



Workplace Safety For Construction Sites

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CHAPTER 1—ABOUT THIS PUBLICATION

1.0 Introduction

The construction industry plays an important role in Prince Edward Island's economy. More than ever before, the industry workforce is diverse and mobile. Developing a safety-first mindset is key for employers and workers to stay safe while building the future of the Island.

This guide is intended to bring together the most common safety legislation that applies to construction workplaces in Prince Edward Island. It also contributes to making sure employers in the construction industry comply with legislation and that workers are protected from hazards on the job.



For additional support, please contact:

Workers Compensation Board (WCB)
Occupational Health and Safety (OHS) Division

ohs@wcb.pe.ca

902-368-5680 or **1-800-237-5049** toll-free in Atlantic Canada

24-Hour OHS Emergency Line 902-628-7513

For additional resources, visit our website at wcb.pe.ca
and download our **Guide to OHS Legislation App**
available for iOS and Android.



1.1 What is the *Occupational Health and Safety Act (OHS Act)*

The OHS Act and its Regulations set the minimum standards for occupational health and safety in the workplace and define the general safety principles for provincially regulated workplaces in Prince Edward Island.

A safe workplace starts with both employers and workers understanding their responsibilities outlined in the OHS Act and its Regulations. Both employers and workers are responsible for understanding the components of the OHS Act and its Regulations.

In PEI, the WCB's OHS Division enforces the following legislation and regulations at construction workplaces and work sites:

- *Occupational Health and Safety Act (OHS Act)*
- OHS Act General Regulations
- Fall Protection Regulations
- Scaffolding Regulations
- Workplace Hazardous Materials Information System (WHMIS) Regulations
- Workplace Harassment Regulations
- *Smoke Free Places Act*
- *Youth Employment Act*

This publication is not intended as a form of legal advice and should not be taken as a statement of the law. The information provided in this guide is for general application and therefore, the reader should always refer to the *Occupational Health and Safety Act* and its Regulations for specific requirements.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 2—RESPONSIBILITIES UNDER THE OHS ACT

2.0 General responsibilities

The OHS Act sets out the minimum health and safety standards to protect workers against hazards on the job. The OHS Act incorporates the principles of the **Internal Responsibility System**. This means that **every** individual in a workplace has a direct responsibility for creating a healthy and safe workplace. It also means that the responsibility is shared by everyone on the construction site: owners, operators, management, and all workers.

Section 12 through 20 of the OHS Act outlines the duties of employers, workers, and other persons. Below is a summary of their associated OHS responsibilities.

Employers

Under the OHS Act, employers must take all reasonable precautions to make sure workers are kept safe at the workplace.

Employers must:

- Provide and maintain devices, materials, equipment and machinery, making sure that these are properly equipped with the safety features recommended by the manufacturer or required by regulations.
- Provide the information, instruction, training, supervision, and facilities necessary to keep workers safe.
- Make sure workers, particularly supervisors, are familiar with workplace health and safety hazards and the procedures to minimize risks.
- Operate the business in a way that does not expose workers to health or safety hazards.
- Cooperate with the safety committee or safety representative, as applicable.

In addition to the OHS Act, employers must be aware of the legislated requirements within the *Youth Employment Act* and the *Smoke Free Places Act*. For example, the *Youth Employment Act* states that no youth under the age of 16 shall be permitted to work on a construction site. Employers must also follow the *Smoke Free Places Act*, which states that no workers shall smoke in public places or specific areas of the workplace, which includes inside structures being constructed and work trucks.

Constructors

A constructor is a person who contracts work to be done on a project for an owner or who undertakes work on a project as an owner. A constructor must make sure that every reasonable precaution is taken to protect the occupational health and safety of persons at or near the project site.

Constructors must:

- Coordinate the activities of the contractors and sub-contractors at the project site.
- Make sure that all necessary health and safety information, such as hazard information and control procedures, for the project are communicated between all parties at the site including the safety committee or safety representative(s).
- Make sure that all workers, self-employed persons, and employers performing work for the project are in compliance with the OHS Act and Regulations.

Contractors

A contractor is a person or company that performs work on a contract basis. A contractor must also make sure that every reasonable precaution is taken to protect the occupational health and safety of persons at or near the workplace.

Contractors must:

- Coordinate the activities of the contractors and sub-contractors at the workplace where the work is being performed.
- Ensure all necessary health and safety information (such as safe work practices) for the workplace is communicated between all parties at the site as well as the safety committee or health and safety representative(s).
- Ensure all workers, self-employed persons and employers at the workplace are following the OHS Act and Regulations.

The constructor and contractor responsibilities are very similar, except that the constructor's responsibilities reach across the entire project site, and the contractor's responsibilities are more limited to the work that is within their control.

For example, the constructor is responsible for ensuring hazard information is communicated to all workers/employers on site, such as asbestos removal happening on a certain date, and only qualified workers can be present. However, the asbestos-removal contractor is responsible for communicating with and controlling the asbestos-related hazards for their own workers and for communicating with the constructor.



Workers

All workers have responsibilities under the OHS Act. A worker is defined as a person employed in a workplace and a person in a workplace for **any purpose** in connection therewith. This may include volunteers and family members.

Workers must:

- Comply with company rules and procedures
- Wear personal protective equipment as required
- Use machinery, equipment, and materials only as authorized
- Follow safe job procedures
- Report hazards, unsafe conditions or actions to the supervisor
- Report incidents
- Report all injuries for first aid, no matter how minor

Did you know?

Workers have THREE basic rights

THE RIGHT TO KNOW

Workers have the **right to know** about the hazards of their jobs. They should know how to recognize and deal with those hazards so they will not cause injury or health problems to themselves or to others in the workplace.

THE RIGHT TO PARTICIPATE

Workers have the **right to participate** in health and safety in the workplace. Employers should consult with them on matters that affect workers' safety.

THE RIGHT TO REFUSE WORK

Workers have the right to **refuse to do work** which they have reasonable grounds to believe would endanger their health or safety, or another person's health or safety. If a worker refuses to work, he or she must immediately report to a supervisor. Information on the legal requirements for a work refusal can be found in the OHS Act, Sections 28, 29 and 30.

Self-employed persons

A self-employed person is defined under the OHS Act as a person who is engaged in an occupation on that person's own behalf. Self-employed persons are required to work safely, whether working alone, as part of a crew, or contracted by another person or employer to carry out a task. An employer or constructor who contracts out a task to a self-employed person should always make sure they know their responsibilities and follow the workplace safety rules on site.

Self-employed persons must:

- Take all reasonable precautions to protect their own safety and that of others.
- Cooperate with the employer and others to protect their safety.
- Comply with workplace safety laws.

Safety Committee and Safety Representatives

The main function of a safety committee or safety representative is to contribute to the improvement of health and safety on the project. They do this through consultation and discussion with fellow workers and the employer.

Whether a project site requires a full safety committee, or a health and safety representative, depends on the number of workers at the workplace:

- Where 20 or more persons are regularly employed by one or more constructors at a project that is expected to last three months or more, a safety committee is required. Where there are fewer than 20 persons regularly employed, a safety committee is not required, but may be ordered by an OHS Officer if deemed necessary.
- Where there are 5-19 workers at a project, the constructor must have a designated Health and Safety Representative, who is chosen by the workers and does not perform managerial functions.

2.1 Policies

Occupational Health and Safety Policy

A workplace with five or more regularly employed workers is required to have an Occupational Health and Safety (OHS) Policy.

The OHS Policy is a statement that defines the employer's commitment to a healthy and safe workplace. It must be communicated to all workers and updated every year for true impact.



Workplace Harassment Policy

Every worker has a right to a healthy and psychologically safe workplace. To achieve this, employers and workers play contributing roles in creating and maintaining a positive and respectful work environment.

Harassment means any inappropriate conduct, comment, display, action or gesture or any bullying that the person responsible for the conduct, comment, display, action or gesture or the bullying knows, or ought reasonably to know, could have a harmful effect on a worker's psychological or physical health or safety.

The Workplace Harassment Regulations outline the employer's responsibilities. This includes:

- Creating a workplace harassment policy.
- Performing a confidential internal investigation for complaints.
- Ensuring that sources of harassment are identified and stopped.
- Taking action to prevent or minimize future incidents.

Other Policies and Procedures

Construction worksites should consider implementing a range of optional safety policies, even when they are not legally mandated, to address specific risks and enhance overall safety.

Policies such as a "Fit for Duty" policy makes sure workers are physically and mentally capable of performing tasks safely. In environments with potential fire hazards, a "Hot Work" policy can mitigate risks associated with tasks like welding.

Similarly, a "Confined Space" policy can safeguard workers in limited or restricted areas, and a "Personal Protective Equipment" policy can help enforce the use of proper safety gear. When a worker is the sole worker on site then a Lone Worker Procedure can protect that employee.

These optional policies and procedures, while not required by law, are crucial in certain circumstances to prevent incidents and to maintain a safe work environment.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 3—TRAINING AND COMPETENCY

The OHS Act requires the employer to take every reasonable precaution to protect the health and safety of their workers. In addition, an employer shall make sure that such information, instruction, training, and supervision, and facilities are provided as necessary to make sure workers are healthy and safe.

This is especially important on a construction site where many hazards are present. A strong approach to health and safety training is critical to introduce workers to hazards in the workplace and teach them how to prevent injury.

3.0 General safety training

General site safety training and orientation is important when bringing in new workers or when starting a new project or working at an unfamiliar site. The following topics are important in any training and orientation program:

- Safety responsibilities
- Safe use and care of tools and equipment
- Proper clothing and personal protective equipment (PPE), as well as care and storage of PPE
- Policies and procedures on topics such as:
 - workplace harassment
 - fit for duty
 - working at heights
 - working around electricity
 - scaffolding
 - toilet and washing
 - fire and emergency
 - working with hazardous products
 - reporting hazards and injuries

3.1 Competent persons

Job-specific training and supervision of workers is critical to the establishment and ongoing maintenance of a safe and healthy workplace.

The OHS General Regulations require many tasks to be performed by a “competent person.”



A **competent person** means a person who:

- Is qualified because of that person's knowledge, training and experience to do the assigned work in a manner that will ensure the health and safety of the persons in the workplace, and
- Is knowledgeable about the provisions of the Act and the Regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.

When an OHS Officer inspects a site where a worker is performing a task that is required to be completed by a competent person, the Officer must make a determination as to whether the worker's actions demonstrate their competence. The Officer may ask the employer or worker for documentation to confirm the worker's competency.

If a worker is performing a task that places others in immediate danger, is not in compliance with the OHS Act and Regulations and **cannot** produce valid training records, the OHS Officer may issue a Stop Work Order for that task until the worker can be properly trained. Alternatively, the employer can have another worker with proper training perform the task instead.

In a circumstance where a worker demonstrates competency and **can** produce valid training records but is not in compliance with the OHS Act and Regulations, the OHS Officer may issue an order to correct the issue.

OHS Regulations which require a competent person to complete tasks are:

- Conducting a first aid risk assessment
- Testing and evaluating a confined space.
- Operating hand tools and portable power tools.
- Operating powered mobile equipment.
- Operating a hoisting apparatus.
- Inspecting and testing a hoisting apparatus.
- Working on any energized electrical conductor.
- Changing or charging batteries.
- Asbestos abatement.
- Performing traffic control and signaling procedures.
- Providing training in fall protection.
- Carrying out an inspection of fall arrest systems prior to each work shift.
- Inspecting scaffolding prior to use each day.
- Supervising the erection and dismantling of scaffolding.
- Operating a fork-lift platform.
- Operating a power operated elevating work platform.
- Providing training on the safe operation of a power operated elevating work platform.

Although competency includes a training component, in most situations, the regulations do not specify that a valid training certificate is required. An OHS Officer will use a combination of valid training certificates and the worker's ability to demonstrate doing the task correctly and safely as the best way to show competency. Valid training may be provided by a third-party trainer, or it may be provided in house by the employer. Either way, the employer has the responsibility of making sure the workers can demonstrate comprehension of the training and the provisions of the OHS Act and Regulations that apply.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 4—DUE DILIGENCE

Due diligence means that employers must take all reasonable precautions to prevent injuries or incidents in the workplace.

To exercise due diligence on a construction site, an employer, constructor, or contractor must implement a plan to identify possible workplace hazards and carry out the appropriate actions to prevent incidents or injuries arising from these hazards.

4.0 Hazard assessment

Hazard assessment is the process to identify, assess, and control workplace hazards on site as well as the risks to worker health and safety. Identifying and controlling hazards is an essential part of any employer's safety culture and safety management system. An effective hazard assessment process will minimize risk, increase compliance with workplace safety legislation and regulations, and help create and maintain a safe work environment.

THERE ARE THREE STEPS TO PERFORMING A HAZARD ASSESSMENT

Step 1 - Identify hazards. Consider any hazards that might be present on the job site or that might arise during a project. One way to go about identifying hazards and the risks connected to them is to think of specific tasks that will be part of the project. From there, assess any dangers that could come up and what the risks connected to them might be. Consider known and previous hazards found, incident reports, operator's manual for equipment, safety data sheets, inspection reports, test results, etc.

Step 2 - Assess the level of risk. Evaluate not only how likely a hazard is to cause harm, but how critical the harm could be. When analyzing risk, consider dangers that are present under normal, day-to-day circumstances, as well as during unusual periods, such as when there's severe weather, an emergency, or a power outage, etc.

Step 3 - Control or eliminate the hazards. Eliminating the risk is best if possible. Another option is to introduce controls that will either eliminate a hazard or reduce it enough that it no longer presents a significant risk, such as replacing a hazardous piece of equipment with a safer, newer model.

When to perform a hazard assessment

There are multiple points during a construction project when it is appropriate to perform a hazard assessment. The first point is before the project begins or during the design phase of the project. The second point is any time you introduce a new method or process to the project. For example, if your team brings a new piece of equipment on site, it is a good idea to perform a risk assessment of the equipment to determine if it could cause injury or other issues.

Another reason to perform a risk assessment is to assess the hazards. For example, there might be a thunderstorm or snow fall that creates slippery conditions on the site. A risk assessment after a storm will analyze and evaluate how much of a threat the wet conditions pose to workers and others.

4.1 Due diligence checklist

Proper documentation is essential to demonstrate due diligence. This includes written records, reports and documentation of the following activities:

- Worker orientation, education, and training
- Regular inspections, including corrective actions taken
- Incident reports, including corrective actions taken
- Supervisor notes like supervisor inspections, tailgate crew talks, safety meetings with contractors, etc.
- Safety committee meeting minutes
- Equipment logbooks and maintenance records
- Emergency response drills and exercises
- Instructions or safe work procedures, including any changes made to instructions and procedures
- Forms and checklists used when following safe work procedures like confined space entry permits, etc.
- Sampling and monitoring records from exposure testing
- Statistics about the frequency and severity of injuries, etc.
- Enforcement of health and safety rules and disciplinary meetings

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 5—FIRST AID, EMERGENCY EYE WASH, SHOWERS

5.0 First aid regulations

First aid regulations are crucial for the immediate safety and well-being of employees should an incident occur. In the event of an injury or medical emergency, immediate first aid can prevent the situation from escalating. Quick and appropriate first aid can minimize the severity of injuries, reduce recovery time, and potentially save lives. For example, applying the right first aid measures to a wound can help prevent infection, and stabilizing someone with a fracture can minimize further damage. Compliance with first aid regulations also fosters a culture of preparedness and responsibility, ensuring that individuals and organizations are equipped to handle emergencies confidently and competently.

First aid risk assessment

A workplace first aid risk assessment must be completed to determine the level of first aid services and supplies required for each worksite. It is a method of identifying the **types** of injury or illness that could occur in the workplace, the **likelihood** of it happening, and the potential **severity**.

The workplace first aid assessment should be carried out by a competent person at the workplace and in consultation with the safety committee, safety representative, or workers as necessary.

First aid kits

Employers must provide the appropriate type, size, and quantity of first aid kits that comply with the CSA Standard as outlined in Part 9 of the Regulations.

The workplace first aid kit must contain the necessary supplies and quantity that the workplace would need if first aid is required, and it must be readily available to all workers. At a minimum, at least one workplace first aid kit must be provided at all workplaces, including work trucks.

First aid training

First aid training provides crucial knowledge and skills to provide immediate assistance in the event of a medical emergency. By learning how to administer basic medical care, such as bandaging wounds or managing choking incidents, individuals can potentially save lives and prevent further harm until professional medical help arrives.

First aid training also promotes confidence and preparedness in handling unexpected situations. Ultimately, it empowers people to be proactive responders in times of crisis, contributing to an overall safer workplace.



A workplace first aider is a worker who holds a valid first aid certificate. A first aid certificate is issued to the worker after they complete the necessary training requirements to obtain certification. First aid certificates have an expiry date and therefore the worker will need to periodically recertify in order to continue in the role of workplace first aider.

Employers must provide the appropriate level of first aid training that complies with the CSA Standard as outlined in Part 9 of the Regulations.

For more information on workplace first aid, please see our Workplace First Aid Regulations Guide found on our website wcb.pe.ca.

5.1 Emergency eye wash and showers

A risk assessment will need to identify the need for and type of emergency eye wash and/or shower stations.

Many work areas and specific tasks on site require the presence of eyewash facilities or emergency shower, including:

- High dust areas (in windy conditions or where grinding, sanding, or chipping may take place)
- Dispensing and mixing processes with hazardous or irritating materials
- Battery charging areas
- Spraying or sanding operations
- Chemical use and storage

If a worker is injured, assist them in rinsing or flushing the affected area for a minimum of 15 minutes. That time may be adjusted if the identity and properties of the chemical or substance are known. Safety Data Sheets (SDS) will provide information to help determine adequate flushing times and appropriate first aid treatment for hazardous materials. Seek medical attention immediately after first aid treatment.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 6—REPORTING HAZARDS, INCIDENTS AND INJURIES

6.0 Reporting hazards

It is the duty of every worker to report unsafe conditions to the employer. If a worker notices something on a construction site that is dangerous to the worker or to other workers, it must be reported:

To a supervisor - Always give a supervisor the first opportunity to correct the item or condition that is dangerous.

To a safety committee or safety representative - If the supervisor disagrees with the worker or fails to correct the issue in a manner that is satisfactory to the worker, the worker can report the hazard to a member of the safety committee (if there is one) or to a safety representative.

To the WCB's OHS Division

Workers may call OHS if the employer or supervisor has not responded to a safety issue and there is not a safety committee or representative to report to because there are less than 5 people at the workplace and they are not required to by law.

6.1 Reporting incidents, serious injuries and explosions

An incident can be defined as an unplanned or undesired event that resulted in or could have resulted in injury, illness, damage, or fatality. Incidents can be categorized as those with loss, like injuries, damage, and incurred costs, or those without loss, like near misses.

Incidents and near misses should both be reported to a supervisor at the project site. This can be done verbally or in writing using a company's internal form. Written reports are helpful as they can help with the investigation process to determine the required steps to avoid the incident happening again.

Incidents involving injuries, potential or delayed injuries and health effects, should be reported both internally to a supervisor and externally to the WCB. Employers and workers can file a claim with the WCB by filing a claim online by going to the WCB website wcb.pe.ca or by submitting a physical claim form.

In addition, you are required to **immediately report a serious work-related injury or explosion to the WCB's OHS Division by calling the 24-hour OHS Emergency Line at 902-628-7513.**

A serious injury can include any of the following:

- Unconsciousness
- A fracture
- Loss of a limb
- Substantial loss of blood
- An amputation of leg, arm, hand or foot
- A burn to major part of the body
- Loss of sight in an eye
- A fatality



If an explosion occurs in a workplace, the employer MUST notify the WCB's OHS Division regardless of whether anyone is injured.

You must NOT disturb the scene of an incident where a serious injury occurred, EXCEPT to:

- Attend to persons injured or killed
- Prevent further injuries
- Protect property that is endangered as a result of the incident

The scene of the incident must be preserved until directed by an OHS Officer.

When reporting a serious injury, the following information should be provided:

- Nature of the incident and the injury
- Date, time, and location of the incident
- Name of the employer
- Name of each person involved in the incident

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 7—PERSONAL PROTECTIVE EQUIPMENT (PPE)

7.0 Clothing

The employer must make sure that the worker's clothing is of a type and condition that will not expose the worker to any unnecessary and avoidable hazards.

Potential hazards to exposed skin of employees working outdoors on construction projects may include abrasions, cuts, exposure to chemical irritants, hot tar, and excessive exposure to the sun and other sources of ultraviolet radiation.

In some circumstances, particularly those that expose the worker's skin to overexposure to the sun, adequate clothing for work outdoors includes a loose fitting, long-sleeved, light-colored shirt and long pants.

When a worker's clothing may come into contact with moving parts of machinery and tools, the worker must wear close-fitting clothing, confine head or facial hair, and avoid wearing dangling jewelry and rings.

A site-specific hazard assessment will identify possible hazards which could limit the use of the above-mentioned clothing and items.

High visibility clothing

High-visibility clothing allows workers to be seen by drivers and equipment operators on a construction site. A hazard assessment will determine what type of visibility apparel will be necessary on site, including the lighting conditions. Characteristics to consider include bright/fluorescent colored material for daytime visibility and reflective striping for dusk/dawn/night visibility. A combination of both characteristics is best.

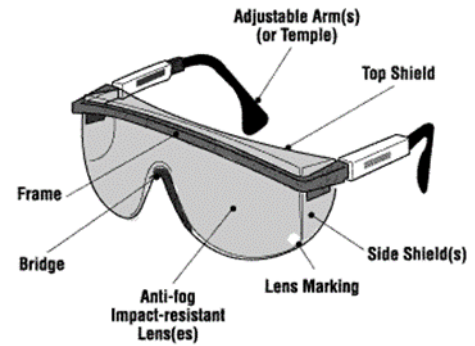
Where construction work interferes with the flow of traffic, trained signalers may be required to safely control the flow of traffic.

Refer to the **PEI Temporary Workplace Traffic Control Manual** at gov.pe.ca for high visibility clothing requirements for signalers.



7.1 Eye and face protection

- Workers must wear CSA approved safety glasses, goggles or face shields for welding, cutting, nailing (including pneumatic), or when working with concrete or harmful chemicals.
- Eye and face protectors are designed for certain hazards so be sure to select the type to match the hazard.
- Replace poorly fitting or damaged eye protection.



7.2 Foot protection

Where there are hazards to the feet, construction workers must wear CSA-approved footwear on a construction site. The type of protection provided by the footwear must match the hazards. A thorough hazard assessment specific to the site and tasks will be necessary.

For example:

- Prevent crushing wounds by wearing required footwear with toe protection.
- Prevent puncture wounds by wearing required footwear with puncture-resistant soles.
- Prevent electric shock by wearing required footwear with electric shock-resistant soles.
- Prevent ankle injuries by wearing footwear with adequate ankle support when walking on uneven surfaces or rough terrain.

7.3 Hand protection

Prevent hand injuries by wearing high-quality gloves. Your site specific, task specific hazard assessment will determine which hazards will require wearing gloves and which type.

Gloves should fit snugly. Loose fitting gloves can get caught in power tools or machinery and cause injury.

Workers should always wear the right gloves for the job. For example, heavy-duty rubber gloves for concrete work; welding gloves for welding; anti-vibration gloves when using a jack hammer.

7.4 Head protection

A thorough hazard assessment will determine suitable head protection required on site and during certain tasks.

- Workers must wear CSA-approved hard hats when overhead, falling, or side impact hazards exist or when the risk of electrical shock is present.
- Workers must routinely inspect hard hats for dents, cracks, or deterioration.
- If a hard hat has taken a heavy blow or electrical shock, it must be replaced even when there is not visible damage.
- Hard hats must be kept in good condition. Do not drill, clean with strong detergents or solvents, paint, or store them in extreme temperatures.

CSA headgear must be replaced according to the manufacturer's instructions.

7.5 Hearing protection

The OHS General Regulations require employers to determine if workers are exposed to excess levels of noise. For example, 85 dBA for 8 hours or 94 dBA for 1 hour, etc.

The higher the noise level, the shorter the duration of safe exposure. When the employer finds workers are exposed to excessive noise levels, the employer must develop a Hearing Conservation Program that includes:

- Advising exposed workers of the health risks of being exposed to excessive noise levels.
- Exploring options to reduce noise levels to safe limits through engineering controls or eliminating the source altogether when possible.
- Providing annual hearing tests for workers found to be exposed to noise levels that exceed safe limits.
- Providing hearing protection.

For more information on hearing protection, please see our **Developing a Hearing Conservation Program** guide found on our website wcb.pe.ca.

7.6 Respiratory protection

Section 45.17 of the OHS General Regulations outlines employer responsibilities with regards to respiratory protection. A thorough hazard assessment will determine suitable respiratory protection required on site and during certain tasks. The WCB's OHS Division employs a full-time Occupational Hygienist who can help with specific questions related to your existing respirator program or to support employers to develop a respirator program.

The selection, care and use of respirators can be complicated, and call for specialized skills and knowledge. When respirators are used in a workplace, a respirator program is required, and must be developed by a competent person.

Components of the required program include:

- Roles and responsibilities
- Hazard assessment- identification, risk assessment, control
- Training
- General categories of respirators
- Fit testing
- Respirator use
- Inspection, maintenance, cleaning, and storage
- Health surveillance of respirator users
- Program evaluation
- Record keeping

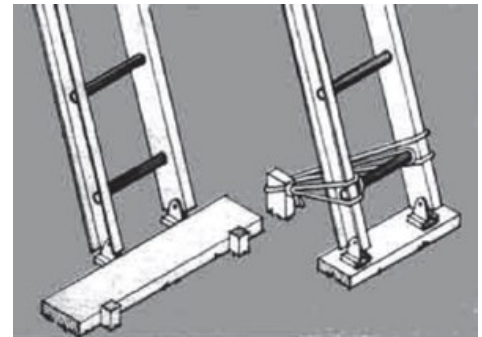
For more information on hearing protection, please see our **Developing a Respirator Program** guide found on our website wcb.pe.ca.

Visit our website wcb.pe.ca for more information and additional resources.

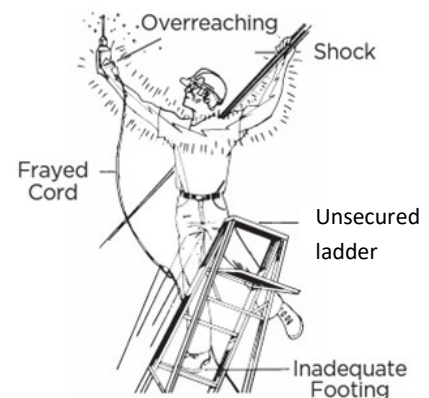
CHAPTER 8—WORKING AT HEIGHTS AND FALL PROTECTION

8.0 Stairways and ladders

- Stairs, whether permanent or temporary, must be installed to facilitate egress when construction on a building reaches a height exceeding 24 ft (7,315mm) above ground level.
- Install permanent or temporary guardrails on stairs and landings to prevent someone from falling or stepping off edges.
- Do not store materials on stairways that are used for general access between levels.
- Keep hazardous projections such as protruding nails, large splinters, etc. out of the stairs, treads or handrails.
- Correct any slippery conditions on stairways, such as applying anti-slip stair nosing.
- Keep ladders in good condition and free of defects.
- Inspect ladders before use for broken rungs or other defects. Discard or repair defective ladders.
- Place ladders at the proper angle 1 ft (304mm) out from the base for every 4 ft (1219mm) of vertical rise.
- Secure ladders near the top to prevent them from moving and causing falls. All portable ladders must have non-slip bases to prevent them from sliding out of position.
- Extend ladders at least 3 ft (914mm) above the landing to provide a handhold or for balance when getting on and off the ladder from other surfaces.
- Do not set up a ladder near passageways or high traffic areas where it could be knocked over.
- Use ladders only for what they were made and not as a work platform, runway, or as scaffold planks.
- Always face the ladder and maintain 3 points of contact when climbing and descending a ladder.



The drawing above shows two ways to secure the base of a ladder to ensure proper footing.



8.1 Scaffolds and other work platforms

Scaffolds are common on construction sites because they give workers safe access to elevated areas. However, scaffolds can pose a hazard to workers especially when erected improperly, when missing key safety measures, or when workers are not using it correctly.

It is important to have a competent person erecting, inspecting, and dismantling the scaffolds.

See **Chapter 3 – Training and Competency** for more information.

- Erect and dismantle scaffolds as per manufacturer’s specifications and under the supervision of a competent person. Make sure the manufacturer’s specifications are available at the worksite.
- Erect scaffolds on a firm and level foundation.
- Make sure finished floors are capable of supporting the load for a scaffold or work platform and that they provide a stable base.
- Use manufactured base plates, screw jacks and mud sills made of #1 spruce, or equivalent, to level or stabilize the footings. Don’t use blocks, bricks, or pieces of lumber.
- Make sure a competent person inspects scaffolds before each use.
- Make sure completed scaffolds all have required lateral and horizontal bracing in place.
- Provide safe access to get on and off scaffolds and work platforms.
- Make sure workers work within the framework of the scaffolds. Never step on planks outside of the work area.
- Keep scaffolds and work platforms free of debris.
- Keep tools and materials as neat as possible to help prevent materials from falling and workers from tripping.

Planking

- Fully plank the scaffold to provide a full work platform or use manufactured decking. The platform decking or scaffold planks must be scaffold grade and must not have any visible defects.
- Extend planks or decking material at least 6 inches (15.24 cm) over the edges and cleat them to prevent movement. The work platform or planks must not extend more than 1 ft (30cm) beyond the end supports to prevent tipping.
- Make sure that manufactured scaffold decking is the proper size and that the end hooks are attached to the scaffold frame.

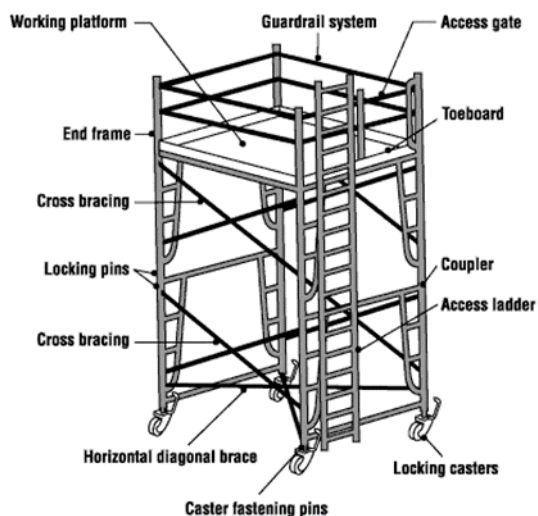


Safe scaffold use

- **DO NOT** use on-site-constructed carpenter's scaffold.
- **DO NOT** use damaged parts that affect the strength of the scaffold.
- **DO NOT** allow employees to work on scaffolds when they are feeling weak, sick, or dizzy.
- **DO NOT** work from any part of the scaffold other than the platform.
- **DO NOT** alter the scaffold from the manufacturer framework.
- **DO NOT** move a scaffold horizontally while workers are on it unless it is a power elevated work platform.
- **DO NOT** allow employees to work on scaffolds covered with snow, ice, or other slippery materials.
- **DO NOT** erect, use, alter, or move scaffolds within 12 ft (3.66 m) of overhead power lines.
- **DO NOT** work on scaffolds in bad weather or high winds.
- **DO NOT** use ladders, boxes, barrels, or other makeshift materials to raise your work height while on a platform.
- **DO NOT** let extra material build up on the platforms.
- **DO NOT** put more weight on a scaffold than it is designed to hold.

Scaffold guardrails

- Guard scaffold platforms that are more than 9.84 ft (3 m) above the ground or floor surface with a standard guardrail.
- Place the top rail approximately 39 to 42 inches (99 cm to 106.68 cm) above the work platform or planking with a mid rail about half that high at 19 to 21 inches (48.26cm to 53.34cm).
- Install toe boards at work platform/plank level to make sure tools or materials do not fall from scaffolding.
- Scaffold cross braces are not guardrails.

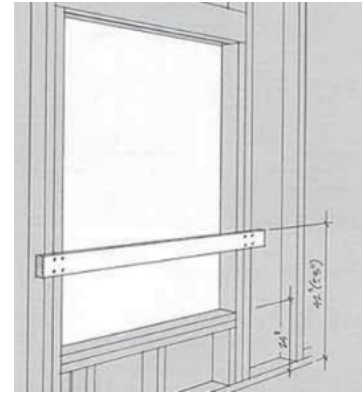


Power operated elevating work platforms including scissor and boom lifts

- Make sure the lift is inspected as required by the manufacturer's specifications.
- Make sure the operators are trained in the safe operation of the lift by a competent person.
- Make sure the operator uses fall arrest equipment at all times using the anchor points within the lift. Do not use the railings as anchor points.
- Make sure that the manufacturer's specifications allow the use of elevating work on platforms, as many telehandler models are not intended or approved for worker use as personnel lifting devices.

Floor and wall openings

- Install guardrails around openings in floors and across openings in walls. Even a temporary opening poses a high risk of falling.
- Be sure the top rails can withstand a 200-lb load (90.72kg)
- Construct guardrails with a top rail approximately 39 to 42 inches high (99.06 cm to 106.68cm) with a mid-rail about half that high at 19 to 21 inches (48.26cm to 53.35 cm)
- Install toe boards to prevent materials from falling onto workers below.



This window opening has a guard rail because the bottom sill height is less than 39 in.

Fall protection

The employer must provide a type of fall protection for workers who are exposed to a hazard of falling from a work area that is:

- A) 9.84 ft (3 m) or more above the nearest safe surface or water;
- B) above a surface or thing that could cause injury to the worker if the worker fell on the surface or thing; or
- C) above an open tank, pit or vat containing hazardous material.

Fall arrest equipment must meet CSA Standards and be checked regularly for defects.

Guardrails

The Fall Protection Regulations outline how guardrails must be constructed or designed to meet specifications for when guardrails are used as a means of fall protection.

Guardrail requirements include:

- They must extend around any uncovered opening in a floor or other surface.
- They must also be placed around the perimeter or open side of a mezzanine, balcony or other surface at a work area from which a worker may be exposed to the hazards of a fall.
- The posts must be spaced at intervals of at least 7.87 ft (2.4 m).
- The posts must be secured by an attachment to the structure being worked on. If this is not feasible then by another means that can be shown to have an equivalent level of safety.
- The top railing must be between 2.98 ft (0.91m) and 3.47ft (1.06 m) above the surface workers are working from. It must be securely fastened to the posts.
- A toe board is required and must be securely attached to the posts. The toe board should be 3.96 inches (102mm) high.
- An intermediate railing must be on the inner side of the posts, midway between top rail and the toe board.

Wooden guardrails

Guardrails made of wood must meet the following standards:

- The top and intermediate rails and posts must be made of wood that is at least 2.04 inches (51mm) by 3.96 inches (102mm)
- The toe board must be at least 0.96 inches (25mm) by 3 inches (75mm).
- The lumber must be at least grade two spruce or better. Measurements of lumber are nominal for dressed dimensions, unless rough lumber is used.

Wire rope railings

The Fall Protection Regulations outline the requirements for guardrails with wire rope railings:

- Where wire rope railings are used, the top and intermediate railings must be at least .31 inches (8 mm) in diameter.
- They must be equipped with turnbuckles to provide enough tension to be equal to the strength of the wood rails.
- The toe board and posts must be made of wood as above. If wooden posts are used, they must comply with the regulations above. Steel posts and toe boards can be used as well.
- The wire must have high visibility markings every 4.9 ft (1.5 m) on the top railing.

Manufactured guardrails

A manufactured guardrail can be installed or constructed if it can be shown to provide an equivalent level of protection to the wood railings as outlined in the Fall Protection Regulations. In general, this refers to a purchased or engineer designed system.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 9—HOUSEKEEPING, WASH-ROOMS AND FIRE PREVENTION

9.0 Housekeeping

Good housekeeping on site means clear pathways and work areas, keeping materials stored out of the way of workers, adequate illumination, and no debris. Construction sites are often very hectic with many workers from different employers, trades and suppliers working simultaneously. A tidy site reduces the risk of injuries and fire hazards.

Housekeeping and fire hazard safety examples include:

- Regularly clearing walkways and stairways of trash or debris and other materials, such as tools and supplies, to prevent tripping.
- Regularly clearing boxes, scrap lumber and other materials.
- When working on a multi-level worksite, lowering trash and debris to the ground level in suitable containers or chutes. Chutes must be well constructed, securely fastened to the building, enclosed on all sides if the chute angle is more than 45 degrees, and the opening well marked with warning signs.
- Lowering larger objects by cranes, hoists, or other mechanical means.
- Providing enough light for workers to see and to prevent incidents.

9.1 Washrooms

Proper toilet facilities must be provided and must be maintained, kept clean, and have adequate provision for hand washing, privacy, heat, lighting, and ventilation. In workplaces where running water is not available, the employer must provide privies, chemical toilets, or other types of toilets and facilities. Hand washing facilities must also be available.

Every employer will make sure that all portable toilets are:

- Provided from the start of the project.
- Constructed so that any user is sheltered from view and protected from weather and flying objects.
- Adequately heated in cold weather.
- Provided with adequate supplies of hand sanitizer.
- Maintained in a clean and sanitary condition.

Portable toilet facilities are to be provided and maintained on each worksite until such time as plumbed facilities have been installed on site.

9.2 Fire prevention

- Make sure at least one 10lb multi-purpose fire extinguisher is provided on each floor measuring at least 5,000 sq. ft (464.52m²) of floor space, as well as near all welding, soldering, or other sources of ignition.
- Keep fire extinguishers visible and accessible in case of an emergency.
- Keep fire extinguishers inspected, maintained, and recharged on a regular basis to make sure they will operate properly in an emergency.
- Do not store flammable or combustible materials in areas used for stairways or exits.
- Avoid spraying paint, solvents, or other flammable materials in rooms with poor ventilation because a build-up of fumes and vapors can cause explosions or fires.
- Employees should be trained to use the PASS method to extinguish a fire:
 - Pull the pin.
 - Aim the nozzle.
 - Squeeze the lever.
 - Sweep the nozzle.
- Store gasoline and other flammable liquids in an approved container outdoors or in an approved storage facility.
- Do not store liquid propane gas cylinders inside buildings.
- Keep temporary heaters at least 6 ft (1.83m) away from any liquid propane cylinders.
- Make sure leaks or spills of flammable or combustible materials are cleaned up promptly.
- Hot work permits may be considered a useful tool for the employer or the supervisor to identify potential areas of risk.

Visit our website wcb.pe.ca for more information and additional resources.



CHAPTER 10—EXCAVATING AND TRENCHING

Workers can be seriously injured or killed while working in a trench. When excavating, a cave-in can cause a worker to be buried or crushed by falling soil. Contact with underground electrical lines can cause electrocution injuries.

10.0 Underground electrical

- Find the location of all underground utilities by contacting the local utility service before digging.
- Maintain a 10 ft (3.05m) distance between utility poles and excavation.

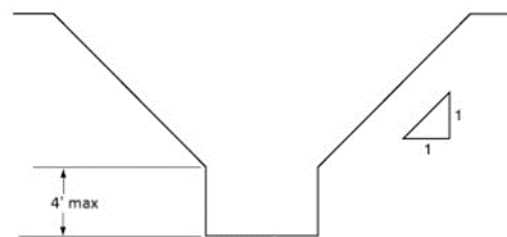
UNDERGROUND ELECTRICAL

For the Summerside area, call the Summerside Electrical main office at 902-432-1268 to request an underground locate.

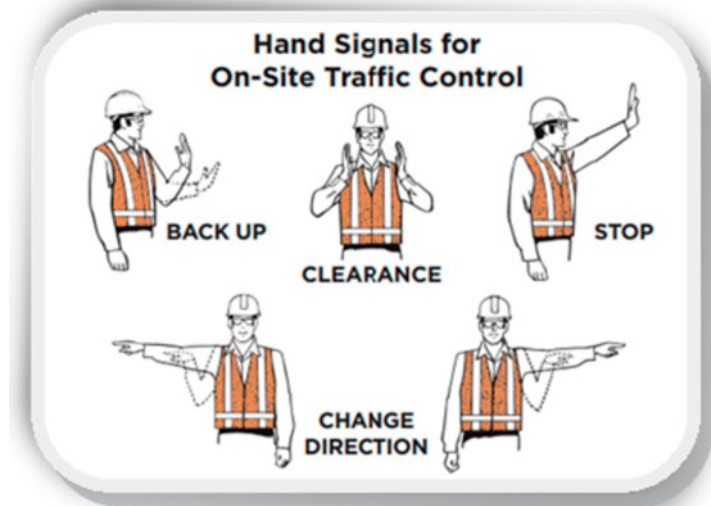
All other areas in Prince Edward Island, call Maritime Electric at 1-800-670-1012 at least 24 hours before you plan to dig.

10.1 General safety

- Keep workers away from digging equipment and never allow workers in an excavation or trench when equipment is in use.
- Keep workers from getting between equipment in use and other obstacles, such as machinery, that can cause crushing hazards.
- Keep equipment and the excavated dirt (spoils pile) back 2 ft (696mm) from the edge of the excavation.
- Have a competent person conduct daily inspections and correct any hazards before workers enter a trench or excavation.
- Provide workers a way to get into and out of a trench using ladders and ramps.
- For excavations and utility trenches over 4 ft (1.22m) deep, use shoring, trench boxes, or slope back the sides. The earth's slope must start above the 4 ft (1.22m) depth and must be maintained thereafter at a 45-degree angle. This means that for every 1 ft (30cm) of vertical trench above 4 ft (1.22m), the slope must be cleared back by at least 1 ft (30cm) horizontal (see above diagram).
- Shoring and bracing for excavations including trench boxes, must be certified as adequate by a professional engineer.



- Keep water out of trenches with a pump or drainage system, and inspect the area for soil movement and potential cave-ins.
- Keep drivers in the cab and workers away from dump trucks when dirt and other debris are being loaded into them.
- Don't allow workers under any load and make sure they are trained to stay clear of vehicles backing up.
- Use a spotter to provide hand signals when the operator's view is obstructed .



10.2 Foundations

After the foundation walls are constructed, take special precautions to prevent injury from cave-ins between the excavation wall and the foundation wall.

- The depth of the foundation or basement trench cannot exceed the 4 ft (1.22m) depth unless you have the required trench sloping 1 ft (30cm) horizontal to 1 ft (30cm) vertical in place.
- Make sure that work activity does not vibrate the soil while workers are in the trench.
- Plan the foundation trench work to minimize the number of workers in the trench and the length of time they spend there.
- Inspect the trench regularly for changes in the stability of the earth. Check for water, cracks, vibrations, spoils pile.
- Stop work if cave-in potential develops and fix the problem before work starts again.
- Foundations must be designed, constructed, supported, and braced to safely withstand all loads that are applied to it before, during and after placing concrete.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 11—TOOLS AND EQUIPMENT

Whether using hand tools or power tools, users must know how to use them properly. Common causes of injuries include using the wrong tool, using the right tool improperly, and lack of training or experience.

Employers are responsible for making sure that **all tools and equipment** are properly maintained when supplied to workers. Workers must use tools and equipment properly and report any defects to supervisors. Workers should also maintain all hand tools and equipment in safe condition and check them regularly for defects and remove broken or damaged tools and equipment from the jobsite.

Additional tools and equipment safe practices include:

- Following the manufacturer’s requirements for safe use of all tools.
- Using double insulated tools or making sure the tools are grounded.
- Equipping all power saws (circular, skill, table, etc.) with blade guards.
- Making sure guards are in place before using power saws. Do not use power saws with the guard tied or wedged open.
- Turning off saws before leaving them unattended.
- Raising or lowering tools by their handles, not by their cords.
- Not using wrenches when the jaws are sprung to the point of slippage. Replace them.
- Not using impact tools with mushroomed heads. Replace them.
- Keeping wooden handles free of splinters or cracks and making sure the handles stay tight in the tool.
- Receiving proper training before using any kind of tool, including powder-actuated tools.
- Making sure hose connections are secure when using pneumatic tools.
- Never leaving cartridges for pneumatic or powder-actuated tools unattended.
- Keeping equipment in a safe place, according to the manufacturer’s instructions.
- Making sure workers wear proper head, eye, hand and foot protection.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 12—VEHICLES AND MOBILE EQUIPMENT

Vehicles and equipment on construction sites pose serious risks for workers, for operators, spotters, and other workers on foot. Serious and fatal injuries resulting from workers being struck by trucks and other equipment occur all too frequently.

Here is what to watch for with vehicles and mobile equipment:

- Make sure workers are trained to stay clear of backing and turning vehicles and equipment with rotating cabs.
- Make sure that all off-road equipment used on site is equipped with rollover protective structures (ROPS).
- Maintain back-up alarms for equipment.
- Make sure that all vehicles have fully operational braking systems and brake lights.
- Use seat belts when transporting workers in motor and construction vehicles.
- Block up the raised bed when inspecting or repairing dump trucks.
- Follow lockout/tag out procedures when repairing equipment.

Cranes and hoists

It is important that workers involved with hoisting and rigging activities are trained in both safety and operating procedures. Hoisting equipment should only be operated by trained personnel. Training and experience enable operators to recognize hazards that can have an impact on a hoisting operation.

When a crane operator is working with a rigger or a rigging crew, it is vital that the operator is aware of all aspects of the lift and how to communicate has been agreed upon, including what signals will be used.

- Know the rated capacity of the crane and use it accordingly.
- Make sure the crane is stable.
- Do not get on or off when vehicle or mobile equipment is in motion.
- Use a tagline to control hoisted materials.
- Verify experience or provide training to crane and heavy equipment operators.
- Inspect equipment and hoisting apparatus frequently and replace defective components.
- Monitor wind conditions frequently.
- Watch for overhead power lines.

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 13—ELECTRICAL SAFETY

Working on or near electrical hazards is dangerous and can be fatal. Any work on or near energized equipment must only be done when measures are in place to provide protection from electric shock and burn. With adequate safety measures in place, every electrical injury and fatality can be prevented.

Some electrical safety tips include:

- Prohibiting work on new and existing energized (hot) electrical circuits until all power is shut off and a lockout/tag out system is in place.
- Not using frayed or worn electrical cords or cables.
- Use extension cords that are designed for current working conditions.
- Maintaining all electrical tools and equipment in safe condition and free of defects.
- Removing broken or damaged tools and equipment from the work area.
- Protecting all temporary power, including extension cords, with ground fault circuit interrupters (GFCIs); plugging into a GFCI-protected temporary power pole, a GFCI protected generator, or use a GFCI extension cord to protect against shocks.
- Not bypassing any protective system or device designed to protect workers from contact with electrical current.
- Locating and identifying overhead electrical power lines. Also make sure that ladders, scaffolds, equipment, or materials never come within the minimum approach distance of electrical power lines.
- Locating underground electrical lines.

Electrical contact by vehicles

- Maintain a safe distance from overhead power lines when operating equipment. The following minimum approach distances apply.

The following chart provides the minimum approach distances depending on the voltages of the overhead power lines.

Nominal Phase-to-Phase Voltage of Live Power Line	Minimum Distance
Up to 750 volts	3 ft (0.91 m)
751 to 100,000 volts	12 ft (3.66 m)
100,001 to 250,000 volts	17 ft (5.18 m)
250,001 to 345,000 volts	20 ft (6.01 m)

Contact the electrical utility for assistance if the minimum approach distances are not possible for the work being carried out. Additional information on safe limits of approach can be found by visiting the [Maritime Electric website](#).

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 14—CONFINED SPACES

A confined space is defined as an enclosed or partially enclosed space:

- a) that is not designed nor intended for human occupancy
- b) with restricted access or exit, and
- c) that is or may become hazardous to a person entering it because of its design, construction, location, atmosphere or the materials or substances in it or other conditions.

A confined space can include any bin, tank, tanker, tunnel, silo, sewer, vault, chamber, pipeline, pit, vessel, vat, or flue.

A confined space that contains certain hazardous conditions can be immediately dangerous to workers' lives if not properly identified, evaluated, tested and controlled. A confined space is most dangerous if it has one or more of the following characteristics:

- Contains or has the potential to contain a hazardous or flammable atmosphere.
- Contains a material that has the potential for engulfing a worker.
- Is configured such that a worker could be trapped or asphyxiated.
- Contains any other recognized serious safety or health hazard.

Before beginning work on a construction project, each employer should perform a hazard assessment and identify all known or potential confined spaces that may be encountered by workers. The worker must be properly trained and adequately protected with personal protective equipment and related safety procedures must be documented prior to entering the confined space.

Hazardous spaces

Because construction projects are not limited to new buildings, confined and other hazardous spaces may be encountered in existing buildings. Attics, basements, and crawl spaces are areas on a construction site that workers may need to enter. While these areas may not always fully meet the definition of a confined space, they can still pose hazardous conditions to construction workers and need to be assessed before entry.

Attics

In many instances, an attic will not be considered a confined space because there is not a hazardous atmosphere nor restricted means for entry and exit. However, if there is a contaminant or other condition in the attic, like high temperatures, that could asphyxiate or overcome the worker and impair their ability to escape, then entry must be restricted until hazards can be eliminated or minimized.

Basements

Basements in homes or buildings are generally designed for human occupancy and, therefore, not considered confined spaces. However, the employer needs to assess the hazards and determine if there are any conditions where the worker would be overcome or unable to safely escape if needed.

Crawl Spaces

Crawl spaces are not designed for human occupancy, and it should be determined whether they contain a hazardous atmosphere or other conditions.

If a confined space is identified then the space will need to be tested, workers properly trained and equipped by a trained sentinel/attendant, and signs will need to be posted before entry can be permitted. If a space does not meet the definition of a confined space, but still poses a hazardous condition, workers need to be made aware of the hazards and properly protected before entering the space.













Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 15—WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS is a national hazard classification system designed to ensure the safety of employers and workers while at the workplace. In particular, the system is designed to keep everyone informed of the dangers and hazards associated with the chemicals and substances that they may come into contact with while on the job.

An employer that uses or stores hazardous products at the construction site must make sure:

- Workers who are working with hazardous products are trained in WHMIS.
- The most current version of the Safety Data Sheets (SDSs) are on site.
- Workers wear the proper personal protective equipment (PPE) as required by the SDSs.
- All hazardous products are properly labelled and stored.
- Any hazardous products which have been put into a make-shift container are properly labelled.

	Exploding bomb (for explosion or reactivity hazards)		Flame (for fire hazards)		Flame over circle (for oxidizing hazards)
	Gas cylinder (for gases under pressure)		Corrosion (for corrosive damage to metals, as well as skin, eyes)		Skull and Crossbones (can cause death or toxicity with short exposure to small amounts)
	Health hazard (may cause or suspected of causing serious health effects)		Exclamation mark (may cause less serious health effects or damage the ozone layer*)		Environment* (may cause damage to the aquatic environment)
	Biohazardous Infectious Materials (for organisms or toxins that can cause diseases in people or animals)				

Visit our website wcb.pe.ca for more information and additional resources.

CHAPTER 16—OCCUPATIONAL CARCINOGENS

There are many workplaces in Prince Edward Island where exposure to occupational carcinogens can occur. Carcinogens can be defined as chemicals, substances, mixtures or agents that cause cancer or increase the risk of developing cancer. When these carcinogens are found in the workplace they are referred to as occupational carcinogens.

Examples of potential carcinogens on construction sites include:

- Asbestos
- Benzene found in diesel engine exhaust
- Polycyclic aromatic hydrocarbons (PAH) which occur naturally in crude oil and gasoline
- Radon
- Second hand smoke
- Silica
- Solar UV radiation
- Welding Fumes

Asbestos

When renovating or demolishing older homes, there is a high probability of encountering asbestos-containing materials.

Demolishing or renovating structures containing asbestos products can release asbestos fibres, which are extremely fine and can stay in the air for hours. Unprotected workers exposed to asbestos-contaminated air can breathe in the fibres. This may cause serious health problems, such as lung disease and cancer.

Asbestos must not be disturbed or removed by anyone other than a certified contractor. In Prince Edward Island, an Asbestos Abatement Contractor Certificate is only issued by the WCB's Director of Occupational Health and Safety. An Asbestos Abatement Notification Permit must be posted at the worksite by the certified contractor.



If you suspect asbestos is present in your work area, check with a qualified asbestos sampling service provider who can test it for asbestos content. Specific training and steps **must** be taken before working with asbestos.

It is the responsibility of the insurance company, property manager, building owner, or contractor to comply with the OHS Act General Regulations whenever a renovation, restoration or demolition project is undertaken. Contractors must make sure all hazardous materials, including asbestos, are identified and abated in a safe manner. Failure to do so could expose workers, occupants and the general public to hazardous materials with significant potential liability issues for all involved. Constructors must meet the legal requirements to protect the health and safety of workers employed on the project site.

The contractor must have a qualified person inspect the site to identify any onsite hazards such as lead and asbestos, or other hazardous materials that may be present. If the contractor is unable to provide documentation for a hazardous material assessment, it may result in a Stop Work Order by an OHS Officer.

Silica Dust

Silica dust (crystalline silica) is a substance that construction workers need to be aware of when performing their work duties. Crystalline silica is a mineral found in many common materials used in the construction industry. It is a basic component found in sand and rock, including concrete, mortar, and brick. Silica dust is extremely dangerous if inhaled and may become airborne by cutting, grinding, drilling, or otherwise disturbing these silica containing materials.

Over time, workers who inhale the dust may be at risk of developing serious illnesses such as silicosis, lung cancer, and chronic obstructive pulmonary disease. Silica dust has also been linked to additional health problems such as kidney disease, increased risk of getting tuberculosis, and various cancers.

Workers could be exposed to risk if they work with any of the following materials:

- Concrete, concrete blocks, cement, and mortar
- Tiles, brick, masonry,
- Granite, sand, fill dirt, and top soil
- Asphalt
- Abrasives used for blasting



Silica safety precautions:

- Use a vacuum or water spray at the source before dust is airborne.
- When dust can't be controlled wear a respirator.
- Make sure proper ventilation is in place and functioning before starting the task.
- Wear proper PPE like eye protection and protective clothing, when completing work tasks.
- Use good hygiene at work.

Solar ultraviolet (UV) radiation

The construction industry is a sector in which there is a mixture of indoor and outdoor work environments. Depending on the specific work tasks, workers may be exposed to the sun with exposure levels ranging from low to high risk. This can be a potential concern for workers within the industry as sunlight exposure is the second most common occupational carcinogen exposure in Canada.

Employers must take appropriate steps to protect outdoor workers as damage from sunlight exposure can accumulate over time, potentially causing skin cancer. Workers must be aware of the dangers of sunlight exposure and take reasonable measures to reduce their risk.

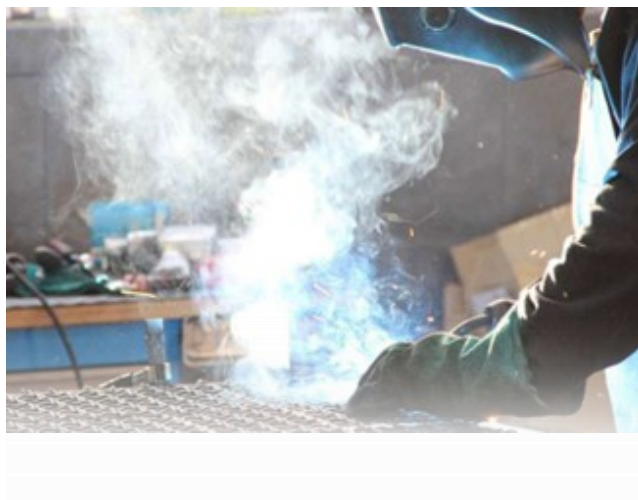
Welding fumes

Welding and cutting operations are commonly associated with renovation and construction activities. Health hazards associated with welding and cutting operations will depend on the type and exposure level and duration to welding fumes and gases, and to ultraviolet (UV) radiation. Health risks include respiratory irritation, metal fume fever, lung cancer, skin cancer, damage to the nervous system, asphyxiation, and other health risks. Safety hazards associated with these processes include burns, eye damage, electrical shock, cuts, injury to toes and fingers. Fires and explosions may also occur.

Many of these hazards can be controlled with elimination and substitution controls. For example:

- Eliminating the need for welding by using lower fume-generating welding process.
- Engineering controls like local exhaust ventilation.
- Work practices such as removing coatings before welding.
- Personal protective equipment (PPE), like respiratory protection or fire retardant clothing required to be worn when welding.

A hazard assessment will determine health and safety risks and worker exposures levels that help identify the control measures that are needed.



Visit our website wcb.pe.ca for more information and additional resources.

Appendix A – Sample Occupational Health and Safety Policy

This Occupational Health and Safety Policy will apply to _____ at all locations.
(Name of Firm)

POLICY

_____ is committed to providing a healthy and safe work environment for its workers and preventing occupational illness and injury. To express that commitment, we issue the following policy on occupational health and safety – as developed in cooperation with the Joint Health and Safety Committee, representative or workers.

As the employer, _____ is responsible for the health and safety of its workers.

_____ will make every effort to provide a healthy and safe work environment. We are dedicated to the objective of eliminating the possibility of injury and illness.

As _____, I give you my personal promise to take all responsible precautions to prevent harm to workers.

Supervisors will be trained and held responsible for ensuring that the workers, under their supervision, follow this policy. They are accountable for ensuring that workers use safe work procedures/practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment, facility and the vessel.

_____ through all levels of management, will co-operate with the Joint Occupational Health and Safety Committee, (if you have one) or the representative and workers to create a healthy and safe work environment. Co-operation will also be extended to others like contractors, owners, OHS officers, etc.

The workers of _____ will be required to support this organization's health and safety initiative and to cooperate with the Joint Occupational Health and Safety Committee or representative and with others exercising authority under the applicable laws.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, incident or illness related to the workplace. Also, workers must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by _____.

_____ will, where possible, eliminate hazards and thus the need for personal protective equipment. If that is not possible, and where there is a requirement, workers will be required to use safety equipment, clothing, devices and materials for personal protection.

_____ recognizes the worker's duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

Signed: _____ Date: _____

Title: _____

Appendix B – Sample Workplace Harassment Policy

Purpose

The purpose of this policy is to prevent and investigate harassment in the workplace. The policy applies to the employer and all employees of **[insert name of the business]**.

Definition of Harassment

Harassment is any single or repeated occurrence of inappropriate conducts, comment, display, action or gesture or incident of bullying that the person knows or ought reasonably to know could have harmful effect on the employee's psychological or physical health and safety.

Harassment includes conduct that is based on any personal characteristic such as, but not limited to, race, creed, religion, colour, sex, sexual orientation, gender identity, pregnancy, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Harassment also includes any inappropriate sexual conduct that is known or ought reasonably to be known to the person responsible for the conduct to be unwelcome, such as, but not limited to, sexual solicitation or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images or unwanted physical contact.

Reasonable action taken by an employer or supervisor related to the management and direction of employees, such as performance reviews, work evaluation, and disciplinary measures taken for any valid reason, is not harassment.

Rights and Responsibilities

[Insert name of the business] recognizes that everyone has the right to work free of harassment.

No employee will be subjected to reprimand, reprisal or discrimination for reporting a harassment complaint in good faith.

This policy is not intended to discourage, prevent or preclude a complainant from exercising their legal rights under any other law or filing a complaint un the PEI *Human Rights Act*.

Everyone at **[insert name of the business]** - including the employer, supervisors and employees are responsible to:

- Maintain a respectful and harassment-free workplace.
- Report all incidents of workplace harassment and keep a record of the details of the incident to assist with the investigation.
- Cooperate in the investigation of a workplace harassment complaint as required.
- Understand and follow the workplace harassment policy.

In addition to the rights and responsibilities of all employees, employers and supervisors have additional responsibilities.

As the employer, [insert name of the business], is responsible to:

- Take all reasonable measures to ensure that no employee is subjected to harassment in the workplace.
- In consultation with the Joint Occupational Health and Safety Committee or Safety Representative, develop and implement a written harassment prevention policy.
- Ensure the policy is readily available to all employees.
- Train supervisors on how to recognize and address workplace harassment.
- Have a process for reporting and investigating workplace harassment.
- Ensure the source of harassment is identified and the harassment is stopped.
- Take corrective actions any employee who subjects another to workplace harassment.
- Take all reasonable steps to remedy the effects of harassment and prevent or minimize future incidents.

All [insert name of the business] supervisors are responsible to:

- Ensure all employees are trained on the workplace harassment prevention policy.
- Treat all reports of workplace harassment seriously and respond promptly.
- Address any behaviours that may lead to a workplace harassment complaint.

Complaints of Workplace Harassment

Information resolution

If an employee feels they have been subject to workplace harassment, there may be informal ways to resolve the issue, such as asking the person to stop the behavior, or getting assistance from a supervisor. The supervisor may speak to the harasser and may also arrange for mediation, to help the people involved reach an acceptable solution.

Formal complaint process

If an employee is unable to resolve the matter by dealing directly with the person or is uncomfortable approaching the person, the employee must notify their supervisor or another member of management immediately to file a formal complaint. If the employer or supervisor is the source of harassment, then the employee can contact **[insert name of an impartial person other than the employer or supervisor]**.

A complaint form is available **[insert location of the the form]** and must be completed to initiate the formal process.

Investigation into Workplace Harassment

The company will investigate all reports of workplace harassment.

- Once a complaint is received, the company will immediately start an investigation.
- The complaint will be investigated thoroughly and promptly by an impartial party, either internal or external, trained to investigate such matters.
- The investigator will review any related documentation and interview the complainant, the alleged harasser, and witnesses, if applicable.
- When the investigation is complete, the investigator will provide a written report for management.
- If it is determined that workplace harassment occurred, the harasser will be subject to corrective action.
- The company will communicate the findings, including any corrective action taken, to the complainant and the accused harasser in writing following the completion of the investigation report.

Confidentiality

All complaints must be kept confidential. Information about the people involved and the circumstances of the complaint can only be disclosed to the extent required to report the harassment, conduct the investigation, take corrective action, or when permitted by law.

Policy Review

The policy will be reviewed in consultation with the Joint Occupational Health and Safety Committee or Safety Representative every **[insert number of years]** or as required to ensure it is up to date.

Appendix C – First Aid Kit Contents

Minimum Requirements for Type 1: Personal First Aid Kit

Description of Item	Minimum Quantity Required
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	16
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3"x3")	6
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2"x 2 yd)	1 roll
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4"x4")	2
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40"x 40"x56")	1
Adhesive tape, 2.5 cm x 2.3 m (1"x 2.5yd)	1 roll
Antiseptic wound cleansing towelette, individually wrapped	6
Antibiotic ointment, topical, single use	2
Hand/skin cleansing towelette, individually wrapped (or equivalent)	4
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	2 pairs
Biohazard waste disposal bag (single use)	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1
Contents list	1
<p>Note:</p> <ul style="list-style-type: none"> Kits & supplies must be made of non-latex materials Kits should contain a pocket-sized booklet containing current first aid information or applicable training materials 	

Minimum Requirements for Type 2: Basic First Aid Kit

Description of Item	Minimum Quantity Required		
	Small (2-25 workers)	Medium (26-50 workers)	Large (51-100 workers)
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3" x 3")	12	24	48
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5" x 9")	1	2	2
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2" x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3" x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4"x4")	2	4	8
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40"x40"x56")	2	4	8
Adhesive tape, 2.5 cm (1")	2.3 m (2.5 yd) in length	4.6m (5yd) Total length	9.1m (10yd) Total length
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag (single use)	1	2	2
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5")	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1	1	1
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52"x84")	1	1	1
Contents list	1	1	1
<p>Note:</p> <ul style="list-style-type: none"> Kits & supplies must be made of non-latex materials Kits should contain a pocket-sized booklet containing current first aid information or applicable training materials 			

Minimum Requirements for Type 3: Intermediate First Aid Kit

Description of Item	Minimum Quantity		
	Small (2-25 workers)	Medium (26-50 workers)	Large (51-100 workers)
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
Gauze pad, sterile, individually wrapped, 7.6 x 7.6 cm (3"x3")	12	24	48
Gauze pad, sterile, individually wrapped, 10.2 x 10.2 cm (4"x4")	6	12	24
Non-adherent dressing, sterile, individually wrapped, 5.1 x 7.6 (2"x3")	4	8	16
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5"x9")	1	2	4
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2"x 2 yd)	1 roll	2 rolls	4 rolls
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3"x 2 yd)	1 roll	2 rolls	4 rolls
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4"x4")	1	2	4
Compress/pressure dressing with ties, sterile, 15.2 x 15.2 cm (6"x6")	1	2	4
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40"x40"x56")	2	4	8
Tourniquet, arterial	1	1	1
Adhesive tape, 2.5 cm (1")	2.3m	4.6m	9.1m
Elastic support/compression bandage, 7.6 cm(3")	1	2	2
Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
Cold pack, instant (or equivalent)	1	2	4
Antiseptic wound cleansing towelette, individually wrapped	25	50	100
Antibiotic ointment, topical, single use	6	12	24
Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24
Glucose tablets, 4g (10 per package) or acceptable alternative	1	2	2
CPR resuscitation barrier device, with one-way valve	1	1	1
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
Biohazard waste disposal bag (single use)	2	4	8
Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5")	1	1	1
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5")	1	1	1
Splint, padded, malleable, minimum size 10.2 x 61 cm (4"x24")	1	1	2
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52"x84")	1	1	1
Contents list	1	1	1
Note: <ul style="list-style-type: none"> • Kits & supplies must be made of non-latex materials • Kits should contain a pocket-sized booklet containing current first aid information or applicable training materials 			

Appendix D – Reporting Serious Injuries and Explosions Poster

This poster can be downloaded and printed from the QR code below or from our website wcb.pe.ca



Scan me

REPORTING SERIOUS INJURIES AND EXPLOSIONS

Call the 24/7 OHS line at 902-628-7513

You are **required** to **immediately** report a serious injury or explosion to the WCB's Occupational Health and Safety Division

What is a serious injury?

A serious injury can include any of the following:

- Unconsciousness
- A fracture
- Loss of a limb
- Substantial loss of blood
- An amputation of leg, arm, hand or foot
- A burn to a major portion of the body
- Loss of sight in an eye
- A fatality



What if an explosion happened?

If an accidental explosion occurs in a workplace, the employer **MUST** notify the WCB's Occupational Health and Safety Division, **regardless of whether anyone is injured.**

What about the scene of the accident?

You must **NOT** disturb the scene of an accident where a serious injury occurred, **EXCEPT** to:

- Attend to persons injured or killed
- Prevent further injuries
- Protect property that is endangered as a result of the accident

In the above situations, the scene of the accident must be preserved until directed by an Occupational Health and Safety Officer.

What information do I need to provide?

When reporting a serious injury, the following information should be provided:

- The nature of the accident and the injury
- The date, time and location of the accident
- The name of the employer
- The name of each person involved in the accident



To report a serious workplace injury, call the 24/7 Occupational Health and Safety Emergency Line at 902-628-7513

March 2023

Appendix E – Sample Lone Worker Procedure

WORKPLACE

Name:	
Address:	
Phone:	

EMPLOYER

Name:	
Address:	
Phone:	

RISK(S)	
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Working along call-in procedures for _____
(position)

For work between _____ and _____, on _____
(time) (time) (day(s) of the week)

Supervisor _____

The supervisor will:

- Make sure all workers left alone are trained in communications procedures.
- Make sure a worker being left alone is aware of procedures for calling for assistance for suspicious behaviour and how to behave in the event of a robbery.
- Make sure emergency numbers are posted and the worker is aware of where to find the numbers.

Before leaving, every shift supervisor will:

- Make sure communication systems are available and working.
- Check that outside lighting is working.
- Make sure the cash station is visible from the outside.
- Make sure that less than \$50 is left in cash.
- Check that video surveillance is on.
- Check that signs for minimal cash and surveillance are in place.

Workers will:

- Follow all procedures.
- Remain alert.
- Keep communication system with them at all times.
- Report suspicious activity as directed in procedure.
- Use drop safe to keep cash below \$50.
- Call as per procedure at the end of the shift.
- Report all incidents immediately.

Worker Signature

Supervisor Signature