for documentation as required by the WSIB and the Employer.

Health Care Providers

1. To provide up to date medical information.
2. Fill in the forms as requested.
3. Act as a resource.

Procedures

1. Where an employee has a work-related injury requiring medical attention, the accompanying first aider will provide an Application for ESRW form and letter to the doctor, which is to be completed by the treating physician.
2. It is each employee's responsibility to ensure that the Application for ESRW form is returned to his/her Supervisor within 24 hours.
3. The Program Manager, in conjunction with the Supervisor, will review the form and determine if the medical restrictions (if any) can be accommodated within the employee's regular job duties. If not, the supervisor will make every reasonable effort to offer modified work first within the department or if necessary, in another department within the Company.

4. The Supervisor will meet with the injured employee to discuss the available modified work. Where both parties agree, the employee will start ESRW immediately after the signing of the ESRW Contract.
   Where no agreement can be reached between the Supervisor and the employee, the Program Manager will contact the WSIB and discuss the available ESRW.
   An employee on a modified work program will follow all standard and established Company work procedures.
   The Company reserves the right to arrange a Second Party Medical Assessment by a physician of the Company's choice.
5. The Supervisor is responsible for the ongoing monitoring of an employee who is performing modified work to ensure:
   a) The modified work continues to be suitable and is acceptable to the employee, the physician and the WSIB Adjudicator - no duties are assigned outside of existing medical restrictions.
   b) Additional duties are added as the employee is capable to ultimately meet the objective of a return to regular duties.
   c) Regular follow-up with the treating physician and WSIB Adjudicator is maintained.

6. Once the employee demonstrates the capability of resuming regular pre-accident duties, clearance must be obtained from either the treating physician via a Functional Abilities Form (FAF) or the WSIB.
7. In a case of permanent impairment, the Supervisor, Program Manager and Management will meet with the employee, and if necessary, the Safety Representative, to consider what additional measures are necessary for the placement of that employee.

SAFE PRACTICES AND PROCEDURES

GENERAL

- Horseplay, scuffling, boisterous conduct, etc. at any time on company premises is not allowed as they can lead to injury.
- Always keep cylinders vertical and secured at all times. They should never be moved without their protective caps on.
- Compressed air should never be directed at any person.
- Machinery and equipment safety guards should always be in place.
- No smoking within 20 meters of Gas and Fuel tanks.
- Good housekeeping is the foundation of safe working conditions. Every worker will do his or her share to keep the work areas clear and clean. Good housekeeping also applies to drivers in regards to the vehicles they drive.

DRUGS / ALCOHOL

Alcoholic Beverages and Illegal Drugs

No alcoholic beverages or illegal drugs are allowed on the site, nor will any worker under the influence of such substances be permitted access to the site. Ensure we are aware of and adhere to the conditions of the client's policy as well; we will review these requirements with the workers, including sub-contractors, during an orientation session.

Prescription Medication

Anyone under medical care which requires medication that may impair their ability to perform the work safely must inform their supervisor.

Only if this segment passes government approval – still being reviewed

If the employee has been prescribed medical marijuana (MM); the employee, including all sub-contractors, must provide the company and/or the site Superintendent, a valid Medical Marijuana Purpose Regulation (MMPR) certificate prior to smoking including with a vaporizer or ingesting it. The following prerequisites to using MM must be adhered to:

1) **The use of the MM cannot impair the worker's ability to perform their work in a safe manner. Workers will not be permitted to work at heights, operate any equipment or work around vehicles or heavy equipment or be in a life-threatening position. The worker will be reassigned to a position that does not pose a risk to themselves or any other worker.**
2) **The use of the MM cannot affect other workers; by smoking MM no other worker can be in close proximity thereby ensuring they would not be affected by the second-hand smoke.**
3) **The employee must never give their MM to any other worker.**
4) **The employee must store the MM in a safe manner at all times.**

5) **Failure to comply with the above will result in the worker falling under the company's standard disciplinary guidelines.**

CHAINSAWS

- Chainsaws can be very dangerous and **must only be used by a worker who has received training in its safe use**. Proof of this training must be readily available.
- Workers using chainsaws must wear appropriate personal protective equipment including chaps, gloves, eye and hearing protection.
- Always follow the manufacturer's recommendations when operating a chainsaw (ballistic pants are usually recommended as well).

COMPRESSED AIR

- Eye protection must be worn when using compressed air.
- Never, under any conditions, use compressed air to clean your clothes or any part of your body.

CUTTING

- Only authorized personnel shall use cutting equipment and all required personal protective equipment should be used.
- Only approved equipment in good condition shall be used, and any defects must be reported immediately. Frequent inspection should be carried out.
- Adequate ventilation must be provided.

EQUIPMENT OPERATION/VEHICLE SAFETY (INCLUDING ELEVATED WORK PLATFORMS)

- When operating a company vehicle, you are required to be the holder of a valid driving license, to know and obey all traffic regulations and to observe all the rules of safe driving. Become familiar with the operation of any vehicle assigned to you. Keep your vehicle properly serviced and report unsafe conditions and be sure to have them corrected at once.
- All vehicle and equipment operators are responsible for circling their vehicle or equipment before starting, to ensure that there are no obstructions in the direction of travel.
- All operators must ensure that their path is clear before backing up the vehicle or equipment. A signal person should always be used when the view is obstructed or when the equipment is driven in an area where the operator or other persons may be endangered.
- Always be alert when operating equipment around overhead hydro lines. Drivers and operators will ensure that the equipment they operate will not come within minimum distance from live power lines.

- Before mounting equipment, ensure that boots soles are clean to avoid slips and falls. Climb up and down equipment maintaining 3-point contact at all times (two hands one foot, or two feet one hand).
- All mounting facilities must be maintained in a safe and clean condition. It is the responsibility of all operators to ensure that their equipment is in safe working order at all times and that all problems are reported and acted on immediately.
- Mechanical problems shall be reported immediately to shop dispatcher, foreman, or supervisor.

Note: Operating vehicles and/or equipment in a careless or dangerous manner will be grounds for suspension without pay and could be cause for dismissal.

EQUIPMENT AND TOOLS

- Keep tools, equipment and materials orderly.
- Never use tools or equipment with defective or worn parts.
- Tools with "mushroomed" heads are dangerous and must be replaced, or reground.
- Do not carry sharp-edged or pointed tools in your pockets.
- All portable power tools must be equipped with 3-wire cable and a 3-pronged plug, and be properly grounded, or an approved double-insulated type.
- Do not drop or throw tools or other materials from any height.
- Never block, leave open, or otherwise render inoperative any protective guard devices.
- If you think a guard is unsafe, or find a dangerous machine without guards notify our foreman or supervisor.
- Never use power tools in areas where there may be exposure to flammable gases as sparks may cause an explosion.
- Inspect power cords for damage or knots as this may cause short circuits or electrical shock.
- Always disconnect an electrical tool from a power source before making adjustments or changing attachments. Before any electric tool is connected to power source, the switch on the tool must be off.

FALL PROTECTION

The best protection is to prevent falls from happening in the first place. Fall prevention uses physical means to keep workers away from situations where they might fall.

RESPONSIBILITIES

*Employer*s

The Occupational Health and Safety Awareness and Training Regulation (O. Reg 297/13) that came into force on April 1, 2015 requires employers to ensure that workers on construction projects successfully complete a working at heights training program if they may use specified

methods of fall protection. This training provides workers with the basic fall prevention information they require to work safely in areas where they may be exposed to fall hazards. Participants receive the most up-do-date information with hands-on instruction from industry experts who are experienced in working at heights.

FALL ARREST SYSTEMS

If fall prevention systems cannot be used (guardrails / floor covers / travel restraint) then workers must use an adequate fall protection which is suitable for their task and hazards. This will be determined on a site-by-site basis.
Workers must ensure they inspect every component of their system (including suitable travel restraint and fall arrest anchor points) daily before using it. All defective components must be tagged and removed from service.

A worker must wear a full body harness, with a shock-absorbing lanyard tied off to either a fixed support or a lifeline connected to a fixed support whenever the worker may be exposed to the following fall hazards:

(a) 3 metres or more above the floor.
(b) Above operating machinery, or
(c) Above hazardous substances or objects.
(d) While erecting and dismantling a scaffold system above 2.8 metres.
(e) Could fall into water or another liquid.

Guardrails

A guardrail system meeting regulated requirements must be used if a worker has access to the unprotected edge of any of the following work surfaces and is exposed to a fall of 2.4 metres (8 feet) or more:

- A floor, including the floor of a mezzanine or balcony;
- The surface of a bridge;
- A roof while formwork is in place;
- A scaffold platform or other work platform, runway, or ramp.

General Requirement

Guardrails must be installed no farther than 300 mm from an edge. A guardrail must be capable of resisting – anywhere along its length and without exceeding the allowable unit stress for each material used – the following loads when applied separately:

- A point load of 675 newtons (150 pounds) applied laterally to the top rail;
- A point load of 450 newtons (100 pounds) applied in a vertical downward direction to the top rail;
- A point load of 450 newtons (100 pounds) applied in a lateral or vertical downward direction to the mid-rail; and
- A point load of 225 newtons (50 pounds) applied laterally to the toeboard.

Floor Covers
All floor openings which present both a tripping and fall hazard must be adequately protected.

The floor cover must meet the following criteria:

1. Material being used must be suitable and capable of supporting any load it may be subjected to.
2. Must be secured to prevent any movement.
3. Must indicate it is a floor cover – signage required. "DANGER – HOLE"

Remember – all workers who are installing and/or removing a floor cover or guardrail must be wearing fall protection until the cover or guardrail is secured.

Harnesses and Lanyards
All components including harnesses and lanyards must be CSA-certified. Both the harness and the lanyard will carry a CSA label. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened. Lanyards must be 16 millimeters (5/8 inch) diameter nylon or equivalent.

The lanyard of the safety harness should be secured to a rigid support or lifeline, preferably higher than waist level, and be kept as short as possible (no more than 1.5 meters 5 feet) to reduce fall distance. All lanyards must have a shock absorber and be attached to a fixed support or to a lifeline attached to a fixed support. The system must be arranged so that the worker cannot bottom out in the event of a fall.

Fall arrest systems must be inspected by a competent worker before each use and be removed from service if found to be defective. All components of a system must be removed from service if used to arrest a fall until certified for re use by the manufacturer. For fall arrest systems, a full body harness is required. A permanent anchor that meets the Building code should be the primary consideration when selecting a fixed support to tie off all protection systems. Temporary fixed supports can be used providing they have been subjected to a dynamic test conducted in accordance with good engineering practice to ensure it has the capacity to arrest a worker's fall or be manufactured or designed for that purpose and be used according to that design.

Lifelines
All vertical, horizontal and retractable lifelines must be:

1. Vertical lifelines will be 16 millimeters (5/8 inch) diameter polypropylene or equivalent;
2. used by only one worker at a time;
3. free from any danger of chafing;
4. free of cuts, abrasions and other defects; and
5. long enough to reach the ground and knotted at the end, cable-clipped or otherwise provided with a positive stop to prevent the lanyard from running off the lifeline.

Working from suspended work platform
A worker shall wear a safety harness with the lanyard tied off to:

- an independent lifeline, if the swing stage has only two independent suspension lines, or
- the swing stage, if it has more than two means of support or suspension lines.

HANDLING HOT MATERIALS

- Suitable protective devices shall be used when handling hot materials.

HAZARD RECOGNITION

There are several ways to identify chemical hazards on the job. Most hazardous products used in construction must now carry WHMIS warning labels. These labels are intended to advise the user that the product may be hazardous (for instance, flammable, corrosive, toxic or radioactive). Safety Data Sheets (SDSs) provide more specific information on chemical composition, health hazards, controls and handling.

Employers and employees should always be alert to warning signals. Ailments such as headaches, watery eyes, skin rashes and persistent coughs indicate that a given material or process should be investigated. In addition, materials that normally present no problem may do so when used in a different way or environment.

If working with a certain chemical poses a health hazard, steps must be taken to control the hazard - at its source, along its path, or at the worker. The best method is at the source. This prevents the chemical from affecting other workers or reacting with other substances. In construction the two main strategies are engineering controls (i.e., Substitution, Enclosure, Isolation, Change of Process, Ventilation), and personal protection. The following table provides some control suggestions in the event of a hazard:

CONTROLS AT SOURCE	CONTROLS ALONG PATH	CONTROLS AT WORKER
Substitution with a less hazardous material (water-based paint instead of paint containing organic solvents, shot blasting instead of sandblasting, batts instead of blown insulation).	**Housekeeping** (immediate clean-up of materials so they cannot cause exposure when touches or disturbed).	**Training and education** in WHMIS, procedures for entry into confined spaces, and common health hazards listed in the following table.
Change of process (paint roller rather than spray gun, wet rather than dry removal of asbestos).	**Ventilation** (general exhaust or dilution ventilation - for instance, with roof fans).	**Administrative controls** (rotation or workers, duties, and shifts along hazardous materials).
Enclosure (glove bags and polyethylene sheeting for asbestos removal, enclosures around noisy machinery).	**Barriers** (welding screens).	**Enclosure or isolation** (for instance, crusher operator in filtered, air-conditioned cab).
Local exhaust ventilation (fume extractor to capture welding fumes at the source).		**Personal protective equipment** (respirators, face shields, hearing protection, gloves).

The following table lists the most common health hazards in the construction industry:

MATERIALS	TRADES	HEALTH HAZARDS	CONTROLS
ASBESTOS	▪ Insulation workers ▪ Maintenance workers ▪ Duct installers ▪ Air conditioning and ventilation workers ▪ Demolition workers ▪ Renovators	▪ Asbestosis ▪ Mesothelioma ▪ Lung cancer	▪ Respirators ▪ Coveralls ▪ Wetting the insulation ▪ Enclosure of work area ▪ Use of asbestos substitutes
SILICA	▪ Quarry workers ▪ Sandblasting workers ▪ Masonry workers ▪ Concrete cutting and breaking	▪ Silicosis	▪ Non-powered air-purifying respirators ▪ Silica-free sandblasting shot ▪ Use of water in job procedure ▪ Climate-controlled cabs for aggregate operator
WOOD DUST	▪ Carpenters	▪ Asthma with some woods like western red cedar ▪ Nasal irritation ▪ Suspected of causing nasal cancer in furniture workers	▪ Natural ventilation ▪ Local exhaust on power tools ▪ Non-powered air-purifying respirator
SOLVENTS	▪ Most trades	▪ Dermatitis ▪ Irritation of eyes, nose, throat, and lungs ▪ Drowsiness, loss of coordination ▪ Kidney damage ▪ Liver damage	▪ Appropriate gloves ▪ Natural ventilation ▪ Local exhaust if possible ▪ Keep solvent containers closed when not in use ▪ Non-powered air-purifying respirator fitted with an organic cartridge
ISOCYANATES	▪ Polyurethane foam insulators ▪ Painters	▪ Allergic sensitization ▪ Chronic bronchitis	▪ Air-supplied respirators ▪ Protective clothing

MATERIALS	TRADES	HEALTH HAZARDS	CONTROLS
COAL TAR PITCH VOLATILES	▪ Roofers	▪ Skin irritation ▪ Cancer of the lung, skin, scrotum ▪ Photosensitive dermatitis	▪ Powered air-purifying respirator for kettleman and roofer ▪ Good hygiene ▪ Skin protection
WELDING FUMES (ZINC OXIDE, IRON OXIDE, METAL OXIDES, OZONE, NITROGEN DIOXIDE, CARBON MONOXIDE)	▪ Welders	▪ Hazards depend upon such variables as type of metal, type of welding, type of rod coatings ▪ Fume particle build-up in the lungs from mild steel ▪ Possible lung cancer ▪ Metal fume fever from galvanized steel	▪ Natural ventilation ▪ Local exhaust ▪ Air-purifying respirator or supplied-air respirator in confined spaces
LEAD	▪ Demolition workers ▪ Welders ▪ Painters	▪ Kidney damage ▪ Abdominal pain ▪ Brain e effects, muscular tremor, restlessness, loss of energy, irritability, loss of coordination - may lead to convulsion, coma and death ▪ Reduced mental performance	▪ Wash frequently, especially before eating, drinking or smoking ▪ Positive pressure supplied-air hood if sandblasting on lead painted surface ▪ Local exhaust if welding or cutting lead painted steel (if not appropriate use PAPR indoors or supplied air in confined space) ▪ For other work involving lead a non-powered air-purifying respirator is recommended
EPOXY RESIN	▪ Painters ▪ Tile & terrazzo workers	▪ Skin irritation ▪ Vapours may irritate lung ▪ Severe allergic reaction can develop	▪ Skin protection ▪ Use a supplied-air respirator and full body protection when spraying ▪ For operations other than spraying, non-powered air-purifying respirator with organic vapour cartridge should be work if ventilation is inadequate
NOISE	▪ Heavy equipment operators ▪ Users of most power tools ▪ Most trades	▪ Hearing loss	▪ Hearing protection ▪ Try to purchase quieter equipment ▪ Some heavy equipment cabs may be sound insulated

HAZARD REPORTING

To ensure a safe and healthy working environment, workplace inspections must take place at the beginning of a job and on a weekly basis thereafter, to identify and eliminate any potential hazards.

Once the site foreman identifies hazards, they must be communicated to all designated staff, and any necessary training must be completed. The table above identifies various controls that can be implemented to eliminate the hazard.

If the hazard persists, and the material cannot be controlled, the worker/supervisor is to contact senior management immediately to determine a solution to the hazard.

HOISTING

- Employees are forbidden to work on a hoist in a raised position unless it is properly blocked.
- Cranes, front-end loaders, booms, forklifts and other such equipment must be kept a sufficient distance from power lines so that no portion of the equipment or rigging can come within 10' (ten feet) of the power line.
- All boom operators will have completed a proper training course.
- Only competent persons are permitted to work as a riggers.
- All chains, cables, slings, etc. must be designed and used as per the manufacturer specification. They will be inspected before be used and defective components must be destroyed and discarded.

HOUSEKEEPING

Housekeeping hazards outnumber other hazards on construction sites. It is important that MB Ford Construction Ltd. employees discuss and define housekeeping responsibilities at the start of a job.

- The shop, jobsites and work areas shall be kept neat and orderly at all times.
- You are responsible for the housekeeping in all your work areas. Keep it neat and clean at all times, and free from oil or anything that may cause a person to fall.
- Clean up waste as work proceeds, or before the next day's shift.
- Aisle and passageways must be kept clear and clean.
- Clean up all oil, grease, water and other slipping or stumbling hazard immediately.
- Dispose of all waste rags in proper containers.
- Properly store, or put away all tools, equipment and materials at the end of each shift.
- Dispose of bands, binders, and other packaging materials as soon as supplies are unwrapped.

LADDERS

- Ladders with weakened, broken, bent or missing steps, broken or bent side rails, broken, damaged or missing non-slip bases or otherwise defective parts shall not be used and should be tagged and removed from the site. They should be equipped with safety feet in good condition, and placed on a firm surface.
- The base of the ladder should be placed approximately 25% of its length away from the base of the structure to be mounted.
- Make sure that the ladder is long enough for the job. If not, take the time to get one that is such that a worker stands on a rung no higher than the second from the top.
- Ladder longer than 12 feet should be carried by two men. When carrying a short ladder, raise the front end to prevent striking someone in front of you.
- Do not over-reach. You should not reach more than one arm's length in either direction, if necessary, move the ladder.
- Nothing should be carried in the hand while climbing a ladder. Materials should be hoisted after reaching the top.
- Always face the ladder when climbing or descending.
- Stepladders should always be properly locked and the top step and pail shelf should not be used to stand on.
- All ladders erected between levels must be securely fastened, extended three (3) feet above the top landing and afford clear access at top and bottom.
- Ladders should not be used horizontally as substitutes for scaffold planks, runways or any other service for which they have not been designed.
- Worker may not work from the three steps from the top of the ladder.
- Ensure all ladders are rated class-1 or better.
- Ladders will only be used as a last resort and for short duration work (under 30 minutes per use), or when it is not reasonably practical to use another approved method for performing work safely.

LIGHTING

- Replace missing or burned-out bulbs to maintain required levels of illumination in stairwells, basements, halls and other areas. Dark areas should not be entered without the assistance of portable lighting or flashlights.
- Avoid contact with the wires strung for temporary lighting. Frequent relocations of circuits can loosen connections, break insulation, and create other hazards.
- Beware of tripping and shock hazards from stringers overhead and underfoot.
- Do not use temporary lighting circuits as extension cords. If a fuse blows, it can be dangerous to find your way to the panel in the dark.
- Take care that exposed wires do not contact steel door frames in the final stages of work, when temporary lines often pass through doors that may be accidentally closed on them.
- Ensure all access/egress points are properly illuminated at all times.

MATERIALS HANDLING/LIFTING

- Where practical, heavy lifts should be done with mechanical lifting devices.
- When manual handling is required, dollies, trucks and similar devices should be used where practical.
- Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers should be encouraged to get help when a lifting task may be more than they can safely handle.
- The right way to lift is the easiest and safest. Take a firm grip; secure a good footing; place the feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles.
- Use gloves or hand patches, as required, when handling sharp, rough, heavy or hot materials.
- Never carry a load so large that it obstructs vision or too heavy that it cannot be safely lifted without assistance.

MOBILE DEVICES

- Do not use mobile devices on the worksite unless authorized by your supervisor. This includes talking, texting, emailing, playing games, etc.
- Never use a mobile device while operating any equipment or when driving a vehicle.
- Wait until your lunch or rest break to use your mobile device for personal calls or other activities. And only use it in a designated safe-work area such as a jobsite trailer or break areas.
- Turn off your mobile device completely when working. The ringer may startle you or someone else in the area (or tempt you to answer the call, email, or text).
- Let calls go straight to voicemail. You can listen to them at a later time in a safe location.
- Never operate your mobile device near flammable fumes or liquid, or in a flammable environment.
- If an urgent personal matter requires that you have ready access to your mobile device, work out a plan with your supervisor to do it safely.

Supervisors

- Supervisors and working trade foremen must set an example to the other workers. Don't take or make calls while directing activities on the worksite. Limit your mobile device use to the trailer, site office, or designated safe-work area.

PERSONAL PROTECTIVE EQUIPMENT

- Every person shall wear a CSA certified safety hat at all times (Z94.1-92 Class E) while on site.
- Every person shall wear CSA certified Grade 1 safety work boots with heavy-duty toe and sole protection. Grade 1 boots bear a green triangular patch with the CSA trademark on the outside and a rectangular green label inside. Badly worn or damaged work boots should be replaced.
- Eye protection should be worn where there is a danger from chipping, sawing, grinding, cutting, welding, crushing, flying particles and dust, using acid and toxic fluids. Spectacles with full side shields are the minimum eye protection recommended for most construction situations. However, protective goggles should be worn for protection against flying particles when using power tools for sawing, sanding, grinding or chipping. Goggles and face shields are recommended as protection from dust and splash in hot roofing operations. Gas cutting and welding call for goggles with filter lenses for radiation protection. Electric arc welding requires a welding helmet and spectacles.
- Gloves must be worn when handling sharp edged mesh, or where there is a chance of cutting.
- Flag persons while controlling traffic must wear CSA approved 5-point tear-away Fluorescent Safety Vests.
- Hearing protection must be worn where applicable, as continuous exposure to excessive noise from certain construction activities can lead to hearing loss.
- Work areas should be ventilated to reduce hazards from dust, fumes, gases or vapours.
- Where ventilation is not practical, workers must be provided with respirators appropriate to the hazard and be trained to use and maintain the respirators properly.

PROPANE/WINTER HEATING

- Workers using Propane equipment must be trained in the safe procedures. This includes proper use and the correct storage, handling of propane cylinders and equipment.

REFUELING AND SERVICING

- Oiling and servicing shall be done only when the equipment is shut off.
- When refueling the driver or operator will remain with the unit.
- Smoking and other sources of ignition shall be extinguished prior to refueling.
- Do not use your cell phone during the process.
- If a spill should occur, your immediate supervisor should be notified immediately for instruction. An appropriate spill kit should be readily available on site.
- Propane refueling is to be done at a refueling station only. Refueling station will be located outdoors.
- Propane cylinder valves are to be shut off at the end of each shift on all forklifts before the forklift has been turned off.

SCAFFOLDS

Falls from scaffolds occur in connection with:

- Erecting and dismantling;
- Climbing up and down;
- Platforms not fully planked;
- Planks sliding off or breaking;
- Lack of guardrails;
- Failure to install all required components such ad base plates, braces, and clips;
- Using damaged components such as bent frames or braces;
- Moving rolling scaffolds with workers on the platform who are not properly tied off to a fixed support.

A scaffold work platform must:

- Be at least 460 mm (18 inches) wide;
- Consist of planks laid tightly side by side over the full width of the platform if the platform is more then 2.4 meters (8 feed) high;
- Be provided with guardrails meeting requirements of the current construction regulations if the platform is more than 2.4 meters (8 feet) high;
- Not have any unguarded or unprotected openings; and
- Have each platform component secured to prevent slippage.

A scaffold must have a safe, secure means of access such as a portable ladder, ramp, or stairway. Ladder rails must extend at least 900 mm (3 feet) above platform.

Scaffold planks must:

- Be at least 48 mm x 248 mm (2" x 10");
- Meet or exceed requirements for Number 1 Grade SPF (spruce-fine-fir_ - select structural grades of SPF or Douglas fir are strongly recommended;
- Overhand their supports by no less than 150 mm (6") and no more than 300 mm (12"); and
- Have cleats at one end to fit over the scaffold frame and prevent the planks from sliding off.

Scaffold planks must also be inspected regularly and must be discarded if damaged or deteriorated. To maintain stability and prevent sideways movement, the scaffold must be secured to the structure at vertical intervals not greater than three times the least lateral dimension of the scaffold measured at the base.

TRAFFIC CONTROL

Traffic Controllers and all employees working in traffic shall wear a 5-point tear-away reflective fluorescent and colored blaze orange or red vest, use regulation approved signs and be protected by warning signs, flashing lights as required.
All workers must be trained in traffic control, including site-specific requirements.
A documented traffic control plan must be developed and implemented.

TRENCHES AND EXCAVATIONS

The following are the main causes of trenching lost-time injuries:

- Material falling into the trench;
- Improper handling and placing of material;
- Falls as workers climb in or out;
- Falling over equipment or excavated material;
- Falling into the trench;
- Exposure to toxic, irritating, or flammable gases.

Services
Before starting any excavation ensure service locates are conducted and a copy of locates are provided to the equipment operator.

Regulations
Supervisors and workers required to enter or work in trenches must be familiar with the "Excavations" section of the ***Regulations for Construction Projects*** under the ***Occupational Health and Safety Act***. The regulations also spell out the requirements for trench support systems that must be designed by a professional engineer.

Causes of Cave-ins
Many factors such as cracks, water, vibration, weather, and previous excavation can affect trench stability. The main factors affecting trench stability are soil type, moisture, vibration, surcharge, previous excavation, existing foundations, and weather.

Protection Against Cave-ins
There are three basic methods of protecting workers against trench cave-ins:

- Sloping
- Trench boxes
- Shoring.

Most fatal cave-ins occur on small jobs of short duration such as service connections and excavations for drains and wells. Too often people think that these jobs are not hazardous enough to require safeguards against collapse.

Warning: Unless the walls are solid rock, never enter a trench deeper than 1.2 meters (4 feet) unless it is properly sloped, shored, or protected by a trench box.

Sloping

One way to ensure that a trench will not collapse is to slope the walls, see specific sloping requirements.

Soil Type	Example	Slope requirements
1 (hard)	Consolidated clay, some glacial tills	Starting at 1.2m from the bottom of the trench; the slope is 1:1
2 (semi-hard)	A pick can be driven into it. Silty clay and less dense tills	Starting at 1.2m from the bottom of the trench; the slope is 1:1
3 (loose)	Soil that is stiff to firm or compact to lose in consistency and has one or more of the following characteristics: **i.** It exhibits signs of surface cracking. **ii.** It exhibits signs of water seepage. **iii.** If it is dry, it may run easily into a well-defined conical pile. **iv.** It has low degree of internal strength.	Starting the bottom of the trench; the slope is 1:1
4 (very loose)	Muskeg, silty clay, other organic deposits	Starting the bottom of the trench; the slope is 1:3

Although sloping can reduce the risk of cave-ins, the angle must be sufficient to prevent soil not only from sliding back but from exerting too much pressure on the trench wall.

Sloping is also commonly used with shoring or trench boxes to cut back any soil above the protected zone. This is called a bench.

Trench Boxes

Trench boxes are not usually intended to shore up or otherwise support trench walls. They are meant to protect workers in case of a cave-in. They are capable of supporting trench walls if the space between the box and the trench wall is backfilled. A copy of the engineer design must be provided to MB Ford Construction Ltd.

Shoring

Shoring is a system that "shores" up or supports trench walls to prevent movement of soil, underground utilities, roadways, and foundations. Shoring should not be confused with trench boxes. A trench box provides worker safety but give little or no support to trench walls or existing structures such as foundations and manholes.

The two types of shoring most commonly used are timber and hydraulic. Both consist of posts, walls, struts, and sheathing.

Wherever possible, shoring should be installed as excavation proceeds. If there is a delay between digging and shoring, no one must be allowed to enter the unprotected trench. All shoring should be installed from the top down and removed from the bottom up.

All shoring systems shall be designed and inspected by a professional engineer prior to entry.

CONFINED SPACES: RESPONSIBILITIES

All work must adhere to the new Confined Space Regulation 632/05

"Confined Space" means a fully or partially enclosed space,

a. that is not designed and constructed for continuous human occupancy, and
b. in which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it;

"atmospheric hazards" means,

(a) the accumulation of flammable, combustible or explosive agents,
(b) an oxygen content in the atmosphere that is less than 19.5% or more than 23% by volume, or
(c) the accumulation of atmospheric contaminants, including gases, vapours, fumes, dust or mist, that could,
    a. result in acute health effects that pose an immediate threat to life, or
    b. interfere with a person's ability to escape unaided from a confined space.

Senior Management shall, before work begins:

- Notify the local utility or Ontario Hydro for work on electrical vaults.
- Identify confined space locations and work areas and identify confined space work procedures required.
- Provide confined spaces training for direct-hire employees.
- Conduct or arrange for gas testing and monitoring of the confined space atmosphere.
- Should the work include a multi-employer entry; then MB Ford will be responsible for the development and implementation of a proper entry plan.

Supervisors shall, before work begins:

- Obtain "Confined Space Permit" from the client if required and follow the confined space work procedures appropriate for the worksite.
- Provide necessary ventilation, breathing apparatus, safety staff and rescue equipment.

All workers shall:

- Test respiratory and rescue equipment before use.
- Only enter a designated confined space if properly trained.

All subcontractors shall:

- Take responsibility for any confined space equipment and training for their employees.
- Be responsible for developing, implementing and training a site-specific confined space entry plan. The plan must be submitted to MB Ford for review and approval prior to entry.

CONFINED SPACES: ENTRY PROCEDURES

1. Before work begins in any manhole, vault or other confined space, a person properly trained to use the appropriate gas detection equipment must test the air and document the findings.
2. Where proper tests competently performed indicate a safe atmosphere, workers may be allowed to enter.
3. Where proper tests competently performed indicate a hazardous level of fumes, gases or oxygen deficiency in any confined space, entry must not be allowed until the space has been adequately ventilated and subsequent tests indicate a safe atmosphere.
4. Where possible, mechanical venting should be continued in any confined space found to contain hazardous levels of fumes, gases or oxygen deficiency, even after mechanical venting has corrected the hazard. The confined space must also be continuously monitored while personnel are working there.
5. Where mechanical venting has corrected hazardous levels of fumes, gases or oxygen deficiency in a confined space but cannot be continuously provided, workers entering the confined space must wear rescue harnesses attached to individual lifelines and a worker must be posted at the entrance prepared and equipped to provide rescue in case of emergency.

TAGGING AND LOCKOUT: RESPONSIBILITIES

Senior Management shall:

- Develop a written corporate Tagging and Lockout Procedure
- Ensure that work-specific or site-specific tagging and lockout procedures conform with requirements of the MB Ford Construction Ltd.'s health and safety program
- Provide general and system-specific tagging and lockout training

Supervisors shall:

- Provide workers with tags, individual keys, padlocks and scissors
- Consult with management and/or the owner/client if a secure lockout is not possible
- Check that all workers are clear of work area before re-energizing the system
- Obtain the owner/client's authority to re-energize any system

All Workers shall:

- Comply with the corporate Tagging and Lockout Procedure and/or the owner/client's tagging and lockout procedure or risk disciplinary action.

TAGGING AND LOCKOUT: ELECTRICAL PROCEDURES

Note: In-plant procedures specified by the owner or client take precedence over the procedures outlined here, providing there is no contravention of existing codes or statutes.

1. Review drawings of the system to be de-energized and de-activated to determine the switches, power sources, controls, interlocks, or other such devices necessary to isolate the system. Confirm with the client/owner where required.

2. All apparatus capable of being electrically energized or dynamically activated must be de-energized or de-activated by locking out, physically disconnecting or otherwise rendering the apparatus inoperable.

   Switches, power sources, controls, interlocks, and other such devices must be appropriately tagged and personally locked out by each worker involved in the operation.

3. Test the system with a CSA-certified potential test indicator to ensure that all components are de-energized and de-activated, including interlocking or dependent systems which could feed into the system being isolated, either mechanically or electrically. Potential test indicators should not be used beyond the voltage limits for which they are rated.

4. Observe the following safeguards for locking out and tagging:

   a) After the circuit has been de-energized, locked out by the person in charge, workers must be protected by personally placing their own safety lock on the disconnect switch. The key for this lock must be retained by the worker while lock is in place.
   b) Where several workers or trades are working on the circuit, provision for additional locks must be made through the use of a lockout bar. This arrangement can accommodate any number of locks by placing another lockout bar in the last hole of the previous bar.
   c) In accordance with Section 188 of the current Regulations for Construction Projects, each worker must attach to their lock a durable tag filled out with the following information:
      i) reason the switch is open;
      ii) name of person responsible for opening the switch;
      iii) date on which the switch was opened.

5. The de-energized electrical system must be discharged by short circuit and phase to ground. A temporary ground cable must be attached to the system and remain in place until work is complete.

6. A record must be kept of the devices opened, locked out or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.

7. Place signs on the system indicating that it is not to be energized or operated and that guards, locks, temporary ground cables, chains, tags, and other safeguards are not to be tampered with or removed until work is complete.

8. Workers testing electrical equipment must:

   a) remove all watches, rings, neck chains or other current-conducting jewelry;
   b) wear electric shock resistant footwear;
   c) wear safety glasses with side shields.

9. Trades and workers must be aware that lock-out and tag-out procedures apply to the following energy sources. Safe work procedures must be developed and implemented as required.

   Chemical Energy

   Chemical energy refers to the energy that can be released by a chemical reaction. Hazardous chemical energy can be released with flammable, combustible and corrosive substances.

   Gravitational Energy

   A naturally occurring energy which draws any/all objects towards the centre of the earth.

Kinetic Energy

The energy of moving equipment or moving materials.

Thermal Energy

Thermal Energy is the energy in heat, which is found in steam, hot water, fire, gases and liquefied gases.

Radiation Energy

Radiation energy includes non-ionizing and ionizing radiation.

Potential Energy

Potential energy is the energy is suspended, elevated or coiled materials. An example would be the forks of a forklift.

EMERGENCY PROCEDURES

FIRE PROTECTION

Precaution shall be taken at all times to prevent the outbreak of fires in the workplace. Fire extinguishers must be readily available, accessible, properly maintained, regularly inspected and promptly refilled after use. The supervisor must be informed immediately when one has been discharged, and given the reason why.

1. Prevention is the best way to fight a fire; however, in the event of a fire every employee should know what to do.
2. You should know where the fire protection equipment is located and you should know how to operate it.
3. Where necessary you should also know how to evacuate a building in an emergency.

There are 3 types of Fires with their corresponding Fire Extinguishers

CLASS "A" (Ordinary Combustible) - Green
Ordinary combustion materials such as Wood, Paper, and textiles where a quenching cooling effect is required.

CLASS "B" (Flammable Liquid) - Red
Flammable liquids such as Gas, Paint, Oil and Grease where oxygen exclusion or flame interruption is essential.

CLASS "C" (Electrical & equipment) - Blue
Electrical wiring and equipment where non-conductivity of the extinguishing agent is critical.

FIRST AID REQUIREMENTS

FIRST AID BOXES

1. Every work site must have a first aid box maintained in accordance with the Workplace Safety and Insurance Act (WSIA).
2. The size and contents of the box will vary with the number of workers at the work site. Refer to regulation 1101 of the WSIA for specifics.
3. Where the site is in the charge of a general contractor, the general contractor shall provide and maintain the first aid box and first aid station.

TRAINED FIRST AIDER

1. Management will ensure that the first aid kit is at all times in the charge of a worker who:
   a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate, and
   b) works in the immediate vicinity
2. Management will ensure that supervisors have completed first aid training and that their certificates are posted with the first aid kits.

INSPECTION OF FIRST AID BOXES

1. Trained first aider will inspect the first aid boxes and their contents at least once every 3 months.
2. Each first aid box will contain an inspection/inventory card. Each time an item is used, the date, item used and person injured shall be recorded. This list shall be submitted to the office at least every 3 months or as inventory is depleted.

FIRST AID & MEDICAL AID PROCEDURES

IN ALL CASES OF INJURY:

The worker shall:

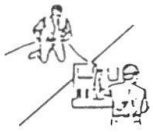
- Promptly obtain first aid.
- Notify their supervisor or employer immediately of any injury.
- If requiring health care, obtain from the employer a completed "Treatment Memorandum" (found in the "Forms" section of this manual) to take to the doctor or the hospital.

WHEN AN ACCIDENT OCCURS:

1. The trained person on location will administer first aid.
2. MB Ford Construction Ltd. will assess the severity of the injury and ensure that protection has been provided against continuing or further hazards.
3. This trained person will have someone notify Chris Vaughan at MB Ford Construction Ltd.'s head office.
4. The trained person will stay with the injured person until help arrives, and will inform medical personnel of first aid treatment given.
5. The trained person will provide immediate transportation to a hospital, doctor's office, or the worker's home, if emergency vehicle transportation is not available.
6. MB Ford Construction Ltd. will complete and give to the injured worker a "Treatment Memorandum" and WSIB Functional Abilities Form (**found at back of manual**) if health care is needed.
7. A WSIB Employer's Report of Injury/Disease Form 7 (**found at back of manual**) must be completed within 3 days after learning of our reporting obligations. The form is then submitted to Toronto. The report should be completed when we learn that a work-related injury or occupational disease has caused a worker to:
   i) obtain health care and/or be absent from their regular work;
   ii) require modified duties at less than regular pay;
   iii) require modified duties at regular pay for more than 7 days after date of accident;
   iv) earn less than regular pay at regular work.

EMERGENCY PROCEDURES

1 - TAKE COMMAND
Assign the following duties to specific personnel.



2 - PROVIDE PROTECTION
Protect the accident scene from continuing or further hazards - for instance, traffic, operating machinery, fire or live wires.

3 - GIVE FIRST AID
Give first aid to the injured as soon as possible.

4 - CALL AN AMBULANCE
Call an ambulance and any other emergency services required. In some locales dialling 911 puts you in touch with all emergency services.

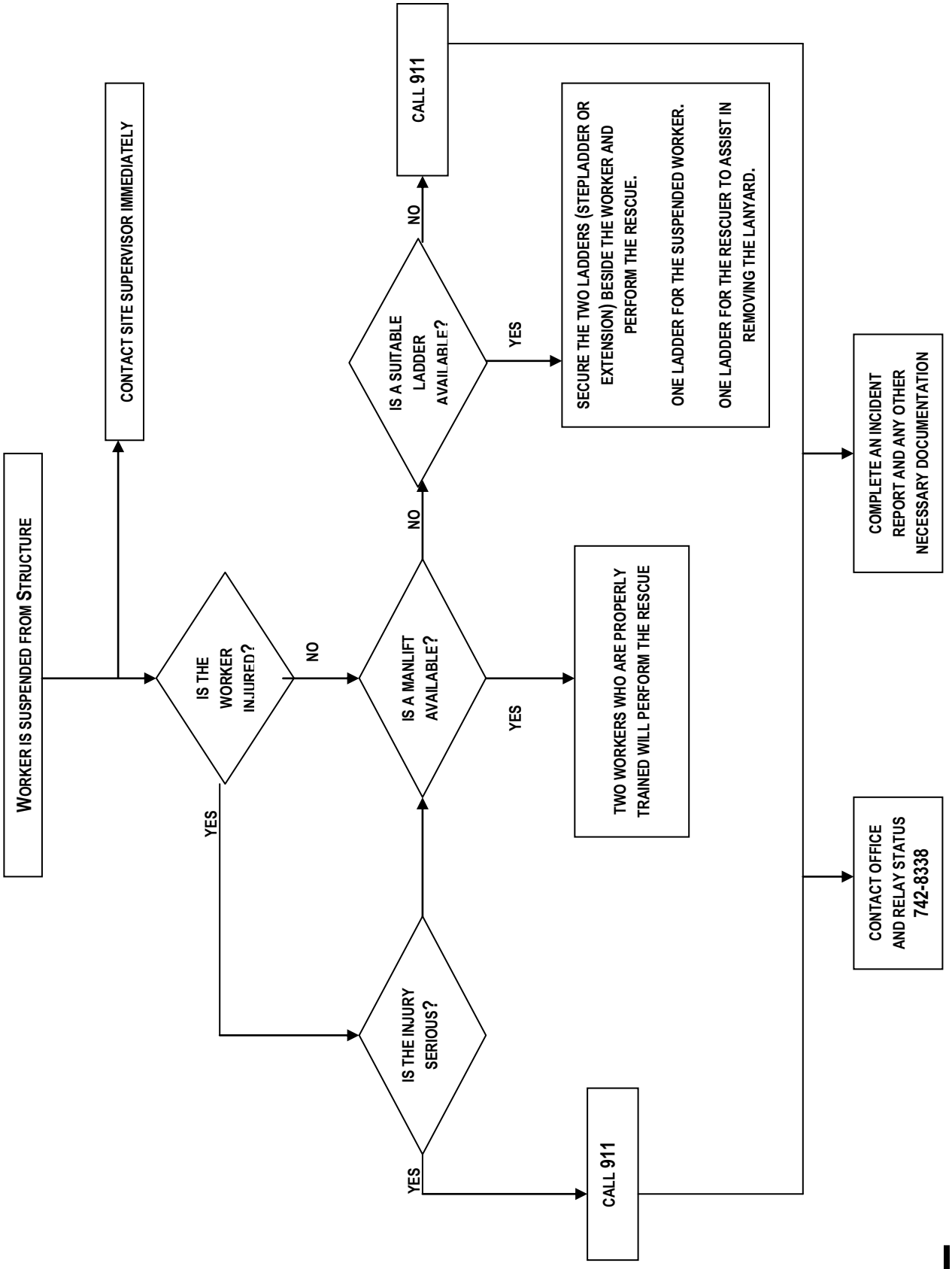
5 - GUIDE THE AMBULANCE
Meet and direct the ambulance to the accident scene.

6 - GET NAME OF HOSPITAL
For follow-up, find out where the injured person is being taken.

7 - ADVISE MANAGEMENT
Inform senior management. They can then contact relatives, notify authorities and start procedures for reporting and investigating the accident.

8 - ISOLATE THE ACCIDENT SCENE
Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

RESCUE PROCEDURES FOR A SUSPENDED WORKER



WORKPLACE INSPECTIONS

Jobsite conditions should be inspected on a regular basis. The form entitled "Jobsite Conditions Checklist", can be found in the "Forms" section of this manual. Once the form has been completed, it should be retained on file at Head Office.

RESPONSIBILITIES:

1. At start of each project, the Site Superintendent will inspect the jobsite.
2. The Superintendent will be responsible for inspections on an on-going basis.
3. Inspections must be carried out a minimum of once per week.

COMMUNICATION

Site Superintendent is responsible for the orientation of all sub-trade foremen on site.

W.H.M.I.S.: WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

WHMIS gives everyone the right to know about hazardous materials they work with and provides access to that information. The method involves:

1. labels
2. safety data sheets (SDS)
3. worker training and education

RESPONSIBILITIES

LABELS:

All hazardous materials will be identified in accordance with the Workplace Hazardous Materials Information System (WHMIS) requirements of the Occupational Health & Safety Act.

1. MB Ford Construction Ltd. will ensure that materials delivered to the worksite have WHMIS supplier or workplace labels.
2. MB Ford Construction Ltd. will keep blank workplace labels in a WHMIS supplies file with the MDS binder.

SAFETY DATA SHEETS (SDS):

Safety Data Sheets (SDS) provide more in-depth information than is given on supplier labels. SDS are available from the foreman, or project superintendent.

1. MB Ford Construction Ltd. will obtain and review SDS for materials to be used at the worksite.
2. SDS will be kept in readily accessible binder(s) located at the head office.
3. Subcontractors must provide SDS for their materials before materials arrive at the worksite.
4. All SDS must be kept up to date.

TRAINING:

1. Management will ensure that workers and supervisors have identification indicating completion of WHMIS training.
2. Subcontractors will ensure that their employees have identification indicating completion of WHMIS training.
3. For workers without WHMIS training, the supervisor will provide instruction in specific hazards prior to work with or near hazardous materials.
4. The employer will provide WHMIS training for untrained, direct-hire employees within four weeks of hiring, depending on course availability.
5. MB Ford Construction Ltd. will conduct an annual update and review of the program.

WHMIS HAZARD SYMBOLS/PICTOGRAMS:

WHMIS 1988			WHMIS 2015	
Class	**Description**	**Symbol**	**Pictogram**	**Description**
A	Compressed Gas			Gas under Pressure
B	Flammable & Combustible Material			Flammable
C	Oxidizing Material			Oxidizing
D1	Poisonous & Infectious Material Causing Immediate & Serious Toxic Effects			Acute Toxicity – fatal or toxic
D2	Poisonous & Infectious Material Causing Other Toxic Effects			Carcinogen Teratogen Mutagen
				Acute Toxicity – irritation, sensitization
D3	Poisonous & Infectious Material Bio-Hazardous Infectious Material			No change
E	Corrosive Material			Corrosive
F	Dangerously Reactive Material			Self-Reactive Substances

ONTARIO WORKPLACE SAFETY AND INSURANCE ACT (W.S.I.A.)

Essentially all employees are covered by the W.S.I.A. The Act provides financial protection for workers injured in an accident on the job or for certain job-related industrial diseases.

The reporting of an accident does not however automatically make it a valid claim. The W.S.I.B. reserves the right to reject any claim.

WORKER ORIENTATION

Purpose

- The purpose of worker orientation is to orient all new workers, workers new to a job or returning after a long absence, before they start work.

Senior management shall:

- Prepare a corporate "Orientation Checklist" for all new workers signing on, and compile records of orientation.
- Provide orientation to subcontractor's foreman.
- Ensure that new employees and subcontractor's foreman receive a written copy of the company's "Health and Safety Policy and Program".

Supervisors shall:

- Review the corporate "Orientation Checklist" (found in "Forms" section of this manual) with each new member of the crew and return a copy to head office for recording.
- Review the orientation checklist with all subcontractors and emphasize the requirement for the orientation of their own direct-hire employees.

Subcontractors shall:

- Provide site orientation to their direct-hire employees and subtrades under their direction.
- Forward copies of completed orientation checklists to MB Ford Construction Ltd.'s management at head office.

Training:

- Training of new employees will be conducted, as necessary.

ACCIDENT REPORTING & INVESTIGATION

PROCEDURES:

1. All accidents, regardless of severity, must be reported immediately to the supervisor.

2. The supervisor will then promptly notify senior management and the Ministry of Labour, depending on the severity of the injury (death or critical injury requires Ministry of Labour notifications as per Section 51 of the Act).

3. Senior Management will initiate an investigation of all:
   - Critical injuries
   - Lost-time injuries
   - Medical aid accidents
   - Occupational illnesses
   - Major close calls
   - Any workers fall-arrested by a harness
   - Property damage exceeding $500

4. The supervisor will ensure that any accidents or incidents requiring investigation are reported immediately to Chris Vaughan at head office.

5. The supervisor will conduct an accident investigation, using the corporate "Accident Investigation Report Form" (found in "Forms" section of this manual) for any accident requiring investigation.

6. Preliminary reports must be reported to senior management within 4 hours. Detailed reports are to be submitted <u>within 24 hours.</u>

7. A WSIB Employer's Report of Injury/Disease Form 7 (**found at back of manual**) must be within 3 days after learning of our reporting obligations. The form is then submitted to Toronto. The report should be completed when we learn that a work-related injury or occupational disease has cased a worker to:
   i) obtain health care and/or be absent from their regular work;
   ii) require modified duties at less than regular pay;
   iii) require modified duties at regular pay for more than 7 days after date of accident;
   iv) earn less than regular pay at regular work.

8. Provide a "Functional Abilities Form for Timely Return to Work" (**found at back of manual**) form to employee, if injured and requires medical attention. Form must be filled out by a medical practitioner.

ACCIDENT INVESTIGATION REPORT FORM

PART A: IDENTIFYING DETAILS

EMPLOYER Name: Type of Business:	**ADDRESS:**
INJURED EMPLOYEE Last Name: First Name: Occupation:	**NATURE OF INJURY:**
OTHER EMPLOYEE INVOLVED Last Name: First Name: Occupation:	**INVOLVEMENT:**
ACCIDENT/INJURY First Aider: Date of accident: Time of accident:	**MEDICAL TREATMENT:** Doctor: Hospital/Clinic:
REPORTING OF ACCIDENT Date and time reported to Supervisor: Date and time reported to MOL: Name of MOL representative who took the call: Date and time reported to head office:	
NAMES AND ADDRESSES OF WITNESSES:	**DESCRIPTION OF MACHINERY OR EQUIPMENT INVOLVED:**

ACCIDENT INVESTIGATION REPORT FORM

PART B: ACCIDENT DESCRIPTION

EXPLAIN WHAT HAPPENED (WHAT, WHERE, WHEN, WHO, HOW)

SKETCH DIAGRAM

IMMEDIATE CAUSES:	**UNDERLYING CAUSES:**

HOW CAN THE ACCIDENT BE PREVENTED FROM HAPPENING AGAIN?

ACTIONS TAKEN TO PREVENT RECURRENCE:

Action by: Report Prepared by:

PART C: REVIEWS OF ACCIDENT REPORT

HEALTH AND SAFETY REPRESENTATIVE:
NAME:

SIGNATURE: DATE:

CHIEF EXECUTIVE OFFICER:
NAME:

SIGNATURE: DATE:

MB FORD CONSTRUCTION LTD.

EMPLOYEE'S CONFIRMATION OF RECEIPT AND UNDERSTANDING

I, _____ understand and agree to work in compliance with MB Ford Construction Ltd.'s Health & Safety Policy and reference Manual as well as the requirements of the Occupational Health & Safety Act.

Date: _____ Employee's Signature: _____

Date: _____ Supervisor's Signature: _____

SUPERVISOR'S ACKNOWLEDGEMENT

I acknowledge that I have reviewed the Safety Policy and Reference Manual of this company with _____ and in my opinion this employee has an understanding thereof.

Date: _____ Supervisor's Signature: _____

MB FORD CONSTRUCTION LTD.
SAFETY POLICY, PLAN AND PROGRAM

SUBCONTRACTOR'S CONFIRMATION OF RECEIPT AND UNDERSTANDING

It is the policy of MB FORD CONSTRUCTION LTD. to maintain a safe and healthy work environment for all employees of MB FORD CONSTRUCTION LTD., customers, suppliers, and contractors/subcontractors, as well as those who live and work close to our operations.

SAFETY IS EVERYBODY'S RESPONSIBILITY AND ONE THAT MUST BE SHARED.

We require that all subcontractors must understand and accept the following conditions and responsibilities:

- Understand your obligations and strictly adhere to meeting compliance with the Occupational Health and Safety Act and Regulations;
- Know, understand and comply with the MB FORD CONSTRUCTION LTD. Health and Safety Plan, a copy of which is available from all MB Ford Construction Ltd.'s site supervisors;
- Provide current Safety Data Sheets (SDS) for products or materials to be used on the site prior to bringing such products or materials on the site;
- Advise and inform all of your employees, suppliers and visitors of the MB FORD CONSTRUCTION LTD. Health and Safety Plan requirements;
- Substandard conditions and practices will not be tolerated;
- Good Housekeeping and an orderly work site must prevail at all times.

"As a subcontractor, I have reviewed and agree to adhere to the above aforementioned Safety Policy in conjunction with complying with the Province of Ontario Occupational Health and Safety Act and Regulations."

COMPANY NAME: _____

SIGNED: _____

TITLE: _____

DATE: _____

JOBSITE CONDITIONS CHECKLIST

Firm:_____
Supervisor:_____
Inspector: _____

Project: _____
# of Employees: _____
Date: _____

Site Access	OK	Substandard
Clean, level ground		
Adequate ramps		
Adequate stairs		
Adequate ladders		

Protective Equipment	OK	Substandard
Hard hats worn		
Foot Protection		
Eye & Face Protection		
Worn		
Available		
Hearing Prot. available		
Respiratory Protection		
Worn		
Available		

Guardrails, Barricades	OK	Substandard
Located where required		
Properly constructed		
Adequately secured		

Ladders	OK	Substandard
Secured		
Proper angle (extension)		
Proper size and type		
Safe usable condition		
Properly used		
Proper hand rails/landings		
Non-slip bases		

Fire Prevention	OK	Substandard
Extinguishers where requd		
Fully charged		
Adequately identified		
Master emergency site plan		

Public Way Protection	OK	Substandard
Properly located (within 4.5m)		
Covered, where required		
Min. height, width requirement		
Proper rail on street side		
Proper lighting, where required		

Compress Gas Cylinders	OK	Substandard
Properly located		
Properly secured		
Properly moved or lifted		

Stairwells & Ramps	OK	Substandard
Proper filler blocks in stairs		
Proper cleats on ramps		
Adequate lighting		
Proper hand/guardrails		

Fall Protection	OK	Substandard
Working from:		
Ladders		
scaffolds		
swing stages		
Unprotected openings/ edges		
CSA approved		
Properly worn		
Safe, usable condition		

Housekeeping	OK	Substandard
Clear walkways		
Clear work areas		
Clear access and landing		

Scaffolds	OK	Substandard
Properly erected (all parts)		
Properly secured		
Properly planked		
Proper guardrails/toe brds		
Proper access to platform		
Acceptable loading		

Power Tools & Equip.	OK	Substandard
General conditions		
Proper guards, cords, PPE		
Use of defective tags		

Extension Cords	OK	Substandard
Outdoor type, rated Over 300 volts		
General condition of casing, Ends, & connections		

Formwork	OK	Substandard
Guardrails/fall arrest sys.		
Design drawing on-site		
Insp. Statement by eng.		

Worker Education	**OK**	**Substandard**
WHMIS training		
Company safety policy		
Injury reporting		
Hazard reporting		
OH&S Act & regulations		
Personal H&S responsibilities		

First Aid Requirements	**OK**	**Substandard**
Adequate number of Qualified firs aiders		
First aid boxes:		
Adequate number		
Adequate contents		

Traffic Control	**OK**	**Substandard**
Trained traffic controllers		
Properly located		
Clean, regulation sign		
Properly dressed (vest)		

Cranes, Hoists, etc.	**OK**	**Substandard**
Safe setup of equipment		
Maintenance log available		
Competent operator		
Condition of slings, hrdwr		
Safety clips on all hooks		
Proper use of tag lines		
Proper lifting conditions		
Competent signaler		

Welding	**OK**	**Substandard**
Rods/cylinders labeled		
MSDS's readily available		
Properly secured ground Cables		
Proper eye protection worn		
Proper screens/exhaust		
Cylinders upright/secured		
Fire extinguisher available		

Elevating work platform	**OK**	**Substandard**
Worker training		
Properly used		
Safe, useable condition		
Acceptable loading		
Manufacturer's operating Manual		

Temporary Power Supp.	**OK**	**Substandard**
Properly identified		
Overhead lines flagged and secured		
Surface cables buried/ Protected		

Signs & Print Material	**OK**	**Substandard**
OH&S Act & Regulations		
WSIB Form 82 poster		
MSDS copies		
Warning signs		
Emergency phone list		
Report forms		

Materials Storage	**OK**	**Substandard**
Properly located		
Safely piled, stacked…		
Properly moved/lifted		
Properly labeled (WHMIS)		

Trenches/Excavations	**OK**	**Substandard**
Properly angled		
Appropriate shoring		
Proper access to trench		
Proper storage		

Confined Spaces	**OK**	**Substandard**
Proper access		
Air testing before entry		
Rescue equip. available		
Second person for rescue		
Outgoing air monitored		
Entry permit system		
Safety harness, lifeline properly anchored and used		

Suspended scaffolds	**OK**	**Substandard**
Properly attached and capable of 4x max load		
Outrigger beam tied to fixed support with adequate counterweight		
All mechanical/electrical devices in good working condition		
Independent lifelines for each worker (extend to ground)		
Engineers drawing on-site if required		

Hygiene	**OK**	**Substandard**
Cleanliness of facilities		

ORIENTATION CHECKLIST		
EMPLOYEE:	**SUPERVISOR:**	
JOBSITE/PROJECT:	**DATE:**	
	EMPLOYEE INITIALS	**SUPERVISOR'S INITIALS**
EXPLANATION OF PROJECT AND OF EMPLOYEE DUTIES		
PROVIDE COPY OF COMPANY SAFETY POLICY AND PROGRAM		
REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT		
ACCIDENT REPORTING PROCEDURES		
LOCATION OF: FIRST AID, FIRE EXTINGUISHERS, TELEPHONES, EMERGENCY NUMBERS		
EMERGENCY PROCEDURES DETAILS		
LOCATION AND DETAIL OF SPECIFIC PROJECT HAZARDS		
LOCATION OF TOOL HANDLING AND STORAGE AREA		
LOCATION OF PARKING, LUNCH AREA, AND TOILETS		
PROJECT TELEPHONE NUMBER AND ABSENTEE REPORTING PROCEDURE		
LOCATION OF ANY HAZARDOUS SUBSTANCES AND THEIR MSDSS, AND CONFIRMATION OF WHMIS TRAINING		
PAIR THE NEW WORKER WITH AN EXPERIENCED WORKER, WHERE POSSIBLE.		

NOTE: PLEASE RETURN COMPLETED FORM TO THE OFFICE FOR FILING.

TREATMENT MEMORANDUM

FIRM: _____

ATTENDING PHYSICIAN: This worker claims to have been injured in our employ and requests treatment. To fulfill our obligation to the WSI Act we request that you complete this form and have the employee return it to his/her supervisor.

I hereby authorize the release of
Medical information to my employer

_____
Employee Signature

TO BE COMPLTED BY EMPLOYER

Name: _____ S.I.N.: _____ claims to have been injured in our employ

on _____, 20_____ at _____ (time accident occurred).

Project: _____ Supervisor: _____

Dear Doctor:
Our employee appears to have been injured. We do not wish to see him/her lose any income. If he/she is able to return to lighter duties which would not aggravate the injury, please indicate all physical restrictions below. We assure that all restrictions will be accommodated and we will continue his/her employment without any reduction in wages.

PHYSICIAN'S ASSESSMENT

1. NATURE OF PROBLEM AND DIAGNOSIS: _____

2. EMPLOYEE MAY RETURN AT ONCE TO NORMAL WORK: YES: _____ NO: _____
3. EMPLOYEE WILL BE ABSENT _____ DAY(S)
4. EMPLOYEE MAY RETURN TO MODIFIED DUTIES _____ DAY(S)
5. MODIFIED WORK AVAILABLE (EMPLOYEE MAY DO):
   - OFFICE WORK _____
   - SORTING LIGHT MATERIAL/TOOLS _____
   - LIGHT CLEAN UP, SWEEPING _____
   - LIGHT INDOOR WORK AT BENCH _____
6. EMPLOYEE REQUIRES FURTHER TREATMENT/RE-VISIT YES: _____ NO: _____

IF YES, WHEN: _____

_____ _____
Physicians Name (Please Print) Telephone

_____ _____
Physicians Signature Date

THANK YOU FOR YOUR ASSISTANCE AND COOPERATION

EMERGENCY CONTACT INFORMATION

IN CASE OF EMERGENCY: **911**

CLOSEST WALK-IN CLINIC:

JOBSITE LOCATION:

STREET ADDRESS:
BUILDING NAME:
TELEPHONE #:
MAJOR CROSS ROAD:

TRAINED FIRST AIDER ON-SITE:

MB FORD CONSTRUCTION LTD. **613-742-8338**