



# GAZZOLA PAVING LIMITED

## Hazard Assessment, Analysis & Control Policy Statement

Gazzola Paving Limited is committed to the prevention of illnesses/injuries by immediately eliminating or controlling hazards as soon as they are identified to protect the health and safety of workers and avoiding creating new hazards.

To that purpose, Gazzola Paving Limited will ensure that all hazards associated with all company tasks/activities are identified, assessed, analyzed and controlled. This will include routine, non-routine operations, outside the workplace hazards that may affect internal tasks/activities and the human factors where work is performed. Risks resulting from the identified hazards will be classified, prioritized and a list of the identified critical tasks will be maintained.

Gazzola Paving Limited will perform the following types of hazard assessments:

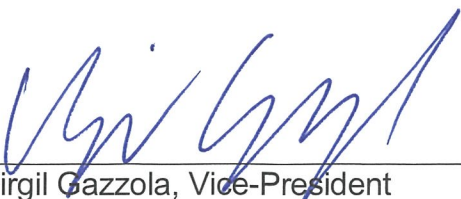
1. Pre-job Construction & Violence Assessment  
*{Hazard assessment before starting projects}*
2. Daily Hazard Assessment (GAZZ Card)  
*{Hazard assessment for daily tasks}*
3. WTS Job Hazard Assessment (JHA)  
*{Registry of hazard assessments for the range of tasks/activities performed by GAZZOLA}*

During this process Gazzola Paving Limited will consider all legal requirements, applicable standards and guidelines including the Occupational Health & Safety Act & Regulations in addition to considering workplaces with different designs, layouts, machines & equipment.

Gazzola Paving Limited will ensure that hazard assessments, analysis and controls are developed by the co-operation of all the competent appropriate parties of the workplace and that they are reviewed and updated as required or at least annually.

Supervisors will be responsible for conducting daily hazard assessments before starting the work and communicating the information of these assessments to all workers and contractors while ensuring all workers and contractors are following the related procedures properly.

Workers must report all hazards to their direct supervisor immediately as soon as they are identified while following all the required procedures as directed by their supervisors.

  
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Virgil Gazzola, Vice-President

**March 10, 2023**

\_\_\_\_\_  
Date



## Section 2-1 – Pre-Project Requirements

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### PURPOSE

The Pre-Job Construction Activities & Violence Risk Assessment Form is a listing of considerations that the site management team will have at their disposal to assist with the establishment and continuation of site specific accident prevention strategies.

### SCOPE

The pre-project requirements will be a combination of checklists designed to give the management team a guideline for consideration before and during the duration of the project.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Provide Pre-Job Construction Activities & Violence Risk Assessment Form and documentation where required.
- Collect completed Pre-Job Construction Activities & Violence Risk Assessment Form for review and distribution of required documentation.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Review Subcontractor documents to ensure all Subcontractors can implement their workplace specific requirements.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Complete all required Pre-Job Construction Activities & Violence Risk Assessment Form and documentation is complete and available for review where required.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 2-1 – Pre-Project Requirements

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### Foreman Responsibilities:

- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

### Workers Responsibilities:

- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## PROCEDURE

As it relates to the project and prior to the start of the project, the **Superintendent** will;

1. Review and complete the requirements for required health and safety material and site specific information on site where all workers may have access as referenced on the Pre-Job Construction Activities & Violence Risk Assessment Form **(2-1-1 - Form)**
2. When completed, the Superintendent will send the completed copy of the Pre-Job Construction Activities & Violence Risk Assessment Form **(2-1-1 - Form)** to the **Health and Safety Coordinator**.
3. Ensure that the site level requirements as part of the Daily Hazard Assessment – GAZZ Card have been reviewed, completed and documented.

## DISTRIBUTION

Distribution of the completed documentation for the Pre-Job Construction Activities & Violence Risk Assessment Form will be distributed as follows;

- Superintendent
- Health and Safety Coordinator

## RECORDS

All records will be documented and maintained in the Project Health and Safety Files and at Head Office by **Health and Safety Coordinator**.



# 2-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

Completed By (Print Name): \_\_\_\_\_

Project # and Location: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

List Subcontractors to be used: \_\_\_\_\_

Construction Activities	Provide Details About the Location and Type of Work (Write N/A if Not Applicable to Project)
<b>Asphalt Milling and/or Paving</b>	
<b>Work Near Vehicle Traffic</b> (Highway/Roadway, Long Term/Short Term Closure)	
<b>Type of Concrete Work</b> (Curbs, Manholes, demolition etc.)	
<b>Catch Basin / Manhole Adjustments</b>	
<b>Laying Road Base</b>	
<b>Night Work Required</b> (Type of Work to Be Done)	
<b>Powerline Work</b>	
<b>Trenching or Excavation</b>	
<b>Confined Space Entry</b> (Manhole Entry)	
<b>Designated Substances</b> (Asbestos, Lead)	



## 2-1-1 Form - Pre-Job Construction Activities and Hazard Identification Form

<b>Overhead Hazards</b> (Power Lines, Bridges, Signs)	
<b>Working at Heights</b>	
<b>Anticipated Extreme Temperatures</b> (Heat or Cold Stress)	
<b>Specialized Hazardous Products/Chemicals</b> (Hydrated Lime)	
<b>Work Near Water</b> (Lake, River, Pond)	
<b>Mobile Cranes / Hoisting</b>	
Other Activity or Hazard	

<b>Construction Project Violence Risk Assessment</b>	
<i>Project Superintendent to consult with the H&amp;S Rep regarding Workplace Violence and Harassment. Ensure Violence and Harassment training during orientation. Ensure Violence and Harassment documentation is posted on the project.</i>	
<b>Will anyone be working alone?</b>	
<b>Will project location increase risk of workplace violence? (i.e. reportedly high crime area)</b>	
<b>Are hours of operation likely to increase the risk of violence? (e.g. night work)</b>	
Other Activity or Hazard	

## Section 2-2 – GAZZ Card – Daily Hazard Assessment

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### PURPOSE

GAZZ Card is a vital component of the Health & Safety Manual and organizing health, safety, and production activities. The GAZZ Card consists of a Daily Job Hazard Analysis Report and a Daily Traffic Protection Plan. This analysis is undertaken as part of our GAZZ Card to determine potential hazards and the control strategies, which must be employed to perform our daily work activities safely, while the same concept is applied related to traffic hazards on the Traffic Protection Plan.

### SCOPE

The GAZZ Card will be completed daily prior to commencement of work / shift and reviewed on site to discuss the work tasks involved and identify the associated hazards and all control requirements necessary to perform these tasks.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Arrange for specific Hazard Assessment to be produced, scheduled and distributed as required.
- Assist in developing the site specific packages and Hazard Assessment documents as part of the GAZZ Card.
- Review the 4S electronic platform on a regular basis to ensure GAZZ cards are completed and submitted.
- Comply with all the requirements as defined under the Occupational Health and Safety (OHS) Act and Regulations.
- Assist in developing hazard awareness and training for all workplace and site personnel.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve processes and distribution of Daily Hazard Assessment Procedure and GAZZ Cards.
- Take all measures reasonably necessary in the circumstances to protect employees from exposure to any related hazards at all locations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.

Project Manager Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 2-2 – GAZZ Card – Daily Hazard Assessment

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### Superintendent Responsibilities:

- Contacts all Foremen on the project daily to discuss the specific work (hazards, controls, etc.) that will occur over the next 24 hours.
- Are responsible for completing the GAZZ card for work being performed by their crew when no Foremen on site.
- Ensure a specific Daily Hazard Assessment & Daily Traffic Protection Plan - GAZZ Card for all workplaces activities and sites are maintained and their records are in place.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Are responsible for completing the GAZZ card for work being performed by their crew
- Foreman is to walk the project / work area, Assess the specific hazards present, plan the work to be performed and decide upon the applicable hazard controls using the GAZZ card.
- At a minimum, prior to starting work, gather the workers in a huddle and discuss the hazards and controls. Paying in particular to any hazards that are out of the ordinary
- GAZZ cards are to be signed by workers at the time the GAZZ Card is completed
- Communicate known related hazards are defined with a Project Safety Plan and appropriate PPE is provided, maintained and used as directed on the GAZZ Card where required.
- Take prompt and appropriate action when unsafe conditions of any established Daily Hazard Assessment activities, traffic hazard or any other hazards have been identified or concerns regarding content is raised by workers.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with verbal and written instructions as to the measures and procedures to be taken for protection of the worker.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

### Workers Responsibilities:

- Where provided, follow all requirements as defined within the the GAZZ Card as directed by your Foreman and/or Superintendent.
- Report any damage or missing guards, PPE or equipment immediately to your Foreman.
- Workers are encouraged to provide constructive feed back to the GAZZ Card based on their work experience and knowledge of site level activities.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.



## Section 2-2 – GAZZ Card – Daily Hazard Assessment

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### PROCEDURE

The GAZZ Card Process will provide identification of work specific daily hazard and provide communication to all workplace personnel prior to starting each work day. We require genuine effort into the completion of the process.

The Superintendent will provide / preparation an Project Safety Plan, Hazard Analysis package of Work descriptions, Traffic Protection Plan and scheduled activates as part of the GAZZ Card. GAZZ Card shall be completed on the 4S electronic platform and be signed by all participates as well as the Superintendent / Foreperson.

All Supervisory personnel who will be conducting and overseeing the descriptions and scheduled activates will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card describing the activities and identify all necessary control strategies to perform these tasks safely and on time.

The Foreman or Superintendent completing and reviewing the Daily Hazard Assessment & Traffic Protection Plan as part of the GAZZ Card must assess all aspects of the scheduled work activities.

Job Tasks and associated hazards that need to be controlled can be identified or prevented through scheduling and proactive activities. Identification with the job specific daily assessment & traffic protection will be reviewed by all workplace parties. The completed GAZZ Card will becompleted, uploaded and available on site on the 4S electronic platform.

The GAZZ Card will identify hazards associated with the work tasks by assess the risks within the job by:

- Ensuring controls are in place prior to commencing work so that risks are kept to an acceptable level.
- Pre-job planning to increase the reliability of work.
- Identifying activities required for the job at the start of the day.
- Document site level due diligence as well as potential areas of improvements.
- Defining and labeling hazards within the job as follows:

## Section 2-2 – GAZZ Card – Daily Hazard Assessment

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor Property Damage)	C	B	B
Medium (Medical Aid/Moderate Property Damage)	C	B	A
High (Critical Injury/High Property Damage)	B	A	A
<b>C</b> Low Risk:	Low risk of injury or equipment / property damage.		
<b>B</b> Medium Risk:	Medium risk of injury or equipment / property damage.		
<b>A</b> High Risk:	High risk of injury or equipment / property damage.		

- Hazards ratings as listed on the GAZZ Card are implemented as part of the job with all listed controls already in place.
- Risk rating as listed as part of the rating system definition is a combination of Severity and Frequency as listed within the Hazard Chart.
- The outcome of the completed GAZZ Card will provide daily awareness of all identified work activities, hazards and controls for all workplace parties.
- Provide a comment and feedback section for workers to participate in the ongoing hazard assessment process.

When the GAZZ Card is completed detailing the required daily activities, the Foreman or Superintendent will review the Daily Hazard Assessment with all applicable workplace personnel on site. All personnel will sign the GAZZ Card indicating that they have received and understood the information presented.

### DISTRIBUTION

1. Upon completion of the GAZZ Card, the competent person(s) who conducted the analysis will complete and sign the GAZZ Card and submit electronically with the 4S electronic platform.
2. A copy of each completed GAZZ Card can be retrieved from the 4S electronic platform as needed.

### RECORDS

All records of the GAZZ Card of will be maintained on the 4S platform and reviewed by the e sent Health and Safety Coordinator.

## Section 2-3 – Workplace Task Standards

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### PURPOSE

Due to their inherent hazards and to ensure compliance with the Occupational Health and Safety Act and Related Regulations, various tasks (including underlying hazards, jobs and activities) will require Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP), to be developed. All (3) (JHA, SWP, SJP), will be combined into a 'Workplace Task Standard' (WTS) document, for each respective task or hazard. WTS will be developed to specify legislative, regulatory and company specific compliance requirements.

### SCOPE

Workplace Task Standard (WTS) are task or hazard specific documents, combining Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP). WTS are to be used as an orientation and reference document, providing company specific health and safety awareness information to all workplace parties.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Develop, in conjunction with other workplace parties, a company-wide Task/Hazard Inventory, where related jobs can be broken into tasks and critical tasks/hazards can be identified.
- Assist in developing WTS, relating to jobs and tasks or hazards that require additional direction and company specific expectations.
- Arrange for Senior Management to conduct an annual review of the Task/Hazard Inventory, and WTS package.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Provide to new and existing employees a review of the WTS list during orientations. Employees shall be notified when changes are made to WTS by means of annual orientation or tailgate talks.
- Provide a WTS package to all Project Managers, Superintendents, Foreman and post on all Health and Safety boards.
- Provide a project specific WTS package to Superintendent and/or Foreman, as part of the project specific safety plan and safety binders.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training, WTS reviews and workplace specific overviews.
- Assist in the development WTSs.
- Review and approve WTSs on an annual basis.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.

## Section 2-3 – Workplace Task Standards

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- Ensure that the measures and procedures prescribed are carried out in the workplace.

### Project Manager Responsibilities:

- Ensure all company employees receive the appropriate training, WTS reviews and workplace specific overviews.
- Assist in the development WTSs.
- Assist in the review and approve WTSs on an annual basis.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- Ensure that the measures and procedures prescribed are carried out in the workplace.

### Superintendent Responsibilities:

- Communicate with the Foreman to ensure the appropriate WTS are referenced daily.
- Ensure all company employees receive the appropriate training, WTS reviews and workplace specific overviews.
- Assist in the development WTSs.
- Assist in the review and approve WTSs on an annual basis.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- Ensure that the measures and procedures prescribed are carried out in the workplace.

### Foreman Responsibilities:

- Review and ensure the WTS package is followed by all Subcontractors and Workers on site.
- Provide input during the annual review of WTSs.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Workers Responsibilities:

- Follow the requirements of WTSs as directed by your supervisor.
- Advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 2-3 – Workplace Task Standards

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- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations, any actual or potential hazard he/she can recognize or the absence/defect in any equipment or protective device.

### PROCEDURE

**Senior Management, the Health and Safety Coordinator, Project Managers and/or Superintendents**, must ensure company specific Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP) are documented for and provided to each workplace location (Offices, Facilities and Projects).

#### Job Hazard Assessments

JHAs will be conducted for all workplace tasks/hazards including routine, non-routine and the human factors involved. JHAs will “break down” each task’s hazards and their respective controls. In doing so, JHAs will identify minimum requirements necessary to perform the task.

#### Safe Work Practices

SWPs will provide all company employees, with the specific health and safety expectations prior to commencing their employment. SWP will detail all facets of our workplace activities, and specific company expectations. SWPs will identify minimum health and safety expectations needed to work within our workplaces.

#### Safe Job Procedures

SJP will be developed for all high-risk tasks/hazards (Critical). SJPs are to be used by site management as a means of providing basic health and safety awareness information to Workers and Subcontractors.

Each of the listed JHA, SWP, SJP, will be combined into a ‘**Workplace Task Standard**’ (WTS) document (**2-3-2 Form**), for each respective task or hazard. A package of WTSs will be posted on the Health and Safety boards and carried in all Superintendents and Foreman vehicles.

For Project Specific Safety Plans, it will be the responsibility of the **Health and Safety Coordinator** and the **Project Manager**, to develop and provide WTSs to **Superintendents**. It will be the responsibility of **Superintendents** to oversee expectations set out within WTSs, and to ensure our **Workers** and/or **Subcontractors** adhere to them.

WTSs will be built upon company specific expectations and requirements that meet or exceed legal and/or legislative requirements. On projects, all applicable WTSs are to be communicated and documented as part of our daily hazard assessment process as part of the completion of the GAZZ Card

Procedures for completing Workplace Task Standards, are broken down into the following parts:

- Part 1:** Job, Task & Hazard Inventory
- Part 2:** Job Hazard Assessment
- Part 3:** Safe Work Practices
- Part 4:** Safe Job Procedures

Completed WTS will be used as part of both **Employee Orientations** and site level reference documents (Project Specific Safety Plans, Daily Work Order, or when required by workers for clarity).

## Section 2-3 – Workplace Task Standards

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Each WTS will be regarded as our company's minimum expectations. WTS will be held as established guidelines for the completion of work activities.

WTS will be reviewed and updated as required at least annually by Senior Management and all appropriate parties involved, during the Annual Review.

More frequent reviews may be required:

1. After Incident Investigations.
2. After any change in a process, machine, equipment, materials or substances.
3. Whenever deemed necessary for the protection of workers.

### DISTRIBUTION

The distribution of WTS is the responsibility of the **Health and Safety Coordinator** and the **Superintendent** to provide specific information to their workers with the direction. The **Subcontractor** must submit any required additional procedures relating to their project specific activities as they relate to potentially hazardous work. WTS's will be posted on the 4S platform and on the Gazzola Website.

### RECORDS

Copies of all procedures or specifications will be maintained on file by the **Superintendent** and forwarded to the **Health and Safety Coordinator** upon completion of the project.

Records of changes made to WTSs following annual reviews or incidents/accidents will be kept.

## Section 2-3 – Workplace Task Standards

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### DEVELOPMENT OF WORKPLACE TASK STANDARDS (WTS)

#### Part 1 – Job, Task & Hazard Inventory

*For the purposes of this procedure:*

**A job:** *A function consisting of one or more tasks that results in the completion of the function. Jobs that are performed as a component of other jobs, will be considered tasks as well. Thus all jobs are tasks, but not all tasks are jobs.*

**A task:** *A specific component of a job.*

**A hazard:** *Any potential source of harm to persons or damage to property.*

Examples: *Installing drywall - is a job. The tasks involved in this job might include – storing/handling material, using hand tools, mudding/taping joints, sanding, disposing of excess material, and housekeeping. Tasks involved in the completion of a job can be numerous and may be dependent on an assortment of skills, senses and abilities. Specific areas or objects may be identified as hazards based on their hazardous nature and their potential to cause harm or damage during use or storage such as confined spaces and compressed gases.*

The Job, Task & Hazard Inventory must initially be conducted -- in cooperation with the **Health and Safety Coordinator, Project Managers, Superintendents and Senior Management, Workers, Sub-Contractors & Suppliers** -- This **Team** to identify all jobs and tasks performed and hazards that may be present within our workplaces including routine, non-routine and the human factors involved. As jobs can be components of other jobs, all references to tasks, include jobs as well.

The inventory will be based on current and potential activities/hazards within all company workplace locations. Identified tasks or hazards, must be recorded on the '**Workplace Task Standards List**' (2-3-1 – **Form**). The analysis of this information takes place at a later stage (Job Hazard Analysis).

The competency of the team involved with the Job, Task & Hazard inventory process will include:

- a) knowledge, training and experience with the hazard, task and/or activity.
- b) familiarity with the Act and regulations that apply to the hazard, task and/or activity.
- c) Knowledge of actual and potential dangers of the workplace where the hazard exists or where the task/activity is being performed.

Gazzola Paving Ltd. will ensure the required competencies for conducting the Job, Task & Hazard inventory are satisfied before appointing the involved team.

Once the Job, Task & Hazard Inventory is completed, it will undergo a review by the **team**. During this review, the **team** will rate the preliminary risk (prior to developing controls) and the residual risk (after developing controls) of each task or hazard. A hazard or task's risk will be rated using our '**Risk Rating Process**' included herein.

## Section 2-3 – Workplace Task Standards

The **Workplace Task Standard (2-3-2 – Form)** must include the following information:

<b>Job and/or Task:</b>	The name assigned to a given job, task or hazard.
<b>Application:</b>	Where the job or task is performed or where a hazard is present considering the design, ergonomics & the layout (construction projects, offices, storage facilities, maintenance shops, etc.).
<b>Equipment:</b>	Any type of tools, machinery, equipment, mechanisms or devices used in the performance of the jobs or tasks.
<b>Department</b>	Primary department responsible for performing job or task (if applicable) or responsible for an area where a hazard may be present.
<b>Internal or Subcontracted:</b>	Whether the job, task or hazard, is present because of work performed by our company, or by subcontractors in our workplace locations.
<b>Known Hazards:</b>	These are potential or actual hazards that have been associated with the tasks involved (determined by prior incidents, accidents, or injuries, etc.). Known hazards will include hazards that may originate outside the workplace but will have an effect within, these hazards can be identified by the site supervisor during any phase of the hazard assessment, analysis and control process.
<b>Chemicals:</b>	Any chemicals, agents, or material used/encountered, during the performance of the jobs or tasks.
<b>Preliminary Risk Rating: (Risk Before Controls)</b>	The potential risk of the jobs or tasks (determined using the Risk Rating Process included herein).
<b>Residual Risk Rating: (Risk After Controls)</b>	The amount of risk that remains after controls are accounted for (determined using the Risk Rating Process included herein).



## Section 2-3 – Workplace Task Standards

### Part 2 – Job Hazard Assessments

Following the completion of the Job, Task & Hazard Inventory, a Job Hazard Assessment (JHA) will be conducted for each task or hazard identified.

Each will be broken down into the following categories:

- A. Breakdown the job, task or hazard into smaller hazards involved. This can be performed during the Job, Task & Hazard Inventory process.
- B. **Identify** the smaller **potential hazards** or potential energies, associated with each task or hazard.
- C. **Determine preventive measures**, to eliminate or control the hazards or potential energies, associated with each task or hazard.
- D. Using the Risk Rating Process, **rate the potential risk of the task/hazard**. Identify which tasks/hazards are above the 'Risk Threshold Limit' before the application of controls, and are therefore classified as '**Critical**'.
- E. Using the Risk Rating Process, rate the residual **risk of the task/hazard** after the application of controls.

All identified hazards, their respective controls, and their respective risk rating before and after controls, must be recorded on the applicable WTS.

#### Risk Rating Process:

Our Risk Rating Process is based on the following chart, whereas both the frequency and severity (of potential injuries related to the task or hazard) increases, so too does the risk rating (indicating the likelihood of personal injury or accidents).

**Our Risk Rating Threshold will be A – tasks or hazards with a high likelihood of personal injury or accidents. Threshold is determined based on the risk rating assigned before application of controls.**

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
<b>Severity</b>	<b>Frequency</b>		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor Property Damage)	C	B	B
Medium (Medical Aid/Moderate Property Damage)	C	B	A
High (Critical Injury/High Property Damage)	B	A	A
<b>C</b> Low Risk:	Low risk of injury or equipment / property damage.		
<b>B</b> Medium Risk:	Medium risk of injury or equipment / property damage.		
<b>A</b> High Risk:	High risk of injury or equipment / property damage.		

Risk assessments of the identified hazards in accordance with this risk rating process must be completed before the start of any task. A new or a re-assessment may be needed:

- When equipment, material, substance or process is introduced or changed.

## Section 2-3 – Workplace Task Standards

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- Upon any change in the Safety Management System that may affect the normal sequence of a job/task

## Section 2-3 – Workplace Task Standards

### Step 3 – Safe Work Practices

Additional company specific Safe Work Practices (SWP) will be developed based on existing company specific knowledge of tasks/hazards, as well as reference material from equipment manuals, industry standards and other professional associations (such as the IHSA or WSIB). All completed WTS will have a company specific SWP that applies to legal and company exceptions.

Safe Work Practices will address, at a minimum, the follow topics:

<b>General Safe Work Practices:</b>	Safe Work Practices that apply to all task/hazard topics.
<b>Specific Safe Work Practices:</b>	Safe Work Practices that relate to distinct sub-topics, related to the task/hazard (e.g. Task: Working at Heights, Sub-Topics: Guardrails, Anchor Points, Rescue, etc.).
<b>Personal Protective Equipment Requirements:</b>	Safe Work Practices related to PPE requirements. Lists required PPE based on task/hazard.
<b>Training Requirements:</b>	Safe Work Practices related to training requirements. Lists required training needs based on task/hazard.
<b>Inspection Requirements:</b>	Safe Work Practices related to inspection requirements. Lists required inspections related to task/hazard.

### Step 4 – Safe Job Procedures

Safe Job Procedures (SJPs) will be developed for WTSs identified as **critical** (tasks/hazards whose risk rating meets or exceeds our Risk Rating Threshold of A before the application of controls).

SJPs will also be developed for tasks/hazards **required by legislative or regulatory** requirements, to have written procedures.

SJPs will list, in a logical order, controls listed in the JHA and practices listed in the SWP. In doing so, SJPs will provide company specific expectations, oversight and direction.

Safe Job Procedures will address, at a minimum, the follow topics:

<b>Pre-Task Requirements</b>	Procedures related to steps that must be completed prior to commencing work activities or interacting with a hazard. This can include, planning (daily hazard assessments), inspections (equipment, PPE, etc.), notifications.
<b>During Task Requirements:</b>	Procedures related to steps that must be completed while completing the task or interacting with a hazard.
<b>Task Completion Requirements:</b>	Procedures related to steps that must be completed after a task has been completed or after exposure to a hazard. This can include, housekeeping, material storage, and close out documents.
<b>Specific Sub-Topic Requirements:</b>	Procedures related to distinct sub-topics referenced in the (3) aforementioned procedures. This could include, Fall Rescue Procedures, Guardrail Installation Procedures, or Protective Cover Removal Procedures.



## 2-3-1 FORM

## WORKPLACE TASK STANDARDS LIST

Task	Rating
Asbestos Milling	A
Asphalt Lab Operations	A
Asphalt Milling	A
Asphalt Paving	A
Confined Space	A
Equipment and Machinery Operation	A
Hazardous Agents (Biological)	A
Hazardous Agents (Chemical)	A
Asphalt Plant Operations	B
Concrete Work (Forming and Pouring)	B
Crack Sealing Operations	B
Crushing Screening Operations	B
Equipment Repairs (Blocking)	B
Hazardous Energy Control	B
Hoisting and Rigging	B
Hot Work	B
Lead	B
Administrative Duties	C
Compressed Gas	C
Driving and Vehicle Operation	C
Extension Cords	C
Fencing and Hoarding	C
Fire Extinguishers	C
Fuel Powered Tools and Equipment	C
Fueling and Refueling	C

Task	Rating
Hazardous Agents (Physical)	A
Infrared Joint Heater	A
Manual Snow Removal Operations	A
Noise	A
Traffic Control	A
Trenching and Excavating	A
Working at Heights	A
Night Work	B
Overhead Hazards (Powerlines)	B
Powered Elevating Work Platforms	B
Removal and Demolition	B
Silica	B
Snow Removal Operations	B
Underground Hazards and Locates	B
Workplace Violence and Harassment	B
Housekeeping	C
Hydraulic Equipment	C
Ladders	C
Loading and Unloading	C
Maintenance and Cleaning	C
Manual Material Handling	C
Power and Hand Tools	C

All of the tasks listed above have a Workplace Task Standard (WTS) and are prioritized based on their assigned risk rating before the application of controls. The specific workplace task standard (WTS) will carry an assigned risk rating before and after the application of controls.

The “A” rated Tasks have been identified as Critical Tasks. They have a WTS that includes a Hazard Assessment, Safe Work Practices and a detailed Safe Job Procedure.

The “B” rated Tasks have a WTS that includes a Hazard Assessment, Safe Work Practices and a general Safe Job Procedure.

The “C” Rated Tasks have a WTS that includes a Hazard Assessment and Safe Work Practices.

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
Severity	Frequency		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor property damage)	C	B	B
Medium (Medical Aid/Moderate property damage)	C	B	A
High (Critical Injury/High property damage)	B	A	A
<b>C</b> Low Risk:	Low risk of injury or equipment / property damage.		
<b>B</b> Medium Risk:	Medium risk of injury or equipment / property damage.		
<b>A</b> High Risk:	High risk of injury or equipment / property damage.		





Date Revised:		Overall Task Risk Rating:	Before Controls	<b>A</b>	After Controls	<b>B</b>
Description:						
Location(s):	(Office; Shop; Asphalt Plant; Construction Projects; Snow Camp)					
Associated Documents (Standard, SJP, SWP):						

**RED FLAGS (HOLD WORK UNTIL CORRECTED):**

Note:

**PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)**

Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

Additional PPE Required -

**SAFE WORK PRACTICES (SWP)**

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**JOB HAZARD AND RISK ANALYSIS**

**RISK RATING SYSTEM**

- A** High risk of injury or equipment / property damage.
- B** Medium risk of injury or equipment / property damage.
- C** Low risk of injury or equipment / property damage.

TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
•		•	
•		•	
•		•	
•		•	
•		•	

**SAFE JOB PROCEDURES (SJP)**

- 1.
- 2.
- 3.
- 4.