



# POLICIES AND PROCEDURES

2020

M.L. JUDSON TRUCKING LTD.  
ML\_EMO@HOTMAIL.COM  
807-482-2237

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# Policy Commitment Statement



M.L. Judson Trucking Ltd. values and cares about our employees. We believe all workers have the right and responsibility to stop any work that appears unsafe. We practice Health, Safety, Security and the Environment (HSSE) and ask that all employees, contractors, customers, and suppliers also regard health, safety, and the environment as a priority.

We prevent injuries and illnesses through maintaining a safe and healthy workplace. Consistent with this value is the company's commitment to the successful recovery of injured or ill employees by assisting with early intervention and their return to a safe work environment.

It is recognized that knowledge and leadership can improve workplace conditions. M.L. Judson Trucking will take all reasonable steps to enable employees to access additional Health and Safety training to match and exceed industry standards.

M.L. Judson Trucking strives to implement new practices to reduce our environmental footprint. We recognize that care, preservation, and conservation of the environment has a place in all work activities.

\_\_\_\_\_  
M.L. Judson, President


\_\_\_\_\_  
Date

\_\_\_\_\_  
Luke Judson, Administrator

\_\_\_\_\_  
Date



# Emergency Preparedness

	Subject:	No. of Pages:	Effective Date:
	<b>Emergency Numbers and Procedures</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>EP-101</b>	_____ Individual/Department


AMBULANCE + EMERGENCY	911
POLICE	1-888-310-1122
FOREST FIRE	1-888-284-3473
POISON CONTROL	1-800-268-9017
MORRIS JUDSON	807-275-9124

### Emergency Evacuation Procedures

- Leave the premises immediately
- Call emergency numbers
- Administer First Aid if needed
- Call Morris ---- 807-275-9124
- Do not re-enter the premises
- Do not disturb the scene of incident

### In Case of Fire

- Use fire extinguishers, if possible, to contain the fire.
- OR
- Exit the premises to safety immediately.
- Call emergency numbers
  - Call Morris (807-275-9124)

	Subject:	No. of Pages:	Effective Date:
	<b>Emergency After Hours Procedure</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>EP-102</b>	_____
			Individual/Department

“After-hours” means the period of time outside the normal hours of operation, when basic services and support may be reduced.

**Normal hours of operation at M.L. Judson Trucking Ltd. are:**

**Monday to Friday**

**7am-5pm at the shop**

**8am-4pm at the office**

The company makes itself accessible 24 hours/day, 7 days/week, weekdays, weekends, and holidays by land-line phone, cell phone, or e-mail whenever workers are on active duty or on-call.

Workers can be left vulnerable when working in remote locations or in isolation. A communication system is essential to monitor worker safety and security. The worker shall discuss with the supervisor the planned task for the shift at start-up, including intended locations, equipment and tools in use, and other factors that could influence the task. This discussion must also indicate a reasonable task duration and an agreed upon *check in* time.

If the check in time exceeds the agreed upon duration, the supervisor will activate a search effort (see the [Working Alone Policy](#)). Possible search effort methods may include but are not limited to;

- Phone call to family.
- Dispatching fellow workers.
- Use of mobile radios (channel 5) or cell phones.
- Contacting the Ontario Provincial Police, if deemed necessary.

## In Case of Emergency:

**Morris Judson, President**


482-2237 office  
 275-9124 cell  
 482-2061 home

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Emergency After Hours Procedure of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>Emergency Response Plan (AODA compliant)</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>EP-103</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to supporting the welfare of its employees and visitors to the premises. The purpose of the M.L. Judson Trucking Ltd. Emergency Response Plan is to ensure human safety, minimize damage to property, and assure rapid and responsive communication to all parties involved. This plan has been created to address, in a coordinated and systematic manner, all types of emergencies affecting M.L. Judson Trucking Ltd..

This plan will establish processes and procedures for appropriate responses to major emergencies, and assign roles and responsibilities for the implementation and execution of the plan in the event of an emergency or catastrophe. The guidelines shown in this plan are intended to keep employees of M.L. Judson Trucking Ltd. prepared should M.L. Judson Trucking Ltd. premises and/or facilities become unsafe due to calamity.

*\*This policy is in compliance with [Ontario Regulation 191/11 Accessibility for Ontarians with Disabilities Act, 2005](#).*

## Definitions

Fire and/or smoke –Any conflagration (fire) of combustible materials at M.L. Judson Trucking Ltd. causing danger of burns from fire or suffocation/choking from smoke inhalation. This can also include fires nearby M.L. Judson Trucking Ltd. where there is a clear danger of the fire spreading to M.L. Judson Trucking Ltd. or causing the air to become un-breathable due to smoke.

Natural disaster or severe weather –This is a broad term meaning any emergency caused by inclement weather conditions or tectonic activity. Natural disasters include tornados, floods, earthquakes, mudslides, hurricanes, lightning strikes, avalanches, blizzards, ice storms, severe thunderstorms, and so on. In some cases, natural disaster may also include excessive periods of intensely cold weather, or excessive periods of intensely hot and/or humid weather.

Chemical, biological, or radiological incidents –This may include a release of toxic chemicals or other dangerous agents within the vicinity of M.L. Judson Trucking Ltd., including natural gas leaks; the release of harmful bacteria, viruses, or other biological dangers; release of or exposure to radioactive materials.

Structural failures –This term encompasses any damage to M.L. Judson Trucking Ltd. property or premises that causes unsafe conditions due to structural failure. Failures or pending failures include (but are not limited to) bomb threats, collapsed walls, ceilings, or foundations, burst water mains, electrical power outages, and so on.

Critically Injured - For the purposes of the Act and Regulations (*R.R.O. 1990, Regulation 834*), "critically injured" means an injury of a serious nature that:

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

## Guidelines

In general, M.L. Judson Trucking Ltd. employees must report an emergency event immediately to a member of management or other appropriate authority.

Once the emergency has been ascertained, response/assessment teams will be the first to respond to the incident. They will assess the severity of the emergency and communicate immediately with assigned groups as appropriate. Response/assessment teams are composed of at least one person per department to coordinate and instruct co-workers. These teams will coordinate emergency and/or evacuation efforts within their areas of responsibility.

Not all emergencies will require the same level of response. Appropriate responses will be dictated by the severity of the event and its effect on the health and safety of employees, visitors, and property. Only Morris Judson, President or an appointed designee has the authority to declare a state of emergency for M.L. Judson Trucking Ltd. and can activate this plan.

For the purposes of this plan, M.L. Judson Trucking Ltd. defines "emergency" as an instance, or combination of instances, of unsafe conditions that pose a threat to people or property, and include: instances of fire and/or smoke; natural disaster/severe weather; chemical, biological or radiological incidents; and structural failures.

*\*Responsibilities in an emergency are delegated amongst various response/assessment team members.*

## Communication

Access to a communications system must be available to all work sites to report potential accidents (e.g. mobile radio service, cell phone), Emergency phone numbers are in the binder in the work vehicle.

## Injury – Non Critical

1. Provide First Aid in safe premises (First Aid kits are provided in all work vehicles)
2. Notify applicable Emergency Response agent.
3. Worker will call employer or designated supervisor.
4. Do not manipulate the scene of the accident.
5. Employer will notify contract administrator.
6. Employer will complete accident report.
7. Job will not resume until Health and Safety conditions are restored.

## **Critical Injury, Fatality of Ministry of labour Order**

1. Immediate work stoppage.
2. Notify contract administrator immediately, as health and safety conditions, procedures of work, need investigated, documented and corrected by the employer and the contract administrator.
3. Prescribed Ont. Health and Safety regulations or those of the Min. of Labour will be fulfilled.

## **Fire and/or Smoke**

- Rescue anyone in immediate danger.
- Alert employees of the fire and its location. Activate the nearest fire alarm. Contact the local fire department by calling 911 and follow any and all instructions. Assign someone to guide the response personnel directly to the fire.
- Contain the fire if it is relatively safe to do so. Close all doors, fire doors, and windows near the fire. Shut off all fans, ventilators, and air conditioners.
- Extinguish the fire if it is small. Obtain the nearest fire extinguisher and pull out the safety pin. Aim the fire extinguisher nozzle low, at the base of the fire, depress the trigger, and move nozzle move slowly upward with a sweeping motion.
  - Do not aim nozzle at the middle or the top of the flames.
  - If fire cannot be extinguished, evacuate the building immediately.
  - Keep low to the floor to avoid inhaling smoke.
- If the fire cannot be safely extinguished using available fire extinguishers, evacuate the premises immediately using the nearest and safest exit.
  - Close all doors behind you as you leave.
- Report to the designated "Emergency Evacuation Area" North-east corner of parking lot.
  - Immediately report any employee(s), customer (s), visitor(s), contractor(s) or individual(s) who have remained in the building or refused to leave.
- Do not return until it has been declared safe to do so by the Fire Department.

If you are unable to leave your work station, or have returned to it due to fire or heavy smoke:

- Close all doors to prevent the entry of smoke and fire.
- Dial 911 to notify the authorities and inform them of who and where you are.
- Signal to the Fire Fighters, by any means possible, to draw attention to you.
- If possible, seal all cracks where smoke can get in.
- Crouch low to the floor if smoke begins to enter your area.
- Move to the nearest protected location in the room or area.
- Wait to be rescued and remain calm.
- Do not leave the area.
- Do not panic or jump.
- Listen for instructions or information which may be given by authorized personnel.

## **Natural Disaster or Severe Weather**

- Account for all employees and visitors, ensuring that everyone is inside the facility. Close all windows and close all curtains and/or blinds.
- Instruct all employees and visitors to move away from windows.

- If necessary, gather employees and visitors into the basement, or, if no basement is available, into bathrooms or other enclosed area.
- Listen to all weather reports for updates. Do not leave the basement or enclosed area until the weather warning has been lifted.
- Stay calm. Encourage others to stay calm also.
- Have portable radios available, along with extra batteries.

### **Chemical, Biological, or Radiological**

- Call 911 and report the situation and follow any instructions given.
- Notify the President and Managers/Supervisors immediately.
- Commence evacuation procedures.

### **Structural Failure**

The purpose of this procedure is to inform employees or visitors of precautions to be taken in the event of a structural failure.

- In the event of a power outage:
  - Gather flashlights and other needed supplies.
  - Check on all employees and visitors to ensure their safety.
  - Ensure all backup or emergency lighting is fully operational.
  - If the power outage is prolonged, consult with managers to consider dismissing employees for the remainder of the day.
- In the case of water, heat, or other utility disruptions:
  - All attempts will be made to determine the cause of the disruption and the probable length of shutdown.
  - Where required, the local utility provider shall be contacted to assess and resolve the situation.
  - If the shutdown is prolonged, consult with management to consider dismissing employees for the day.
- If ceilings, walls, or the foundation has collapsed or are collapsing:
  - Exit the building immediately following your evacuation procedures.
  - If exits are sealed:
    - Find a sturdy piece of furniture such as a desk or sofa and get under it, or directly beside with your body lower than the height of the object.
    - If you cannot fit, lean up against an interior wall.
    - Cover your head and mouth to prevent dust inhalation.
    - Avoid exterior walls and reduce movement around the room.
  - If trapped:
    - Remain calm, orient yourself, and signal for help.

- Depending on the situation, signalling will include tapping on walls or pipes to carry sound, calling out, or dialling for help using a cellular phone.

### **Employee/Visitor Evacuation Procedure**

In the event that M.L. Judson Trucking Ltd. declares that an evacuation of the premises is necessary in response to an emergency situation, employees/visitors are required to follow the steps below:

1. Stop working and shut down any equipment in use;
2. Proceed to posted emergency exit, following posted evacuation route(s);
3. Use stairwells;
4. Touch doorknobs/door handles carefully to check for heat; and
5. Proceed to designated meeting area (unless otherwise instructed).

### **Bomb Threats**

In the unlikely event of a bomb threat, it is impossible to discern valid threats from hoaxes. Therefore, all threats will be treated as real in order to protect lives and property, and the premises shall be evacuated immediately.

### **Missing Employee/Visitor Procedure**

- Employees will be directed by the response/assessment team member to systematically search the premises, both inside and outside (if safe to do so), including rooms, bathrooms, offices, and other areas.
- Should a search of the premises prove unsuccessful, the response/assessment team member shall notify local law enforcement by calling 911. Give a description of the missing person, or a photograph (if available). The authorities will assume control of the search from this point.
- The family and/or responsible party of the missing person shall also be notified. Explain what is being done to find the missing person and that the local law enforcement has been notified as well.
- All previously contacted persons and law enforcement shall be notified if the missing person turns up due to search, or of their own accord.

### **Alternative Formats**

M.L. Judson Trucking Ltd. is dedicated to ensuring the health and safety of all of our employees, volunteers, visitors, customers and guests. As such, we will provide our Emergency Response Plan in a format that takes into consideration individual needs.

It is critical that all of our employees, volunteers, visitors, customers and guests know and understand our Emergency Response Plan, if the information provided to you is unclear or is in a format that prevents you from fully knowing and understanding our process, please contact the following person as soon as possible:

Luke Judson

807-276-7833

[lbjudson@gmail.com](mailto:lbjudson@gmail.com)

Office- 807-482-2237

M.L. Judson Trucking Ltd. will work with the individual, as soon as practicable, to identify solutions and options that take into consideration their needs. Alternative options include, but are not limited to:


- Enlarged text;
- Braille format;
- Communication support either in person or over the phone;
- Documents provided via email.

If requested, and upon approval by the individual, the individual Emergency Response and Fire Evacuation Plan shall be shared with the person designated to provide assistance to the individual.

#### Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Emergency Response Plan of M.L. Judson Trucking Ltd.. I agree to adhere to this plan and will ensure that employees working under my direction adhere to this plan. I understand that if I violate the rules/procedures outlined in this plan, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Fire Safety Plan</b>	3	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>EP-104</b>	_____ Individual/Department

## Intent

In the event of a fire, M.L. Judson Trucking Ltd. aims to prevent injuries, loss of life and damage to property. This plan is to be used as a guideline for fire prevention as well as what to do in the event of a fire.

## General Description

### Shop

Building Area: 6500	Building Height (storeys): 1
Number of Rooms: 3	
Number of Exits: 6	Electrical Room Location: SW corner of shop

## Fire Safety Equipment

Fire Alarm System: Panel at SE entrance
Location of Main Panel:
Portable Fire Extinguishers: 4, around perimeter (see drawing)
Exit Signs: Around perimeter

## General Description

### Office

Building Area: 960	Construction Date: 2015	Building Height (storeys): 1
Number of Rooms: 5		
Number of Exits: 2	Electrical Room Location: West wall	
Storage/Utility Room Location: West wall		

### Fire Safety Equipment

Smoke Alarms: 2, main office, coffee room	
Location of Main Panel: SE corner office	
Portable Fire Extinguishers: 2, Main office, meeting room	



## Guidelines

### Preventive Measures:

- Every individual shall familiarize him/herself with the locations of fire alarms, extinguishers, and evacuation points throughout the building;
- Evacuation points such as hallways, stairways and fire escapes are to be clear at all times and are not to be used for storage;
- Combustible items such as paper and cardboard and flammable materials are to be kept to a minimum;
- Avoid using long and/or multiple extension cords for electronic devices;
- Refrain from using electrical devices with known problems (ie. frayed electrical cord, or overheating);
- If a gas leak is suspected or you are aware of any damage to building equipment, be sure to report it to your manager; and
- All fire alarms and sprinkler systems are to be maintained on a regular basis;
- Fire drills will be held on an annual basis, everyone is to participate;
- All fire safety equipment is to be checked/tested/inspected as required.

### In the event of a fire:

#### *Employees Shall:*

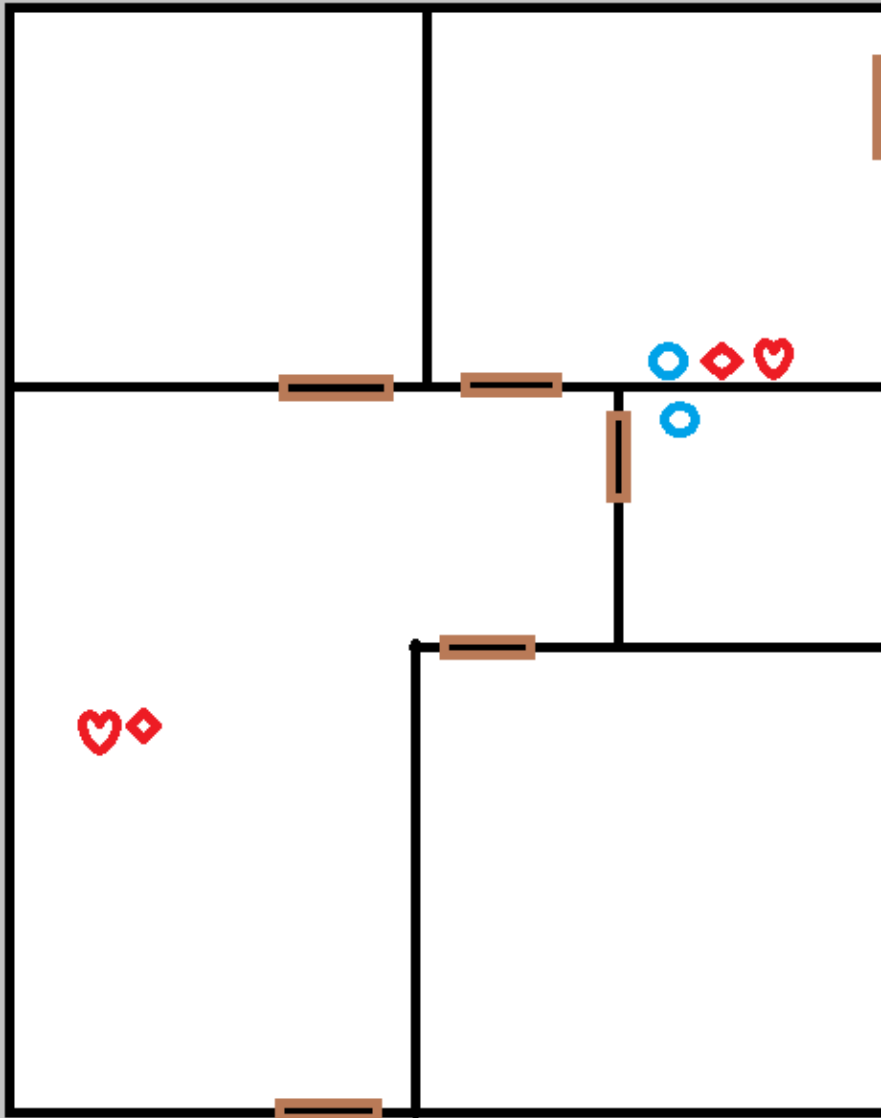
- Pull the fire alarm if it hasn't been pulled already;
- If you have been properly trained on how to use a fire extinguisher and it is not a hazard for you to do so, attempt to use the fire extinguisher to put out the fire;
- If able, provide assistance to the individuals who require it;
- Evacuate using the closest and safest emergency exit, do NOT use the elevator;
- Exit the building, and meet at the designated evacuation point;
- Do not re-enter the building until you have been informed that it is safe to do so.

#### *Management Shall:*

- Call 911 and provide the address of the building;
- Ensure all employees are evacuating the premises;
- Provide evacuation assistance to those that require it;
- Once everyone has evacuated and met at the designated meeting point, perform a headcount to ensure all employees are present;
- Ensure that no one re-enters the building until fire authorities have informed that it is safe to do so.

**(Attached schematic drawing of shop, office building at 19 Brigham Rd South)**

Office

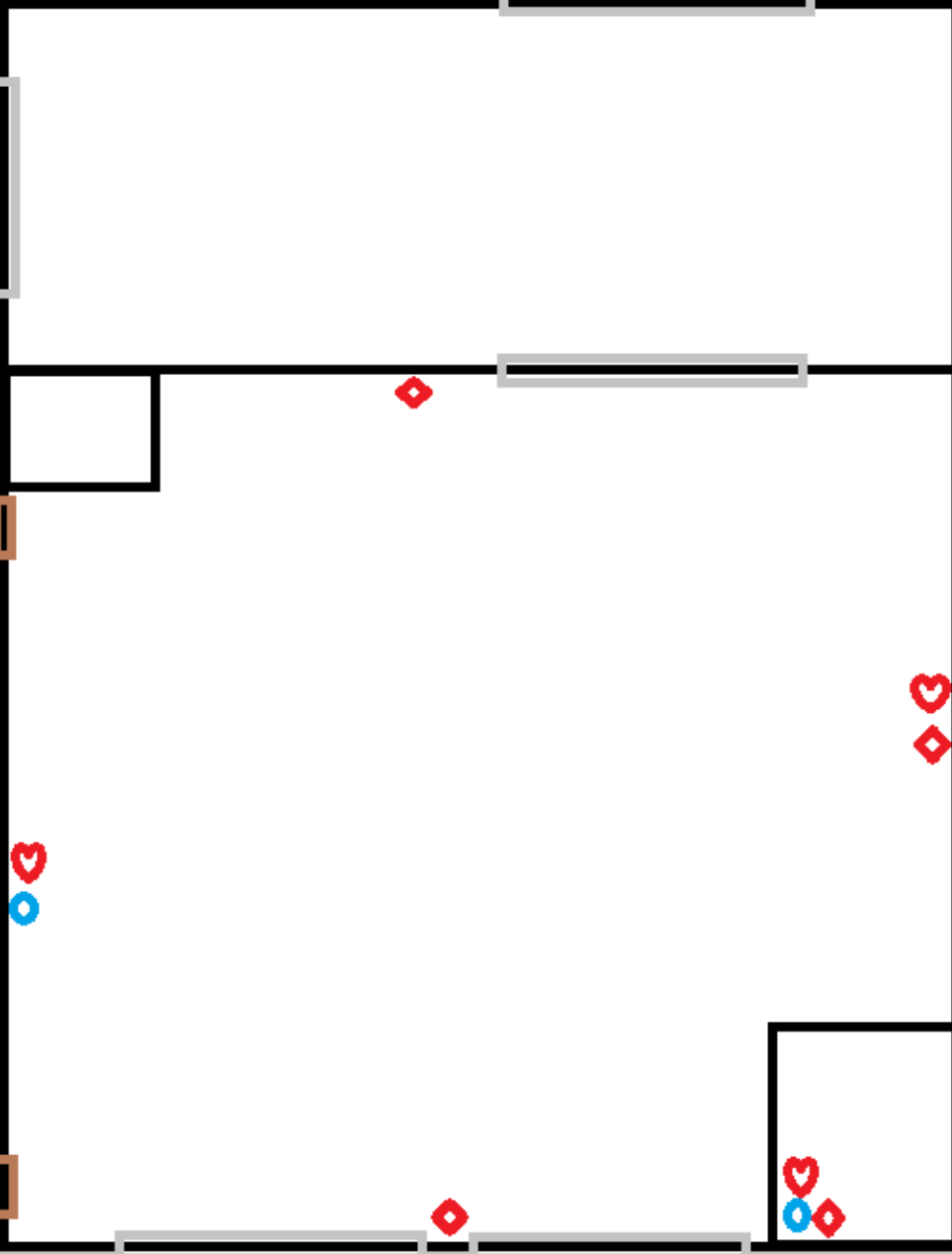


- Eye wash station
- Fire Extinguisher
- Eye wash station

Front of Building

# Shop

- Eye wash station
- First Aid
- Fire extinguisher



## Acknowledgement and Agreement


I, (Employee Name), acknowledge that I have read and understand the Fire Safety Plan of M.L. Judson Trucking Ltd.. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Spills Response Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>EP-105</b>	_____ Individual/Department

## Spills Response Plan

*All employees and contractors handling waste substances must adhere to instructions as follows:*

- All employees handling waste will be instructed as to the proper safe handling of such materials as required by Provincial laws
- All spills or releases of contaminants must be contained to prevent further spread (i.e. excavate and contain material in a loader bucket or use absorbent material to contain a spill). It must be immediately removed to an approved landfill site by an approved hauler.
- Eliminate and avoid ignition sources (cigarettes, lighter, running engines, etc.)
- Do not take personal risks to control the emergency. Do not enter the area of the spill.
- Use emergency numbers to report the emergency and get help.

**All significant spills or releases of contaminates must be immediately reported to:**

Ministry of Environment and Energy

MOEE Spills Action Centre (SAC)

**1-800-268-6060**

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Environmental Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_


Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# General

	Subject:	No. of Pages:	Effective Date:
	<b>AODA –Customer Service Policy</b>	3	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>G-101</b>	_____ Individual/Department

## Intent

This policy is intended to meet the requirements of the Customer Service Standards included in the Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*. It applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by M.L. Judson Trucking Ltd. shall follow the principles of dignity, independence, integration and equal opportunity.

## Definitions

**Assistive Device** – Is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

**Disability** – The term disability as defined by the *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Ontario Human Rights Code*, refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or
- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

**Guide Dog** – Is a highly-trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the *Blind Persons' Rights Act*, to provide mobility, safety and increased independence for people who are blind.

**Service Animal** – an animal is a service animal for a person with a disability if:

1. the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or

2. the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
  - A member of the College of Audiologists and Speech-Language Pathologists of Ontario;
  - A member of the College of Chiropractors of Ontario;
  - A member of the College of Nurses of Ontario;
  - A member of the College of Occupational Therapists of Ontario;
  - A member of the College of Optometrists of Ontario;
  - A member of the College of Physicians and Surgeons of Ontario;
  - A member of the College of Physiotherapists of Ontario;
  - A member of the College of Psychologists of Ontario; or
  - A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

Service Dog – As reflected in *Health Protection and Promotion Act, Ontario Regulation 562* a dog other than a guide dog for the blind is a service dog if:

- It is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- The person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person – a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

## Guidelines

In accordance with the Customer Service Standards, this policy addresses the following:

- A. The Provision of Goods and Services to Persons with Disabilities;
- B. The Use of Assistive Devices
- C. The Use of Guide Dogs, Service Animals and Service Dogs
- D. The Use of Support Persons
- E. Notice of Service Disruptions
- F. Customer Feedback
- G. Training
- H. Notice of Availability and Format of Required Documents



## **A. The Provision of Goods and Services to Persons with Disabilities**

M.L. Judson Trucking Ltd. will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- Ensuring that all customers receive the same value and quality;
- Allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.

## **B. The Use of Assistive Devices**

### Customer's Own Assistive Device(s)

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by M.L. Judson Trucking Ltd..

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

## **C. Guide Dogs, Service Animals and Service Dogs**

A customer with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

### Exclusion Guidelines

If a guide dog, service animal or service dog is excluded by law (see applicable laws below) M.L. Judson Trucking Ltd. will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

### Applicable Laws

*Food Safety and Quality Act 2001, Ontario Regulation 31/05:* Animals not intended for slaughter or to be euthanized are not allowed in any area or room of a meat plant. It also makes an exception for service dogs to allow them in those areas of a meat plant where food is served, sold or offered for sale to customers and in those areas that do not contain animals or animal parts and are not used for the receiving, processing, packaging, labelling, shipping, handling or storing of animals or parts of animals.

The *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

*Dog Owners' Liability Act, Ontario*: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

#### Recognizing a Guide Dog, Service Dog and/or Service Animal:

If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, M.L. Judson Trucking Ltd. may request verification from the customer.

#### Care and Control of the Animal:

The customer who is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

#### Allergies

If a health and safety concern presents itself for example in the form of a severe allergy to the animal, M.L. Judson Trucking Ltd. will make all reasonable efforts to meet the needs of all individuals.

### **D. The Use of Support Persons**

If a customer with a disability is accompanied by a support person, M.L. Judson Trucking Ltd. will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.

There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations M.L. Judson Trucking Ltd. will make every reasonable attempt to resolve the issue.

In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

#### Admission Fees

M.L. Judson Trucking Ltd. does not charge admission to their premises.

### **E. Notice of Disruptions in Service**

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of M.L. Judson Trucking Ltd.. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use M.L. Judson Trucking Ltd.'s goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible.

Notifications will include:

In the event that a notification needs to be posted the following information will be included unless it is not readily available or known:

- Goods or services that are disrupted or unavailable;
- Reason for the disruption;
- Anticipated duration; and
- A description of alternative services or options.

## Notification Options

When disruptions occur M.L. Judson Trucking Ltd. will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the M.L. Judson Trucking Ltd. website;
- contacting customers with appointments;
- verbally notifying customers when they are making an appointment; or
- by any other method that may be reasonable under the circumstances.

### **F. Customer Feedback**

M.L. Judson Trucking Ltd. shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process will be readily available to all customers and notice of the process will be made available by posting a sign in the office. Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request.

### Submitting Feedback

Customers can submit feedback to:

Luke Judson, Administrator

807-276-7833

[ljudson@gmail.com](mailto:ljudson@gmail.com)

Office- 807-482-2237

Customers who provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

### **G. Training**

Training will be provided to:

- Every person who is an employee of, or a volunteer with, the provider.
- Every person who participates in developing the provider's policies.
- Every other person who provides goods, services or facilities on behalf of the provider.

### Training Provisions

Regardless of the format, training will cover the following:

- A review of the purpose of the *Accessibility for Ontarians with Disabilities Act, 2005*.
- A review of the requirements of the Customer Service Standards.
- Instructions on how to interact and communicate with people with various types of disabilities.
- Instructions on how to interact with people with disabilities who:
  - use assistive devices;
  - require the assistance of a guide dog, service dog or other service animal; or
  - require the use of a support person (including the handling of admission fees).
- Instructions on how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities. (there are none at M.L. Judson Trucking Ltd.)

- Instructions on what to do if a person with a disability is having difficulty accessing your services.
- M.L. Judson Trucking Ltd.'s policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities.

### Training Schedule

M.L. Judson Trucking Ltd. will provide training as soon as practicable. Training will be provided to new employees, volunteers, agents and/or contractors during orientation. Revised training will be provided in the event of changes to legislation, procedures, policies, and/or practices.

### Review

This policy and its related procedures will be reviewed as required in the event of legislative changes, or changes to company procedures.

### Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the AODA - Customer Service Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# AODA –Customer Service Record of Customer Feedback Form



Thank you for visiting M.L. Judson Trucking Ltd. We value all of our customers and strive to meet everyone's needs.

Please tell us the date and location of your visit:

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**1. Were you satisfied with the customer service we provided you? (Please indicate your response(s) by circling or highlighting the chosen field)**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat
------------------------------	-----------------------------	-----------------------------------

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Was our customer service provided to you in an accessible manner?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat
------------------------------	-----------------------------	-----------------------------------

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Did you experience any problems accessing our goods and services?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat
------------------------------	-----------------------------	-----------------------------------

Comments


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Information (optional)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Thank you, Management

	Subject:	No. of Pages:	Effective Date:
	<b>AODA: Information and Communication Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>G-102</b>	_____ Individual/Department

## Intent

This policy is intended to meet the requirements of the [Integrated Accessibility Standards, Ontario Regulation 191/11](#) for the Information and Communications Standard set forth under the [Accessibility for Ontarians with Disabilities Act, 2005](#). This policy applies to the provision of information and communications services and materials for people with disabilities.

All information and communications materials and services provided by M.L. Judson Trucking Ltd. shall follow the principles of dignity, independence, integration and equal opportunity.

## Definitions

**Accessible Formats**– Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

**Communication Supports** – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

**Conversion Ready**– An electronic or digital format that facilitates conversion into an acceptable format.

**Kiosk** – An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

## General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Accessible Formats and Communication Supports
- C. Exceptions
- D. Review

### A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

## Establishment of Accessibility Policies and Plans

M.L. Judson Trucking Ltd. will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

## Training Requirements

M.L. Judson Trucking Ltd. will provide training for its employees and volunteers regarding the IASR and the [Ontario Human Rights Code](#) as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing M.L. Judson Trucking Ltd.'s policies, and all other persons who provide goods, services or facilities on behalf of M.L. Judson Trucking Ltd..

Training will be provided on an ongoing basis to new employees and as changes to M.L. Judson Trucking Ltd.'s accessibility policies occur.

## **B. Accessible Formats and Communication Supports**

Unless deemed unconvertible, Judson Trucking Ltd. will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, upon request. Accessible formats and communication supports will be provided in a timely manner and at no additional cost to the individual.

M.L. Judson Trucking Ltd. will take into account the person's accessibility needs when customizing individual requests and shall consult with the individual making the request to ensure suitability.

M.L. Judson Trucking Ltd. will make the availability of accessible formats and communication

## **C. Exceptions**

The Information and Communications Standard does not apply to:

- Products and product labels;
- Unconvertible information or communications; or
- Information that the organization does not control either directly or indirectly through a contractual relationship.

## Unconvertible Information or Communications

If it is determined, in consultation with the requesting party, that information or communications are unconvertible, M.L. Judson Trucking Ltd. will ensure that the individual who made the request is provided with an explanation and a summary of the information.

M.L. Judson Trucking Ltd. will classify information or communications as unconvertible where:

- It is not technically practicable to convert; or
- The technology required to make the conversion is not readily available.

**D. Review**

This policy will be reviewed regularly to ensure that it is reflective of M.L. Judson Trucking Ltd.'s current practices and legislative requirements.

**Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the AODA – Information and Communication Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.


Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>Privacy Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>G-103</b>	_____
			Individual/Department

## Intent

Protecting the privacy and confidentiality of personal information is an important aspect of the way M.L. Judson Trucking Ltd. conducts its business. Collecting, using, and disclosing personal information in an appropriate, responsible, and ethical manner is fundamental to M.L. Judson Trucking Ltd.'s daily operations.

M.L. Judson Trucking Ltd. strives to protect and respect personal information of its customers, employees, business partners, and so on in accordance with all applicable regional and federal laws. Each staff member of M.L. Judson Trucking Ltd. must abide by this organization's procedures and practices when handling personal information.

## Applicability

This Privacy Policy informs everyone of M.L. Judson Trucking Ltd.'s commitment to privacy and establishes the methods by which privacy is ensured. This Privacy Policy applies to all personal information within M.L. Judson Trucking Ltd.'s possession and control.

Personal information is defined as any identifying information about an individual or group of individuals, including name, date of birth, address, phone number, e-mail address, social insurance/security number, nationality, gender, health history, financial data, credit card numbers, bank account numbers, assets, debts, liabilities, payment records, credit records, loan records, opinions, and personal views.

Business information is defined as business address, business telephone number, name(s) of owner(s), executive officer(s), and director(s), job titles, business registration numbers, and financial status. Business information is treated and handled with the same level of confidentiality, privacy, and respect as personal information.

Consent occurs and is obtained when an individual signs an application, agreement or other form containing personal information, thereby authorizing M.L. Judson Trucking Ltd. to collect, use, and disclose the individual's personal information for the purposes stated on the form or in the Appropriate Use section of this policy.

## Appropriate Use

M.L. Judson Trucking Ltd. collects and uses personal information solely for the purpose of conducting business and developing an understanding of its customers.

## Policy Statements

- M.L. Judson Trucking Ltd. assumes full accountability for the personal information within its possession and control. This organization has appointed Luke Judson as custodian of all privacy matters and legal compliance with privacy laws.
- M.L. Judson Trucking Ltd. obtains personal information directly from the individual to which the information belongs. Individuals are entitled to know how M.L. Judson Trucking Ltd. uses personal information and this organization will limit the use of any personal information collected only to what is needed for those stated purposes. M.L. Judson Trucking Ltd. will obtain individual consent if personal information is to be used for any other purpose. M.L. Judson Trucking Ltd. will not use that information without the consent of the individual.
- Under no circumstances will M.L. Judson Trucking Ltd. sell, distribute, or otherwise disclose personal information or contact lists to third parties. However, limited disclosure may be required as part of M.L. Judson Trucking Ltd. fulfilling its stated business duties and day-to-day operations. This may include consultants, suppliers, or business partners of M.L. Judson Trucking Ltd., but only with the understanding that these parties obey and abide by this Privacy Policy, to the extent necessary of fulfilling their own business duties and day-to-day operations.
- M.L. Judson Trucking Ltd. will retain personal information only for the duration it is needed for conducting business. Once personal information is no longer required, it will be destroyed in a safe and secure manner. However, certain laws may require that certain personal information be kept for a specified amount of time. Where this is the case, the law will supersede this policy.
- M.L. Judson Trucking Ltd. vows to protect personal information with the appropriate security measures, physical safeguards, and electronic precautions. M.L. Judson Trucking Ltd. maintains personal information through a combination of paper and electronic files. Where required by law or disaster recovery/business continuity policies, older records may be stored in a secure, offsite location.
  - Access to personal information will be authorized only for the employees and other agents of M.L. Judson Trucking Ltd. who require the information to perform their job duties, and to those otherwise authorized by law.
  - M.L. Judson Trucking Ltd.'s computer and network systems are secured by complex passwords. Only authorized individuals may access secure systems and databases.
  - Active files are kept in locked filing cabinets.
  - Routers and servers connected to the Internet are protected by a firewall, and are further protected by virus attacks or "snooping" by sufficient software solutions.
  - Personal information is not transferred to volunteers, summer students, interns, or other non-paid staff by e-mail or any other electronic format.
- In most instances, M.L. Judson Trucking Ltd. will grant individuals access to their personal information upon presentation of a written request and satisfactory identification. If an individual finds errors of fact with his/her personal information, please notify M.L. Judson Trucking Ltd. as soon as possible to make the appropriate corrections. Should M.L. Judson Trucking Ltd. deny an individual's request for access to his/her personal information, M.L. Judson Trucking Ltd. will advise in writing of the reason for such a refusal. The individual may then challenge the decision.

- M.L. Judson Trucking Ltd. may use personal information without the individual's consent under particular circumstances. These situations include, but are not limited to:
  - M.L. Judson Trucking Ltd. is under obligation by law to disclose personal information in order to adhere to the requirements of an investigation of the contravention of a regional or federal, under the purview of the appropriate authorities.
  - An emergency exists that threatens an individual's life, health, or personal security.
  - The personal information is for in-house statistical study or research.
  - The personal information is already publicly available.
  - Disclosure is required to investigate a breach of contract.

## Conclusion

Any questions or concerns regarding this Privacy Policy can be addressed by contacting us at 807-482-2237. M.L. Judson Trucking Ltd. will investigate and respond to concerns about any aspect of the handling of personal information. This organization will address concerns to the best of its abilities.

## Acknowledgement and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Privacy Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Environmental Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>G-104</b>	_____ Individual/Department

### Mission Statement

M.L. Judson Trucking Ltd. recognizes that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers, and other stakeholders to do the same.

### Responsibility

Luke Judson, Health and Safety Coordinator is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

### Policy Aims

- comply with and exceed all relevant regulatory requirements
- continually improve and monitor environmental performance
- continually improve and reduce environmental impacts
- incorporate environmental factors into business decisions
- increase employee awareness and training

### Energy and Water

- we will seek to reduce the amount of energy used as much as possible
- lights and electrical equipment will be switched off when not in use
- heating will be adjusted with energy consumption in mind
- the energy consumption and efficiency of new products will be taken into account when purchasing

### Office Supplies

- we will evaluate the environmental impact of any new products we intend to purchase

- we will favour more environmentally friendly and efficient products wherever possible
- we will reuse and recycle everything we are able to
- 

## **Vehicle and Equipment**

- we will service and maintain equipment on a regular basis
- emissions tests will be performed on vehicles
- oil samples will be performed to assist in evaluating performance

## **Monitoring and Improvement**

- we will comply with and exceed all relevant regulatory requirements
- we will continually improve and monitor environmental performance
- we will continually improve and reduce environmental impacts
- we will incorporate environmental factors into business decisions

## **Culture**

- we will involve staff in the implementation of this policy, for greater commitment and improved performance
- we will update this policy annually in consultation with staff and other stakeholders, where necessary
- we will provide staff with relevant environmental training
- we will work with suppliers and contractors to improve their environmental performance
- we will use local labour and materials where available to reduce CO2 and help the community

## **Environmental Incidents Procedure**

All employees & Contractors handling waste substances must adhere to instructions as follows:

An *ENVIRONMENTAL INCIDENT* is defined as any loss of fuel, oil, chemical or other contaminant discharging from a storage tank or vehicle onto soil or into water in an abnormal manner.

1. STOP the leak or eliminate the source IF SAFE TO DO SO. do not take personal risks to control the emergency.
2. CONTAIN the spilled substance IF SAFE TO DO SO. Material could be excavated and contained in a loader bucket or it could be contained using a recommended absorbent material. It must be immediately removed to an approved landfill by an approved hauler.

3. If under 100 litres and not entering any water body, clean up by aerating and spreading evenly over level ground.

If over 100 liters are entering any water body...

Contact the MOE and follow their instructions.

NOTIFY the contract administrator/assignment supervisor

COMPLETE a spill report and submit copy to contract administrator

4. In case of a fire (fire extinguisher attempts are unsuccessful) contact the MNR. If the incident is on a public or municipal highway, contact the police also.

Access to a communications system must be available to all work sites to report potential incidents (e.g. mobile radio service, cell phones). Emergency phone numbers are posted at the business and shop sites to relay contact.

**MOEE Spills Action Center (SAC)**

**1-800-268-6060**

**Acknowledgment & Agreement**


I, \_\_\_\_\_, acknowledge that I have read and understand the Environmental Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Equal Employment Opportunity</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>G-105</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd.'s general policy is not to discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or child-birth), membership or non-membership in a labor organization, affectional or sexual orientation, status with regard to public assistance, or any other characteristic protected under federal, provincial or local law. Applicants and employees will be evaluated solely on the basis of their conduct, their compliance with the Company's policies and legitimate expectations, and their performance. If you believe that you have been unlawfully discriminated against, you must bring this to the attention of your supervisor. Employees can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal. All employees are responsible for understanding, adhering to and strictly enforcing this policy.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Equal Employment Opportunity Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Community Support Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>G-106</b>	_____ Individual/Department

## Intent

The owners of M.L. Judson Trucking Ltd. are fourth generation residents of the Rainy River District. They are intimately invested in the area due to their deep-rooted family history and ongoing community development. We believe in the philosophy of leaving a place better than you found it. We also recognize that being a good corporate citizen by virtue of showing philanthropic support will, in turn, promote our business.

Therefore, we endeavor to support local community programs and initiatives based on several criteria:


- the degree of benefit to the community/the humanitarian value
- how much acknowledgement or advertising the company will receive
- presence of employee affiliation with the request is favoured
- availability of sponsorship funds in budget
- exclusive organizations or individuals are not eligible

Requests will be reviewed on an individual basis by the Owner and President, Morris Judson.





# Employment

	Subject:	No. of Pages:	Effective Date:
	<b>AODA – Employment Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>E-101</b>	_____ Individual/Department

## Intent

This policy is intended to meet the requirements of the [Integrated Accessibility Standards, Ontario Regulation 191/11](#) for the Employment Standard set forth under the [Accessibility for Ontarians with Disabilities Act, 2005](#). This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by M.L. Judson Trucking Ltd. shall follow the principles of dignity, independence, integration and equal opportunity.

## Definitions

**Accessible Formats**– Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

**Communication Supports** – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

**Performance Management** – Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

**Redeployment** – The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

## General Principles

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11*, this policy addresses the following:

- A. General Requirements
- B. Recruitment, Assessment and Selection
- C. Accessible Formats and Communication Supports for Employees
- D. Workplace Emergency Response Information
- E. Performance Management and Career Development and Advancement
- F. Redeployment
- G. Review

## **A. General Requirements**

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

### Establishment of Accessibility Policies and Plans

M.L. Judson Trucking Ltd. will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

### Training Requirements

M.L. Judson Trucking Ltd. will provide training for its employees and volunteers regarding the IASR and the [Ontario Human Rights Code](#) as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing M.L. Judson Trucking Ltd.'s policies, and all other persons who provide goods, services or facilities on behalf of M.L. Judson Trucking Ltd..

Training will be provided as soon as is reasonably practicable, but no later than January 1, 2016. Training will be provided on an ongoing basis to new employees and as changes to M.L. Judson Trucking Ltd.'s accessibility policies occur.

### Records

M.L. Judson Trucking Ltd. will maintain records on the training provided, when it was provided and the number of employees that were trained (after January 1, 2016)

## **B. Recruitment, Assessment and Selection**

M.L. Judson Trucking Ltd. will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, M.L. Judson Trucking Ltd. will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of M.L. Judson Trucking Ltd.'s policies and supports for accommodating people with disabilities.

## **C. Accessible Formats and Communication Supports for Employees**

M.L. Judson Trucking Ltd. will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, M.L. Judson Trucking Ltd. will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace.

M.L. Judson Trucking Ltd. will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

## **D. Workplace Emergency Response Information**

Where required, M.L. Judson Trucking Ltd. will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace, and will be created in consultation with the employee.

This information will be reviewed when:

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs or plans are reviewed; and/or
- M.L. Judson Trucking Ltd. reviews general emergency response policies.

**E. Performance Management and Career Development and Advancement**

M.L. Judson Trucking Ltd. will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

*Individual accommodation plans will be consulted, as required.*

**F. Redeployment**

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

*Individual accommodation plans will be consulted, as required.*


**G. Review**

This policy will be reviewed regularly to ensure that it is reflective of M.L. Judson Trucking Ltd.'s current practices as well as legislative requirements.

**Acknowledgment and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the AODA – IASR Employment Policy of M.L. Judson Trucking Ltd.. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face corrective action.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Return to Work Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>E-102</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. Values the goal of prevention of injuries and illnesses through maintaining a safe and healthy workplace. Consistent with this value is the company's commitment to the successful recovery of injured or ill employees by assisting in early intervention and return to safe work. The Return to Work (RTW) Policy is designed for workers who have been injured on the job, and aims to safely return workers to employment at the earliest possible date following an injury or illness. This policy is compliant with applicable WSIB (Ontario) guidelines and Human Rights Legislation.

## Definitions

**Accommodation:** any modification to the work or the workplace, including but not limited to reduced hours, reduced productivity requirements, and/or the provision of assistive devices, that results in work becoming available that is consistent with the worker's functional abilities and that respects applicable human rights legislation.

**Productive:** whether the work produces an objective benefit to the employer's business.

**Work:** may include the combining of tasks/duties which together may constitute temporary work, as well as a short-term training program which leads to a job with the employer.

**Suitable Occupation:** a category of jobs suited to a worker's transferable skills that are safe, consistent with the worker's functional abilities, and that to the extent possible, restores the worker's pre-injury earnings.

Definitions provided by the WSIB.

## Guidelines

In the event of an accident in the workplace, all employees are expected to report the incident immediately. Should the injury cause the employee to require substantial time away from work, or create a disability that restricts their ability to work, the employee will be expected to return to work as soon as it is safe to do so, under the guidelines of this Policy.

In accordance with legislative and company requirements it is mandatory that all employees participate in the Return To Work (RTW) program.

It is also mandatory that all employees who sustain a work-related injury report the incident in accordance with M.L. Judson Trucking Ltd. protocol.

In any employee absence that shall exceed ten (10) working days and is related to an injury sustained under the employ of M.L. Judson Trucking Ltd., the employee shall be required to advise M.L. Judson Trucking Ltd. as soon as possible to begin the process of implementing the RTW Policy.

For the company to properly implement the RTW Policy, it is important that employees provide M.L. Judson Trucking Ltd. with detailed information pertaining to their inability to perform their employment duties with medical documentation, so that work alternatives may be sought out. This includes a Functional Ability Form from their doctor to provide guidelines as to the work that an employee is able to perform.

### **Return to Work Guiding Principles**

M.L. Judson Trucking Ltd. is committed to Return to Work/ Work Reintegration program; as appropriate and as early as possible, that will consider the employee's dignity and support the employee in the transition period following his/her injury or illness.

M.L. Judson Trucking Ltd. is committed to addressing any barriers to the employee's successful Return to Work/Work Reintegration and to provide any needed intervention(s).

### **Responsibilities**

#### Employee

- Employees shall establish and maintain contact with their supervisor regarding their injury rehabilitation progress. Contact should be made at least once a week.
- Employees shall obtain and follow all medical advice, and work towards full recovery.
- Shall produce documentation from their health care provider to corroborate that they cannot return to work for an extended period of time, and whether or not a RTW plan, or accommodation plan could expedite the employee's safe return to work.
- Employees shall put forth a reasonable effort to return to work safely, as early as possible.
- Employees shall provide their M.L. Judson Trucking Ltd. contact with all pertinent information that could aid in the establishment of RTW options.

#### Supervisor

- Shall maintain and document all contact conducted through the duration of the employee's absence.
- Identify employment opportunities based on the returning employees' abilities and limitations.
- Establish a timeline for the return of the absent employee, and any changes in their ability to work.
- Shall take an active part in the planning and implementation of return to work arrangements for the employee.

#### Health & Safety Coordinator

- Shall establish and maintain communications with employees whose absence relating to a workplace injury exceeds ten (10) days.
- Shall request that the employee produce documentation from his/her physician to establish his/her physical and mental abilities and any information on limitations resulting from the injury through the completion of a Functional Abilities Form.
- Will coordinate and implement the RTW process.
- Provide the absent employee with information regarding the RTW process, and ensure that they understand the procedures, and their responsibilities.

- Shall communicate with the employee, supervisor, and attending physician to ensure a complete understanding of the absent employee's abilities, possible job restrictions, the physical job demands required, and a timetable for a return to work.
- Shall attempt to find an appropriate job match in the event that an injured employee cannot return to their pre-injury position.

### **Work Reintegration**

Work Reintegration is a process that begins as soon as the employer is aware of a work-related injury or illness.

The Work Reintegration process must continue throughout the recovery period and must be adapted to each individual employee and situation.

The Work Reintegration is available for both injured employees and employees struck by an occupational illness. In the case of an illness, the Work Reintegration program will commence once the employee is functionally fit to report for work.

Work Reintegration should include goals and timelines for recovery.

Information in the Work Reintegration program should be gathered from the employee, employer, doctor(s) and WSIB contacts. The program must be shared between these parties as needed.

Statutory requirements for the Work Reintegration program include the values of co-operation (between all parties) and re-employment for the employee.

In the event that a suitable Return to Work/Work Reintegration assignment cannot be found, M.L. Judson Trucking Ltd. is committed to the retraining of the employee in a different, but still suitable, position.

M.L. Judson Trucking Ltd. will consult with the WSIB for a suitable position and provide any needed information to the WSIB so that the worker is informed of the details and has a choice in their assignment (where possible).

The Work Reintegration program is not limited to employees who have been absent from their workplace. It also applies to employees who have remained at work, but have had accommodations created for them during their recovery period.

The Work Reintegration program will be required until the employee return to their pre-injury position or the employee is awarded damages for any loss of earnings if he/she had to switch positions (i.e. a lesser wage).

In any cases where the employer and/or employee does not meet the stated requirements for the Work Reintegration program, the WSIB may reduce or suspend the employee's benefits OR levy a monetary penalty on the employer.

Employers and employees may rely on the WSIB for any support required in the Work Reintegration period.

In keeping with their Guiding Principles, the WSIB will schedule a meeting with the involved parties at a date that is not later than 12 weeks following the employee's date of injury (should the employee have not returned to work in any capacity).

In a case where the employee and M.L. Judson Trucking Ltd. are having difficulty with an appropriate Return to Work Program, the WSIB will provide dispute resolution to help and facilitate communication.

In addition, the WSIB has additional services for M.L. Judson Trucking Ltd. including, but not exclusive of, proactive education, case management support, accommodation assistance and disability management program counsel.

### **Penalties for Non-Cooperation**

The worker may be subject to penalties for non-cooperation by the WSIB. The employer may not penalize the worker. The guidelines for the penalties include:

1. Initial penalty: reducing the worker's wage loss benefits by 50% beginning from the date that the written notice comes into effect until the 14<sup>th</sup> day following the written notice or until the worker begins to cooperate, whichever is sooner.
2. Full penalty: If the worker non-cooperation continues past the fourteenth day, the WSIB will completely suspend the worker's wage loss benefits.
3. Additional penalties may apply including a reduction in the amount of the payment that the employee would have received if they had been capable of performing the work.

The employer may also be subject to penalties from the WSIB and these may include:

1. An initial penalty of 50% of wage loss benefits to the worker. This will continue until the fourteenth calendar day following the notice given by the WSIB or until the employer starts to co-operate, whichever is sooner.
2. Full penalty: If the employer's non-cooperation continues past the fourteen days following the day of the notice, then the additional penalty will be 100% of the cost of the wage loss benefits payable to the worker and 100% of the costs associated with providing suitable work for the employee.
3. The full penalties will continue until the date that the employer starts to co-operate once more; the date that no further wage loss benefits are payable; or 12 months pass following the date of the written notice.

### **Accommodation**

Employers have a duty to modify the work and/or the workplace to accommodate the needs of the worker up to the extent of undue hardship. Therefore, the employer has a duty to re-employ as set out in the WSIB act, any applicable Construction Regulations, the Ontario Human Rights code or the Canadian Human Rights Act.

The worker's accommodation requirements may be either temporary or permanent. At all times, all parties must comply with human rights legislation and associated laws.

The Ontario Human Rights Code guarantees equal access to employment opportunities to any person with a disability (work related or non-work related). Therefore, M.L. Judson Trucking Ltd. will attempt to provide reasonable accommodation to any workers who have been injured or who acquired an illness up to the point of undue hardship.

Employers have a duty to re-employ if:

- The employee has been unable to work (this includes unable to work their total number of hours, being absent from work, or requiring a job with decreased pay because of his/her injuries) because of the work-related injury;
- The worker was continuously employed (does not include strikes, lock-outs, sabbaticals, sick leaves, leaves of absence, vacation, layoffs of less than 3 months or a layoff of more than 3 months if a recall date was given) for at least a year with the employer; and



- The employer regularly employs 20 or more employees (as of the date of the injury and only including the workers whose earnings are reported to WSIB for premium purposes).

### **Re-employment Obligation**

Where the employee is able to perform the stated duties, M.L. Judson Trucking Ltd. will offer the worker first chance to accept the suitable position.

The employer must offer the worker the job that is the most comparable with their position pre-injury and provided the employee is physically able to perform the work (i.e. if the worker initially accepts another position upon their Return to Work, if a position becomes available in the future, the employee would still have first refusal).

This continues until either the second anniversary of the date of injury or one year past the time that the worker is physically able to perform their pre-injury duties or the date

In the case of a contract worker, M.L. Judson Trucking Ltd. will re-employ the worker for the duration of their contract.

If the employee voluntarily leaves their position or the company, all re-employment duties are nullified.

When appropriate work for the injured employee is found, and conditional upon the physician giving clearance for work, a written job offer letter will be prepared by M.L. Judson Trucking Ltd. and mailed to the employee. The letter will note the medical clearance, start date, hours, wage, duration and location of the work assignment. The employee will be asked to sign the bottom of the letter indicating acceptance or refusal of the job offer and to return the letter to HR.

### **Re-employment Penalties**

Re-employment penalties are generally based on a worker's actual net average earnings for the year before the injury. There is no ceiling for this penalty.

The penalty begins seven business days after the written notice is prepared.

The penalty may be reduced by 50% if the employer offers suitable work at the same wage level or by 25% if the employer offers suitable work at a wage loss.

The penalty may be apportioned based upon the remaining length of the time period at the time that the breach occurred.

Any re-employment payments to the employee will be offset by the re-employment penalty levied by the employer.

### **Dispute Resolution – Job Suitability**

After M.L. Judson Trucking Ltd. has made an offer to the employee of a position, the following steps are to be taken if the employee disagrees with the assessment:

1. The worker must notify the employer that the offered position is unsuitable and detail the reasons why;
2. The employer must consider the reasons and will attempt to implement further accommodations (if possible);
3. In the event that the above step did not resolve the issue, both M.L. Judson Trucking Ltd. and the employee must inform the WSIB and provide all necessary information.

Therefore, if an agreement does not appear forthcoming, the WSIB will assist the parties in a resolution and/or will make the determination as to the suitability of the work offered.

In the event that the position is found to not be suitable, WSIB will continue to pay the worker their wage loss benefits so long as the employee continues to co-operate with all involved parties. If the position is found to be suitable, the WSIB will immediately verbally inform both parties of the decision; adjust the worker's wage loss benefits; and confirm the decision in writing.

### **Successor Employers**

Should the original workplace of the worker injured be sold or transferred to another entity, if it is the same legal entity after the completion of the sale or transfer, all re-employment obligations continue. However, if it is a separate entity, generally any sort of re-employment obligation does not exist for the new employer.

### **Work Transition**

Work Transition assessments are necessary for any workers who:

- Have a permanent impairment;
- Are unable to perform their pre-injury duties;
- M.L. Judson Trucking Ltd. is unable to provide suitable, or does not have available work; or
- M.L. Judson Trucking Ltd. has offered a position but the determination has not yet established if the position is suitable.

In the event that the worker has not been able to return to work with their employer, WSIB will provide a Work Transition Assessment to decide if the employee will require any specialized additional education or assistance for a suitable occupation.

The Work Transition Assessment will be provided six to nine months following the date of the injury OR as soon as the employee is able to return to suitable work.

The WSIB will investigate and assess the skills of the worker in order to identify a suitable position. If the WSIB is unable to suggest a suitable occupation, they may rely on an external consulting source. The assessment will consider all of the workers' impairments, disabilities, skills, experience and rights.

The assessment report will also include:

1. The worker's profile (including vocational and functional abilities);
2. The WSIB's worker's opinion on the offer of suitable employment;
3. The WSIB's recommendations for a suitable occupation for the worker; and
4. Any identified barriers, as well as solutions to those barriers, to the worker's participation in the Work Transition activities.

Following the completion of the report, the employee may discuss the findings with the assessor. A copy of the documentation will be provided to the appropriate parties. Workers are entitled to one assessment, unless their physical condition significantly changes (in relation to the impairment caused by the injury/illness). In this case, the employee is entitled to a reassessment.

### **Suitable Occupation**

The following are guidelines provided by the WSIB to aid in determining a suitable occupation for the injured worker:

M.L. Judson Trucking Ltd. will co-operate with the WSIB in attempting to maintain the employment relationship with the injured worker by providing suitable work;

The worker is able to provide meaningful input and a choice (where possible) in identifying a suitable occupation for himself/herself.

In the effort to re-integrate the worker, work suitability, availability and cost structures will be considered.

The suitable occupation report will have taken into consideration:

- The worker's functional abilities;
- The worker's employment-related aptitudes, abilities and interests;
- The jobs available (through placement, accommodation or those that require training);
- Labour market trends (including if the employee can secure work in another company); and
- Any pre-existing conditions a worker has (as outlined by Human Rights' Legislation prohibiting discriminatory actions against a person with a disability).
- If a direct to placement suitable occupation is determined by the WSIB, and the worker has the requisite skills, the WSIB may refer the employee to job placement support services and/or a job search training program.
- If a suitable occupation is discovered with the pre-injury employer, the WSIB will aid both M.L. Judson Trucking Ltd. and the worker in establishing a Work Transition Plan.
- If the suitable occupation is with a new employer, the WSIB will confer with the worker and develop a Work transition plan with placement services.

Different possibilities for suitable occupation include:

- With the pre-injury employer in the same area (not limited to a town but also considers commuting distances). The WSIB considers the employee's impairment and the expected travel requirements;
- With the pre-injury employer in a surrounding area where a commute is possible;
- With a new employer in the same area; or
- With a new employer in a broad geographical area (an area as large as necessary that offers suitable occupation).

If a suitable occupation cannot be found in the worker's geographical region, a relocation plan may be considered.

### **Enhanced Work Transition Plans**

The WSIB and the parties involved may consider a suitable plan where the cost may be slightly higher financially, but would guarantee a better chance of long term success. The enhanced work transition plan may be available to any M.L. Judson Trucking Ltd. employees injured at work between the ages of 15 and 24.

This does not include employees who are students, learners or apprentices; who have permanent work restrictions preventing them from returning to their pre-injury work; or had low pre-injury earnings.

### **Part Time Employees**

A part time worker pre-injury will not be required to work full time hours under the terms of the suitable occupation plan. The WSIB may support a part time employee if they desire to seek full time employment as long as they are not precluded from the occupation due to impairment.

Where a worker, pre-injury, was working full time hours but is unable to continue to work full time hours because of their injury, a part time suitable occupation position may be considered. Part time hours are also feasible in the case where a worker is receiving retraining for another suitable occupation.

### **Termination Procedures**

In the case of a termination process within six months of an injury involving a worker previously injured, the employee (within a three-month period after the termination) may request that the WSIB investigate non-compliance. If the employee makes the request after three months, the WSIB is not required to investigate but can take the initiative to investigate at any time.


The employer must show the WSIB the justification for the termination of the employee within six months of their re-employment or it is assumed that the employer is non-cooperating.

In the case of a termination prior to the re-employment, the WSIB will investigate to determine whether or not the injury had a bearing on the termination.

### **Acknowledgment and Agreement**

I, (Employee Name), acknowledge that I have read and understand the Return to Work Policy (WSIB) of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Dress Code Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>E-103</b>	_____ Individual/Department

## Intent

Employee attire/appearance is viewed by the company as a reflection of the company's image and as such, it is imperative for all concerned to portray a positive and non-offensive personal image. However; of utmost importance is the safety and wellbeing of our employees. Torn, ill fitting clothing could catch or restrict movement, potentially causing injuries.

## Guidelines

Employees will wear clean clothing that does not restrict movement. It must be non-flammable and in good repair while on the job.

Should the employer identify inappropriate clothing, the employee will be asked to change before proceeding to work.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Dress Code Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Hours of Work Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>E-104</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. believes it is important to establish work hours so that employees know the expectations of their job. We may require employees to work overtime during busy times in order to ensure that specific projects, products or assignments are completed on time.

M.L. Judson Trucking Ltd. is committed to providing employees with appropriate compensation for overtime hours worked, in accordance with the law. This policy will clarify eligibility to receive overtime pay; outline the number hours in a regular workweek and the types and amount of overtime compensation; and articulate the procedures employees must follow in order to be compensated for extra hours worked.

## Guidelines

### Hours of Operation

The normal hours of operation are as follows:

Shop: 7:00 am – 5:00 pm, Monday to Friday

Office: 8:00 am – 4:00 pm, Monday to Friday

At the request of an employee, M.L. Judson Trucking Ltd. may grant flexible hours, Monday to Friday. This is subject to operational requirements and prior approval from Morris or Luke Judson.

The hours of work for all part-time and casual employees shall depend upon the operational requirements of M.L. Judson Trucking Ltd. and is also conditional of receiving prior written approval from their Manager/Supervisor.

No employee shall work in excess of forty-eight (48) hours per week, except under an emergency as declared by M.L. Judson Trucking Ltd..

### Breaks/Rest Periods

In accordance with the [Employment Standards Act](#), each full-time employee will be allowed a one hour unpaid lunch period after working no more than five (5) consecutive hours each workday. M.L. Judson Trucking Ltd. also provided employees with two fifteen (15) minute breaks. Such break times may be varied to suit the work schedule of the employee or their workload, at the discretion of the employee's Manager/Supervisor.

## Office Closure

M.L. Judson Trucking Ltd. offices may be closed under special circumstances such as;

- Extreme weather conditions (e.g., heavy snowfall, freezing rain); or
- Unforeseen circumstances (e.g. power outage, heater malfunction).

The decision to close the office shall be at the discretion of the President.

The office may remain open with essential services and reception services. Staff are required to leave a contact number and be available and on call during regular work hours otherwise may be deducted vacation or sick leave credits or leave without pay.

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Hours of Work Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_


Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# Health & Safety



	Subject:	No. of Pages:	Effective Date:
	<b>Health and Safety Policy</b>	4	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-101</b>	_____ Individual/Department

## Intent

Management of M.L. Judson Trucking Ltd. is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe, healthy work environment to workers at all sites. All supervisors and workers must also be dedicated to the ongoing objective of recognizing, eliminating or controlling hazards to reduce risk or injury/illness. The company believes that achieving optimum health and safety in the workplace will be a lifelong evolving process that improves over time.

The Health and Safety Representative will assume responsibility for regular workplace inspections; exchange of information with the employer about safe work practices/standards, and about potential hazards; investigate work refusals and serious accidents; communicate with WSIB; all to promote and strengthen the management of health and safety in the workplace.

The Health and Safety Coordinator will; consult with the employer to design and enforce health and safety programming, refer to Safe Workplace Awareness Program and OHS Regulations and Acts for program parameters and guidance, coordinate orientation and training to workers, provide support services to Health and Safety Representative, and maintain program records.

Supervisors, as designated in each area of operation, will be held accountable for the safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices as set out by both M.L. Judson Trucking Ltd., and affiliated employers. Workers must demonstrate adequate training in their specific duties to protect their health and safety. It is critical to all parties to be aware of dangerous conditions, and these should be reported to the employer without delay.

Every worker will also be responsible for the effective implementation of this policy and conduct himself or herself in a manner that promotes safe conditions and actions. Health and safety must form an integral part of this organization, from the president to the workers.

As president/owner of M. L. Judson Trucking Ltd., I give my personal promise that every reasonable precaution will be taken for the protection of workers.

All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. M.L. Judson Trucking Ltd. Is ultimately responsible for worker health and safety, and will take every reasonable precaution possible for the protection of our employees.

We are committed to promoting a safe and healthy workplace for all employees, contractors, customers and visitors. In pursuit of our commitment, M.L. Judson Trucking Ltd. will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our people, and strive to safeguard the workplace from injury and malfeasance through dereliction of duty towards safety.

M.L. Judson Trucking Ltd. will act in compliance with all applicable workplace health and safety legislation.

## Guidelines

### Communication

M.L. Judson Trucking Ltd. encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

- Employees that voice or identify a health and safety concern will not be subject to retaliation.
- Health and safety comments will be reviewed by management. The management team will initiate an investigation on each reported and/or potential hazard.
- Employees are encouraged to inform their supervisor or management of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or oral, and may be anonymous, if so desired.

### Responsibilities

M. L. Judson Trucking Ltd. intends to:

- Foster a workplace culture of safety.
- Continue to develop and maintain a comprehensive health and safety program consistent with OHS regulations.
- Organize and consolidate all health and safety data/information/records in a more easily accessible format for workers, their Health and Safety Representative and the employer for referral.
- Demonstrate leadership in and commitment to improved health and safety in the workplace.
- Train or facilitate training of workers in WHMIS, workplace safety, First Aid, OHSA, Surface Miner, power saw handling, PPE, traffic control, and any other relevant training
- Encourage and support employees to cooperate with contract administrators to carry out their prescribed health and safety policies/procedures/programs. e.g. Resolute, CN, Ainsworth
- Review and revise these goals annually as a means to determine effectiveness and compliance with OHS Regulations
- Integrate health and safety practices into day to day operations by increasing worker self-reliance, thereby promoting a safe, healthy company image

### Employer

- Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.

- Develop, implement and enforce M.L. Judson Trucking Ltd. policies and procedures.
- Review the policies efficacy on an annual basis, and revise where necessary.
- Review injury and illness trends, and identify problem areas and solutions.
- Post a copy of the OH&S Act and explanatory material prepared by the Ministry of Labour, outlining the rights, responsibilities, and duties of the workers.
- Continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Utilize the process of hazard identification, risk management and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Ensure that machinery, equipment and protective devices are provided as prescribed, and used as prescribed.
- Ensure that machinery, equipment and protective devices are maintained in good condition.
- Ensure that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate information, instruction and supervision in their specific work tasks to protect their health and safety.
- Ensure that every part of the physical structure of the workplace can support all loads to which it may be subjected.
- Provide the Health and Safety Representative with a copy of all orders or reports issued to the employer by a Ministry of Labour Inspector informing the committee of any work-related incidents involving injury, death or occupational illness that are in the employer's possession.
- Ensure that measures and procedures prescribed are carried out in the workplace.
- Advise workers of existence of such reports and make available, on request and at the discretion of management, copies of the portions of the reports concerning OH&S.
- Conduct health and safety meetings.
- Design and develop accident / incident reports and investigation procedures.

### Supervisors

- Ensure that workers work in a manner and with the protective devices, measures, and procedures required by the OH&S Act, the regulations, and the Employer.
- Advise the workers of the existence of any potential or actual danger to the health and safety of a worker, and take every precaution reasonable in the circumstances to protect a worker.
- Maintain timely communication with the Employer to report concerns/developments in the workplace, or with the equipment, materials and procedures that could impact on the health and safety of the workers. Thus, the employer may take remedial action.

### Employees

- Responsible for compliance with occupational health and safety policies and procedures.
- Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- Every employee must protect his or her own health and safety by working in compliance with the law (OH&S Act and Regulations) and with safe work practices and procedures established by the company.

- Use appropriate personal protective equipment as required.
- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager.
- Cooperate and participate in all prescribed training relevant to the worker's position.

All Staff Are Responsible for the Following


- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Report any acts of violence or harassment in the workplace.
- Promoting a hazard-free workplace.
- Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

***Your Health & Safety representative is Darin Toews.***

**Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Health & Safety Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	Health and Safety Representative Policy	4	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-102</b>	_____ Individual/Department

## Intent

This policy has been created to provide information pertaining to the duties and responsibilities of M.L. Judson Trucking Ltd.'s Health and Safety Representative. Each Canadian Province has established Health and Safety Legislation providing clear requirements in organizing the committee, the structure, meeting frequency and roles and responsibilities of committee members.

## Guidelines

In the Province of Ontario, a JHSC is only required for those worksites where 20 or more employees are regularly employed, or as required by order. M.L. Judson Trucking Ltd. is committed to maintaining the health and wellbeing of its employees. As such, M.L. Judson Trucking Ltd. has appointed a Health & Safety Representative to work with management in providing a safe and healthy workplace.

Duty of Employer - The employer is responsible for providing a safe and healthy work place and for taking all necessary steps to protect the safety and health of employees.

Duty of the Employee - Employees are required to take all reasonable and necessary precautions to ensure their own safety and health as well as that of their fellow employees.

Health and Safety Representative - Is an employee selected by the work place or by fellow employees. The representative has many of the powers of the safety and health committee. Rights, Obligations and Liability.

### **The Health & Safety representatives are Darin Toews and Maverick Judson.**

Generally speaking, the H&S Representative should be available to receive employee concerns, complaints and recommendations; to discuss problems and recommend solutions; and to provide input into existing and proposed health and safety programs.

- The H&S representative is entitled to time off from work for authorized activities related to the responsibility of the representative.
- The Health and Safety Representative inspects the physical condition of the workplace at least once a month.
- Identify situations that may be a source of danger or hazard to workers.

- The Representative has the power to make recommendations to the employer on ways to improve workplace health and safety in writing. The employer must respond in writing to any written recommendations within twenty one (21) days.
- These responses contain a time table for implementing recommendations the Employer agrees with, and gives reasons why the Employer disagrees with any recommendations not accepted.
- Obtain information from the employer respecting, the identification of potential or existing hazards of materials, processes or equipment, and health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge;
- The Employer consults the Health and Safety Representative about proposed testing strategies for investigating industrial hygiene.
- Obtain information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety;
- Be consulted about and be present at the beginning of testing conducted in or about the workplace if the representative believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid. However, this does not include medical records of any person, unless that person agrees to their disclosure.
- The Health and Safety Representative investigates critical injuries or fatalities together with the Employer, and assists in completing a report of findings.
- The Health and Safety Representative assists/cooperates with the objectives of the H&S program as it develops, particularly with respect to action plan accountability.
- The Health and Safety Representative has the authority to request of workers, compliance with any H&S initiatives in the workplace. The Employer will be kept apprised of outstanding H&S issues.
- The Health and Safety Representative must be present at the investigation of work refusal. If a worker is killed or critically injured on the job, the Employer and Health & Safety Representative has the obligation to inspect the scene of the accident and any machine, equipment, substance, etc. that may be connected with the accident.
- The Health & Safety Representative will not be held personally liable for anything done or omitted in good faith.

### **Confidentiality**

The Representative may from time to time come across confidential information. The Health and Safety Representative may not:

- Disclose any information about any workplace test or inquiries conducted under the Act or regulations;
- Reveal the name of any person from whom information is received;
- Disclose any secret or trade information, etc.;
- Disclose the results of any medical examinations or test of workers in a way that identifies the individual(s).

### **Training of Health & Safety Representatives**

M.L. Judson Trucking Ltd. will ensure that the H&S Representative is certified. In order to be certified, a person must complete the Parts 1 and 2 of mandatory training: Basic Certification and Workplace-Specific Hazard Training.

Part One, Basic Certification provides an overall knowledge of health and safety that applies to all workplaces. The training is available through the Health and Safety Associations. Part Two, Workplace-Specific Hazard Training focuses on significant hazards in the workplace. It covers how to assess those hazards and ways to control and/or eliminate them. Members can be trained through the Health and Safety Associations.

### **Management Support**

Our Management Team supports our safety representative and has instructed our safety representative to:

- Identify and assess potential unsafe conditions in our workplace;
- Make recommendations to management for the improvement of the health and safety of all employees;
- Review and make recommendations to management regarding the ongoing maintenance and monitoring procedures of all health and safety issues in the workplace;
- Assist with hazard identification and control reports, inspection reports and accident investigation reports and where appropriate, make recommendations;
- Physically meet and then inspect the workplace at intervals of not less than once every month.

### **Legal Requirements - Employer's Duty**

M.L. Judson Trucking Ltd. shall provide employees with the information, instruction, training and supervision necessary to ensure their safety and health.

M.L. Judson Trucking Ltd. shall ensure that each employee is informed of every known or foreseeable safety and health hazard in the area where the employee works.

M.L. Judson Trucking Ltd. shall train their employees to ensure that all hazardous substances are stored, handled and used in the manner prescribed.

### **At M.L. Judson Trucking Ltd., "Safety Posting Board" will include:**

- The Occupational Health and Safety Act;
- The employer's safety and health policy;
- The name of the H&S Representatives and where they work;
- Names and work locations of first-aid attendants; and
- Other related information, as a safety officer directs.

## Contract Employee's Responsibility

- Each contract employee i.e. student or casual worker, will be given an orientation prior to commencing work and will be given the same safety information as a regular new hire.
- Each contract employee will be expected to take an active role in our Health and Safety Program and take on the same responsibilities of "All Employees".

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Health & Safety Representative Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.


Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>New Hires H&amp;S Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-103</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. believes a safe and healthy work environment begins even before the new employee begins their normal duties.

## Guidelines

As such, it is mandatory for all new hires to complete a basic orientation as a part of M.L. Judson Trucking Ltd.'s minimum requirements. It includes the following;

- Read and accept the terms M.L. Judson Ltd.'s most recent Procedures and Policy manual.
- Discuss and document the employee's Health and Safety knowledge, special training, and training needs (WHMIS, First Aid, etc.).
- Invite the employee to participate in ongoing improvement of our Health and Safety guidelines and programs.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the New Hires Health & Safety Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Industrial Hygiene Program (IHP) Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-104</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. will ensure that workers are protected from potential hazards through project orientation training; compliance with established policies and procedures; job-site risk assessments; environmental awareness; and, adherence to project supervisor directives; all intended to minimize exposures.

## Glossary

Industrial Hygiene Program: IHP is the anticipation, recognition, evaluation, control and prevention of hazards from work that may result in worker injury, illness, or affect employee well-being. The stressor impact is measured by a combination of the hazard level and the term of worker exposure.

Job Safety Analysis: JSA is the act of assessing a job in a step-by-step format by analyzing the various sequential tasks for potential hazard areas; risky behaviour; predisposing conditions for malfunction or failure; unrealistic expectations for worker or equipment performance; and, propensity for property or equipment damages.

Field Level Risk Assessment: FLRA is a method of assessing the workplace for potential hazards, is grassroots, and most readily integrated into the safety protocol of every job. It can be used by an individual worker or crew to minimize or eliminate potential losses/injury on each day of the job during the course of the work.

## Guidelines

To enact the IHP, there are several acceptable methods to help assess the workplace, although the company more strongly relies on FLRS for our operations:

- Health and Safety Representative workplace risk assessment
- Initial project orientation
- Job safety analysis
- Tool box/tailgate meetings
- Field level risk assessment
- Environmental awareness

## FLRA:

Before job start-up, all the workers will convene for a tool box/tailgate meeting to discuss project expectations. This meeting encourages input from everyone concerning job procedures, JSA, or any worker fears/doubts/observations which may enlighten the group about potential safety issues. Once related hazards are identified, then hazard controls are determined and evaluated by the workers for risk assessment. Outcomes continue to be evaluated for success and the need for control adjustments.

This entire process is expected whenever there is a change in the project description, or a change in the workers, or a change in the worksite.

The workers of M.L. Judson Trucking Ltd. shall participate in toolbox/tailgate meetings. The company deems the meetings as fundamental to successful worker performance and positive project outcomes, free of incident.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Industrial Hygiene (IHP) Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Scent Free Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-105</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to address health concerns related to the use of scented products. M.L. Judson Trucking Ltd. is a scent-free environment. M.L. Judson Trucking Ltd. prohibits the use of any scented products at any time, as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, clients, visitors, and the public at large.

We ask for everyone's cooperation in our efforts to accommodate employee health concerns, and minimize unnecessary workplace health and safety hazards.

### Potential Health Hazards

Scented products may adversely affect a person's health, and some or all of the following symptoms may occur:

Headaches	Dizziness	Light-headedness
Nausea	Fatigue	Weakness
Insomnia	Malaise	Confusion
Loss of appetite	Depression	Anxiety
Numbness	Upper respiratory symptoms	Shortness of breath
Difficulty with concentration	Skin irritation	

Allergic and asthmatic patients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack. The severity of these symptoms can vary. Some people report mild irritation while others are incapacitated and/or must give up many 'normal' activities in order to avoid exposure (such as going to public places).

### Prohibited Products

M.L. Judson Trucking Ltd. will strive to eliminate scented products from the workplace, and requires the cooperation of all employees and visitors to accomplish this. Wherever possible, we encourage our staff and visitors to use unscented or fragrance-free products.

The following scented products are prohibited from use on M.L. Judson Trucking Ltd. property (this list is not exhaustive):

- Hairsprays
- Deodorants

- Colognes and aftershaves
- Fragrances and perfumes
- Lotions and creams
- Potpourri
- Industrial and household chemicals
- Soaps
- Cosmetics
- Air fresheners and deodorizers
- Oils
- Candles
- Some types of garbage bags

Procedure


- Employees will be required to abide by this policy and avoid using scented products from the prohibited products list.
- Visitors and M.L. Judson Trucking Ltd. employees will be informed of this policy through signs posted at entrances and elevators/stairwells, or by their host.
- This policy will be enforced by management in the event of a dispute.

Any questions pertaining to this policy should be directed to management. This policy is effective immediately.

[Acknowledgment and Agreement](#)

I, \_\_\_\_\_, acknowledge that I have read and understand the Scent Free Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Housekeeping Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-106</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to ensure that all reasonable measures are taken to ensure the ongoing health and safety of our employees.

## Guidelines

- The workplace shall be kept free of debris on an ongoing basis. Each worker shall dispose of rubbish generated by his project within the day, using the outside receptacle bin.
- Tools and materials used in the project shall be returned to their designated storage areas.
- All hoses, cords and blocking shall be replaced to designated storage.
- At day's end, workers shall ensure that electrical fixtures, lights, water taps and air compressors are OFF.
- A final assessment of the workplace for potential hazards should be done prior to leaving.
- Exit doors should be closed and locked.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Housekeeping Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Hand Washing Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-107</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to ensure that all reasonable measures are taken in preventing the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients and visitors.

## Guidelines

- Hand hygiene shall be practiced on a regular basis, prior to any contact with clients and/or visitors (even if gloves are worn).
- All employees are required to wash, rinse, and dry their hands or apply an alcohol hand rub before beginning work, after using the rest room and prior to leaving work.
- For routine hand washing, liquid lotion soap located in the dispensers shall be used.
- Antiseptic (antimicrobial) hand washing products or alcohol hand rub shall be used for hand hygiene prior to any expected contact with clients and/or visitors. Hand hygiene will be performed after contact with clients or their environment.
- An alcohol hand rub, may be used for hand hygiene in place of an antimicrobial soap hand-wash. Hands that are grossly contaminated must be washed with lotion soap prior to hand disinfection with an alcohol hand rub.
- Gloves shall be worn when exposure to blood or any other body fluids, excretions or secretions is likely.

### Routine Hand Washing Procedure

- Use warm water to wet the hands.
- Apply lotion soap.
- Work up a good lather.
- Apply with vigorous contact on all surfaces of the hands.
- Wash hands for at least 15 seconds.
- Rinse, avoid splashing.
- Keep hands down so that run off will go into the sink and not down the arm.
- Dry hands well with paper towels and use the paper towels to turn off the faucet.
- Discard the paper towels into the appropriate container.

## Hand Antiseptics

- For hand washing, substitute an antimicrobial soap for the lotion soap.
- An alcohol hand rub may be substituted for antimicrobial soap. The following technique should be used:
  - If hands are visibly soiled, wash hands with lotion soap prior to application of alcohol hand rub.
  - Apply enough alcohol hand rub to cover the entire surface of hands and fingers.
  - Rub the solution vigorously into hands until dry.
  - Use of alcohol hand rubs may result in a sticky residue on the hands. Wash with lotion soap periodically to remove the hand rub residue.

## Allergies

- Allergic contact dermatitis may be associated with hand hygiene products.
- Allergic reactions to products applied to the skin may present as delayed type reactions or less commonly as immediate reactions.
- If a M.L. Judson Trucking Ltd. employee suspects allergic contact dermatitis, they will be instructed to go to the local Health Center for assessment.
- If allergic contact dermatitis is diagnosed, the employee will be provided with an alternative hand hygiene product.

## Monitoring

- M.L. Judson Trucking Ltd. will enforce this policy through the use of managerial supervision and spot-checks.
- In the event that a M.L. Judson Trucking Ltd. employee witnesses a violation of this policy, they are expected to provide the violator with directions to complete the required hand washing procedures as outlined. In the event that the violator refuses this direction, or continues in their work, the employee should inform their supervisor as soon as possible.

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Hand Washing Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.


Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>Dress Code Safety Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-108</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is vitally interested in the ongoing health and safety of our employees, and has adopted this policy to ensure that unnecessary injuries and accidents caused by loose clothing, jewelry, and long hair are avoided.

## Guideline

### Jewellery

M.L. Judson Trucking Ltd. employees that work with machinery or power tools, or that may reasonably be expected to come into contact with machinery or power tools in the performance of their regular job duties are prohibited from wearing jewelry in the workplace.

Jewellery includes:

- Watches
- Wedding rings
- Bracelets
- Necklaces
- Body piercings and
- Facial jewelry

### Potential Consequences of Wearing Jewellery at Work

- Torn earlobes
- Injured fingers, hands, wrists, neck
- Amputated fingers or limbs
- Electric shock
- Lost-time from work
- The need for medical care
- Potential for loss of life;
- Disciplinary / Corrective action taken for failure to comply with M.L. Judson Trucking Ltd. policy.

### Procedure

M.L. Judson Trucking Ltd. employees affected by this policy are directed to remove all jewellery and store it, or simply avoid bringing jewellery to work.

## Long Hair

M.L. Judson Trucking Ltd. employees are required to ensure that all long hair is properly secured (maintained in a safe fashion, either in a hair net, or tied in such a manner that will ensure the hair does not present a health and safety hazard) while working around machinery and/or power tools. Long hair that is not properly secured may become caught in machinery and / or power tools, causing potential injury and/or loss of life.

### Potential Consequences of Failing to Secure Long Hair at Work

- Severe injury caused as a result of being pulled into machinery
- Lost-time from work
- The need for medical care
- Potential for loss of life;
- Disciplinary / Corrective action taken for failure to comply with M.L. Judson Trucking Ltd. policy.

### Procedure

M.L. Judson Trucking Ltd. employees affected by this policy are directed to secure their long hair in a safe fashion using a hair net, or by tying their hair in an appropriate fashion that will ensure it does not present a health and safety hazard.

## Loose Clothing

M.L. Judson Trucking Ltd. employees are directed to avoid wearing any loose-fitting clothing while working around machinery and / or power tools, as the loose clothing may become caught, causing potentially serious injury.

### Potential Consequences of Wearing Loose Fitting Clothing

- Severe injury caused as a result of being pulled into machinery
- Lost-time from work
- The need for medical care
- Potential for loss of life;
- Disciplinary / Corrective action taken for failure to comply with M.L. Judson Trucking Ltd. policy.


### Procedure

M.L. Judson Trucking Ltd. employees affected by this policy are directed to avoid wearing loose fitting clothing while working with or around machinery and/or power tools.

## Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Dress Code Safety Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Smoke Free Workplace Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-109</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers, and non-smokers that come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, M.L. Judson Trucking Ltd. has adopted a smoke-free workplace policy in accordance with the [Smoke-Free Ontario Act](#).

## Definitions

Smoking- The act of lighting, inhaling or carrying of a lighted or smouldering cigar, cigarette or pipe of any kind.

Enclosed Workplace - as defined by the *Smoke-Free Ontario Act*, means:

- (a) the inside of any place, building, structure, vehicle or conveyance or a part of any of them,
- I. that is covered by a roof,
  - II. that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and
  - III. that is not primarily a private dwelling, or
- (b) a prescribed place

## Guidelines

1. Smoking shall be prohibited on all company premises, and is applicable to all employees, guests, contractors and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.
2. M.L. Judson Trucking Ltd. has no intentions towards influencing the actions of employees smoking habits outside of the workplace, and will not pursue disciplinary action for those who smoke off of M.L. Judson Trucking Ltd. premises.
3. M.L. Judson Trucking Ltd. will not discharge employees, or refuse to hire applicants on the grounds that they are smokers.

## Violations

M.L. Judson Trucking Ltd. may pursue disciplinary action up to, and including termination of employment. Employees who witness violations are required to report the infraction to their manager, or President.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Smoke Free Workplace Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Workplace Anti-Violence, Harassment, and Sexual Harassment Policy (Bills 168 and 132)</b>	9	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-110</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to building and preserving for its employees a safe, productive, and healthy working environment based on mutual respect. In pursuit of this goal, M.L. Judson Trucking Ltd. does not condone and will not tolerate acts of violence, harassment, or bullying against or by any M.L. Judson Trucking Ltd. employee.

Our Workplace Anti-violence, Harassment, and Sexual Harassment Policy is not meant to stop free speech or to interfere with everyday interactions. However, what one person finds inoffensive, others may not. Usually, harassment can be easily distinguished from normal, mutually acceptable socializing. It is important to remember that it is the perception of the receiver that determines whether the potentially offensive message is acceptable or not, be it spoken, gestural, pictorial, or some other form of communication which may be deemed objectionable or unwelcome.

At M.L. Judson Trucking Ltd. we have an employee designated as your Health & Safety Rep. This employee along with the President, Morris Judson are available to report any incidents of workplace harassment and/or violence. Forms for the reporting of incidents are located on the H&S bulletin board in the shop.

## Definitions

Workplace violence: workplace violence is the exercise, statement, or behaviour of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, such as:

- Physical acts (e.g., hitting, shoving, pushing, kicking, sexual assault, throwing an object at a worker, kicking an object the worker is standing on such as a ladder, or trying to run down a worker using a vehicle or equipment such as a forklift);
- Any threat, behaviour, or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property; or
- Disruptive behaviour that is not appropriate to the work environment (e.g., yelling or swearing).

Domestic violence: a person who has a personal relationship with a worker-such as a spouse or former spouse, current or former intimate partner or a family member-may physically harm, or

- attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.

Personal harassment: any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual, bigoted, ethnic, or racial connotation and can be typified as:

- Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including age, race, nationality, disability, family status, religion, gender, sexual orientation, gender identity, gender expression, or any other protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault: For the most part, victims of sexual harassment are female; however, conduct directed by female employees towards males or between persons of the same sex can also be held to constitute sexual harassment;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means; and
- Any threats of physical violence that endanger the health and safety of the employee.

Racial/ethnic harassment: any conduct or comment which causes humiliation to an employee because of their racial or ethnic background, their colour, place of birth, citizenship, or ancestry. Examples of conduct which may be racial or ethnic harassment include:

- Unwelcome remarks, jokes, or innuendos about a person's racial or ethnic origin;
- Colour, place of birth, citizenship, or ancestry;
- Displaying racist or derogatory pictures or other offensive material;
- Insulting gestures or practical jokes based on racial or ethnic grounds which create awkwardness or embarrassment; and
- Refusing to speak to or work with someone or treating someone differently because of their ethnic or racial background.

The following definitions are taken from the [Occupational Health and Safety Act](#):

Workplace Harassment -

- a. *engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or*
- b. *workplace sexual harassment.*

Workplace Sexual Harassment -

- a. *engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or*
- b. *making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.*

## Guidelines

M.L. Judson Trucking Ltd. is committed to providing a safe and healthy work environment, free from violence, threats of violence, discrimination, harassment, sexual harassment, intimidation, and any other misconduct. Similarly, weapons are strictly prohibited from the company's premises; violators will be subject to disciplinary action, and the incident will be reported to the police.

It is also a violation of the Workplace Anti-violence, Harassment, and Sexual Harassment Policy of M.L. Judson Trucking Ltd. for anyone to knowingly make a false complaint of violence or harassment or to provide false information about a complaint. Individuals who violate this policy are subject to disciplinary and corrective action, up to and including termination of employment.

This policy prohibits reprisals against individuals acting in good faith who report incidents of workplace violence or act as witnesses. Management will take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence. Reprisal is defined as any act of retaliation, either direct or indirect.

M.L. Judson Trucking Ltd. will ensure that all employees are trained and educated on violence and harassment and that they are clear about their roles and responsibilities, as well as this policy, the corresponding program, and all workplace procedures. In addition, a copy of this policy will be made available to all employees.

M.L. Judson Trucking Ltd. will, in consultation with the Health and Safety Representative develop a written program to implement this policy.

### **Application of this Policy**

This policy applies to all individuals working for the organization, including front-line employees, temporary employees, contract service providers, contractors, all supervisory personnel, managers, officers, and directors. The organization will not tolerate violence or harassment, whether engaged in by fellow employees, managers, officers, directors, or contract service providers of the organization.

M.L. Judson Trucking Ltd. will not tolerate any form of harassment or discrimination against job candidates and employees on any grounds listed in the definitions for violence and harassment, whether during the hiring process or during employment. This commitment applies to such areas as training, performance assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

All M.L. Judson Trucking Ltd. employees are personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination or harassing behaviour and to intervene immediately if they observe a problem or if a problem is reported to them.

For the purposes of this policy, harassment and bullying can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

### **Violence Risk Assessment**

M.L. Judson Trucking Ltd. will conduct a risk assessment of the work environment to identify any issues related to potential violence that may affect the operation, and will institute measures to control any identified risks to employee safety. This information will be provided to the joint health and safety committee or safety representative.

The risk assessment may include review of records and reports: e.g., security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Specific areas that may contribute to risk of violence may include, but are not limited to, contact with the public, exchange of money, receiving doors, and working alone or at night. Research may also include a review of similar workplaces with respect to their history of violence.

M.L. Judson Trucking Ltd. will communicate information relating to a person with a history of violence where:

- Workers may reasonably be expected to come into contact with the person in the performance of their job duties; and
- There is a potential risk of workplace violence as a result of interactions with the person with a history of violence.

The company will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

### **Reporting Violence or Bullying**

If you are either directly affected by or witness to any violence in the workplace, it is imperative for the safety of all M.L. Judson Trucking Ltd. employees that the incident be reported without delay. Reporting any violence or potentially violent situations should be done immediately to management, or the President.



## **Investigating Reports of Violence or Bullying**

The company shall:

- Investigate all reported acts and incidents of violence, and consult with other parties (e.g., legal counsel, health and safety consultants, JHSCs, employee assistance provider, human rights office, local police services).
- Take all reasonable measures to eliminate or mitigate risks identified by the incident.
- Document the incident, its investigation, and corrective action taken.
- Submit a report of the incident to the Ministry of Labour where an employee incurs a lost time injury as a result of violence in the workplace.
- Review this policy and hazard assessment annually, or as changes to job responsibilities or environments occur, and revise the assessment as needed.
- Review annually, in conjunction with review of the hazard assessment, the effectiveness of actions taken to minimize or eliminate workplace violence and make improvements to procedures, as required.

The safety representative will:

- Review the Workplace Violence Hazard Assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- Review all reports regarding workplace violence and other incident reports as appropriate pertaining to incidents of workplace violence that result in personal injury or threat of personal injury, property damage, or police involvement.
- Participate in the investigation of critical injuries (e.g., incidents that place life in jeopardy or result in substantial blood loss or fracture of leg or arm.)
- Recommend corrective measures for the improvement of the health and safety of workers.
- Respond to employee concerns related to workplace violence and communicate these to management.

In addition, representatives may participate in the investigation of reported incidents that result in personal injury or have the potential to result in injury.

## **Reporting Discrimination or Harassment**

### Informal Procedure

If you believe you have been personally harassed you may:

- Confront the harasser personally or in writing pointing out the unwelcome behaviour and requesting that it stop; or
- Discuss the situation with the harasser's supervisor, your supervisor or any other supervisor other than your own.

Any employee who feels discriminated against or harassed can and should, in all confidence and without fear of reprisal, personally report the facts directly to your supervisor or manager, or to another member of management if the complaint relates to your supervisor or manager.

## Formal Procedure

If you believe you have been personally harassed, you may make a written complaint. The written complaint must be delivered to the President, Morris Judson. Your complaint should include:

- The approximate date and time of each incident you wish to report;
- The name of the person or persons involved in each incident;
- The name of any person or persons who witnessed each incident; and
- A full description of what occurred in each incident.

## **Investigating Reports of Discrimination or Harassment**

Once a written complaint has been received, M.L. Judson Trucking Ltd. will complete a thorough investigation. The organization will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

Harassment should not be ignored, as silence can and often is interpreted as acceptance. Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances or because they lodged a complaint when they honestly believed they were being harassed or discriminated against.

M.L. Judson Trucking Ltd. will ensure that all information obtained during the course of an investigation will not be disclosed, unless the disclosure is necessary for the purposes of investigating or taking corrective action, or is otherwise required by law.

For the purposes of this section the following definitions apply:

**Complainant** - The person who has made a complaint about another individual whom they believe committed an act of violence, discrimination, or harassment against them.

**Respondent** - The person whom another individual has accused of committing an act of violence, discrimination, or harassment.

### The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant, any person involved in the incident, and any identified witnesses; and
- Interviewing any other person who may have knowledge of the incidents related to the complaint or any other similar incidents.

A copy of the complaint, detailing the complainant's allegations, is then provided to the respondent.

- The respondent is invited to reply in writing to the complainant's allegations, and the reply will be made known to the complainant before the investigation proceeds further.
- The company will protect from unnecessary disclosure the details of the incident being investigated and the identities of the complainant and the respondent.

- During the investigation, the complainant and the respondent will be interviewed, as will any possible witnesses. Statements from all parties involved will be taken and documented, and a decision will be made.
- If necessary, the company may employ outside assistance or request the use of legal counsel.
- Employees will not be demoted, dismissed, disciplined, or denied a promotion, advancement, or employment opportunities because they rejected sexual advances of another employee or because they lodged a harassment complaint when they honestly believed they were being harassed.
- Upon completion of the investigation, M.L. Judson Trucking Ltd. will inform both the complainant and respondent in writing of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation.
- Where practicable, the complainant and respondent will receive notification of the results of the investigation within 10 days of the investigation being completed.

If the complainant decides not to lay a formal complaint, senior management may decide that a formal complaint is required (based on the investigation of the incident) and will file such documents with the person against whom the complaint is laid (the respondent).

If it is determined that harassment in any form has occurred, appropriate disciplinary measures will be taken as soon as possible.

### **Seeking Immediate Assistance**

Canada's *Criminal Code* addresses violent acts, threats, and behaviours, such as stalking. The police should be contacted immediately when an act of violence has occurred in the workplace or when someone in the workplace is threatened with violence. If an employee feels threatened by a co-worker, volunteer, contractor, student, vendor, visitor, client, or customer, an immediate call to "911" is required.

### **The Right to Refuse Unsafe Work**

- The right to refuse unsafe work is a legal right of every worker provided by the *Occupational Health and Safety Act*. M.L. Judson Trucking Ltd. is committed to ensuring a safe workplace.
- If you wish to pursue this right, please refer to the Work Refusal Policy.

### **Special Circumstances**

Should an employee have a legal court order (e.g., a restraining order, or "no-contact" order) against another individual, the employee is encouraged to notify his or her supervisor, and to supply a copy of that order to Management. This will be required in instances where the employee strongly feels that the aggressor may attempt to contact that employee at M.L. Judson Trucking Ltd., in direct violation of the court order, so that M.L. Judson Trucking Ltd. may take all reasonable actions to protect the employee. Such information shall be kept confidential and protected in accordance with all applicable legislation.

If any visitor to the M.L. Judson Trucking Ltd. workplace is seen with a weapon (or is known to possess one), or makes a verbal threat or assault against an employee or another individual, employee witnesses are required to immediately contact the police, emergency response services, their immediate supervisor, and management.

All records of harassment and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

In cases where criminal proceedings are forthcoming, M.L. Judson Trucking Ltd. will assist police agencies, lawyers, insurance companies, and courts to the fullest extent.

### **Fraudulent or Malicious Complaints**

This Anti-violence, Harassment, and Sexual Harassment Policy must never be used to bring fraudulent or malicious complaints against employees. It is important to realize that unfounded or frivolous allegations of personal harassment may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of personal harassment, immediate disciplinary action will be taken.

### **Disciplinary Measures**

If it is determined by the company that any employee has been involved in a violent behaviour, unacceptable conduct, or harassment of another employee, immediate disciplinary action will be taken. Such disciplinary action may involve counselling, a formal warning, or dismissal.

### **Victim Assistance**

M.L. Judson Trucking Ltd. will also provide appropriate assistance to any employee who is the victim of violence, discrimination, or harassment.

### **Record Keeping**

M.L. Judson Trucking Ltd. will ensure that appropriate records of complaints and investigations relating to workplace harassment and sexual harassment are kept, including:

- A copy of the complaint or details about the incident;
- A record of the investigation including notes;
- A copy of the investigation report (if any);
- A summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if the alleged harasser is a worker of the employer; and
- A copy of any corrective action taken to address the complaint or incident of workplace harassment.

### **Confidentiality**

M.L. Judson Trucking Ltd. will do everything it can to protect the privacy of the individuals involved and to ensure that complainants and respondents are treated fairly and respectfully. M.L. Judson Trucking Ltd. will protect this privacy so long as doing so remains consistent with the enforcement of this policy and adherence to the law. Neither the name of the person reporting the facts nor the circumstances surrounding them will be disclosed to anyone whatsoever, unless such disclosure is necessary for an investigation or disciplinary action. Any disciplinary action will be determined by the company and will be proportional to the seriousness of the behaviour concerned.

## Managing and Coaching

Counselling, performance appraisal, work assignment, and the implementation of disciplinary actions are not forms of harassment, and this policy does not restrict a manager's or supervisor's responsibilities in these areas.

## Policy Review

As required by the *Occupational Health and Safety Act*, M.L. Judson Trucking Ltd. will review this policy annually and will post the policy in a conspicuous place in the workplace.

## Violence and Harassment Incident Report Sample

Please see the following page for a sample copy of the incident report.

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Workplace Anti-Violence, Harassment and Sexual Harassment Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# Violence and Harassment Incident Report



Time, and Location of Occurrence:

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Employees Involved:

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Complaint:

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Any Witnesses:

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Filed by:

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PRINT NAME

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*signed*

	Subject:	No. of Pages:	Effective Date:
	<b>Substance Abuse Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-111</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to the health and safety of its employees and has adopted this policy to communicate its expectations and guidelines surrounding substance use, misuse and abuse.

## Guidelines

Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks both to themselves and their fellow employees. To help ensure a safe and healthy workplace, M.L. Judson Trucking Ltd. reserves the right to prohibit certain items and substances from being brought on to, or present on company premises.

## Expectations

The following expectations apply to employees and management alike while conducting work on behalf of the company, whether on or off company property:

- Employees are expected to arrive to work fit for duty and able to perform their scheduled and non-scheduled duties safely and to standard; Employees must remain fit for duty for the duration of their shift;
- Use, possession, distribution or sale of drugs or alcohol during work hours, including during paid and unpaid breaks, is strictly prohibited;
- Employees are prohibited from reporting to work while under the influence of non-prescribed drugs or alcohol; and
- Employees on prescription medication must communicate to management any potential risk, limitation, or restriction requiring modification of duties or temporary reassignment.

## Roles and Responsibilities

M.L. Judson Trucking Ltd. will:

- Clearly communicate expectations surrounding alcohol and drug use, misuse and abuse;
- Maintain a program of employee health and awareness;
- Provide a safe work environment; and
- Review and update this policy on a regular basis.

Management will:

- Identify any situations that may cause concern regarding an employee's ability to safely perform their job functions;
- Ensure that any employee who asks for help due to a drug or alcohol dependency is provided with the appropriate support (including accommodation) and is not disciplined for doing so; and
- Maintain confidentiality and employee privacy.

Employees must:

- Abide by the provisions of this policy and be aware of their responsibilities under it;
- Arrive to work fit for duty, and remain as such for the duration of shift;
- Perform work in a safe manner in accordance with company established safe work practices;
- Avoid the consumption, possession, sale, or distribution of drugs or alcohol on company property and during working hours (even if off company property);
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of prescription medication;
- Report unfit co-workers to management;
- Seek advice and/or appropriate treatment, where required;
- Communicate dependency or emerging dependency; and
- Follow the after-care program, where established.

### **Suspicion of Impairment**

The following procedure will be enacted if there is reasonable belief that an employee is impaired at work:

1. If possible, the employee's manager/supervisor will first seek another manager/supervisor's opinion to confirm the employee's status.
2. Next, the manager/supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. Suspicions of an employee's ability to function safely may be based on specific personal observations. If the employee exhibits unusual behaviour that may include, but not limited to, slurred speech, difficulty with balance, watery and/or red eyes, dilated pupils, and/or there is an odour of alcohol, the employee should not be permitted to return to their assigned duties in order to ensure their safety and the safety of other employees or visitors to the workplace.
3. If an employee is considered impaired and deemed "unfit for work" this decision is made based on the best judgment of two members of management and DOES NOT require a breathalyser or blood test. The employee will be advised that M.L. Judson Trucking Ltd. has arranged a taxi or shuttle service to safely transport them to their home address or to a medical facility, depending on the determination of the observed impairment. The employee may be accompanied by a manager/supervisor or another employee if necessary.
4. An impaired employee will not be allowed to drive. The employee should be advised if they choose to refuse M.L. Judson Trucking Ltd. organized transportation and make the decision to drive their personal vehicle the company is obligated to and will contact the police to make them aware of the situation.
5. A meeting will be scheduled for the following work day to review the incident and determine a course of action which may include drug/alcohol testing or a monitored referral program as part of a treatment plan.

### **Substance Dependency**

M.L. Judson Trucking Ltd. understands that certain individuals may develop a chemical dependency to certain substances, which may be defined as a disease or disability. Employees are not excused from their duties as a result of their dependencies. M.L. Judson Trucking Ltd. promotes early diagnosis. Any employee who suspects that he/she might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly.



## Voluntary Identification

Employees are encouraged to communicate if they have a dependency or have had a dependency so that their rights are protected and they can be accommodated appropriately. Employees will not be disciplined for requesting help or due to current or past involvement in a rehabilitation effort. All medical information shall be kept confidential by M.L. Judson Trucking Ltd., unless otherwise authorized by law.

## Agreement for the Continuation of Employment

M.L. Judson Trucking Ltd. reserves the right to invoke an *Agreement for the Continuation of Employment* in accordance with an employee's commitment to become, and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee's return to the job and the consequences for failing to meet the conditions.

*An Agreement for the Continuation of Employment may include a requirement for drug and alcohol testing.*

## Disciplinary Action

Employees will be subject to disciplinary action, up to and including termination of employment for failure to adhere to the provisions of this policy, including, but not limited to:

- Failure to meet prescribed safety standards as a result of impairment from alcohol and/or drugs; and
- Engaging in illegal activities (e.g. selling drugs and/or alcohol while on M.L. Judson Trucking Ltd. premises).

## Acknowledgment and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Substance Abuse Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Safe Driving Policy</b>	5	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-112</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to provide our employees with a set of guidelines to ensure the safe operation of motor vehicles while under the employ of M.L. Judson Trucking Ltd., and to provide a set of procedures for acceptable use when operating M.L. Judson Trucking Ltd. owned and operated vehicles, or while travelling on M.L. Judson Trucking Ltd. business.

## Guidelines

Any M.L. Judson Trucking Ltd. employee that operates a M.L. Judson Trucking Ltd. owned and operated vehicle or a personal vehicle while conducting M.L. Judson Trucking Ltd. business is required to:

- Comply with this Policy and its associated procedures;
- Know and abide by all driving laws in all areas where they operate vehicles while conducting Company business;
- Hold a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used;
- Carry their license at all times;
- Provide a driver's abstract every one (1) year;
- Maintain the appropriate level of insurance;
- Notify Managers of any health and safety concerns (unsafe and/or potentially hazardous), so that they may be dealt with promptly;
- Use appropriate safety equipment as required;
- Report any incident, injury or hazard;
- Conduct a walk-around pre-trip inspection prior to operating a vehicle, complying with the pre-trip inspection requirements;
- Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same;
- Drive with the headlights on at all times;
- Understand and comply with load security regulations when securing cargo inside, or on, M.L. Judson Trucking Ltd.'s vehicles,
- Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head; and
- Drive in a safe and courteous manner at all time.

Only authorized employees of M.L. Judson Trucking Ltd. are allowed operate a M.L. Judson Trucking Ltd. owned and operated vehicle or a personal vehicle while conducting M.L. Judson Trucking Ltd. business. If unauthorized personnel are caught driving a Company vehicle, the authorized employee whose vehicle it is will be subject to disciplinary action, up to and including termination of employment.

## Safe Driving Techniques

Drivers are expected to employ safe driving techniques at all times while operating M.L. Judson Trucking Ltd. owned and operated vehicles, or while operating personally owned vehicles while on M.L. Judson Trucking Ltd. business. Examples of safe driving techniques include, but are not limited to:

- Maintaining a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length;
- Checking blind spots and signalling in advance before changing lanes;
- Driving within the posted speed limit at all times;
- Operating the vehicle at speeds that are safe for the conditions, recognizing that, in some circumstances (e.g. rain or fog) this may be below the posted speed limit;
- Avoiding risk-taking when driving.

## Passengers

While using (personal/company) vehicles for business purposes, M.L. Judson Trucking Ltd. employees are allowed to carry passengers.

## Distractions

M.L. Judson Trucking Ltd. wants to ensure the safety of its drivers and the motoring public. Distracted driving has a profound impact on your ability to safely operate a vehicle.

### Use of Mobile Phones

M.L. Judson Trucking Ltd strongly encourages drivers to not use mobile communication devices while driving. If it is absolutely necessary to make or receive a call while operating a motor vehicle, mobile phone use (company-issued or personal) is subject to the following restrictions:

M.L. Judson Trucking Ltd. strictly prohibits the use of handheld mobile devices while operating M.L. Judson Trucking Ltd. owned and operated vehicles, or while operating a vehicle on M.L. Judson Trucking Ltd. business. This includes using the device to talk, text, type dial or e-mail at any point when driving, including at stop signs or lights.

Drivers are permitted to use hands-free communication devices such as a cell phone with an earpiece, headset or Bluetooth using voice dialing or while being plugged into a vehicle's sound system. Voice activated devices are the safest form of hands-free communication; however, in the event that it must be turned on manually, drivers are only permitted to push a button to activate or deactivate the device's function. Button activated devices must be securely mounted in an easily accessible place that does not require the driver to adjust their position to reach.

If an employee is driving and must make a manual phone call they must first pull over or stop in a safe area where they are not impeding traffic or are unlawfully parked. Employees are discouraged from stopping on the shoulder of busy highways, unless in the event of an emergency.

***The only exemption from this policy is in the event that the driver must call 9-1-1 due to an emergency and where the driver cannot stop to make said call.***

### Display Screens

M.L. Judson Trucking Ltd. strictly prohibits employees from viewing display screens which are unrelated to driving (e.g. laptop or DVD screens). Drivers are never permitted to have their laptops open and/or in use

while driving. Laptops should be shut off and safely stored. If a passenger is using a laptop, they are not permitted to ask the driver to look at the laptop while they are operating the vehicle - this includes when at stop signs and/or lights. If the driver states that the passenger's use of a laptop is distracting, the passenger must turn off the laptop, close it, and stow it in a safe location. In the event that a laptop must be used, the driver must stop in a safe location which does not impede traffic or is an unlawful parking area.

### Global Positioning System (GPS)

Global Positioning Systems may be used only if the device is properly secured to the dashboard or windshield and is programmed at the beginning of the trip before the driver leaves the parking area. The device should not be touched again while driving. If the GPS must be used during the course of the trip, the driver must stop or pull over in a safe location that does not impede traffic and is lawful for parking.

### Music

Radio and CD players may be used when in the vehicle but should be touched as little as possible and turned off if they are found to be a distraction to the driver. Employees are permitted to use their MP3 devices, provided that they have been set up prior to travelling and can be operated through the vehicle's entertainment system controls. Employees are strictly prohibited from touching their MP3 device directly during the trip.

### Fatigue

M.L. Judson Trucking Ltd. expects all employees to arrive at work well rested and ready to work. Workers who are fatigued may be adversely affected as fatigue reduces a worker's ability to perform mental and physical tasks, including driving a vehicle safely. Someone suffering from fatigue is more likely to:

- Have slower reaction times;
- Be unable to respond to changing conditions; and
- Take risks.

Employees experiencing fatigue are not permitted to drive and must notify their manager to determine an appropriate course of action (e.g. arrange to have someone else operate the vehicle or where possible, stop and rest until recuperated). Employees who refuse to operate a vehicle until they have rested and are no longer suffering from fatigue will not be reprimanded provided that the refusal is based on the belief that operating the vehicle is unsafe work.

### **Hours of Work**

To reduce the risk of fatigue, employees must:

- Comply with M.L. Judson Trucking Ltd.'s [Log Book Policy](#)
- Be informed of and understand the Hours of Work Regulation
- Be responsible to comply with their own Hours of Work Regulations.
- Agree to submit records of all on duty hours accumulated while working for M.L. Judson Trucking Ltd. as well as other companies.

### **Alcohol, Drugs and Driving**

Employees are not permitted to drive if unfit to do so (e.g. under the influence of alcohol, narcotics, medications or other drugs that are likely to affect your alertness or driving performance). Driving under the influence is against the law and will not be tolerated by M.L. Judson Trucking Ltd.. Employees must contact the manager if they are unsure about their fitness to drive. Please see the [Substance Abuse Policy](#) for further information.

## **Inclement Weather**

During periods of inclement weather (e.g. snow, fog, rain, ice, hail, high winds), drivers should reduce their speed and allow for increased stopping distances. Employees should be aware of hazards such as decreased visibility and traction, and should change their driving to suit these challenges.

In the event that the inclement weather makes driving unsafe, or the roads are impassable, M.L. Judson Trucking Ltd. employees are directed to stop their vehicle in a safe position and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and/or manager as soon as possible to alert them to the situation, and their inability to travel safely.

## **Driving at Night**

Drivers should exercise increased levels of caution while driving at night, and take care to avoid "over driving their headlights".

*Note:* If the distance needed to come to a complete stop exceeds the distance to which you can clearly see, you are over driving your headlights.

As with inclement weather, drivers should reduce their speed and drive in a safe manner.

## **Vehicle Maintenance**

M.L. Judson Trucking Ltd. employees that are required to operate a M.L. Judson Trucking Ltd. owned and operated vehicle are required to complete a pre-trip safety check to ensure that the vehicle is up to date with maintenance and is in safe operating condition. In the event that a maintenance issue exists, employees are directed to fill out a vehicle maintenance form. M.L. Judson Trucking Ltd. owned and operated vehicles will be subject to regular vehicle maintenance. Please see the [Preventative Maintenance Policy](#) for further information.

## **First Aid Kits/Road Safety Kits**

All M.L. Judson Trucking Ltd. owned and operated vehicles contain a first aid kit and road safety kit for use in case of emergencies. Where an employee operates their own personal vehicle for M.L. Judson Trucking Ltd. business purposes, they are highly encouraged to carry a first aid kit and road safety kit. Please see the [First Aid Kit Policy](#) and the [Driver Safety Policy](#).

## **In the Event of an Accident**

In the event of a motor vehicle accident, M.L. Judson Trucking Ltd. employees operating a Company-owned vehicle must:

- Move the vehicle to a safe spot, out of traffic, if possible;
- Assess the situation and call the appropriate authorities where necessary (Ambulance, Fire Department, Police);
- Use the first aid/road safety kit, where required;
- If transportation to a medical facility (doctor or hospital) does not require the use of an ambulance, transportation will be provided.
- Obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers;
- Share their appropriate insurance information and contact information with the other parties involved in the accident;

- All accidents, however minor, must be reported to the superintendent, who, in turn will arrange for completion of the proper worker's compensation forms, and any other reporting that is currently required. This action requires that the accident be thoroughly investigated.

*In the event of an accident the driver is specifically directed not to reference or assume any responsibility for the accident. This direction is provided to permit the individuals conducting the investigation to make their determination based on all the evidence and factors influencing the incident which may not be available to the driver.*

Where a person is killed or critically injured at a work place, no person shall, interfere with, disturb, destroy, alter, or carry away, any wreckage, article or thing at the scene of or connected with the occurrence, until permission to has been given, except for the purpose of:

- a. saving life or relieving human suffering
- b. maintaining an essential public utility service
- c. preventing unnecessary damage to equipment or other property;

### **Withdrawal of Company Vehicle Privileges**

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle;
- Failure to comply with M.L. Judson Trucking Ltd.'s the policies and procedures;
- A driver's abstract which becomes unsatisfactory during the course of operating a company vehicle; and
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.

### **Acknowledgment and Agreement**


I, \_\_\_\_\_, acknowledge that I have read and understand the Safe Driving Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>DZ/AZ Driver Requirement Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-113</b>	_____
			Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to provide our employees with a set of guidelines which outline the DZ/AZ Driver Specific Requirements.

## Guidelines

In order to ensure safe operation of the company's fleet vehicles, all drivers must be aware and comply with all regulations governing their contact.

### LICENSING

- ✓ Know that they must have a valid driver's license.
- ✓ Agree to report all traffic violations to the employer in writing.
- ✓ Understand that they must not operate a vehicle while under the influence of [drugs or alcohol](#).

### HOURS OF WORK

- ✓ Be informed of and understand the hours of work regulations.
- ✓ Be aware that they are responsible for complying their hours with those regulations.
- ✓ Agree to submit records of all on duty hours accumulated while working for M.L. Judson Trucking Ltd. as well as other companies.

### PRETRIP INSPECTIONS

- ✓ Be aware of the pre-trip inspection requirements and understand them.
- ✓ Perform a [pre-trip inspection](#) before operating any vehicle.

### LOAD SECURITY

- ✓ Understand and comply by load security regulations.

## Acknowledgment and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Safe Driving Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Log Book Policy</b>	4	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-114</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to provide our employees with a set of guidelines to ensure compliance with DZ or AZ Licence regulations.

## Guidelines

At M.L. Judson Trucking we require all employees that carry a DZ or AZ licence to do a log book entry for every day that they are employed here.

The top copies of these entries from your log book should be submitted to the office daily. If unable to do so because of the location of the job, they should be submitted as early as possible.

### Driver Log

A driver must make a daily written log that shows all off duty, sleeper berth, driving and on duty (not driving) time, using a continuous line drawn on a 24-hour grid. The log must be complete to the most recent changes in duty status and must show:

- The driver's name.
- The co-driver's name, if there is a co-driver. (Each driver must make his own log book entry)
- The total time spent in each duty status during the day. (Totaled to 24)
- The city, town, village, or highway location and the province or state where the driver's duty status changes.
- The odometer reading recorded by the driver for each commercial motor vehicle he or she drives at the start of each driving period of the day.
- The total distance driven by the driver.



- The licence plate number or unit number of each commercial motor vehicle driven and each trailer drawn by the driver.
- The date and the driver's signature.

### **Hours of Work Regulations**

A driver may not drive a truck or bus after:

*Having driven for 13 hours, or  
Having been on duty for **14** hours,*

without first taking **10** consecutive hours off duty.

A driver shall record his hours strictly following the 70-hour work cycle.

A driver may not drive a truck or bus after having been on duty for,  
**70** hours in 7 consecutive days

To reset:        36 consecutive hours off duty

*\*\*when figuring your hours of work - remember to add driving and on-duty, not just driving hours - this total is the number you use to calculate your available hours for the next day\*\**

### **Record Retention Policy**

RE: Log Book + Heavy Equipment Daily Check

It is the policy of M.L. Judson Trucking Ltd. that these records be retained for 6 months.

### **Overtime**

The general overtime rule does not apply to employees at M.L. Judson Trucking Ltd. As the company is designated as a road building classified company, employees are entitled to overtime pay for hours of work over 55 hours per week.

Ltd. averaging of hours over two successive work weeks within a pay period is permitted without the approval of the Director of Employment Standards of Ontario.

***\* This means that if you work 70 hours in your first week of your pay period, and 45 hours in the second week, you are entitled to 5 hours of overtime pay, not 15. \****

### **Payroll Information**

Employees will be paid bi-weekly for the two-week period starting on Sunday and ending on Saturday. Payroll cheques will be issued on the first office working day following the close of the pay period.

Employees are required to submit their time by 8 am on the Monday following the final Sunday of our pay period. If an employee's time is not submitted by the deadline, a one-week hold will be put on his pay. If the employee's time is not submitted within 24 hours after the deadline, their pay will be held for a longer period at the owner's discretion. Multiple late time submissions may result in further discipline, at the owner's discretion.

All employees will be paid by check payable to the employee only, and not to third parties, unless previously arranged, and checks will be given only to the employee unless direct deposit is offered and chosen. M.L. Judson Trucking Ltd. will not pay any employee in cash, nor will the Company cash any employee payroll or personal check. Advances on pay will generally not be made, except in the Company's discretion for emergency situations.

M.L Judson Trucking Ltd. pays vacation pay to each employee on each cheque.

### **Freedom of information**

Under the *Freedom of Information and Protection of Personal Privacy Act (Ontario)*, employees must consent to personal information to be held by M.L. Judson Trucking Ltd. This consent is given to provide the necessary information required to perform your job legally at M.L. Judson Trucking Ltd.

- Social Insurance Number
- Address
- Phone Number(s)
- Work history
- Email Address

### **Company Vehicles**

It is the policy of the Company that no Company vehicle will be used for personal business and no personal vehicle for Company business, except when specific approval is given by the employee's supervisor or the owner.

If a vehicle breaks down, do not leave it abandoned on a highway or street. It is your responsibility to have it towed to a safe place.

Do not authorize major repairs without approval from the owner.

Employees shall not possess, transfer or consume alcoholic beverages or controlled substances in motor vehicles at any time while on Company business regardless of whether they are driving or not driving or whether they are using Company or personal motor vehicles. Violations of this policy may result in discipline, up to and including termination.

Drivers of Company vehicles must observe all speed limits and traffic safety rules. Any moving violation will be paid by the driver of the vehicle. Repeated moving violations will result in termination. In case of an accident, in general, give the other driver or law enforcement authority your name, your driver's license number and insurance information.

The driver of our vehicle is to report the other driver's information at the earliest possible time to the office. The information the driver should obtain includes:

- Name of the other driver.
- Driver's license number of the other driver.
- The license plate number of the other vehicle.
- The other driver's insurance company and policy number.

If a police report is made, obtain the police report number and notify the office.

When asked a specific question, give a specific answer. Be courteous, but at no time are you, or anyone with you in the vehicle at the time of the accident, to make any statement regarding the cause of the accident, or to make any statement regarding anyone's culpability or fault.

If you receive a ticket for causing the accident, accept it graciously, but say nothing about whose fault the accident was. Everyone must be careful not to say anything that could be harmful to the Company or the driver. Fault will be determined at a later time.

### **Travel Reimbursable Expenses**

Employees will be reimbursed for reasonable expenses incurred while on pre-approved business travel for M.L. Judson Trucking Ltd. All reimbursable expenses must be supported by receipts.

### **Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Log Book Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# Driver Risk Assessment Checklist



## Section One

In section one, specify if this step of the Risk Assessment has been completed in consultation with the Risk Assessment Policy. If this step has been completed, place a corresponding N or Y in the second column. The third column is providing to include additional information or explanation. If a risk has been identified, include the information in section two and proceed with the directions.

Document Review	Y/N	Additional Information
Policies		
Procedures		
Worker training records		
Past incident reports		


Workplace Audit	Y/N	Additional Information
Risks associated with similar workplaces		
Risks associated at M.L. Judson Trucking Ltd Workplace		
Any other prescribed elements that could be risk factors		
Employee survey and/or interview		

## Section Two

In section two list the risk identified in the risk assessment in column one. In column two, list the risk ranking as detailed in the Risk Assessment Policy. In column three, include the specific location of the identified risk. Finally, in column four, list the measures of control used to mitigate identified risk. Types of controls will be dependent on level of risk as outlined in the Risk Assessment Policy.

Identified Risk	Risk Ranking (0 – 15)	Location	Control(s) Implemented
Driving alone	11	Between locations driving alone for (X) minutes.	Check in system to ensure they have reached their destination as well as a two way hands free communication system to call their home branch in case of emergency.
Pumping gas at night	10	Unknown Locations	Drivers are advised to fill up with gas whenever possible in daylight hours.

*Risk assessments should be performed annually or whenever there has been a change in procedures.*

	Subject:	No. of Pages:	Effective Date:
	<b>Working Alone Policy</b>	4	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-115</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to the health, safety, and well-being of our employees, and will strive to ensure that all appropriate safeguards are enacted to protect our employees who must work alone or in isolation. This policy has been adopted to provide a consistent approach to this type of work.

## Definitions

Work alone: To work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness, or emergency.

## Guidelines

### Working Alone Safely

Whenever a worker is required to work alone, M.L. Judson Trucking Ltd. shall:

- First conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work;
- Establish an effective means of communication (telephone, radio, etc.) between the worker and persons capable of responding to their needs; and
- Visit the worker as appropriate if an effective means of communication is not practicable or available at the worksite.

To ensure the ongoing safety of our employees, M.L. Judson Trucking Ltd. shall:

- Take all reasonable steps to eliminate any hazards identified;
- Take all reasonable steps to control any hazards that cannot reasonably be eliminated;
- Communicate the findings of the hazard assessment in writing to all affected employees;
- Provide employee training and education to limit the dangers of working alone;
- Investigate all accidents or incidents, and take all reasonable steps to prevent a re-occurrence;
- Report all situations, incidents, or near misses where being alone increased the level of inherent danger to the situation, and make appropriate reasonable changes.
- Avoid scheduling alone work whenever possible, especially where a distinct level of risk is recognized; and
- Schedule higher risk work to be done during regular business hours, or when another worker capable of helping in an emergency is present.

## **Workplace Hazard Assessment**

M.L. Judson Trucking Ltd. will perform a thorough workplace hazard assessment for any locations or situations where our employees may be required to work alone. The workplace hazard assessment will investigate the following issues, and identify practicable solutions to ensure the safety of our employees.

### Length of time the employee must work alone

- Determine the length of time the worker must work alone, and establish reasonable limitations for the duration of this type of work;
- Determine whether or not it is reasonable or safe for the employee to work alone, given the situation or location required;
- Examine the length of time the worker will require to perform the necessary task;
- Determine the legalities of the type of work performed alone (e.g., restrictions on working in a confined space, or performing lock-out operations); and
- Identify the time of day the worker will be required to work alone.

### Communication

- Determine the methods of communication that are available;
- Determine the most appropriate form of communication; and
- Ensure that all emergency communication systems are in proper working order.

### Location of work

- Examine the location of the workplace or job site to establish whether or not it is remote or isolated;
- Establish any physical or elemental hazards associated with the location;
- Examine the security features of the workplace (e.g., security cameras and alarms) to ensure the safety and well-being of the worker;
- Where possible, ensure the employee is in a position of high visibility;
- Ensure that all windows are clear to provide maximum visibility;
- Determine the accessibility of the workplace to any potentially necessary emergency services;
- Determine any necessary transportation requirements to ensure the worker safely arrives at the workplace or job site (where appropriate); and
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (e.g., up-to date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency supplies (e.g., spare tire with tools and first aid kit), has a method of communication (e.g., cellular phone), and available roadside assistance.

### Type of work

- Establish the appropriate levels of training and education necessary to safely perform the work;
- Ensure that any M.L. Judson Trucking Ltd. employee assigned to perform the work alone has received the appropriate levels of training and education;
- Determine the appropriate forms of personal protective equipment required, and ensure that they are readily available and in good working order, and that the worker has been properly trained in their use;
- Determine any machinery, tools, or equipment that will be necessary to perform the work;



- Determine the level of risk associated, to determine whether or not it is safe to allow a worker to perform the work alone;
- Establish any potential factors of fatigue that may affect the safety of the worker and their quality of work; and
- Ensure that the employee has received the appropriate levels of training and education required to perform the work alone; and
- Establish the employee's level of personal health to minimize potential health hazards associated with working alone (e.g., a pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

### Check-In Procedure

To ensure the safety of employees that must work alone, M.L. Judson Trucking Ltd. uses the following check-in procedure:

- Management employees are responsible for the preparation of a daily work plan to establish the location of the employee who is working alone, and the duration of time they must work alone;
- Management employees must ensure that a communication device for the employee to check in with is readily available and in a convenient location;
- Define the appropriate intervals of time for the employee working alone to check in;
- Any M.L. Judson Trucking Ltd. employee who must work alone shall check in either visually or using an approved communication device at regular intervals, as established in the daily work plan;
- Ensure that the schedule of visual or communication-based check-in is adhered to with a written log for documentation purposes;
- Identify an employee to act as the main point of contact for the employee working alone (buddy system), as well as a back-up;
- Establish a code word for use when the employee requires emergency assistance; and
- Develop an emergency action plan to be followed if the employee working alone does not check in on schedule.

### **Travel Alone**

M.L. Judson Trucking Ltd. will provide safety mechanisms for employees who must travel alone in the following manner:

- M.L. Judson Trucking Ltd. employees who must travel alone shall use the check-in procedures to ensure their ongoing communication with M.L. Judson Trucking Ltd.;
- Communication devices (e.g., cellular telephone or two-way radio) will be provided to ensure that the employee can check in at appropriate intervals;
- A travel plan will be created for each instance of employee travel that provides details pertaining to the proposed destination, estimated time of arrival, return time or date, contact information, mode of travel, and alternate plans in the event of bad weather, traffic problems, etc.;
- Training and education to ensure that employees travelling alone are capable of evaluating and avoiding potential risks or hazards; and
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (e.g., up-to date maintenance and adequate levels of fuel), has proper levels of insurance, is equipped with emergency

supplies (e.g., spare tire with tools and first aid kit), has a method of communication (e.g., cellular phone), and available roadside assistance.

### **Hazardous Work**

- Wherever reasonably practicable, M.L. Judson Trucking Ltd. will avoid requiring employees to perform hazardous work alone, and will schedule this type of work to be completed during normal work hours, in the presence of other workers.
- Where it is necessary to perform hazardous work alone, workers will be required to use the check-in procedure, and communication devices (e.g., cellular telephone or two-way radio) will be provided to ensure that the employee can check in at appropriate intervals.
- Training and education will be provided to ensure that the worker is knowledgeable in the proper safe work practices, use of personal protective equipment, use of all required machinery and tools, as well as hazard identification and hazard avoidance.
- Personal protective equipment, required tools and machinery, and first-aid supplies will be supplied.

### **Acknowledgment and Agreement**


I, \_\_\_\_\_, acknowledge that I have read and understand the Working Alone Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Ladder Safety Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-116</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to provide procedures that meet and/or exceed the requirements of occupational health and safety legislation in ensuring the consistent protection of all M.L. Judson Trucking Ltd. employees when using ladders.

## Guidelines

Ladders are used for access and inspections where 3-point contact can be maintained at all times.

Ladder accidents are attributed to the unsafe use of ladders as well as using unsafe ladders!

To avoid accidents with portable ladders:

- select the right ladder for the job situation;
- inspect the condition of the ladder before using it;
- inspect the job-site for overhead wires, obstructions, and solid surfaces;
- use the ladder as it was designed to be used;
- remove material and debris away from the base of the ladder;
- set the ladder one foot out for every three or four feet up, and secure the base;
- ensure that the rails of the ladder extend one meter above the landing or point of contact;
- clean the soles of your footwear before climbing the ladder;
- face the ladder when climbing or descending the maintain 3-point contact;
- keep your centre of gravity between the side rails;
- tie-off the ladder at the point of contact;
- hoist tools and materials to the job-site;
- use fall protection as appropriate (e.g. tie-off to the structure when above 3 meters, use climbing devices on fixed vertical ladders, etc.).

## Procedures

1. Supervisors shall provide safety training and education about fall protection for employees required to use ladders and fixed access structures.
2. Employees shall evaluate their requirements for safe access to work assignments and shall consult supervisory personnel as necessary.
3. Ladders and fixed access structures shall be inspected for safety before use.
4. Fixed access structures shall comply with Ontario Ministry of Labour data sheet 2-04.

5. All portable ladders shall be CSA-approved and rated "industrial heavy duty" or "industrial extra-heavy duty".
6. Employees climbing and working from ladders shall maintain 3-point contact with the ladder.
7. Straight ladders used for access shall be secured at the base and at the point of contact.
8. Fall arrest systems shall be installed and used on all fixed vertical ladders exceeding 3 meters.
9. Defective ladders shall be taken out of service, tagged for repair, or scrapped.
10. Wooden ladders shall not be painted.
11. Ladders and fixed access structures shall be repaired only by qualified personnel.
12. Special purpose ladders and work platforms shall be used in accordance with the manufacturer's directions and only for the applications intended.

**Personal Protective Equipment (PPE)**

All M.L. Judson Trucking Ltd. employees that are required to work using ladders will be required to wear appropriate PPE, as outlined in our [Fall Protection Policy](#). PPE used will include, but is not limited to; hardhats, steel toed boots, harnesses, safety glasses, and work gloves.

M.L. Judson Trucking Ltd. employees working below or around laddering will be required to wear hardhats, safety glasses, and steel toed boots.

**Safe Ladder Use**

- DO NOT use damaged parts that affect the strength of the ladder.
- DO NOT work on ladders when feeling weak, sick, or dizzy.
- DO NOT work while leaning away from the ladder.
- DO NOT alter the ladder.
- DO NOT move a ladder horizontally while workers are on it, unless it is a mobile ladder and the proper procedures are followed.
- DO NOT work on ladders covered with snow, ice, or other slippery materials.
- DO NOT erect, use, alter, or move ladders within 12 feet of overhead power lines.
- DO NOT work on ladders in bad weather or high winds unless the competent person decides that doing so is safe.
- DO NOT use ladders, boxes, barrels, or other makeshift materials to raise your work height.
- DO NOT put more weight on a ladder than it is designed to hold.

**Acknowledgment and Agreement**


I, \_\_\_\_\_, acknowledge that I have read and understand the Ladder Safety Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Fall Protection Policy</b>	4	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-117</b>	_____ Individual/Department

## Intent

The Industrial Establishment Regulation and Construction Projects Regulation under the *Occupational Health and Safety Act* specify fall protection requirements where employees are exposed to significant risk of injury due to falling. The use of alternative work procedures, temporary or permanent barriers, safety nets, or travel restraint systems may be used to eliminate the requirement for fall arrest. Where possible, it is preferable to implement a system whereby fall arrest equipment is not required to ensure the safety of the worker. This policy establishes guidelines to protect workers from the dangers of falling, and to ensure that M.L. Judson Trucking Ltd. meets its legislated requirements.

In instances where suspended access equipment or ladders are used, additional guidelines may apply. M.L. Judson Trucking Ltd. will ensure that the applicable legislated health and safety guidelines are adhered to in all situations.

## Definitions

**Anchor point** – A secure point of attachment for lifelines, lanyards, or deceleration devices, which is independent of the means of supporting or suspending the employee.

**Barriers** – Guardrails, parapets, and warning flags can be used as barriers. These may be temporarily or permanently affixed to the work area. These barriers must be at least 900 mm (3 feet) in height. This definition is recognized by the CSAO.

**Fall arrest system** – An assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a worker’s fall, consists of a full-body harness with back-mounted D-ring, a shock-absorbing lanyard, a lifeline, connecting hardware, and anchorage point.

**Risk of falling** – Where a worker must encroach within 2 metres (6 feet 6 inches) of an unprotected edge, as defined below, the risk of falling is hereby recognized.

**Travel restraint system** – An assembly of components capable of restricting worker’s movement on a work surface and preventing the worker from reaching a location from which he or she could fall, equipment designed to keep a person away from the location of the fall hazard, a mechanism which restricts the movement of a worker on a work surface, consists of a full-body harness, a lifeline or retractable lanyard, and an anchorage point.

Unprotected edge – A roof or other work location where the risk of falling (as defined above) more than 3 metres (10 feet) or into hazardous substances, operating machinery, or water exists, and which is not protected by means of guardrail, parapet, or similar structure of a height of 900 mm (3 feet), will be considered an unprotected edge. This may include but is not limited to the perimeter of a roof, opening in a floor, elevated work platform (catwalk), etc.

## Guidelines

### **Mandatory Fall Protection**

#### When Fall Protection Is Required

All supervisors and workers must make themselves familiar with Section 26 of the Construction Projects Regulation, which outlines the circumstances where fall protection is required. In addition, all supervisors must abide by the regulation and any other applicable legislation at all times.

Fall protection must be used where a worker is exposed to any of the following hazards:

- Falling more than 3 metres;
- Falling more than 1.2 metres, if the work area is used as a path for a wheelbarrow or similar equipment;
- Falling into operating machinery;
- Falling into water or another liquid;
- Falling into or onto a hazardous substance or object; or
- Falling through an opening on a work surface.

In certain circumstances, employees must be protected from falls of less than 3 metres. Section 26.3 of the Construction Projects Regulation states that:

26.3(1) Despite paragraph 1 of section 26, a guardrail system that meets the requirements of this section shall be used if a worker has access to the perimeter or an open side of any of the following work surfaces and may be exposed to a fall of 2.4 metres or more:

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

When an employee is at risk of falling through an opening in a work surface, M.L. Judson Trucking Ltd. Ltd. will ensure that one of the following two precautions are in place:

- A guardrail system that meets legislative requirements; or
- A protective covering that:
  - Completely covers the opening;
  - Is securely fastened;
  - Is adequately identified as covering an opening;

- Is made from material adequate to support all loads to which the covering may be subjected; and
- Is capable of supporting a live load of at least 2.4 kilonewtons per square metre without exceeding the allowable unit stresses for the material used.

M.L. Judson Trucking Ltd. Ltd. will ensure that all legislative requirements are met if any of the above conditions exist, and that employees are appropriately protected from the danger of falling.

### Type of Fall Protection Required

Section 26.1 (1) and (2) of the Construction Projects Regulation states that:

26.1 (1) A worker shall be adequately protected by a guardrail system that meets the requirements of subsections 26.3 (2) to (8).

(2) Despite subsection (1) if it is not reasonably possible to install a guardrail system as that subsection requires, a worker shall be adequately protected by at least one of the following methods of fall protection:

1. A travel restraint system that meets the requirements of section 26.4.
2. A fall restricting system that meets the requirements of section 26.5.
3. A fall arrest system, other than a fall restricting system designed for use in wood pole climbing, that meets the requirements of section 26.6.
4. A safety net that meets the requirements of section 26.8.

M.L. Judson Trucking Ltd. Ltd. will ensure that any safety equipment as listed above meets legislated requirements for design and use.

Always remember that if you are not certain of what type of fall protection is required for a particular situation, ask your supervisor for direction.

### **Procedures**

The following procedures are designed to reduce to the greatest extent possible the risks of employees suffering injuries due to falls.

- Where possible, attempts will be made to remove the risk of falling by use of barriers, guardrails, safety nets, or altering the work procedure so as to eliminate the need to encroach an unprotected edge as defined above.
- Where it is not possible to eliminate the risks outlined above, travel restraint options will be investigated and used where appropriate.
- Where travel restraint options are not appropriate or feasible, fall arrest systems will be employed.
- Prior to any worker using a fall arrest system or a safety net, M.L. Judson Trucking Ltd. Ltd. shall develop written procedures for rescuing the worker after their fall has been arrested.

## Equipment

Sections 26.4, 26.5, and 26.6 of the Construction Projects Regulation establish the requirements for travel restraint systems, fall restricting systems, and fall arrest systems. These sections require that:

- M.L. Judson Trucking Ltd. ensures that appropriate equipment is available to workers, and that it is used and maintained in accordance with legislated requirements.
- Workers must check that all travel restraint and fall arrest equipment are CSA-approved, inspected by the worker before use for signs of damage, and must be found to be in good working order.
- M.L. Judson Trucking Ltd. ensures that all travel restraint and fall arrest equipment is appropriately inspected before each use, and that records are kept of inspection reports.
- Every fall arrest system must be inspected and maintained after each and every use to make sure there are no cuts or frayed areas in the equipment.
- If a fall occurs, all components of the fall arrest system must be removed from service and inspected.

## Training

M.L. Judson Trucking Ltd. will meet all requirements relating to training as laid out in the Industrial Establishments Regulation, the Construction Projects Regulation, and any other applicable legislation. To achieve this, M.L. Judson Trucking Ltd. will ensure that:

- All employees attend training on regulatory requirements and the proper use of full body harnesses, lanyards, and anchor points.
- Employees who may use a fall protection systems will receive “Working at Heights” training delivered by a certified training provider, as well as adequate training and adequate oral and written instructions, delivered by a competent person, on proper use of the specific fall protection system to be used.
- Any employee who may use a fall protection system is trained on its use and is given adequate oral and written instructions by a competent person.
- Appropriate written records of all fall protection training given to employees is maintained.
- Training records will be made available to an inspector upon request.

## Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Fall Protection Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.


Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>Personal Protective Equipment (PPE) Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-118</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to the health and safety of its employees and, as such, has created this policy on personal protective equipment (PPE). PPE is legislatively required and can prevent many workplace injuries. This policy must be observed at all times when working in areas requiring PPE.

## Definitions

### Prescription Safety Glasses

Employees shall wear eye protection which meets or exceeds the Canadian Standards Association (CSA) standard Z-94.3-M88 whenever they are exposed to the potential of hazardous substances or flying particles. Eye protection which meets or exceeds ANSI standard Z87.1 is also acceptable.

### Prescription Flash Goggles

When working on live electrical equipment, scratch resistant clear polycarbonate lenses or CR-39 (plastic) lenses with ultraviolet (UV 400) are acceptable in all light conditions.

However, if employees choose to wear shaded lenses during bright conditions, those lenses must have a maximum shade rating of 1.7, combined with ultraviolet protection. (NOTE: EUSA recommends that you do not wear shaded lenses when working in low light conditions (e.g. night time or low light indoors).

### Safety Boots

- a. Have a box toe that will protect workers' toes against injury due to impact, and capable of resisting at least 100 joules impact.
- b. Have a sole or insole that will protect workers' feet against injury due to puncture, and capable of resisting a penetration of 1.3 kilotons when tested with a 50 mm common nail.

### Hard Hat

Must be CSA Class "B".

### Hearing Protection

Must be suitable in order to reduce the sound level exposed to the requirements of the OHSA.

## Guidelines

- All employees, guests and visitors must wear CSA-approved safety glasses, CSA safety boots, long trousers, long-sleeve shirts, CSA-approved hard hats, and/or any other specialty PPE as appropriate for the job completed.
- All PPE used by this company will comply with the requirements of occupational health and safety legislation.
- All PPE used by this company will be stored and maintained in accordance with manufacturer's instructions and requirements.
- All PPE that is damaged, broken or in need of service or repair must be removed from service immediately.
- All PPE that has been taken from service will be tagged "OUT OF SERVICE." Any PPE tagged "OUT OF SERVICE" will not be used again until repaired and inspected by a qualified person.
- The company will maintain inspection and service logs for specialty PPE.
- No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or occupational health and safety legislation.

## Responsibilities

### Management Responsibilities:

- Management shall ensure that employees are using the appropriate PPE.
- All employees shall be trained on the use and inspection of all PPE they may be required to use.
- Management will not allow any employee to perform their duties without PPE or with damaged PPE.

### Employee Responsibilities:

- Employees must follow all guidelines as outlined above. Specifically, they must wear all required PPE when in designated areas.
- PPE must be inspected at the time of issue and before each use by the employee.
- Any PPE that does not pass inspection must be reported to a supervisor.
- Employees may not continue regular duties until they have been reissued the correct PPE.
- Employees must report any unsafe behaviours or potential hazards they see in the workplace to a supervisor.
- Employees may never under any circumstances modify or change a PPE. Uncomfortable PPE may be due to lack of fit and additional fit testing may be required.

## Personal Protective Equipment Requirements

- The wearing of CSAO approved safety **footwear** shall be a requirement whenever the employee is exposed to the danger of injury to his/her toes or feet, this includes all drivers, operators, mechanics, and labourers.
- The wearing of CSAO approved **safety glasses** shall be required whenever the employee may be exposed to the dangers of hazardous substances, or flying particles, or intense flash.
- The wearing of **flash goggles** shall be required whenever the employee may be exposed to electrical flash.

- The wearing of CSAO approved **head protection** shall be required whenever the employee may be exposed to the possibility of falling objects or accidental contact with live apparatus.
- The wearing of CSAO approved **ear protection** shall be required whenever the employee is exposed to noise levels in excess of the levels allowed under the Occupational Health and Safety Act.
- The wearing of **other** protective devices shall comply with legislative and safety association requirements; e.g. Tear-away reflective vests for labourers; CSAO approved leg protection when operating power saw.

**\*The safety information contained within this policy does not take precedence over occupational health and safety legislation.**

### Acknowledgment and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Personal Protective Equipment (PPE) Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	Cold / Inclement Weather Policy	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-119</b>	_____ Individual/Department

## Intent

The purpose of this policy is to outline M.L. Judson Trucking Ltd. procedures during cold/inclement weather situations.

## Guidelines

In the event of either extreme cold weather conditions, extreme inclement weather conditions or a combination of both, M.L. Judson Trucking Ltd. may elect to close operations for the day, and re-open when it is deemed safe to do so.

In the event of a closure due to weather conditions, M.L. Judson Trucking Ltd. employees will be contacted to inform them of the decision to close and this will be done with as much advanced notice as is possible. Employees will be contacted at the phone number(s) that they have provided to management in their Employee Contact Information Sheet.

In the event of a closure due to weather conditions, employees will be expected to arrive at work the following day, unless notified otherwise. Unless notified otherwise, or pending a police ordered road-closure, employees of M.L. Judson Trucking Ltd. are expected to arrive, on-time, for regularly scheduled work.

In the event that road conditions, or weather conditions, create a situation where the employee deems it unsafe to report to work for their regularly scheduled shift, the employee should use his/her own judgment. In this event, the employee will be expected to contact his/her immediate supervisor, or management to inform them of their absence due to weather conditions.

## Acknowledgment and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Cold / Inclement Weather Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Lifting and Material Handling Policy</b>	2	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-120</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted the following procedures for lifting and handling materials in an effort to ensure the ongoing health and safety of our employees, and to minimize the incidence of musculoskeletal injuries (MSI) in the workplace.

## Guidelines

### Examination of Materials

Prior to the manual lifting, pushing, pulling, handling, carrying or transportation of any materials that may cause strain or injury, the employee must examine the material and determine the:

- Approximate weight of the load;
- Size and shape of the load;
- Distance that the load must be physically moved, either manually or with the assistance of a device; and
- Best possible solution for moving the load.

In the event that a load is determined to be either too heavy or awkward to move manually, or where a device that could reasonably move the load is either unavailable or non-existent, the employee must consider alternate methods for moving the load. This may be done using the following techniques:

- Where possible, remove elements of the load to divide the weight, and move it in parts to reduce the potential of injury;
- Obtain assistance from other employees in moving the material(s); and/or
- Identify and review the methods for performing the necessary tasks, and revise where possible.

### Lifting

Employees should adhere to the following guidelines when lifting:

- **Maintain the natural curvature of your lower back.**
  - Note that when you are standing straight, your lower back has a natural curve, creating a slight hollow at the small of the back. When lifting, lowering or moving a load, try to maintain the curve as your spine and back are their most stable in this position.
- **Use your core strength.**
  - By contracting your core abdominal muscles when lifting, lowering or moving materials, your body will naturally be more rigid and stable, reducing the incidence of injury.

- **Avoid twisting.**
  - By twisting your back, stability is decreased, as you are unable to use the major muscles of your spine and core, and increase the probability of injury.
- **Hold the load close to your body.**
  - By holding materials/loads close to your body, you can avoid awkwardly bending over, and can use the major muscles in your body. Where appropriate, utilize protective clothing or PPE to avoid injuries that may occur as a result of holding sharp, dirty, hot, or cold objects close to the body.

**Pushing and Pulling**

Employees should adhere to the following guidelines when pushing or pulling:

- Whenever possible, loads should be pushed rather than pulled.
- Pushing a load is easier as the human body is able to generate greater force when pushing as opposed to pulling, and you can lean your entire body weight into the load where necessary.
- Where a load is pulled, you increase the risk of injury due to:
  - Running over the feet/ankles, or being struck by carts or trolleys;
  - Strain injuries caused by pulling a load while facing the direction of travel, placing the shoulder and back in an awkward posture;
  - Potential injuries caused due to an inability to see where you are going while pulling and walking backwards.
  - Where possible, use an appropriate transportation device (trolley, cart, wheelbarrow, etc.) to push a load.

**Acknowledgment and Agreement**


I, \_\_\_\_\_, acknowledge that I have read and understand the Lifting and Material Handling Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Equipment Pedestrian Policy</b>	1	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>H-121</b>	_____ Individual/Department

## Intent

This Policy is designed to ensure pedestrian safety in work areas where heavy equipment is operated.

## Guidelines

**Right of Way** -While it is true that industrial pedestrians have the right of way, just as you do on the city streets, this rule should never be solely relied upon to ensure safety. Would you step out in front of a speeding automobile and automatically assume they will stop merely because you have the right of way? Incidents involving pedestrians and mobile equipment have dramatically increased in industrial settings. As pedestrians, we need to adhere to the following guidelines:

- Never Assume that an Equipment Operator Can See You as front load vehicles have less than ideal visibility. When driving forward the operator’s field of vision can be obstructed. A pedestrian can easily be lost from the operator's field of view.
- Always Watch Out for the Rear-End Swing – some equipment is designed so that the back wheels do the steering. Be extremely careful when working around equipment and maintain a safe distance of 6 feet between you and the machinery.
- Never Approach, Pass or Walk Around machinery until you have the Operator's Attention, and they have signaled you - The operator may not have seen you if you were out of the operator's field of view. Equipment is often noisy and this restricts the operator’s ability to hear you and to communicate. Even when speaking loudly an operator may not be aware that you are approaching.
- Never Assume That There Is No Equipment Nearby Because You Can't Hear One. Make it a habit to look behind you periodically for approaching equipment and always look behind you before changing direction of walk.
- Always Stand Clear of the Fall Zone When a Load is Raised - Raising a load can affect the stability of equipment. Maintain a distance away from the lift truck of twice the height of the load being handled.
- Be Safe and Walk Defensively!

## Acknowledgment and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Fall Protection Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Safe Machine Operation Policy</b>	2	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-122</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to provide consistent protection of all M.L. Judson Trucking Ltd. employees when using heavy equipment.

## Guidelines

- Before starting the machine indoors make sure proper exhaust ventilation is available to remove deadly exhaust gases. Move the machine outdoors as soon as possible to reduce the hazard of inhaling exhaust gases.
- Sit in the operator's seat while operating any controls.
- During operation check instruments and warning lights frequently.
- Stay alert and be aware of what you are doing. Do not operate a machine when you are fatigued. Use common sense.
- Use the machine only for its intended purpose.
- For your safety, read the operator's manual carefully and follow all instructions and precautions.
- Know the location of underground cables, water mains, gas lines, etc. A broken gas line or electrical cable could cause personal injury or death.
- Keep head, limbs, and body inside the operator's compartment at all times. There is a chance of being injured by hazards outside the operator's compartment.
- Avoid operating too close to an overhang, deep ditch, or excavation as the machine's weight may cause the edge to collapse and result in personal injury.
- Keep the work area free from obstructions. Check the work area for hazardous conditions.
- Be alert for soft ground conditions, especially when working on slopes, near drop offs, or excavations, or on fill material. A soft area could lead to sudden tipping of the machine.
- Turn on the machine's lights at night and in times of poor visibility to see and be seen.
- When loading trucks, be careful not to hit the truck with the bucket. Trucks should be loaded from the driver's side whenever possible. When the truck is being loaded be sure that the driver either stays in the cab or well away from the truck. If the driver is out of the truck, make sure that he is out of harm's way. Do not swing a load over the heads of other workers.
- Never carry passengers. Only the operator should be in the machine when it is moving.
- Maintain a clear view of the work and travel areas. Keep windows and mirrors clean and in good repair. Look in the intended travel direction, checking that no personnel or other equipment will interfere with the machine's work pattern.



- Do not operate if exposed personnel enter the immediate work site.
- Know the traffic flow patterns of the job site. Obey flag persons, signs, and signals.
- Select the proper gear before starting on a downhill grade. When proceeding downhill, never shift the transmission into neutral. The machine could proceed out of control or damage could occur to the power train when the transmission is shifted into gear.
- Do not use the transmission disconnect brake pedal when travelling fast or going downhill because this shifts the transmission into neutral. Loss of control or damage to the power train could result when the pedal is released and the transmission re-engages.
- Avoid side hill travel whenever possible. Drive straight up and down the hill. If the machine starts slipping sideways, turn downhill immediately and lower the bucket. There is no substitute for good judgment when working on a slope. Slope operation should be limited by ground and traction conditions, the load being carried, and the speed of the machine.
- Excessive speeds can be hazardous. Control the speed with the brakes. Avoid crossing obstacles such as logs, rocks, ridges, curbs, and railroad tracks. If unable to avoid these obstacles, reduce your speed and cross at an angle.
- Never use the bucket as a brake except in an emergency. The bucket could catch on the ground and bring the machine to an abrupt halt. This sudden stop could cause serious injury.
- Carry the bucket low for maximum visibility and stability when travelling. Use extra caution when moving with the bucket raised. The stability is reduced as the bucket is raised.
- Stop, look, and listen before proceeding onto a roadway. Stay on the right side of the road. Keep the machine as close to the side of the road as possible to leave room for oncoming and passing vehicles.
- Avoid parking on a slope because unexpected machine movement may occur. If necessary to park on a slope, park at a right angle to the slope and block the tires.
- Never leave the machine with the engine running or the bucket raised. When parking the machine, shut off the engine, lower the bucket to the ground, lock the transmission shift lever in neutral, apply the parking brake, turn off the electrical system disconnect switch, and remove the key. Always lock the machine when leaving it unattended.
- Attempt to park the machine in a non-traffic area. If parking in a traffic area is unavoidable be sure to use appropriate flags, barriers, cones, and warning devices.
- Never get on or off the machine when the machine is running.
- Do not jump on or off the machine.
- Keep two hands and one foot or two feet and one hand in contact with the steps and handholds at all times. (3 points of contact)
- Place objects on machine from ground level before climbing on.
- Always face the machine when climbing on or off to reduce the chances of slipping and injury.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Safe Machine Operation Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Lockout / Tagout Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-123</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to the health and safety of all of its employees. M.L. Judson Trucking Ltd. has adopted this policy to prevent accidents which might otherwise occur during servicing, repair or maintenance of equipment or machinery. This policy has been written in accordance with Ontario's [Ministry of Labour and the Occupational Health and Safety Guidelines](#).

## Definitions

Energy Isolating Device - a device used to ensure that power or energy cannot flow through to a piece of machinery or equipment. Some examples of these devices are: a disconnect switch, circuit breaker, manually operated valve, or blind flange.

## Guidelines

There are many types of potentially hazardous energy including, electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. This Policy is designed to ensure all employees of M.L. Judson Trucking Ltd. are aware of the preventative measures in place to avert the accidental release of this type of energy. All such forms of this energy must be locked out, blocked or released to ensure that machinery or equipment does not turn on or move during the installation, servicing, repair or maintenance.

### General Responsibilities

M.L. Judson Trucking Ltd. employees who perform maintenance activities on equipment must be provided with training on the company's lockout / tagout program. Employees who work in areas in which lockout / tagout procedures may be required shall be provided with awareness training.

M.L. Judson Trucking Ltd. will determine which energy isolating devices apply to the equipment / machinery being locked out. M.L. Judson Trucking Ltd. will ensure that employees know which energy sources need to be controlled.

When equipment / machinery are to be locked out, M.L. Judson Trucking Ltd., supervisors and employees are to follow the following lockout principles:

- Pre-plan for the lockout by identifying all energy sources and switches.
- Procedures must be written and followed for equipment access, lockout / tagout, clearance, release and start-up.
- Notification of lockout must be given to affected works.

- Equipment / machinery should be shut down by normal means (i.e. turning switches to the off position, closing valves, etc.).
- Equipment / machinery will be isolated from energy source by disconnecting or blocking the energy source.
- M.L. Judson Trucking Ltd. will lock and tag the energy isolating device in which the worker has control over; a tag indicating that the equipment / machinery has been shut down will be placed upon it.
- Workers will ensure that all energy sources have been isolated prior to working on the equipment / machinery.
- When the work is complete, the worker must release the equipment / machinery from lockout.
- The worker must test the equipment / machinery to ensure it is running correctly prior to the equipment / machinery being used normally.

M.L. Judson Trucking Ltd. workers are prohibited from undertaking any work on equipment unless the equipment is fully secured against accidental start-up, movement or release of electrical, mechanical, hydraulic, pneumatic, chemical or thermal energy.

### Lockout Procedures

The following procedures are to be followed by all M.L. Judson Trucking Ltd. employees when using the lockout process on machinery or equipment:

#### *Preparation*

- Notify all affected workers of the required lockout and the reasoning for the lockout.

#### *Machine / Equipment Shutdown and Isolation*

- Shut down the equipment / machinery if in operation by the normal stopping procedures; only workers who are trained to use the equipment / machinery should perform the regular shutdown.
- Implement the energy-isolating device ensuring that all energy sources are disconnected or isolated.
- Stored energy must be released or disconnected by whichever method is the most reasonable (for example: grounding, repositioning, blocking, etc.).
- Do not pull fuses instead of locking out the equipment / machinery. This does not guarantee that the circuit is dead.

#### *Application of Lockout / Tagout*

- Lock out and tag the energy-isolating device with an assigned lock.
  - If multiple workers are working on the same piece of equipment / machinery, each worker must lock out and tag the energy-isolating device using a personal lock and tag on the group lockout device. Locks and tags must clearly show the name of the person who applied it.
  - Locks and tags must be durable to withstand various environments ensuring the information on them remains legible.
  - Locks and tags will be standardized in colour, shape, and size. They should be recognizable and state all the appropriate information about the lockout.
  - The individual lock and tag should be removed when the worker is finished working on the machine / equipment.
- Verification of Isolation*
- Once all workers are in an area where they cannot be injured, verify that the energy sources have been disconnected and there is no possibility of the equipment / machinery turning on.

- If there is any possibility of re-accumulation of stored energy, isolation of the equipment / machinery must be verified periodically until the work is complete.
- Operating controls are to be returned to their neutral position after the test. A check of system activation should be completed to ensure isolation.

*Lockout / Tagout Interruption*

Should there be a need to test or reposition equipment / machinery that is locked and tagged, the following steps are to be followed:

- Clear the equipment / machinery from tools and materials.
- Ensure all workers are removed from potential hazards.
- Remove locks / tags according to the procedures set forth in this policy.
- Test / reposition the equipment / machinery.
- De-energize and relock / retag the controls prior to continuing to work.

Should work need to be passed over to another worker to complete, the first worker must remove his / her lock and tag following the proper removal procedures and the worker taking over the work must place his / her lock and tag upon the energy isolating device following the proper procedures set forth in this policy.

*Release from Lockout / Tagout*

- Inspect the work area to ensure that all items have been removed and that the machine / equipment components are operational prior to removing the locks and tags.
- Ensure other workers are a safe distance from any potential hazard which may occur.
- Each worker who has affixed a lock to an energy control point must remove his or her own lock.
- Notify affected workers that the locks and tags have been removed.
- The equipment / machine is now ready for regular use.


**Lock Removal**

In the event that a worker has left the worksite and had forgotten to remove the lock and tag, their direct supervisor must contact them to ensure it is ok to remove the lock. If the worker cannot be contacted, a thorough investigation of the machinery or equipment must be conducted by their direct supervisor, or the supervisor in charge. This must include a visual inspection of all areas affected by the lockout. Only once it has been deemed safe to do so can the lock be removed.

**Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Lockout Tagout Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Machine Guarding Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>H-124</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to creating a safe work environment for all its employees. The intent of this policy is to create general guidelines for machine guarding. This policy should be used in conjunction with specific provincial legislation.

## Guidelines

- M.L. Judson Trucking Ltd. will ensure that all machinery is equipped with guarding in accordance with manufacturers specifications and/or all legislative requirements.
- No employee may operate any machinery or ask others to operate machinery without the proper machine guarding in place.
- If an employee encounters any equipment that has damaged or missing guarding they must use the appropriate tag out procedures, and immediately inform a supervisor.
- In the event that repairs are required where the guards are removed, the machine will be removed from service and not used until the guards are reattached using proper procedure.
- Occasionally additional safety measures will be utilized such as specialized hand-feeding tools. These tools do not negate the need for guarding and are only used as supplemental safety measures.

### Areas Requiring Safeguarding

Each machine will require individual safeguarding; however, the following are some common areas that require safeguarding:

- Any area with moving parts, including areas such as; the point of operation which is the area where the work is being performed, and area of movement, such as feed mechanisms, which are moving while the equipment is in use;
- Exposed blades such of those on fans must be guarded;
- Anchoring of fixed machinery is a type of safeguard which prevents any dangerous movement;
- Any components which transmit energy within the machine while performing mechanical work requires safeguarding.

### Hazardous Motions and Actions

There are many mechanical motions and/or actions that can be inherently hazardous. Some examples are:

- Rotating motions that can grip material, skin or body parts. Rotating motions have the possibility of creating projectiles if they are dropped on the rotation parts;
- Cutting actions creates the hazard of bodily injury from the cutting mechanism as well as creating projectiles from the material being cut;
- Punching action occurs when power is applied and may be done by hand with the worker manually inserting the material;
- Shearing and Bending actions also have the potential for grievous harm to a worker if safeguards are not properly installed and maintained.

### Safeguard Requirements

Each piece of equipment requires specific safeguards and each province also has specific requirements which need to be implemented. M.L. Judson Trucking Ltd. shall ensure that in addition to these regulations the following general requirements are met for all safeguards:

- Safeguards shall prevent any part of the body from coming into direct contact with any part of a machine or equipment which should be considered hazardous such as moving parts;
- Safeguards shall be securely affixed and of a durable material to prevent any removal or tampering of the safeguard and to minimize wear from normal use;
- When needed, safeguards shall prevent materials from falling into the machine;
- The safeguard will not create a new hazard due to poor design or installation;
- Safeguards will not interfere with the normal efficient performance of work; and
- If possible, safeguards will be installed to prevent it from needing to be removed during lubrication and maintenance of the machine.

### Training

Training will be conducted for all employees at M.L. Judson Trucking Ltd. who use, or supervise use, of any machinery. Training will cover information including, but not limited to:

- Hazard identification associated with each specific piece of machinery such as hazardous mechanical motions and actions;
- Safe use of each machine;
- Safeguards for each piece of machinery; including, what they should look like when properly installed and in use, and what to do if they are damaged missing etc.; and
- Lock out procedures.

### Installation or Repair of Safeguards

- In some provinces pre-start reviews must be conducted after the alteration of a machine. Check governing legislation before making any changes to safeguards.
- Repair and installation of safeguards must always be done by specifically trained individuals.
- When safeguards are removed or altered for repair the machine must be tagged out and not used by any employee.

## **Responsibilities**

M.L. Judson Trucking Ltd.

- M.L. Judson Trucking Ltd. shall ensure that all machines purchased and used shall be equipped with the proper safeguards
- Provide training to all employees on machine guarding and machine safe use
- Provide all additional safety equipment

Supervisors / Managers

- Ensure that employees are working on machines that have the correct safeguards.
- Provide additional training and supervision to employees who require additional assistance.
- Ensure that machines and safeguards are inspected and maintained.

Employee

- Comply with all health and safety policies
- Attend all required training
- Ask for additional training of information when needed
- Do not use any equipment if it has been tagged out or if you believe it to be unsafe
- Report any damaged or missing safeguards
- Never remove or tamper with any safeguards
- Report any employees that are working on machines without safeguards or who are removing or tampering with safeguards.

Disciplinary Action


Employees who remove, break or tamper any machine guarding and any employee who continue to use a machine knowing that it is unsafe will face disciplinary action up to and including termination of employment.

Any supervisor who asks an employee, or allows and employee to use machinery that is known to be unsafe, or who's guarding is damaged or removed will face disciplinary action up to and including termination of employment.

**Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Machine Guarding Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Contractor Management Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-125</b>	_____ Individual/Department

## Intent

The purpose of this policy is to establish guidelines for contractors in order to provide and maintain a safe work environment for all employees, customers, contractors and visitors to our locations. Advance planning and quality site preparations are important for a safe, environmentally-friendly, well organized construction site. The following document is a policy that applies to all contractors and subcontractors who provide services to M.L. Judson Trucking Ltd.

M.L. Judson Trucking Ltd. is committed to the protection of its employees, customers, visitors, the environment and its physical assets. M.L. Judson Trucking Ltd. will continue to maintain a safe work environment in order to prevent occupational injuries and illnesses. All employees and contractors are equally responsible for complying with the Ontario Occupational Health and Safety Act and its Regulations.

## Definitions

The following definitions are provided by the Ontario Ministry of Labour:

**Constructor-** A person who undertakes a construction project for an owner and includes an owner who undertakes all or part of a project by himself or herself. The constructor has complete control of the work (owner controlled, or a contractor controlling on behalf of the construction project owner) and shall have responsibility for regulatory compliance and safe work procedures on the job site.

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

**Employer-** A person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services.

**Project Administrator-** Any M.L. Judson Trucking Ltd. employee who is arranging, approving or supervising work performed at M.L. Judson Trucking Ltd.

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



include any work or undertaking underground in a mine. (Note: read together with definition of project to determine "construction project")

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

1. The construction of a building, bridge, structure, industrial, establishment, mining plant, shaft, tunnel, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer water main, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof.
2. The moving of a building or structure.
3. Any work or undertaking, or any lands or appurtenances used in connection with construction. (Note: read together with definition of construction to determine "construction project")

Maintenance- Work usually involving repair, replacement in-kind, or a minor change, or service or maintenance work (i.e. but not limited to, lawn cutting, snow removal, painting, window cleaning, repair to HVAC units, and small scale electrical activity) provided to M.L. Judson Trucking Ltd. by contractors, subcontractors or M.L. Judson Trucking Ltd. employees. (Note: large scale maintenance using construction methods or equipment can be a "construction project". See Ministry of Labour construction versus maintenance guidelines.)

It is the policy of M.L. Judson Trucking Ltd. that all contractors must be an approved contractor as per this policy before the commencement of any work.

## Standards and Regulations

The following standards and regulations were used to create this policy:

- Occupational Health and Safety Act; and
- Occupational Health and Safety Regulation 851 - Industrial Establishments.

## Guidelines

M.L. Judson Trucking Ltd. employees engaged in contracted services shall be identified as project administrators for the purposes of this policy and will be responsible for the administration of all contract parameters and conditions regarding contractors and service personnel.

Project administrators will be required to ensure that contractors perform their work in a safe and effective manner, meeting all applicable OHS and construction regulations. Project administrators must maintain an appropriate level of competency and familiarity regarding laws and regulations as they apply to the project, and ensure that they are followed appropriately.

All contractors and/or constructors hired must provide appropriate documentation prior to the start of any work indicating that they carry appropriate insurance and WSIB coverage (provides a Clearance certificate), have appropriate qualifications to successfully complete the required work, maintains an appropriate health and safety policy, and employs qualified and competent supervisors.

### Contractor Work

The following are classifications of contractor work performed at M.L. Judson Trucking Ltd..


1. Where M.L. Judson Trucking Ltd. controls the project either in part or in whole, and acts as a "Constructor":

- M.L. Judson Trucking Ltd. shall exercise due diligence and ensure that all contractors hired have received appropriate training, maintain appropriate levels of qualifications to safely and competently perform the required work, and meets all obligations under section 23 of OHSA and applicable regulations.
2. Where M.L. Judson Trucking Ltd. hires a Contractor to act as a Constructor and maintain control of the project:
- M.L. Judson Trucking Ltd. shall not maintain responsibility for this type of construction project, where the constructor is provided with authority to completely control all required work and where M.L. Judson Trucking Ltd. workers are not employed in the project and M.L. Judson Trucking Ltd. has no control over the project daily activities in any way. In this case, M.L. Judson Trucking Ltd. shall maintain the owner obligations as specified in sections 29 and 30 of the OHSA.
3. Non-Construction work where M.L. Judson Trucking Ltd. act as the "Employer":
- M.L. Judson Trucking Ltd. shall ensure that contractors are provided with appropriate training in safe work practices and policies, and provided with supervision in the performance of duties, acting in compliance with all applicable provisions of the OHSA, specifically sections 25 and 26 of the OHSA.

### Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Contractor Management Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Safety Audit Policy</b>	1	2017-02-02
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-126</b>	_____
			Individual/Department

## Intent

M. L. Judson Trucking Ltd. upholds it's commitment to maintaining a safe working environment.

As such, a complete audit of M.L. Judson Trucking Ltd. premises will be conducted yearly by a committee comprised of one management representative and one designated staff representative.

In addition, the staff representative is at liberty to inspect any part of the work place monthly.


## PROCEDURES

- A. The designated staff representative will tour the company premises and work sites as required.
- B. Observations by the designated staff representative concerning safety hazards or unsafe working conditions will be reported in writing to the president, Morris Judson.
- C. It will be the responsibility of Morris Judson to follow up on the report and to resolve the issues in a timely manner.

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Safety Audit Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Safety Incident / Hazard Observations Policy</b>	1	2017-02-02
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-127</b>	_____ Individual/Department

## Intent

As a means of rendering the working environment safer and reducing the risk of accidents to both employees and the general public, it is the responsibility of all staff members to report unsafe practices or hazards to ensure that positive corrective action can be taken.

## Guidelines

1. Employees who become aware of unsafe practices or hazards which might pose a danger to employees or members of the public are expected to report them to Morris immediately.
2. The Health and Safety Coordinator will review such reports in order that corrective action may be taken and that follow-up discussions with affected employees will be done in a timely manner.
3. In the event of hazardous situation involving a utility plant, equipment, or practices that might place a member of the public at risk, the following must be communicated to the affected party or any other party that should be affected.
  - a. Properly advise that a hazard exists
  - b. If deemed necessary, specify that a competent person or firm should be retained to remove or eliminate the hazard.
  - c. Advise the party or parties of any potential for injury should any person or firm not
  - d. make a competent attempt to remove or eliminate the hazard. A typical example would be a TV antenna in close proximity to a distribution line. In such a case it is not enough to verbally warn the building owner or tenant. Our written communications must include a-b-c above plus any offer to assist deemed appropriate.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Safety Incident / Hazard Observation Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Workplace Hazardous Materials Information System (WHMIS) 1988 Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-128</b>	_____ Individual/Department

## Intent

In pursuit of our high-safety standards, and in compliance with Federal and Provincial compliance regulations, M.L. Judson Trucking Ltd. will provide Workplace Hazardous Materials Information System (WHMIS) training for employees.

## Guidelines

### Commitment

1. M.L. Judson Trucking Ltd. will meet all legislative standards as outlined in by occupational health and safety legislation, and ensure that information and training on hazardous materials is provided to all staff.
2. M.L. Judson Trucking Ltd. will ensure that all containers that contain hazardous materials have appropriate labels.
3. M.L. Judson Trucking Ltd. will ensure that Material Safety Data Sheets (MSDS) are available to provide additional information and detail hazard and precautionary information.
4. M.L. Judson Trucking Ltd. will ensure that all workplace hazardous materials include Supplier labels, and that suppliers provide the appropriate supplier labels and MSDS.
5. M.L. Judson Trucking Ltd. shall ensure that workers will have full access to supplier labels and MSDS information.

### Training and Education

M.L. Judson Trucking Ltd. shall provide appropriate WHMIS training and education for all staff members who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties. M.L. Judson Trucking Ltd. shall consult the health and safety representative to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Workplace and Supplier Labels;
- Identification of Workplace Hazardous Materials;
- Material Safety Data Sheets;

- Hazards associated with materials;
- Procedures for the safe use, storage, handling and disposal of hazardous materials in the workplace;
- Procedures for handling leaks and spills; and
- Procedures in the event of an emergency due to hazardous products.

M.L. Judson Trucking Ltd. will review training and education programs and content annually, and revise where necessary. In the event of any changes, staff will be trained and educated regarding the change(s).

M.L. Judson Trucking Ltd. employees will be compensated for time spent at training sessions, considered to be normal work time, and employees will be paid at the regular rate.

M.L. Judson Trucking Ltd. will respect the right of workers be consulted regarding the development and implementation of the instruction and training, and will open the discussion process to suggestions in a consultation period. Workers will be provided with an opportunity to comment on the content of the program, the amount of training, who is to receive what training, who delivers the training, etc.

### **Employee Responsibilities**

M.L. Judson Trucking Ltd. employees must participate in WHMIS training and education.

M.L. Judson Trucking Ltd. employees must report any violation of the Act or regulations to their immediate supervisor, manager, or safety representative.

M.L. Judson Trucking Ltd. employees shall inform their immediate supervisor, manager, or safety representative in the event that they do not have the proper information on a controlled product, e.g. the MSDS is missing, damaged or illegible.

### **Process**

In compliance with OHSA, M.L. Judson Trucking Ltd. will provide a current resource of MSDS for every toxic or potentially hazardous substance kept at the workplace. This resource shall be in the form of a binder, labelled "MSDS", and stored at the workplace for ready employee access. A copy of the same shall be kept at the office.

The MSDS book includes a comprehensive inventory list of materials used in the workplace for ongoing machine performance, maintenance and repairs. Each product has a corresponding MSDS which is current (up to 3 years). Materials inventory shall be counted, reported and updated annually to ensure accuracy of information; availability of revised data for employee examination and disposal of expired containers.

Disposal of MSDS products and containers shall be done in accordance with municipal bylaws.

Toxic and hazardous materials shall be stored in a secure, well-ventilated, clean and dry place, well away from intense heat, sparks or flame. Containers will be clearly labelled for ease of identification. The storage area will be posted with caution signage (where materials cannot be placed in a non-flammable cupboard) "FLAMMABLE MATERIAL".

Ongoing attention to product MSDS will be the shared responsibility of employees and office staff. New products or MSDS revisions shall be added to the book as information becomes available. Primarily, material

suppliers will be relied upon to furnish this new information. The internet browser could be the secondary source of MSDS information for the book.

Employees will be provided WHMIS training every 2 years, for which a certificate is given upon completion.

### Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the WHMIS 1988 Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>WHMIS 2015 Compliance Policy (GHS)</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-129</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. values the safety and wellbeing of our workers, and will work with them to provide every reasonable safety measure possible. In pursuit of our high safety standards, and in compliance with federal and provincial compliance regulations, M.L. Judson Trucking Ltd. will provide WHMIS 2015 training for workers. WHMIS 2015 is an update of the previous chemical hazard system, WHMIS 1988, and incorporates elements of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

## Definitions

WHMIS 2015 – The incorporation of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) through amendments to the Hazardous Products Act (HPA) and the finalization of the Hazardous Products Regulations (HPR)

GHS – The Globally Harmonized System of Classification and Labelling of Chemicals

HPA Hazardous Products Act

CPR Controlled Product Regulations (repealed as of February 2015)

HPR Hazardous Products Regulations (replaces the Controlled Products Regulations, in force as of February 2015)

OHS – Occupational Health and Safety

MSDS – Material Safety Data Sheets (required under the CPR)

SDS – Safety Data Sheets (required under the HPR)

## Guidelines

WHMIS 2015 includes the new harmonized criteria for hazard classification and establishes the requirements for labels and Safety Data Sheets (SDS). The roles and responsibilities for suppliers, employers and workers remain those established under WHMIS 1988.

As such, M.L. Judson Trucking Ltd. will ensure that:

- The company is up to date on all WHMIS 2015 changes and any applicable transitional timelines;
- All legislative standards are met;
- Workers and managers are provided with information and training on hazardous materials and the safe use of hazardous products in the workplace;
- All containers holding hazardous materials have appropriate labels;



- SDS are up to date, accessible, and contain additional hazard and precautionary information;
- All workplace hazardous materials include supplier labels;
- Suppliers provide the appropriate supplier labels and SDSs; and
- Control measures are in place to protect the health and safety of workers.

### **Training and Education Program**

M.L. Judson Trucking Ltd. shall provide appropriate WHMIS 2015 training and education for all workers and managers who are exposed or likely to be exposed to hazardous materials in the performance of their regular job duties.

M.L. Judson Trucking Ltd. shall consult the health and safety Coordinator to ensure the appropriateness of the training and education materials and programs.

The worker training and education program shall include information on the following:

- Supplier labels;
- Hazard symbols and pictograms;
- Safety data sheets (SDSs);
- Hazard groups;
- Hazard classes;
- Hazard categories;
- Hazard statements;
- Signal words; and
- Procedures for:
  - The safe use, storage, handling and disposal of hazardous materials in the workplace;
  - Handling leaks and spills;
  - An emergency event involving hazardous products; and
  - Worksite-specific training on measures for working safely with hazardous products.

M.L. Judson Trucking Ltd. will review its training and education program and content annually, and revise as necessary. In the event of any changes, workers will be retrained and educated.

M.L. Judson Trucking Ltd. workers will be compensated for time spent at training sessions, considered to be normal work time, and paid at their regular rate of pay, or at an overtime rate of pay as applicable.

M.L. Judson Trucking Ltd. will respect the right of workers to be consulted regarding the development and implementation of the instruction and training, and will open the discussion process to suggestions in a consultation period. Workers will be provided with an opportunity to comment on:

- The content of the program;
- The amount of training;
- Who is to receive what kind of training; and
- Who will deliver the training program.

### **Worker Responsibilities**

Workers are required to:

- Participate in WHMIS 2015 training and education;
- Report any violation of safe work procedures connected to WHMIS 2015 to their immediate supervisor, manager, or safety representative; and

- Inform their immediate supervisor, manager, or safety representative in the event that they do not have the proper information on a controlled product, e.g., the SDS is missing, damaged or illegible.

### Supplier Responsibilities

Suppliers are required to:

- Identify if their products are hazardous products; and
- Prepare labels and SDSs to provide to purchasers of hazardous products intended for use in a workplace.

### Acknowledgement and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the WHMIS 2015 Compliance Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Risk and Hazard Assessment Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-130</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd has adopted this policy to ensure that all workplace hazards and risks are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff.

## Guidelines

1. To reduce the potential for injuries at M.L. Judson Trucking Ltd, we will conduct a hazard assessment of all work areas and work processes.
2. During the workplace hazard assessment, M.L. Judson Trucking Ltd will work to identify potential hazards that exist in work areas, processes and procedures.
3. M.L. Judson Trucking Ltd employees are required to report any workplace hazards to their supervisor / manager.
4. Any employee, manager or other person who identifies a workplace hazard or risk should complete the Risk Identification and Assessment form and submit it to their manager of the human resources department.
5. Where a hazard is identified, M.L. Judson Trucking Ltd shall assess the hazard, and try to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.
6. Where a hazard creates dangerous working conditions, the work shall be halted until such time as it may be controlled effectively.
7. M.L. Judson Trucking Ltd shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker.
8. Where possible, M.L. Judson Trucking Ltd shall strive to control hazards at the source.
9. M.L. Judson Trucking Ltd shall determine appropriate safe work procedures and practices, and provide training and education in safe work practices, policies and procedures.
10. M.L. Judson Trucking Ltd shall provide appropriate Personal Protective Equipment (PPE) as necessary.
11. Employees who are required to wear PPE must do so whenever required, and they must wear and use the PPE as directed, correctly and accurately.

## Risk Assessment

### Step 1 – Documentation Review

The first step in the Risk Assessment process will be a review all of the organization's policies, procedures, worker training records and past incident reports. Reviewing this information will allow M.L. Judson Trucking Ltd to uncover potential risks, and valuable insight to be used when developing or adjusting the current policies and training.

### Step 2 – Workplace Audit

#### **Determine the Risks Associated Similar Workplaces**

Part of the Risk Assessment will consist of a review of similar workplaces. This will help determine potential hazards by understanding the hazards other workplaces have found. A review of the controls they have put in place should also be completed. When determining similar workplaces, consider companies that provide similar duties, products, services, suppliers, environments and customers.

#### **Determine the Risks Associated at M.L. Judson Trucking Ltd Workplace**

A review of potential hazards and risks should be completed to create an exhaustive list of all potentials risks associated with M.L. Judson Trucking Ltd workplace. A review of this list with the one created based on similar workplaces will show if any potential hazards were missed. Critical incidences should also be reviewed, even though these are rare, safety precautions should still be put into place.

#### **Determine any other Prescribed Elements that could be Risk Factors**

Other elements that could arise, such as special and annual events, special assignments and cross training will also be considered as part of the review, as these special events have their own unique risks.

### Step 3 – Employee Survey and/or Interviews

Information from employees will also be gathered to help identify potential risks and hazards. Employees are a valuable source of specific information, since they will have first hand experiences and incidents to draw from. This information will be used in when determining a hazards rank, probability and the consequences of the risks.

### Step 4 – Determine Risk

#### **Rank the Exposure**

1 = Unlikely: A person is exposed to the hazard 1x per job or project

2 = Occasionally: A person is exposed to the hazard 2 x per job or project

3 = Often: A person is exposed to the hazard more than 3x to 5x per job or project

4 = Frequently: A person is exposed to the hazard 5 or more times per job or project  
5 = Continuous: A person is exposed to the hazard continually

#### **Determine the Probability of Occurrence**

1 = Unlikely to occur

2 = Some chance

3 = Could occur

4 = Good chance

5 = Will occur if left unattended

### **Determine Potential Consequences**

1 = Insignificant: a person receives a very minor injury, no damage to property

2 = First aid or minor property damage: a person administers first aid to self

3 = Injury results in lost time, seeking medical help or significant property damage

4 = Injury results in permanent disability, serious health effects or property damage

5 = Injury results in a fatality, or there is major property damage

### **Add the Numbers to Determine a Total Risk Rating**

**Serious (11 – 15)** means the hazard must be attended to immediately, prior to the commencement of the job. Controls **must** be put into place. A safe job procedure **must** be in place prior to the commencement of the job.

**Moderate (6 – 10)** means the hazard requires attention. Controls **should** be put into place. A safe work procedure **should** be in place prior to the commencement of the job, but could be attended to once the job has commenced. Employees **must** be aware of the hazard. The safe work procedure **must** be in place prior to the completion of the job.

**Low (3 – 5)** means the hazard requires monitoring. Controls are recommended. A safe work procedure is recommended.

## **Hazard Control**

Where a workplace hazard or risk is identified, and depending on the risk ranking, M.L. Judson Trucking Ltd shall utilize the following process to ensure workplace safety:

Step 1: Engineering Controls – Where possible, hazards shall be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.

Step 2: Design of Safe Work and Hygiene Practices M.L. Judson Trucking Ltd shall design safe work practices that provide guidelines for working safely with workplace hazards, and limit exposure to hazards. –

Step 3: Administrative Controls M.L. Judson Trucking Ltd shall employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures to limit the amount of time that workers are exposed to hazards. –

Step 4: Personal Protective Equipment – Where appropriate, PPE that is designed to reduce, or eliminate a hazard shall be provided.

Step 5: Education and Training M.L. Judson Trucking Ltd will provide staff with the appropriate training and education in safe work practices, and working with or near identified workplace hazards. –


M.L. Judson Trucking Ltd is vitally interested in the health and safety of its staff, clients, and visitors. To ensure the risk of all hazards is minimized, the following risks and areas of concerns have been identified, and the Company has implemented the controls and practices for each concern that are listed below to mitigate or eliminate the risk:

Identified Risk	Risk Ranking (0 – 15)	Location	Control(s) Implemented
(Insert identified risk)		(Insert location of risk, department, etc.)	(List measures of control used to mitigate risk)

### Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Risk and Hazard Assessment Policy of M.L. Judson Trucking Ltd, and I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Workplace Risk Management Policy</b>	1	2017-02-02
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-131</b>	_____ Individual/Department

## Potential Hazard Analysis of Operations

In the interest of worker safety, public safety, and environmental protection, no project will commence until the workplace has been thoroughly inspected for potential hazards. Findings shall be addressed with corrective action and/or precautionary measures taken to overcome endangerment. All workers shall be made aware of their role in preventing incidents, and know how to access the necessary resources to protect themselves and others from injury. The employer, as well as the health and safety representatives, shall be responsible for providing access to information, proper treatment, applicable training and support in the risk management program. All manner of efforts to this end shall be documented. The employer must also ensure compliance to its OH&S policies and procedures. The program shall be reviewed, updated, and revised (where necessary) at least annually.

## Electrical Hazards

- Upon entering a project site, the worker shall be aware of all manner of work that he is there to perform. The supervisor will discuss the job plan with him to assure worker understanding. The worker shall assess the site for potential hazards before commencing the project, and follow up with measures to avoid hazards, such as
- no object, equipment, or machine shall be brought closer than 6 meters to an energized overhead conductor
- the worker shall strictly adhere to the “Call Before You Dig” protocol where ground penetration is required
- the worker shall bring his unresolved concerns to the supervisor and stop work until the project is deemed safe to comply with policies and procedures
- Watch for:
  - Overhead energized wires
  - Underground energized cables/wires
  - Adjacent service areas for gas/oil, mechanical, ventilation, electronics, electrical, or sanitation systems
  - Adjacent confined spaces or restricted zones

- No worker shall connect, maintain, or modify electrical equipment or installations without proper certification as an electrician.
- No electrical tools, apparatus, and machines shall be used by a worker that have cords or plugs that are not intact. Cord-connected electrical equipment shall have a casing that is adequately grounded. When used in wet locations or outside, tools shall be protected by a ground fault circuit interrupter at the receptacle or on the circuit at the panel.
- The electrical panel in the workplace shall be clearly marked for breaker identification.

## **Musculoskeletal Disorders Hazards**

Worker activities can vary widely from day to day, meaning that the worker is exposed to various physical challenges which could affect his performance and attention to the task. Prolonged sitting at the controls of a machine, lifting, muscle fatigue (push& pull action), awkward access to repairs, excessive noise, poor lighting, and equipment/operator vibration are all potential stressors that can contribute to worker physical deterioration.

- The worker must be aware of the need to take prescribed rest periods from physically demanding tasks, and use that break to re-direct blood flow through a change of bodily motion (walking and/or stretching exercises).
- Back care is a premier concern. Employees will be given awareness training on proper posture, and lifting techniques. No worker shall lift an object that exceeds his personal limit. Loads shall be reduced to meet a worker's limit, and mechanical lifting shall be provided where safely practicable.
- Should a worker arrive at the workplace in compromised physical condition, he shall report the condition to the Health and Safety Representative or the employer before commencing any task. The employer shall ascertain whether work modification/treatment is required for that condition, and document it accordingly.
- Every effort will be made to keep the work area free of refuse, obstructions, and hazards to prevent tripping, slipping, and falling. Walkways, roof overhangs, and doorways shall be cleared of snow and ice build-up. Horseplay is forbidden. Hazardous materials and zones shall be marked with warning signs or pylons.
- Personal protective equipment policies shall be enforced.
- No worker shall use a personal electronic device (including Cell phones) while performing a task i.e. operating equipment, driving, signaling, or flagging traffic. However, the device may remain in his possession for communications during work stoppage.
- No worker shall be allowed on the job while under the influence of alcohol or narcotics. This condition is seen as a hazard on the work site. The employer shall ensure that the worker is removed to his home



at the worker's expense. Appropriate disciplinary action will be determined by the employer before the worker returns.

## Fuel Hazards

- Liquid fuels are stored in CSA- certified tanks outside the workplace, far from sources of ignition, with a cement barricade to prevent physical tank damage.
- Workers are trained during tailgate safety meetings about safe fuel handling methods.
- All machines are fueled with the ignition OFF.
- Any gas cans are filled while placed on the ground.
- SMOKING is forbidden
- Every fuel-operated machine is equipped with a spill kit. Fuel spills over 20L are reportable to MOE (see Policy)
- A *spark-retarder* is installed in the wiring system to the fuel tank pumps by a qualified electrician.

## Fire Hazards

- All hazardous substances (many flammable) are stored in a designated area that is posted with warning signs "DANGER, Hazardous Materials". This storage area is to be kept free of debris, and flammable materials, removed from hot work areas. Until such time as the hazardous materials can be accommodated in a metal-clad cabinet or isolated room, the workers will replace all substances to this storage area after use. All aerosol paints are kept in the small metal cabinet.
- The workplace does hot work such as welding, cutting, and grinding, often using a bare flame from torches, or generating sparks.
- The workplace is equipped with a parts-washing station.
- The nature of shop work is such that greasy towelling, empty materials containers, and oily clothing is generated daily. The worker shall ensure that debris is gathered for disposal to outside receptacle daily (see housekeeping policy), and is vigilant to location of flammable materials in relation to hot work.
- The employer shall furnish portable screens for worker use to reduce the spread of stray sparks and ejected debris during repairs.
- Fire extinguishers shall be made available in the workplace for emergency purposes. There shall be signs to indicate the extinguisher locations, which will be marked on the shop plan as well. All workers shall be trained in the proper use of the fire extinguisher.
- Exit signs will be maintained in good repair over the main doors. And fire extinguishers shall be inspected for defects/deterioration/refilling by a competent person every month, with documentation.

- All light fixtures, electrical appliances (including temporary lights, space heaters, power tools) and air compressors shall be turned OFF when the shop is not in use.
- Compressed gas cylinders are always stored and secured in the upright position, and away from potential physical damage. These are no less than 3 meters from hot work.
- The control valve of a storage cylinder shall be covered by a protective cap, secured in place. Cylinders connected by regulators shall be kept upright in the portable upright stand, having a protective guard in place between the regulator and the valve.
- Empty cylinders are never stored inside. And, cylinders are never dropped, or carried horizontally by sling or otherwise.
- Workers do not handle the cylinders without adequate training.

## Vehicle, Machine, and Equipment Standards

- All vehicles, machines, tools, and equipment shall be maintained in a condition that does not endanger a worker. None of these apparatuses shall be used while defective or hazardous, or when weather conditions present endangerment to a worker, OR while in repair or servicing. (See [Lock-out policy](#))
- All vehicles, machines, tools and equipment shall be used in accordance with the manufacturer's operator manual. An inspection by a competent worker shall be performed before the apparatus is first used, and at least annually thereafter. The Health and Safety Representative shall maintain a log of these inspections. Where applicable to the vehicle or equipment, compliance will be maintained with MTO safety regulations and standards, including proper documentation.
- No modification to, extension to, or part replacement of a vehicle, machine, tool, or equipment shall reduce the safety factor. Workers must assess the potential for this occurrence, and report concerns to the employer.
- No worker shall operate a vehicle, machine, tool, or equipment unless properly trained. A worker being trained in vehicle operation may operate it while being instructed and supervised by a competent trainer. Certification records will be maintained by the H & S Rep.
- Other than a trailer, every vehicle shall have a seat and brakes. Access to the operator's station shall have skid-resistant climbing and work surfaces, as well as grab handles. The vehicle will also have a protective cab and /or screen to the operator's station to prevent injury in potential roll-overs or falling objects.
- Unattended equipment shall have its brakes applied and its wheels blocked to prevent movement on sloping or soft ground. No operator shall leave unattended controls of a raised bucket, blade, forks or load.
- No vehicle, machine, or equipment shall operate in reverse without an automatic back-up alarm. Reversing shall be done as little as possible. Signalers shall assist operators when the travel path is obstructed or someone could be endangered.
- Blocking shall be installed to prevent collapse or movement of equipment being dismantled, altered or repaired. Every mechanically-operated gear, pulley, chain, shaft, or fly-wheel shall be guarded or fenced.

- When inflating a tire on a rim, a tire cage shall be used, and the tire shall be inflated by remote means.
- The lifting jacks are CSA certified tools to be used in conjunction with jack stands. (6 ton & 12 ton)
- No worker shall operate a chain-saw without proper training and use of PPE. (See policy)

## Vehicle Hazards

- If a worker is on a highway project, he may be endangered by traffic other than the project traffic. The employer or project supervisor shall provide to the worker the necessary means to protect the worker \_\_\_ such as warning signs, flashing lights, lane control devices, a blocker truck, or flares. The worker must assess what measures are required on the project for worker protection, and devise a traffic plan in writing to implement on the job.
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## Biological Hazards

- Hearing protection is necessary in all projects. Workers should be wearing ear plugs (at minimum) while performing repair work to keep out falling dirt, and resist excessive noise. Ear plugs are supplied by the employer at the workplace. The shop is posted with a warning sign that noise level exceeds (85 dB) safe levels.
- Proper use and care of Personal Protective Equipment shall be strictly enforced. (See policy)
- An eye-wash station will be maintained and accessible for workers. Eye protection is provided by the employer to be worn around projects with potential airborne debris, as well as for UV ray protection.
- No food or drink shall be stored within the shop, other than potable water. Employees may keep lunches in the coffee area provided at the office to prevent contamination by toxins in the shop.
- A supply of potable water will be kept in a water cooler/dispenser at the shop, as well as a supply of sanitary disposable drinking cups.
- Bathroom facilities will be provided within the shop for workers only, having a toilet and hot/cold tap water. Soap and towelling products shall be supplied by the employer. Temperature at not less than 18 degrees Celsius.
- A coverall cleaning supply service shall be retained by the employer. Thereby, preventing the accumulation of soiled garments, and improving worker hygiene and exposure protection. Garments are exchanged weekly.
- Waste materials and project debris will be gathered in a covered, non-flammable, disposal bin outside the shop for weekly removal by a garbage contractor. Debris will be collected from work areas daily by the workers and dumped in the bin.
- Storage of materials or tools shall be in a manner that does not endanger a worker by tipping, rolling, collapsing, or falling.
- Where there is worker skin exposure to a potentially hazard of injury by contact, then a deluge shower may be provided in the wash-bay.

## Chemical Hazard

- The employer maintains a current MSDS book for all substances and hazardous materials used in its operations. This is available to the workers in the workplace for inspection. Inventory of materials will be done at least annually, at which time MSDS information is reviewed and revised. (See policy)
- Every worker shall complete WHMIS update training annually.
- Atmospheric hazards are a consideration in the workplace. Vapours, fumes, dust and noxious gas can endanger a worker's vision, physical function, and respiratory status.
- Natural and mechanical ventilation will prevent worker endangerment. Workers will refrain from running combustible engines once the shop doors are closed. Exhaust fumes will be expelled by the shop fan, or by keeping the outer doors open.
- The wash-bay has been constructed to prevent drainage of hazardous runoff into the environment. Runoff from equipment and vehicles goes into a CSA certified oil/water separator system, which flows into a collection tank. Purged water then drains into a third tank, while the oils remain in the catch basin for appropriate removal of accumulations.

## Security Hazards

- Fuel tanks are protected by a locked box accessible only by workers using a digital security key code. Entry to the shop building is also accessible only by workers using the key code.
- Door alarms and detectors have been installed in the shop and office and are monitored 24/7.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Workplace Risk Management Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Reporting Workplace Injuries Policy (WSIB)</b>	5	2017-02-02
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-132</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. will comply with all required federal and provincial regulations, legislation and workplace compliance issues regarding the correct reporting of any workplace injuries, and will strive to prevent any potential workplace injuries through the implementation of health and safety policies and programs.

It is the responsibility of all employees to immediately report all accidents and near accidents to ensure that positive action can be taken to prevent recurrence of similar accidents in the future.

## Definitions

The following definitions have been taken from the Ontario WSIB:

Workplace Injury - Any injury that occurs on M.L. Judson Trucking Ltd. premises or during the transaction of approved M.L. Judson Trucking Ltd. business that requires either First-Aid or Health-Care.

First Aid - First Aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only. First aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches
- Treating a minor burn
- Applying bandages and/or dressings
- Applying a cold compress, cold pack, or ice bag
- Applying a splint
- Changing a bandage or a dressing after a follow-up observation visit.

Health-Care - includes:

- Services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist (see: Entitlement to Health Care (WSIB Document No. 17-01-02)).
- Services provided at hospitals and health facilities.
- You should also report if dentures, glasses and/or artificial appliances (e.g. prosthetic arm) were damaged while being work in a work-related accident.

Critical Injury - Is an injury that: Places life in jeopardy, involves unconsciousness, results in substantial loss of blood, results in a fracture of leg or arm but not a finger or toe, results in an amputation of leg or arm but not a finger or toe, involves burns to a major portion of the body, or results in the loss of sight in an eye.

## Guidelines

### Reporting Workplace Injuries

M.L. Judson Trucking Ltd. will report a work-related accident to the WSIB if a worker requires health care and/or:

- Is absent from regular work.
- Earns less than regular pay for regular work (e.g., part-time hours).
- Requires modified work at less than regular pay.
- Requires modified work at regular pay for more than seven calendar days following the date of accident.

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, M.L. Judson Trucking Ltd. will consider that:

1. The seven-calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident.
2. If a worker initially returns to regular work, but then requires modified work, M.L. Judson Trucking Ltd. will report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began.

The use of calendar days reflects the WSIB's notion that if an injury affects the worker's ability to perform regular work after a week, health care is likely to be sought, regardless of the number of days worked.

M.L. Judson Trucking Ltd. will not require a work-related accident report if the worker:

- Receives only first aid (a record of the first aid will be kept internally).
- Receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident.
- Does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident.

### Accidents Requiring Health-Care

When deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, M.L. Judson Trucking Ltd. will consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided. M.L. Judson Trucking Ltd. will report the accident to the WSIB when a worker is injured and the treatment received could only have been administered by a health care practitioner.

The accident will be reported regardless of whether:

- M.L. Judson Trucking Ltd. pays the health care practitioner for the service provided, and/or
- The health care practitioner treats the worker on M.L. Judson Trucking Ltd. premises.

M.L. Judson Trucking Ltd. will not report the accident to the WSIB if first aid is provided to a worker by a:

- Co-worker, manager, lay person, or

- Health care practitioner, when the first aid did not require the professional skills of that practitioner.

## **Exposure to Infectious Diseases**

If the worker tests negative for exposure to an infectious disease, M.L. Judson Trucking Ltd. is not required to submit an accident report. However, if the worker tests positive for an infectious disease, or requires any type of treatment related to the incident, M.L. Judson Trucking Ltd. will report this to the WSIB. If a worker tests negative, but claims an emotional or anxiety-related response following the accident, M.L. Judson Trucking Ltd. will report the accident.

In cases where HIV infection is suspected, M.L. Judson Trucking Ltd. will report the accident if a health care practitioner provides a post-exposure prophylaxis (PEP) (see: Post-exposure Prophylaxis for Occupational Exposure to HIV (WSIB Document No. 23-01-01)).

If it is suspected that a worker has been exposed to an infectious disease, but the worker chooses not to participate in the surveillance protocol, M.L. Judson Trucking Ltd. will report the accident to the WSIB. M.L. Judson Trucking Ltd. will report when a worker has been exposed to, or is suspected of having been exposed to, an infectious disease.

## **Accident Reporting**

M.L. Judson Trucking Ltd. will report accidents through the use of:

- Report of Injury/Disease Form 7 (Form 7)
- WCB/ WSIB-approved electronic reporting form.

## **OHSA Compliant Health and Safety Accident Reporting**

The *Occupational Health and Safety Act* (OHSA), and the regulations under OHSA require M.L. Judson Trucking Ltd. to provide information to their health and safety committees. If a photocopy of the Form 7 is used for this purpose, personal information (e.g., the worker's Social Insurance Number, telephone number, earnings information, and pre-existing medical conditions) will be removed.

## **Authorization**

To be considered valid, a completed Form 7 will be authorized by M.L. Judson Trucking Ltd. or a representative of M.L. Judson Trucking Ltd.. Sole proprietors and independent operators with optional insurance may authorize a report of their own accident. Partners and executive officers who have obtained optional insurance may not.

## **Employees**

If you are injured or ill because of work, your first priority is to seek proper medical attention. You must then inform your Supervisor/Manager so that M.L. Judson Trucking Ltd. can give you support and fulfill our responsibilities. As soon as possible after an accident, workers will file a claim for benefits. They will also consent to disclose their functional abilities information, which is provided by the treating health professional.

Workers will give M.L. Judson Trucking Ltd. a copy of the claim for benefits at the same time they give a copy to the WSIB. In the case of occupational diseases, workers will give a copy of the claim to the M.L. Judson Trucking Ltd. which most recently employed them in the employment to which the disease is associated.

The WSIB only issues one benefit payment (up to two weeks of loss of earnings benefits) to workers who are entitled to benefits under the insurance plan, but who have not met the claim and consent requirements. No further benefits are provided unless the worker meets the requirements.

Workers meet their requirement to claim for benefits by signing Form 0006A - the Workers' Report of Injury/Disease Form 6 (Form 6) or Form REO6 - Worker's Continuity Report.

### **How Employees Consent**

Workers meet their requirement to consent to disclose functional abilities information by signing:

- Form 0006A - the Workers' Report of Injury/Disease Form 6 (Form 6)
- Functional Abilities Form for Planning Early and Safe Return to Work (FAF), or
- REO6 - Worker's Continuity Report (REO6).

### **Reporting Deadline**

#### M.L. Judson Trucking Ltd.

We will ensure that the WSIB receives a complete accident report within seven business days of M.L. Judson Trucking Ltd. learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays.) Workers will receive a copy of the accident report that is provided to the WSIB (including any additional information provided by M.L. Judson Trucking Ltd.).

#### Employees

A claim must be filed within six months of an accident or, in the case of an occupational disease, within six months of the worker learning of the disease. If the worker does not file the claim for benefits, or consent to the disclosure of functional abilities information within the six-month deadline, the WSIB does not provide benefits unless, in its opinion, it is just to do so.

In some cases, workers may ask the Workplace Safety and Insurance Appeals Tribunal (WSIAT) to determine whether they have the right to pursue a legal action against a third party under the *Workplace Safety and Insurance Act*. If WSIAT rules that they do not have that right, the deadline for filing a claim for benefits is six months following WSIAT's decision.

### **Waiving the Requirements to Claim and Consent**

#### Mentally/Physically Incapable

If, as a result of the accident, the worker is mentally or physically incapable (e.g., unconscious) of claiming benefits and consenting to the disclosure of functional abilities information, the WCB/WSIB waives the requirements and issues the first and subsequent benefit payment(s) to the guardian.

### **Failure to Comply**

Due to the serious nature of workplace injuries and the importance of accurate and timely reporting, M.L. Judson Trucking Ltd. employees are expected to fulfill their obligations regarding the correct reporting of workplace injuries.

At the initial entitlement stage of a claim, the WSIB may levy four separate penalties -- one each for:



- D. Late reporting;
- E. Incomplete reporting;
- F. Not reporting on a pre-approved version of the form; and
- G. Failing to provide a copy of the Form 7 to the worker.

The WSIB may again levy these penalties if M.L. Judson Trucking Ltd. fails to respond to subsequent requests for information, or at the time of a recurrence.

### Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Reporting Workplace Injuries Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# Incident Report



Date: \_\_\_\_\_

Time: \_\_\_\_\_

Employee: \_\_\_\_\_

Location: \_\_\_\_\_

## 1. Description of Incident:(Nature & Circumstances, Machinery Involved, Witnesses)

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## 2. Witnesses:

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## 2. Nature of Injury:

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## 3. Follow-up Action: (Steps taken to prevent a re-occurrence)

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Investigated by:

\_\_\_\_\_  
Name Signature Date

	Subject:	No. of Pages:	Effective Date:
	<b>Workplace Incident Analysis</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-133</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking developed a policy and procedure for Employee Accident Investigation in 2003. The protocol for Incident Analysis is an extension of that process which uses the incident analysis procedure as a learning tool for worker safety awareness.

## Guideline

Every incident that occurs involving endangerment/injury to a worker, the public, or to the environment shall be reported.

The employer or supervisor or Health and Safety Representative will review the incident with the worker involved to clarify details of the incident, to ascertain apparent hazards, if not the need for immediate work stoppage.

## Procedure

**REPORT:** A worker who sustains an injury or experiences a near-miss accident should be referring his written report to a Health and Safety Representative, if not directly to the employer. (By this point the worker should already have sought appropriate treatment for urgent care needs.) Incident reporting forms shall be provided at the workplace for such an event, and kept on file.

**DISCUSS:** Discussion of the particulars of the incident will be opened between the Health and Safety Representatives and the employer for a thorough investigation of causative factors. Notes will be written to document findings. And, other competent workers may be consulted for their analysis or insight of the incident.

**SUGGESTIONS:** Based on the findings, suggestions of preventative measures shall be recorded. Most importantly, a plan of action shall be determined to prevent future re-occurrences of said incident.

**PREVENTION RECOMMENDATIONS:** Incident analysis is an opportunity for learning safe work practices and increasing hazard awareness. Sometimes immediate safety training intervention will be necessary to curtail injury to more workers. Otherwise, monthly tailgate safety meetings will include a discussion of the incident and findings. Workers shall be encouraged to provide input about the prevention plan, and make recommendations for improved prevention procedures. Outcomes from the safety meetings shall be noted and implementation of additional plans considered.

**IMPLEMENTATION:** This plan may involve a combination of policy/procedure revisions, worker training or re-training, immediate equipment repairs/modifications, additional protocol safe-guards, employee behaviour modifications, improved communications or work assignment changes. Ultimately, the employer, in consultation with the Health and Safety Representative(s), will determine when and how the action plan of prevention is implemented.

### Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Workplace Incident Analysis Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Right to Refuse Unsafe Work Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-134</b>	_____ Individual/Department

## Intent

In accordance with the [Occupational Health and Safety Act](#), in the event that a M.L. Judson Trucking Ltd. employee encounters unsafe working conditions, or where the required equipment, tools or machinery present a serious health and safety concern, the employee shall have the right to refuse any work that they believe to be unsafe.

The Right to Refuse Unsafe Work Policy applies to M.L. Judson Trucking Ltd., its employees, vendors, visitors and clients who are on the Company's premises or acting on behalf of the Company at all times and without exception.

## Definitions

Imminent Danger: is defined in relation to any occupation as:

- A danger that is not normal for that occupation, or
- A danger under which a person engaged in that occupation would not normally carry out the person's work.

## Guidelines

Any M.L. Judson Trucking Ltd. employee can refuse to work if they have a reasonable belief that one or more of the following situations exist:

- Machinery, equipment or tools required in the performance of job duties present a safety hazard and their use may cause an injury to the worker or those nearby.
- The working conditions are unsafe, and may cause an injury to the worker or those nearby.
- The workplace conditions or machinery, equipment or tools represent a violation of the Ontario Occupational Health and Safety Act regulations, and represent a physical danger to the health and safety of the worker or those nearby.
- The worker has a reasonable expectation that the work would place them in danger of physical harm.

### Work Refusal Procedure

In the event of work being refused or stopped, the following actions are required of employers and employees, as per the guidelines stated by the Ontario Ministry of Labour:

#### Employees

1. Inform your supervisor or manager of the work refusal immediately, and provide an explanation detailing the rationale behind the refusal.
2. Stay nearby in a safe place until an investigation has been completed.
3. In the event that you are unsatisfied with the results of the investigation, you may continue to refuse the work provided where you have reasonable grounds to base the continued refusal on.

#### Management/Supervisors

1. M.L. Judson Trucking Ltd. management or supervisors shall conduct an investigation into the situation immediately after learning of the refusal and shall work to find an effective, safe and mutually agreeable resolution to the issue in the presence of the worker and one of the following:
  - Joint committee member that represents the workers
  - Health and safety representative
  - Another worker that has been chosen by his peers (or union) to represent the workers
2. In the event that an employee is unsatisfied with the resolution and continues to refuse the work, M.L. Judson Trucking Ltd. management or supervisors must contact a Ministry of Labour (MOL) inspector and notify them of the situation, and request that they provide assistance.
3. While awaiting the arrival and findings of the MOL inspector, M.L. Judson Trucking Ltd. management or supervisors may assign other reasonable work during normal work hours for the employee that has refused work.
4. The MOL inspector will conduct an investigation to determine if the work is either safe, or unsafe and presents a danger to the health and safety of the employee. The findings of the investigation must be provided in writing, to both the M.L. Judson Trucking Ltd. employee, M.L. Judson Trucking Ltd. management or supervisor, and the health and safety representative. In the event that the work is determined to be safe, the employee shall be expected to return to work.

#### **Continuing Work That Has Been Refused**

1. In the event that work has been refused, M.L. Judson Trucking Ltd. management or a supervisor has investigated the situation, provided a resolution to the issue, and the worker continues to refuse the work, then the M.L. Judson Trucking Ltd. management or supervisors may ask another worker to perform the refused work while waiting for the inspector to investigate and give a decision on the continued refusal.
2. Where a second worker is asked to perform work that has been refused, the second worker must be informed of the initial work refusal, and the reasons for the refusal. This information must be provided in the presence of a union representative (where applicable), or a health and safety representative.
3. The second worker also has the right to refuse the work.

#### **Payment for Refused Work**

- [The Ontario Labour Relations Board](#) (OLRB) has provided a ruling such that a refusal to work, allows the worker entitlement to payment at their appropriate rate.
- A person acting as a worker representative during a work refusal is paid at either the regular or the premium rate, whichever is applicable.
- M.L. Judson Trucking Ltd. is not required to continue payment in the event that the refused work has been inspected and ruled safe by a Ministry of Labour inspector.

## Discipline for Refusal to Work

M.L. Judson Trucking Ltd. employees will not be disciplined for refusing to work if they have a reasonable belief that the work is unsafe or could endanger themselves or others.

M.L. Judson Trucking Ltd. employees are required to work in accordance with the regulations set forth by the Ontario Health and Safety Act, and have the rights to seek their enforcement.

M.L. Judson Trucking Ltd. shall not penalize, dismiss, discipline, suspend or threaten to do any of these things to a worker who has obeyed the law, and regulations of the OHSA.

In the event that a work refusal was made in bad faith, or if the worker continues to refuse the work after the Ministry of Labour inspector finds that the work is unlikely to endanger the worker, M.L. Judson Trucking Ltd. may elect to utilize disciplinary action(s) up to and including termination of employment with cause.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Right to Refuse Unsafe Work Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>First Aid Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-135</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to ensure the ongoing health and safety of our staff, customers and visitors. M.L. Judson Trucking Ltd. will ensure that appropriate first aid supplies are maintained and accessible at all times, and that a trained and competent individual is on-site at all times.

In recognition of the value of first aid training, employees are encouraged to acquire training at off premises classes.

M.L. Judson Trucking Ltd. is committed to meeting all legislative regulations regarding First aid facilities, training, records, and reporting under the Occupational Health and Safety Act (OHSA), and Regulation 1101 - First Aid Requirements, Workplace Safety and Insurance Act.

### **M.L. Judson Trucking Ltd. shall meet all legislative requirements regarding First Aid, including:**

- M.L. Judson Trucking Ltd. shall ensure that at least one person with appropriate first aid training is scheduled and present on every shift.
- The designated first aider will be available to render assistance at all times during that shift.
- A copy of the WSIB First Aid Poster (Form 82) will be posted in a high-visibility location.
- Injuries that occur in the workplace will be recorded and reported.
- M.L. Judson Trucking Ltd. will investigate any and all accidents that result in injury.

### **M.L. Judson Trucking Ltd. Will Ensure That:**

- Roles and Responsibilities regarding First Aid are defined. Workers, Supervisors and Safety staff will be trained and educated in their respective roles.
- The first aid kit shall be located within quick and easy access for all employees.
- Each first aid kit shall be adequately stocked with supplies.
- First aid treatment records shall be kept.
- First aid certificates of all trained First-Aiders shall be posted at First Aid stations.
- First aid kit inspections will be conducted on a regular schedule,

## Guidelines

All M.L. Judson Trucking Ltd. department heads and scheduling managers shall ensure that appropriate numbers of staff that have first aid and CPR training are onsite and scheduled.

Employees wishing to enroll in Canadian Red Cross courses will be encouraged to do so. Payment for tuition will be absorbed by M.L. Judson Trucking Ltd. upon successful completion of approved courses.



M.L. Judson Trucking Ltd. shall ensure that first-aid kits:

- Are available in each building or area of a building, and in the appropriate number;
- First-aid kits are easily accessible and highly visible;
- Are available at each remote location where work is being performed;
- Are available in each M.L. Judson Trucking Ltd. vehicle or rental vehicle used for M.L. Judson Trucking Ltd. business.

M.L. Judson Trucking Ltd.'s Emergency procedures and Emergency phone number shall be posted at the first aid station.

First-aid kits shall be inspected quarterly (if necessary) and maintained by the designated first aiders who work in the vicinity of the area.

First-aid kits shall be restocked as needed with items as prescribed by the Regulation 1101 at the expense of M.L. Judson Trucking Ltd..

### **First Aid Procedures**

1. In the event of an injury, first aid be administered immediately followed by proper medical treatment if necessary.
2. The first person on the scene of an injury should immediately contact the appropriate authorities and/or the closest qualified First Aid responder.
3. In the event that the first person on the scene has appropriate First Aid/CPR training, they are directed to provide first aid/CPR, in accordance with their level of training, using the first aid materials available.
4. As necessary, the first aider, or other nearby person shall contact emergency response services (Fire, Police, Ambulance).
5. The first aider will complete an injury treatment record for the incident.
6. The Health and Safety Coordinator will notify the injured person's next of kin / emergency contact (where applicable) after the status of the injured persons' condition is known.

### **First Aid Station Requirements**

M.L. Judson Trucking Ltd. will provide a First Aid Station in a manner that complies with WSIB Regulation 1101.

Each Station contains:

- A stretcher;
- two blankets and a
- first aid kit, containing as a minimum,
  - (a) a current edition of a standard St. John Ambulance First Aid Manual;
  - (b) 24 safety pins;
  - (c) 1 basin, preferably stainless steel; and
  - (d) dressings consisting of,
    - 48 adhesive dressings, individually wrapped,
    - 2 rolls of adhesive tape, 1 inch wide,

- 12 rolls of 1-inch gauze bandage,
- 48 sterile gauze pads, 3 inches square,
- 8 rolls of 2-inch gauze bandage,
- 8 rolls of 4-inch gauze bandage,
- 6 sterile surgical pads suitable for pressure dressings, individually wrapped,
- 12 triangular bandages,
- splints of assorted sizes, and
- 2 rolls of splint padding.

**Each supplementary First Aid Kit (eg. Vehicles) will contain**

- a current edition of a standard St. John Ambulance First Aid Manual
- 1 card of safety pins
- dressings:
  - 24 adhesive dressings (individually wrapped)
  - 12 sterile gauze pads
  - 4 rolls of 2-inch gauze bandage
  - 4 sterile surgical pads suitable for pressure dressings (individually wrapped)
  - 6 triangular bandages
  - 2 rolls of splint padding
  - 1 roll-up splint

**First Aid Treatment**

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.

As described by the WSIB, first aid includes, but is not limited to:

- Cleaning minor cuts, scrapes, or scratches;
- Treating a minor burn;
- Applying bandages and/or dressings;
- Applying a cold compress, cold pack, or ice bag;
- Applying a splint;
- Changing a bandage or a dressing after a follow-up observation visit.

**Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the First Aid Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

# First Aid Checklist – Ontario

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This checklist is designed to ensure compliance with all Occupational Health and Safety regulations, as well as WSIB legislation (Province of Ontario). This checklist should be used at a minimum of once per year to ensure ongoing compliance. This checklist may be used in conjunction with the First Aid Kit Checklist – WSIB Reg. 1101 Compliant, and the First Aid Policy.

- First Aid Kits located within quick and easy access for all employees.
- Each first aid kit is adequately stocked with supplies (as per WSIB Reg. 1101).
- At a minimum 1 first aider per shift is available and a first aid trained designated backup.
- There is at least one person trained, at the designated level, on every shift.
- The 'designated' first aider is available to render assistance at all times during that shift.
- First Aid attendant works in the immediate vicinity of the first aid kit.
- First Aid certificates are current, and posted visibly at first aid stations.
- A copy of Form 82 – poster is posted in the workplace, where all workers can see it.
- Injuries are reported to the WSIB using Form 7.
- First aid treatment/advice is recorded following any accident/injury, including:
  - Date of injury;
  - Time of injury;
  - Name(s) of witnesses;
  - Nature;
  - Exact location of treatment given.
- Each first aid station has its own treatment/record logbook.
- A specific employee is assigned responsibility for conducting first aid kit inspections.
- First Aid kits are inspected regularly, according to schedule.
- First Aid kit inspection records are maintained, and include the date of the most recent inspection and signature of the inspector.
- In compliance with Stretcher and Blanket(s) requirements.

# Incident Report and Investigation Form



This Incident Report and Investigation Form is intended to assist your organization with the provision of proper procedures in the event of a workplace incident. The creation of complete documentation, proper reports and investigations of workplace incidents will lead to your organizations readiness to identify and resolve workplace safety issues, reduce workplace injuries, and increase efficiency.

Employee Information:		
Name:	Age:	Sex:
Incident Number:	Phone Number:	
Incident Date:	Employee Position:	
Department/Contractor:	Employee Number:	

Incident Type		
Injury <input type="checkbox"/>	Exposure <input type="checkbox"/>	Illness <input type="checkbox"/>
Spill <input type="checkbox"/>	Property Damage <input type="checkbox"/>	Major Potential <input type="checkbox"/>
Environmental Incident <input type="checkbox"/>	Other, Specify:	

Incident Information		
Incident Date (dd/mm/yy): ___/___/___ Time of Incident (24 hour clock):		
Reported on: ___/___/___ Time Reported (24 hour clock):		
Supervisor:	Building/Area:	Specific Location:
Injured Person:	<input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> Public	
Injury/ Illness		

First Aid <input type="checkbox"/>	Medical Aid <input type="checkbox"/>	Modified Work <input type="checkbox"/>	Lost Time <input type="checkbox"/>
Injured Body Part:			
Describe Injury: _____			
_____			
_____			

Incident Information	
Was First Aid Given? <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom:
Was injured transported to medical aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where to?	
Name of Doctor	
Injured during normal work? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*\*Note: If more than one person injured, answer the above questions on a separate piece of paper and attach to form.*

Property/Equipment/Environmental Damage/Impact	
Description of Damage: _____	
Estimated Cost:	Critical Part? <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation of Risk Potential		
Loss Severity Potential:		
Moderate <input type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>
Probable Recurrence <input type="checkbox"/>	Occasional <input type="checkbox"/>	Rare <input type="checkbox"/>

*\*(NOTE: Injured persons personal information identified on this form is to be used only for purposes of incident investigation and follow-up with that injured person by M.L. Judson trucking Ltd.. The information will not be shared for any other reason.)*

Copies to: Management, H&S Rep, Contractor etc:

**Analysis:**

Description of Incident:

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**Causes:**

Immediate:

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Basic/underlying:

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**Recommended corrective action(s):**

Immediate:

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Long term:

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Person(s) responsible for action(s)/Department:

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Actions taken:

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**Acknowledgement and Agreement**

Supervisor:	
Signature:	
Date:	
Witness:	



	Subject:	No. of Pages:	Effective Date:
	<b>CardLock Safe Operating Instructions</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-136</b>	_____ Individual/Department

## Intent

Because of the potential dangers involved with petroleum products, it is important that the following safe handling procedures be followed when fueling.

### Safe Operating Instructions

1. Turn off the ignition before fueling.
2. Take the vehicle out of gear and engage the brake.
3. No smoking, open flames, or other sources of ignition within 3 meters of the fuel pump or tank.
4. Turn off all appliance pilot lights such as propane powered refrigerators.
5. Observe location and instructions for fire extinguishers and emergency shut off switches.
6. Note the location of telephone and posted emergency telephone numbers at the site.
7. Be careful not to cause spillage of any amount.
8. Do not block open the dispensing nozzle. If no 'hold open' latch is provided, the nozzle must be held open by hand.
9. Stay near the vehicle while fueling.
10. Ensure the nozzle spout is in a vertical position in the fuel tank to ensure the automatic shut off will work properly.
11. To avoid spillage, ease up on the nozzle trigger with filling the top portion of the tank.
12. Do not fully top up fuel tank as expansion may cause the tank to overflow.



## Emergency Procedures - In Case of Spill

1. Shut off the flow of fuel.
2. Press emergency button at the cardlock panel to shut off power to dispensers.
3. Eliminate ignition sources (cigarettes, open flame, running engines.)
4. Do not start vehicle.
5. Use emergency numbers posted at the site to report emergency and get help.
6. Do not take personal risks to control the emergency.
7. Use the adsorbent material provided to the area of the spill.
8. Avoid contact with the fuel and do not enter the area of the spill.

## Emergency Procedures – In Case of a Fire

1. Shut off the flow of fuel.
2. Press emergency button at the cardlock panel to shut off power to the dispensers.
3. Get everyone out of their vehicles and away from the area.
4. Use emergency numbers posted at the site to report the emergency and get help.
5. Do not take personal risks to control the emergency.
6. Extinguish small fires using a fire extinguisher, but only if safe to do so.

**Notice:** Use of the card/key constitutes acceptance of all terms and conditions of this agreement including training by the card/key holder of all card/key users in the safe operating and emergency procedures outlined above. This training will be done before a card/key is given to any person for use.

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the CardLock Safe Operating Instructions of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Employee or Visitor Illness</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>HS-137</b>	_____ Individual/Department

It is the responsibility of all employees to assist other employees or customers of M.L. Judson Trucking Ltd. in an emergency illness situation.

**Procedure**


In case of sickness to an employee or customer in an emergency:

1. Render first aid - if required.
2. Provide transportation to hospital immediately, if plausible to do so.
3. In the case of a visitor, the name and address should be attained, if possible, and the family contacted without delay.
4. Should transportation not be plausible, the regional ambulance service should be contacted at once and asked to provide their services.
5. In case of emergency, it should be remembered that speed is of the essence, and every effort must be made to provide the patient with necessary medical aid. This can be accomplished by getting them to a hospital as fast as possible, or if they cannot be safely moved; seeing that ambulance service is provided as promptly as possible.

**Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the WHMIS 2015 Compliance Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Traffic Safety Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-138</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd has adopted this policy to ensure the ongoing health and safety of our employees, clients, visitors, contractors, subcontractors and the public at large. During construction operations, project worksites may present site-specific hazards that must be avoided by motor vehicles, workers on foot and pedestrians. M.L. Judson Trucking Ltd shall work to ensure that all hazards are identified and mitigated, controlled or eliminated using appropriate control measures, including the creation of appropriate traffic control plans, and routes.

## Guidelines

### Traffic Control Plans

M.L. Judson Trucking Ltd shall ensure that all construction projects and worksites are managed in an appropriate fashion, and that a Traffic Control Plan will be created for each project and/or site.

M.L. Judson Trucking Ltd Traffic Control Plans shall provide a comprehensive plan for the placement of materials, protective barriers, signage, flaggers, traffic control devices, and appropriate routes for motor vehicles, and foot paths for pedestrians and workers on foot.

All M.L. Judson Trucking Ltd staff, contractors and subcontractors will be provided with a copy of the Traffic Control Plan prior to the commencement of the project. At all times, the Traffic Control Plan must be adhered to. In the event that any hazard exists, the hazard should be reported to management immediately.

### General Requirements

M.L. Judson Trucking Ltd shall ensure:

- Roadways and walkways are kept clear at all times;
- Barriers are utilized in an effort to ensure that access is controlled and limited; and
- Speed limits are posted and communicated appropriately.
  - Generally, construction worksites shall have a maximum speed limit of 25 km/h.

### Signage

M.L. Judson Trucking Ltd shall ensure that appropriate signage is used to indicate speed limits, direct traffic, identify potential hazards, and provide PPE requirement information. M.L. Judson Trucking Ltd will ensure that all signage is clean, easily understood, and located in high-visibility locations to maximize their efficacy.

### Traffic Control Devices

M.L. Judson Trucking Ltd may utilize various forms of Traffic Control Devices as appropriate, including, but not limited to:

- Road blocks;
- Traffic pylons/cones; and
- Traffic barrels.

### Work Zone Protection

M.L. Judson Trucking Ltd may utilize various forms of Work Zone Protection as appropriate, including, but not limited to:

- Wooden road-block barriers;
- Sand bag barriers;
- Concrete barriers; and
- Various form of fencing.

### Flaggers

Where public motor vehicle traffic is expected to be disrupted as a result of the project, M.L. Judson Trucking Ltd may utilize Flaggers to assist in the direction of traffic. M.L. Judson Trucking Ltd shall ensure that drivers are warned in advance that they will be entering a construction area where a flagger is present, by placing appropriate signage ahead of the area. Flaggers will:

- Be required to wear high-visibility clothing and appropriate PPE. The high-visibility clothing must make the flagger visible from a minimum of 1,000 feet;
- Use appropriate signage to direct traffic, using recognized symbols for "Stop" and "Slow"; and
- Be provided with appropriate forms of communication to assist them in the direction of traffic.

### Acknowledgement and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Construction Site Traffic Safety Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Tarping and Securing Loads Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-139</b>	_____ Individual/Department

## Intent

The tarping and securing of loads can present a myriad of health and safety concerns such as falls, musculoskeletal issues and other types of injuries. This policy has been created to provide general guidelines for the safe tarping and securing of loads. This policy must be used in conjunction with all legislative guidelines for load securement and transport regulations.

## Guidelines

The following guidelines outline safe procedures for all drivers to follow while tarping a load.

### Ergonomic Considerations

- Ensure that when tarping or securing loads, you follow ergonomic guidelines
- When lifting, follow all applicable safe lifting policies
- Never twist your body when moving a tarp

### Fall Safety

- When available, use a harness and lifeline while putting tarps on any load
- If at all possible, use a ladder to climb to the top of your load; never use the tires or the side of the load
- When using a ladder, ensure you are following the guidelines as stipulated in the [Ladder Safety Policy](#)
- Do not jump down from the truck or the load
- When unrolling your tarps, drivers should crawl (not walk) on top of the load
- Be mindful of the load, maintaining an awareness of holes or raised portions, as well as surface conditions such as moisture
- Work from hands and knees near load edges; carefully unfold the tarp and drop over the sides
- When working at a height of 3 metres or more, employees must abide by the working at heights legislation as outlined by the [Ontario Ministry of Labour](#)
- Get help whenever possible

### General Procedures

- Prior to use, lay the tarp out on a flat area and check for holes or tripping hazards
- Before beginning to tarp, check the load for various heights, open spaces, etc. and plan your approach before you physically start to tarp
- Tarps can be very heavy. When possible, have tarps put on top of the load with a forklift or other machinery

- Begin with the back tarp first, then the middle tarp and finally the front tarp. This means that each tarp from front to back will overlap the next tarp
- Make sure the tarps fit as tightly as possible to the load. If the tarps are too loose, movement will cause rips or tears in the tarp
- Attach bungee cords to the tarp and stretch in a line away from your facial area. If a cord was to break and strike you in the face, a serious injury could result. Attach the opposite end of each cord to the trailer
- Never use securement materials that are damaged or worn
- When securing a tarp, ensure all required PPE is being worn such as boots with non-skid soles, helmets, gloves, etc., taking into consideration your environment

***Remember: Always act in a safe and cautious manner when on top of your load!***

### Acknowledgment and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Tarping and Securing Loads Policy of M.L. Judson Trucking Ltd. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Excavating and Trenching Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-140</b>	_____ Individual/Department

## Intent

The intent of the Excavation Policy is to ensure the health and safety of M.L. Judson Trucking Ltd employees, management team and clients. M.L. Judson Trucking Ltd has created these guidelines to be used in association with the regulations as outlined in the [Ontario Occupational Health and Safety Act](#) and [Ontario Regulation 213/91 Construction Projects](#).

## Definition

A competent person:

- has the knowledge, training and experience to organize the work;
- is familiar with the OHSA and the Construction Regulations; and
- can identify existing and potential health and safety hazards and/or unsafe working conditions.

Definition sourced from: [Safe at Work Ontario](#)

## Guidelines

### Overview of Obligations under the Occupational Health and Safety Act

- All debris and soil which has been excavated near the excavation site must be removed.
- A plan will be created at each excavation site for the removal of water.
- All underground services and overhead power lines will be identified and located.
- The type of soil will be determined prior to any excavation process as well as what sloping, shoring or shielding is required.
- Safeguards will be put in place to protect workers from falling into an excavation.
- An emergency plan will be created for each site. This plan will be communicated to workers.
- M.L. Judson Trucking Ltd will ensure all worksite and workers are compliant with the Occupational Health and Safety Code, specifically sections 222 to 242 of the Construction Regulation.
- M.L. Judson Trucking Ltd will determine how workers will exit and enter an excavation.
- All digging equipment and tools which are needed for the job will be known and obtained before digging takes place.
- All atmospheric hazards that may cause issue will be taken into consideration prior to excavation.
- When performing any type of excavating or digging employees should remain aware of any nearby vehicles and mobile equipment.
- Managers will take note of any environmental conditions and adjust work as required.

## **Marking and Locating Services and Structures**

- M.L. Judson Trucking Ltd will ensure that all gas, electrical and other services in or near the area are located and marked.
- If it has been determined that a service may pose a hazard, said service must be shut off or disconnected before any excavation occurs.
- In the event that the potentially hazardous service cannot be disconnected or shut off, the owner of the service must be asked to supervise the uncovering of the service during the excavation process.
- In order to protect adjacent structures M.L. Judson Trucking Ltd shall retain a professional engineer who shall specify in writing the precautions to be taken.

## **Trench and Excavating Stability and Safety**

- M.L. Judson Trucking Ltd shall ensure that the soil is evaluated to determine the strength and stability of the excavation walls.
- Construction Regulation, s. 226 will be consulted to determine the type of soil.
- The trench and/or excavation will be inspected following rain, melting snow, thawing earth and in the event of an overflow from a nearby streams, storm drains or sewers.
- The walls of a trench or excavation will be stripped of any loose rock or any other type of materials that may slide, roll or fall on a worker.
- All heavy equipment excavated material will be kept away from the edges of the trench or excavation.
- M.L. Judson Trucking Ltd will ensure that at least one metre of each wall's upper edge is kept clear of equipment, construction materials and excavated soil and rocks.
- All machinery and vehicles will be operated and positioned in a manner that will in no way affect the wall's stability.
- The workspace will be kept free of any formwork, masonry or similar wall for a distance of at least 450 millimeters (between the wall itself and the workspace).
- A barrier of at least 1.1 metres high at the top will be enacted if an excavation does not meet regulatory slope requirements and is more than 2.4 metres deep.
- A trench will never be entered if it is deeper than 1.2 metres unless it is properly sloped, shored or protected by a trench box (with the exception being when the trench walls are sound and made of solid rock).
- No employees will be allowed to work alone in a trench.

## **Protective Systems**

- M.L. Judson Trucking Ltd will use the three basic methods of sloping, shoring and prefabricated support systems to help protect workers against trench or excavation hazards including cave-ins.
- Trenches and excavations will be inspected by a competent person, as defined by the Occupational Health and Safety Act, for any potential hazards on a daily basis as well as before they are entered by any worker.
- When there is an unsupported excavation, a professional engineer will be required to provide a written opinion that workers will not be endangered and to inspect the excavation or appoint a competent person to inspect the excavation as frequently as the opinion specifies.



## Entry and Exits

- M.L. Judson Trucking Ltd shall ensure that there is safe access and egress for all employees using ladders, steps, ramps and other safe means.
- All trenches will be provided with ladders.
- The area ladders are placed will be within the area protected by the support system and be accessible in the event of a collapse.

## Acknowledgement and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Excavation and Trenching Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Fuel Handling and Storage Policy</b>	4	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-141</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd is dedicated to the health and safety of its employees and as such, has created the Safe Fuel Handling and Storage Policy. The intent of this policy is to outline safe fuel handling and storage procedures for employees of M.L. Judson Trucking Ltd, as well as to ensure that M.L. Judson Trucking Ltd is adhering to its commitment to environmental responsibility.

## Scope

This policy applies to all employees of M.L. Judson Trucking Ltd.

## General Guidelines

- Ensure all directions are read and followed.
- Only store fuel in containers designated for that specific type of fuel.
- Ensure all containers are labeled properly following WHMIS standards and that all employees are trained on the safe handling use.
- When transporting fuel use only containers certified by agencies such as the Canadian Standards Association.
- If there is the need to transport gas, store the container in the trunk of the car with the trunk open at least 10 cm for adequate ventilation.
- Never fill containers to the top as gas expands in warm temperatures.
- Keep gas away from direct sunlight.
- Keep fuel from any ignition source keeping in mind that gasoline vapours are highly flammable, heavier than air and can travel long distances to an ignition source.
- Keep fuel in a well-ventilated area.
- Avoid fuel contact with skin. If contact occurs, wash skin thoroughly with soap and water.
- If fuel is spilled on clothing, remove and allow fuel to evaporate completely in a well-ventilated area (outside is best) before washing.
- Never store more than a few gallons of fuel at a time unless additional safety procedures are taken.
- Ensure that you do not overfill the tank when transferring fuel to equipment as a few ounces of spilled fuel can have a severely detrimental environmental effect.
- Never fill a gas tank when the tank is running or still hot.
- Never smoke while handling or near fuel.

- Never start a siphon using your mouth.
- Never use fuel for activities outside its intended use.
- Dispose of old fuel properly.

## **Storage Guidelines**

*Information for this section adopted from the [Fire Protection and Prevention Act](#)*

### **General Storage Guidelines**

- M.L. Judson Trucking Ltd will ensure that all fuels are kept in accordance with the standards established for that specific substance.
- All areas and tanks will be periodically inspected.
- Smoking is strictly forbidden in any area near fuel storage. M.L. Judson Trucking Ltd will ensure that all no smoking postings are present and meet or exceed legislative standards.
- No employees may enter any area containing fuel storage unless trained on its use, and it is part of their assigned duties.
- M.L. Judson Trucking Ltd will provide training to its employees on fuel handling specific to its type as well as WHMIS training.

### **Indoor Fuel Storage Guidelines**

- Ensure all containers have an MSDS/SDS sheet and that it is consulted to determine the class and for specific storage information.
- Ensure that the appropriate amount of fuel is being kept and never exceeds provincial guidelines.
- Fuel must never be stored in or adjacent to exits or principal routes that provide access to exits.
- Ensure fuel is not stored near or with other dangerous goods.
- All containers and portable tanks must be designated as appropriate for use and built in conformance with applicable governance such as CSA-B376, "Portable Containers for Gasoline and Other Petroleum Fuels".
- Ensure that any area containing fuel meets requirements associated with its class and quantity.

### **Storage Tanks for Flammable or Combustible Liquids**

- A storage tank and its filling and emptying connections shall be identified in conformance with CPPI, "Using the CPPI Colour-Symbol System to Mark Equipment and Vehicles for Product Identification" or to CAN/CGSB-24.3, "Identification of Piping Systems".
- M.L. Judson Trucking Ltd shall prevent storage tanks from overflowing by providing continuous supervision of the filling operations by personnel qualified to supervise these operations or an overflow protection device conforming to ULC/ORD-C58.15, "Overfill Protection Devices for Flammable Liquid Storage Tanks".
- M.L. Judson Trucking Ltd will not reuse a tank that has been taken out of service unless it meets the standards set out in section 4.3.1.10(1) of the Fire Protection and Prevention Act.
- M.L. Judson Trucking Ltd will adhere to the following chart and all other applicable legislation when determining the location of an aboveground storage tank.

## Location of Aboveground Storage Tanks

Maximum Tank Capacity, L	Minimum Distance to a Property Line or to a <b>Building</b> on the Same Property, in metres
250000	3
500000	4.5
2500000	9
5000000	12
over 5000000	15

- The minimum distance between storage tanks containing stable liquids will be 0.25 times the sum of their diameters, but not less than one (1) metre. If the liquid is unstable there will be a separation of at least six (6) metres.
- Secondary containments for flammable liquid or combustible liquid storage tanks will not contain any liquefied petroleum gas cylinder or tank, and the centre line of the secondary containment wall must not be less than three (3) metres away from a liquefied petroleum gas cylinder, and seven (7) metres away from a liquefied petroleum gas storage tank.
- All spacing must be designed as to allow access for firefighting purposes which allows for the approach of fire department vehicles to within 60 metres of any storage tank.
- The location of the tank will be chosen taking into account foundations, supports and venting as well as fire and flood protection.

### Spills

- If there is a spill of a petroleum product in excess of 25 litres it must be reported immediately to the Director of the Fuels Safety Program at the Spills Action Centre of the Ministry of the Environment at 1-800-268-6060.
- If the spill is of a lesser quantity it must still be reported if it could:
  - Create a hazard to public health or safety;
  - Contaminate any fresh water source of waterway;
  - Allow entry of the product into a sewer system or underground drainage system or stream;or
  - Interfere with the rights of any person.

- In the event of a leak the Director of the Fuels Safety Program at the Spills Action Centre of the Ministry of the Environment must be contacted.
- For additional information on spills and leaks refer to the [Environmental Management Protocol](#).

### Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Safe Fuel Handling and Storage Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_


Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# Security

	Subject:	No. of Pages:	Effective Date:
	<b>Controlled Entrance Security Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>S-101</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. depends on its personnel and assets, and must manage these resources with due diligence, taking appropriate measures to safeguard them from injury or damage. These measures include the implementation of procedures for maintaining the control of keys and the installation of locking devices on doors on M.L. Judson Trucking Ltd.'s premises.

## Guidelines

- Locking Devices/Key Codes are to be installed on **all areas** that allow entry into the premises. The issuance of key codes for these devices is to be documented and must only be issued to individuals with the appropriate security clearance.
- Buildings are to be constructed to resist unlawful entry and are to be inspected and repaired on a regular basis.
- All restricted areas of the premises are required to be protected by alarm systems and must be under video surveillance at all times.
- All employees are to be issued key codes to gain entry to secure areas where they perform their job duties. No employee shall gain access to an area they are not authorized to work in.
- All visitors must be escorted at all times. Please see the [Visitor Policy](#) for more information.

### Procedure for Issuing Keys/Key Codes

Only members of the management team and office personnel have the authority to issue keys.

All keys issued are to be protected against unauthorized copying. Any individuals who copy a key and/or provide their key or key code to an unauthorized individual will be subject to disciplinary action, up to and including termination of employment.

### Maintenance of Keys and Locking Devices

All keys and locking devices are to be inspected and repaired (if necessary). During each inspection, it is required that it is verified that all doors, gates, and other access areas with locking devices lock properly.

This will be performed on a monthly basis.

Installation of Locking Devices

If it becomes known that an area requires a locking device, the device shall be installed immediately to restrict access.

**Acknowledgment and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Controlled Entrance Security Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.


Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>Visitor Policy</b>	1	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>S-102</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to ensure the ongoing health and safety of visitors, and to protect company assets and information.

## Guidelines

All visitors and contractors must report to the M.L. Judson Trucking Ltd. reception area before entering M.L. Judson Trucking Ltd. offices or grounds.

Upon reporting in, M.L. Judson Trucking Ltd. will provide the visitor / contractor with copies of our [visitor policy](#), and [health and safety policy](#) and inform them of any restrictions with regards to where they are permitted to be during their visit. Visitors will be expected to conform to the requirements of the Company's visitor and health and safety policies for the duration of their visit.

It is M.L. Judson Trucking Ltd. policy that all visitors be accompanied by a M.L. Judson Trucking Ltd. employee at all times while visiting or performing contract work on our premises. Visitors must report their departure before leaving the premises.

### Visitor Rules of Conduct

Visitors will be required to follow M.L. Judson Trucking Ltd. visitor rules of conduct for the duration of their visit:

- Follow all verbal instructions and signs.
- Don't touch or attempt to operate any machine, device or equipment unless otherwise directed .
- Don't talk to or distract workers.
- Keep out of restricted areas.
- Report all injuries or problems immediately.
- Wear PPE in safety sensitive areas.


### Acknowledgment and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Visitor Policy of M.L. Judson Trucking Ltd., and I agree to adhere to this policy in its entirety and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_



# Operations

	Subject:	No. of Pages:	Effective Date:
	<b>Heavy Equipment Operation Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-101</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to ensuring the safety and security of employees, clients, visitors and the general public, while abiding by applicable Federal and Provincial legislation. This Policy has been adopted to define M.L. Judson Trucking Ltd. guidelines for the inspection of company property prior to its usage.

## Guidelines

Prior to the use of any piece of workplace equipment employees are expected to familiarize themselves with the manufacturer's guidelines for safe operation including manufacturer's specifications and the equipment's rated capacity.

- Employees shall familiarize themselves with the equipment's safe operating procedures.
- Prior to use, the employee shall conduct an inspection of the piece of equipment to ensure it is free from any defect, has been properly maintained and is in good working condition.
- This inspection is to be recorded on the inspection checklist and retained for the purpose of documenting any repairs or defects with the machinery.
- Prior to starting a piece of equipment, employees shall ensure that starting the equipment does not pose any danger to the operator or another worker.
- Where a defect or hazardous condition is identified, employees are required to provide immediate report to their supervisor and refrain from utilizing the piece of equipment until the situation has been investigated and the equipment has been deemed safe for use.
- Employees shall abide by all control measures that have been implemented to mitigate or minimize identified hazards including the use of personal protective equipment.
- Employees shall utilize the piece of equipment only for its prescribed purpose and ensure is utilized in a safe manner at all times.
- Employees shall not leave a piece of equipment unattended unless it is immobilized and secured against any accidental movement or engagement.
- Employees shall not in any way alter any piece of equipment or its safeguards.
- There should be no passengers allowed in the equipment, unless equipped with an appropriate passenger seat.
- Heavy Equipment is not to be used to transport / support / raise / lower people, unless otherwise authorized. In which case, proper mounted platforms / cages and harnesses must be used in compliance with the appropriate Occupational Health and Safety Regulations.

- If an operator believes that the load being moved is unsafe, the operator must exercise work refusal protocols as outlined in legislation.

### Pre- Use Inspection

Complete the [pre-operation checklist](#) at the beginning of every shift, as per M.L. Judson Trucking Ltd. Policy.

### **Safeguarding Requirement**

M.L. Judson Trucking Ltd. shall ensure that machinery and equipment is fitted with adequate safeguards and it will also ensure that all workplace equipment is properly maintained and that any report of defect or disrepair is investigated promptly. These safeguards will:

- Protect a worker from contact with hazardous power transmission parts,
- Ensure that a worker cannot access a hazardous point of operation, and
- Safely contain any material ejected by the work process which could be hazardous to a worker.

### **Lockout**

If the unexpected energization or start-up of machinery or equipment or the unexpected release of an energy source could cause injury, the energy source must be isolated and effectively controlled.

- If machinery or equipment is shut down for maintenance, no work may be done until all parts and attachments have been secured against inadvertent movement, where the work will expose workers to energy sources, the hazard has been effectively controlled, and the energy isolating devices have been locked out as required.

For a detailed set of policy and procedures, please refer to the company [Lock-Out Policy](#).

### **Safe Operation**

For a detailed list of safe machine operation policies and procedures, please refer to the [Safe Machine Operation Policy](#).

- M.L. Judson Trucking Ltd. shall ensure that each tool, machine and piece of equipment in the workplace is:
  - capable of safely performing the functions for which it is used, and
  - selected, used and operated in accordance with
    - (i) the manufacturer's instructions, if available,
    - (ii) safe work practices, and
    - (iii) the requirements of this Regulation.
- The installation, inspection, testing, repair and maintenance of a tool, machine or piece of equipment must be carried out:
  - in accordance with the manufacturer's instructions and any standard the tool, machine or piece of equipment is required to meet, or
  - as specified by a professional engineer.
- A tool, machine or piece of equipment determined to be unsafe for use must be identified in a manner which will ensure it is not inadvertently returned to service until it is made safe for use.
- Any modification of a tool, machine or piece of equipment must be carried out in accordance with:
  - the manufacturer's instructions, if available, and
  - safe work practices.

## Identifying Unsafe Equipment

An unsafe tool, machine or piece of equipment must be removed from service and identified in a manner which will ensure it is not inadvertently returned to service until it has been made safe for use.

## Operating Controls

Powered equipment other than portable powered tools or mobile equipment must have:

- starting and stopping controls located within easy reach of the operator,
- controls and switches clearly identified to indicate the functions they serve,
- controls positioned, designed or shielded as necessary to prevent inadvertent activation,
- if two-hand controls are installed, controls designed to require concurrent use of both hands to operate the equipment, and to require both controls to be released before another machine cycle can be initiated, and
- control systems meeting the requirements of this Regulation.
- Portable powered tools and mobile equipment must have operating controls conforming to an appropriate standard acceptable to the Board.


## Retention of Records

All records of inspections and actions taken to resolve defects must be retained for access in case of requested documentation.

## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Heavy Equipment Operation Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Heavy Equipment Operation PRE-CHECK Policy</b>	1	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-102</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this policy to provide consistent protection of all M.L. Judson Trucking Ltd. employees when using heavy equipment.

## Guidelines

Operating and servicing machinery can be hazardous if preformed improperly. Only trained and authorized personnel are allowed to operate and service the loaders, back hoes, graders, packers, and other heavy equipment.

Each machine application can have unique safety requirements. Carefully evaluate your application's particular needs. You may need such attachments as:

- front and rear windshield wipers,
- heater,
- defroster fan,
- air conditioning,
- warning lights,
- ground driven steering,
- sound suppression,
- mirrors,
- back-up alarm,
- fire extinguisher,
- spark arrester,
- fire suppression system,
- cab screens,
- turn signals,
- rotating beacon,
- additional light,
- anti-vandalism attachments,
- slow moving vehicle sign, and
- communication radios.

- Check that the machine is equipped with a first aid kit.
- Before starting, perform a visual check of the machine.
  - Look at fluid levels, tire inflation, protective equipment, etc.
  - Look for loose, damaged or missing parts.
  - Check that all filler caps, dipsticks, plugs, latches, and service doors are secure.
  - If a defect is detected in should be reported immediately to the owner.
- Do not start the engine if unsafe to do so.
- Do not wear jewelry or loose fitting clothing because they could get caught on moving parts and cause an accident.
- Wear proper safety equipment;
  - a hard hat,
  - rough-soled safety work boots or shoes,
  - ear protection,
  - reflective tear away vest,
  - safety glasses and gloves.
- Before starting the engine:
  - lock the transmission shift lever in neutral,
  - apply the parking brake, and
  - lower all raised equipment.


**Starting the Engine:**

- Make sure that hands and boots are free of grease and water.
- Adjust the seat for maximum comfort and control of the machine, and fasten the seat belt.
- Never adjust the seat when the machine is moving because a loss of control might result. Stop the machine, apply the parking brake and then adjust the seat.
- Before driving the machine check for overhead obstructions such as guy wires, power lines, tree branches, building doors, etc.
- Check the brakes and steering and attachment controls. Before moving the machine sound the horn to warn nearby personnel.

**Acknowledgment & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Heavy Equipment Operation Pre-Check Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Equipment Maintenance and Storage Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-103</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted the following procedures for the maintenance and storage of equipment in an effort to ensure the ongoing health and safety of our staff and to minimize the incidence of injuries in the workplace.

## Guidelines

In an effort to reduce the risk associated with the maintenance and storage of equipment, M.L. Judson Trucking Ltd. has adopted the following Safe Maintenance Procedures. These procedures are based on best practices in compliance with legislation and are meant to be guidelines rather than exhaustive procedures.

### Safe Maintenance Procedures

M.L. Judson Trucking Ltd. will only permit those individuals that are trained and authorized to service and maintain forklifts. The following general Safe Maintenance Procedures have been outlined as guidelines:

- Always follow the manufacturer's guidelines for regular and annual maintenance scheduling and inspection.
- Confirm why the equipment requires maintenance before beginning. This includes checking the operator's daily inspection checklist.
- Always wear proper personal protective equipment.
- Check all tools before using them and ensure that you have the appropriate equipment to get the job done properly and safely.
- Prior to and during servicing, make sure the work area is clean, clear and well lit.
- Before servicing the machine:
  - be sure the engine is off,
  - the bucket is lowered,
  - the transmission shift lever is locked in neutral,
  - the parking brake is applied,
  - the electrical system disconnect switch is off,
  - and the key is off.
  - Tag the machine
- If applicable properly disconnect batteries before doing any work.
- Securely block the equipment when removing wheels.



- When servicing the equipment, either support the hood in an upright position or remove it all together.
- **Never** conduct work under the equipment unless it has been properly supported with blocks.

Safety is always the most important rule when servicing a machine. Constantly be aware of the dangers involved in working on the machine and take proper precautions. Standard and accepted safety precautions and equipment should be used.

- Use only properly grounded power sources for power tools to reduce the chance of electrical shock.
- Remove water and oil spills immediately to reduce the chance of slipping and injury.
- Do not pile up oily or greasy rags; they are a fire hazard.
- Do not carry loose objects in pockets, they may catch on the machine and result in a fall and injury.
- Use the proper tools for the job. Be sure that all tools are in good condition. Do not use tools which are worn, bent, or have mushroomed heads.
- Never align holes with fingers or hands. Use the proper aligning tool to avoid injury. Remove sharp edges from reworked parts.
- When unable to service a certain part from the ground or a service platform on the machine, use a ladder or platform of adequate size and capacity. Please see the [Ladder Safety Policy](#) for safe ladder usage.
- Jacking up the machine can be hazardous if performed improperly. Use jacking equipment with sufficient capacity. Be sure the jacking points are strong enough for the expected load. Be sure the supports for the jacks are stable. Before jacking up the machine, block the tires on the opposite side of the machine. Any equipment on blocks is potentially dangerous. Do not run the machine while the machine is jacked up.
- For your safety, transfer the load to approved blocks before servicing the machine.
- When cutting, grinding, pounding, prying or whenever material could fly or fall, wear proper protective equipment such as goggles, hard hat, safety footwear, and heavy gloves.
- When welding wear proper protective equipment such as helmet, dark safety glasses, protective clothing, and safety footwear. Do not look at the arc without proper eye protection.
- During servicing, do not allow anyone in the operator's compartment who is not trained and assisting in the servicing. When it is necessary to make any checks or adjustments with the engine running, use two people. A trained operator must be at the controls to safeguard the mechanic making the checks or adjustments. Be sure the transmission shift lever is locked in neutral, the parking brake is applied and the frame halves are locked together (if this applies).
- Never clean or lubricate the machine while it is running. Serious injury could result from contact with moving parts. Always lower the bucket before servicing.
- When testing the parking brake, be sure the area near the machine is clear of personnel and obstructions because the machine may move during the test. If the parking brake does not hold the machine, correct the cause as soon as possible. Park the machine on level ground and block the tires to prevent it from moving.
- Do not service the air conditioning system unless you are completely familiar with air conditioning and the safety precautions for handling liquid refrigerant which can cause severe frostbite.
- Use extreme caution when adding coolant to a hot radiator to avoid being burned. Hot, scalding coolant can spray out if the radiator cap is removed suddenly. Relieve system pressure by slowly

turning the cap to the first notch or lifting the safety lever (if equipped). Remove the cap only after the pressure is relieved. Wear gloves and goggles, and keep your face away from the filler neck.

- Before working on the engine or electrical system, disconnect the negative ground battery cable. Tag the cables and controls to warn against starting. Do not charge batteries in a closed area. Provide proper ventilation to guard against explosion of the accumulation of the gas given off in the charging process. Batteries give off a highly flammable gas. Do not allow sparks or open flame near the batteries because a fire or explosion could result. When using a booster battery and jumper cables, connect the negative (ground) cable to the machine's frame, away from the battery. Always connect the ground cable last and disconnect it first to avoid sparks near the battery. Be sure the electrical system disconnect switch is off when connecting or disconnecting batteries to minimize the chance of sparks and explosion.
- Before working on the hydraulic system, be sure the system pressure is relieved by moving the control levers in all directions with the engine off. Vent the system by removing the oil reservoir filler cap. Do not use hands to search for hydraulic leaks. Hydraulic oil escaping under pressure from a very small hole can be almost invisible yet have sufficient force to penetrate the skin. Use a piece of cardboard or wood to search for suspected leaks. If injured by escaping oil, see a doctor immediately because of the possibility of infection or reaction to the oil. If the machine has a pressurized reservoir, loosen the filler cap slowly to relieve the pressure before disassembly of any hydraulic system components. Do not overfill.
- Periodically check the R.O.P.S. (rollover protective structure) for fatigue cracks. Cracks indicate a weakened structure which should be replaced for your protection. Do not cut, grind, weld or drill holes in the R.O.P.S. because this could weaken the structures energy absorption capability.
- Before starting the engine ensure that all tools and loose parts have been removed.

***Remember to never lift anything that is beyond your capacity! Always follow safe operating procedures for heavy lifting.***

### **Equipment Storage Procedures**

The following procedures apply any time an operator leaves a machine unattended:

- Park the machine in an approved location.
- Set the brakes and lower the bucket /forks to the floor or ground.
- Ensure that the controls are in a neutral position and turn off the motor.
- If applicable, ensure the emergency brake system is engaged.

### **Acknowledgment & Agreement**


I, \_\_\_\_\_, acknowledge that I have read and understand the Equipment Maintenance and Storage Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Chain Saw Operation Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>OP-104</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. is committed to the health, safety, and well-being of our employees, and will strive to ensure that all appropriate safeguards are enacted to protect our employees who must work with chainsaws during the course of their work. This policy has been adopted to provide a consistent approach to this type of work.

## Responsibility

The use of a chain saw within certain departments of M.L. Judson Trucking Ltd. may be a required job function. It is the responsibility of management to ensure the proper and safe policies and procedures are in place.

It is the responsibility of the superintendent to ensure that these procedures are complied with by all employees. Chain saws shall only be operated by a competent person with their chain saw handling training.

## Guidelines

### Pre-Start Checks

- remove chain guard from bar
- check for proper engagement and release of chain brake
- check for sharpness of chain
- check chain bar for excessive wear of chain groove
- dress as necessary
- ensure bar is straight
- chain tension (does it comply with the owner's manual?)
- sufficient oil in oil reservoir?
- gas in tank?
- throttle interlock functioning properly?
- any visible signs of damage (e.g. cracks in housing, missing bolts, taped together parts)?
- ensure work area is safe and minimum clearance to other workers is realized
- identify any hazards in work area

## **WHEN STARTING**

- ensure brake engaged and not broken
- hold saw firmly
- make sure all Personal Protective Equipment (PPE) that is required is worn
- ensure persons other than the operator are not too close (e.g.: standing behind operator).

## **CUTTING WITH THE CHAIN SAW**

- allow chain saw to reach or attain cutting speed prior to starting to cut
- inspect the wood to be cut prior to starting the cut for objects (staples, nails, bolts, etc.)
- know where the bar tip is at all times to avoid contact with other material which could result in serious injuries due to kick back
- decide if material to be cut should be cut from top/bottom based on pressure/tension points
- set brake on saw any time it is necessary to remove hands from saw handle while saw is running
- decide on type of cut to be used for operator safety

## **HAZARDS DURING CUTTING**

- kickback
- cutting using one hand on saw with saw above shoulder level
- cutting while holding saw directly in front of you
- cutting without proper PPE in place
- pulling branches, etc., while saw is running or while brake is off
- others workers too close to you
- debris coming out of saw
- operator losing balance
- cutting towards yourself

## **CHAIN SAW MAINTENANCE**

### **DO's**

- clean and inspect all parts of the saw often
- allow saw to cool before refueling
- replace any worn or defective parts
- sharpen chain using proper tools and methods as specified in owner's manual or chain saw manufacturer's specifications
- grease bar tip sprocket

### **DONT's**

- don't use badly worn or defective parts
- don't sharpen chain using incorrect file size or angle
- don't use lower depth gauges without using properly and to specifications
- don't start saw while bar and chain are removed for cleaning

- don't reinstall damaged or worn parts - replace them
- don't install a bar that is too long/short for saw's capabilities (Refer to Manufacturer's recommendations)
- don't walk around carrying a running chain saw - even with brake on

## STORAGE

- always store with guard on bar
- store in well ventilated area
- store in dry area
- store fuel in approved containers in a well-ventilated area (If decanting fuel to a smaller container make sure it is properly marked.)

## CUTTING IN TREES

In addition to the guidelines for Chain Saw Operations on the ground, the following guidelines are also recommended:

- ensure that the chain saw is secured by a rope independent of the climbing rope
- don't use saws that weigh in excess of 9.07 kilograms (20 pounds) while aloft in a tree
- always be aware of proximity to energized lines and take appropriate precautions
- start saw by setting brake "on" and "crouching" the saw against part of the tree to hold it secure
- always work with another competent person at the work site

## WORKING FROM BUCKETS OF AERIAL DEVICES

- don't use a chain saw that weighs in excess of 9.07 kg. (20 lbs.)
- start saw by setting brake "on" and holding saw outside of bucket
- use extra caution if a double bucket is used when 2 workers are working aloft together
- always shut chain saw off when it is necessary to move the bucket of an aerial device
- be aware of proximity to energized lines and take appropriate measures
- consider hazards of over-extending/reaching during bucket work

## Acknowledgment & Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Chain Saw Operation Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Preventative Maintenance Policy</b>	3	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-105</b>	_____ Individual/Department

## Intent

M.L. Judson Trucking Ltd. has adopted this Preventive Maintenance Policy to ensure the ongoing health and safety of our clients and employees, and to maximize the useful life-span of our existing equipment. M.L. Judson Trucking Ltd. will follow all manufacturers' recommended maintenance schedules to ensure the ongoing efficiency and effectiveness of equipment.

## Definitions

Preventive Maintenance - Planned actions undertaken to retain an item at a specified level of performance by providing repetitive scheduled tasks that prolong system operation and useful life:

- inspection, cleaning, lubrication, and part replacement.

Predictive Maintenance - Maintenance performed as a result of testing, such as oil or vibration analysis. Partially replaces preventative maintenance of some equipment.

## Guidelines

- Power units will be inspected monthly unless the unit is not in use.
- Trailers will be inspected once per month when in use.
- Any defects recognized in the daily vehicle inspection report shall be repaired as soon as possible. The employee **MUST** notify the owner of any defects that require immediate attention.
- Employees using M.L. Judson Trucking Ltd. machines are to complete a Routine Daily Service Check and submit the Pre-Trip Inspection Report.

### Routine Daily Service Check

*Oil levels:* Engine  
Transmission  
Hydraulics  
Power Steering

*Check:* Fuel levels  
Coolant levels  
All grease points  
Visual circle/walk around inspection

## **EMPLOYEES MUST COMPLETE AND SUBMIT PRE TRIP INSPECTION REPORT**

Effective equipment maintenance will ensure that our equipment works consistently and as intended, and ensures that the process is under control and that biological, chemical and physical hazards are efficiently controlled. An equipment maintenance program will save time and money by reducing unscheduled downtime. Regular maintenance is essential to minimize the potential for unexpected major repairs.

- Reasonable efforts are to be made to ensure that all equipment has appropriate safety features and that such features are properly utilized.
- A program of preventative maintenance including function and safety checks should be developed and monitored as appropriate for all equipment.
- The choice of location for an item of equipment should consider also its environmental implications (noise, fume / vapour generation etc.).
- Equipment, which can be left unattended, should be monitored by occasional inspection to determine any significant malfunctions.
- Consider safety, cleaning and maintenance requirements prior to purchase.
- Review and follow manufacturers' instructions to ensure proper set-up.
- Establish and maintain preventive maintenance schedules as per manufacturers' recommendations
- Keep complete and detailed service records for each piece of equipment.
- Decontaminate all equipment appropriately prior to servicing.

Maintenance programs shall ensure that equipment performs consistently, functions as intended, meets process requirements.

Equipment suppliers will be required to provide technical support, service and training for equipment maintenance.

Equipment maintenance should be coordinated between designated employees in the maintenance and operating areas to avoid interference of scheduled production.

The equipment maintenance program shall cover:

- Routine maintenance, including cleaning, inspection, servicing and lubrication
- Scheduled and planned preventive maintenance
- Repairs and unscheduled maintenance resulting from equipment breakdown during regular operations

It is important that after completion of the maintenance activity, all tools, parts and other materials are gathered and put back in place. Maintenance tools should be stored in designated areas.

### Preventive Maintenance

A preventive maintenance program will be based on the equipment manufacturer's guidelines or on the conditions and period of operations.

The Preventive Maintenance program will be managed to ensure that all equipment is in top condition and can produce safe products.

The Preventive Maintenance program shall include:

- Inspection
- Testing
- Lubrication
- Cleaning
- Adjustment and replacement of equipment parts
- Written preventive maintenance program listing equipment requiring regular maintenance, frequency and maintenance procedure

### Maintenance Records

Records of all maintenance should be retained to demonstrate the application of the maintenance program.

Records for retention shall include:

- Work order numbers
- Reason for the maintenance
- Equipment identification
- Maintenance activity (ex: equipment inspection, adjustment and part replacement)
- Dates
- Person in charge

### Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Preventative Maintenance Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.


Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



	Subject:	No. of Pages:	Effective Date:
	<b>Hot Work Policy</b>	1	2017-03-06
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input checked="" type="checkbox"/> Revision <input type="checkbox"/> New	<b>OP-106</b>	_____ Individual/Department

## Intent

The intent of this policy is to provide M.L. Judson Trucking Ltd. employees guidance to prevent fires from Hot Work.

## Definition

“Hot work” = work that is capable of producing a source of ignition e.g. welding, cutting, grinding

## Guidelines

Precautions to prevent fire shall be taken when performing hot work.

- The work area shall be assessed for hazards before commencing any project.
- Personal protective equipment pertaining to the dangers shall be worn in its performance.
- Measures shall be taken to protect adjacent workers from flash-burn.
- The employer will furnish a non-flammable portable screen to curtain off hazards to other work areas.
- No arc welding electrodes or ground lead shall be hung over a cylinder in the process.


## Acknowledgment & Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Hot Work Policy of M.L. Judson Trucking Ltd.. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Working in Lightning Safety Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-142</b>	_____ Individual/Department

## Intent

The intent of this Working in Lightning Safety Policy is to remain legally compliant and ensure the health, safety and wellness of employees working in harsh weather conditions with lightning.

## Guidelines

### Lightning Detection

Lightning can be detected in the following ways (Note: if it is visible, seek shelter immediately):

- Radio Frequency (RF) detectors
- Optical Monitors
- When you see lightning, count the time until you hear thunder. If the time delay is less than 30 seconds, seek shelter immediately.
- If you cannot see the lightning, but hear thunder, it is highly possible that you will be within striking range and should seek shelter immediately.

### Lightning Safety

The following safety guidelines are to be adhered to by all M.L. Judson Trucking Ltd employees to ensure their health and safety in the completion of their work duties and responsibilities.

- Regularly monitor weather conditions.
- Become familiar with your surroundings when working in new locations, in an effort to predetermine safe shelter locations.
- If you see lightning or hear thunder, cease any work or activity and seek safe shelter.
- Safe shelter includes:
  - Fully enclosed vehicle with the windows up.
  - Substantial buildings, preferably a closet or small office near the ground level, if possible.
  - Low ground.
- Unsafe shelter includes:
  - Water
  - Treed areas
  - Open fields
  - High ground, caves, mines, etc.

- If you are outside in the presence of lightning, and cannot reach a safe place for shelter, remove anything containing metal, such as jewellery, necklaces, keys, belts, baseball caps, etc. and position yourself in a crouching position low to the ground.
- Workers are not permitted to resume their duties until 30 minutes after the last lightning strike.

### **Emergency Procedure**

If an individual has been struck by lightning, the Canadian Center for Occupational Health and Safety suggests the following action:


- Call for help immediately.
- If the person has stopped breathing, safely perform mouth-to-mouth resuscitation.
- If the person has stopped breathing and does not have a pulse, ensure a trained rescuer performs Cardio Pulmonary Resuscitation (CPR).

\*Note: It is completely safe to touch individuals who have been struck by lightning.

### **Acknowledgement and Agreement**

I, \_\_\_\_\_ acknowledge that I have read and understand the Working in Lightning Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Working on Slopes Safety Policy</b>	2	2017-03-31
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>HS-143</b>	_____
			Individual/Department

## Intent

M.L. Judson Trucking Ltd strives to ensure the health and safety of all of its employees. M.L. Judson Trucking Ltd has developed this policy to ensure all employees who are required to conduct work on snow-covered slopes perform these job duties in a manner that adheres to the safety requirements of the organization.

## Guidelines

### Working on Slopes

- During site work, all fragile slopes shall be clearly marked off and personnel informed of the dangers.
- Extreme care must be exercised on slopes during adverse weather conditions such as snow, wind, rain, fog and darkness as these conditions create hazards in addition to the hazards inherent in slope work.
- Assess the weather conditions prior to conducting work on slopes and determine if it is safe for work to be conducted.
- All access equipment, including tractors, ropes, etc. must be regularly inspected and adequately maintained in sound condition at all times.
- Where persons could fall over the edge of a slope, temporary guard rails or ropes are to be installed where practicable.
- All persons exposed to a risk of falling must be provided with proper personal protective equipment at all times.
- Care must be taken to prevent tools and loose objects falling from the slope. Loose articles should be raised or lowered in a safe manner. They should not be carried up or down ladders.
- If there is any potential hazard to personnel below where the slope work is taking place, adequate temporary warning notices, barriers and a 'look out' person shall be present. Where appropriate, standard traffic warning and control measures must be taken.
- Appropriate protective clothing shall be issued, including, where necessary, protective helmets and boots with steel toe caps and slip-resistant soles.

### Snow Plowing Safety

#### Prior to Plowing

- Prior to plowing, employees must check out the areas they will be plowing, looking for objects that could be easily hidden by snow. Employees should make note of things like curbs, gas and oil lines and any other items that could damage a plow.
- Before using the plow for the first time, employees must be trained on tractor usage and become familiar with the manufacturer's manual for the plow.
- Employees must check all lights to make sure they are working properly. This includes both the lights on the tractor and the lights on the blade of the plow.

- For good traction, employees must ensure the tractor's weight is balanced. If necessary, add weight to the back of the tractor, to balance out the weight of the plow.
- Employees must check all connections between the tractors and plow.
- Check the plow itself for any signs of damage, such as cracked welds or hydraulic fuel leaks.
- Employees must also verify the cutting edge of the plow to ensure it is not worn down to the point where the ground may come in contact with the main portion of the blade.

### Transporting the Plow

- Ensure the plow is as far off the ground as it can be without blocking the headlights or obstruct from the machine.
- Always drive with the blade angled to the right, if possible. This will prevent it from accidentally catching on the curb.
- Do not drive the machine more than 30 kilometers per hour while plows are attached.

### While Plowing

- Always begin moving prior to dropping the blade of the plow.
- Begin to stop prior to approaching the end of the slope; **do not let the plow slam full speed into already piled snow. This will damage the plow and may cause potential safety complications for the employee.**
- Raise the blade before moving into position to make another plow.
- Always wear seatbelt if available in the machine; hidden objects could cause your machine to stop suddenly.
- Always turn around and look while driving in reverse to ensure there are no obstacles behind the machine.
- Ensure a place to pile the snow is decided prior to pushing the snow.
- Be especially careful of objects surrounding the area of plowing, especially other employees who may be in the area.
- Ensure proper personal protective equipment is worn at all times.
- While plowing on slopes, ensure proper traction to avoid the tractor from slipping.

### Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Working on Slopes Safety Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined within this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_


Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



# Safe Working Procedures

	Subject:	No. of Pages:	Effective Date:
	<b>Bulldozer SOP</b>	3	2019-12-13
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-107</b>	_____ Individual/Department

## Standard safe operating practices for bulldozer operators

### 1. Personal protective equipment

Hardhat and high-visibility clothing to be worn when not inside the cab.

Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.

Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.

Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.

Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

### 2. Mounting and dismounting – three-point contact will be used to mount and dismount equipment.

### 3. Inspection and repairs – bulldozers will be inspected prior to use to ensure good mechanical condition.

When working under or around bulldozers, for inspections or repairs, the bulldozer must be locked and tagged out, and immobilized and secured against inadvertent movement.

### 4. Housekeeping – cabs, steps and mirrors must be kept clean at all times. All debris should be removed.

### 5. Parking – the bulldozer must be parked on level ground, clear of hazards, to allow ease of access.

### 6. Travelling – proper gear selection must be used to maintain control. Drive according to terrain conditions.

### 7. Danger zone – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.

### 8. Lockout – lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Refer to company and manufacturer's procedures on lockout.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair machines, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving a machine
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the machine
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fuelling** – shut off the engine while fuelling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fuelling is completed.

10. **Hazardous materials** – Read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label.

If an incident occurs, follow first aid instructions.

Use proper storage procedures.

11. **Bulldozing** – while operating on travelled roads, keep right, especially on corners and hills.

When pushing out a road, avoid pushing debris, for example stumps, trees, rocks and dirt, into standing timber. Do not create hang-ups. Lower chicots and hung-up frees as they are encountered along roadways.

Brush piles will be leveled so that harvesting equipment does not get hung up in them.

Roads will be made to proper width, with sufficient turnarounds and turnouts.

Road will be kept free of hazards, for example, stumps, rocks and debris.

Keep well back from other working equipment when they are cutting roadways.

12. **Winching** – prior to winching, ensure the cable is in safe condition and the hook-up is secure.

Brakes will be applied and the blade will be lowered onto the ground during winching.

Winch only at the proper speed that the machine being winched is able to move. Winch in a straight line, not on angle.

13. **Moving trailers** – prior to hooking or unhooking any trailer, ensure the trailer is properly blocked (chocked).



Operators will be assisted in hooking up trailers.

While hooking or unhooking a trailer, ensure all personnel are clear of the area between the trailer and the bulldozer. While being assisted, ensure communications and directions are clear and understood before moving your machine.

Travel at proper speeds when pulling trailers.

Ensure that your bulldozer is capable of controlling the equipment/trailer being moved.

If moving a fuel trailer, ensure that it is hooked to a drawbar rather than on a winch.

14. **Blowdown** – road construction – if a road is required through a blowdown area, care should be exercised with the dozer to avoid springpole and spear hazards.

When required to establish access to a cutting face, try to minimize disturbance of the blowdown.

### Acknowledgement and Agreement


I, \_\_\_\_\_, acknowledge that I have read and understand the Working on Slopes Safety Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined within this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Grader SOP</b>	2	2019-12-13
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-108</b>	_____ Individual/Department

## Standard safe operating practices for grader operators

### 1. Personal protective equipment

Hardhat and high-visibility clothing to be worn when not inside the cab.

Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.

Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.

Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.

Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

2. **Mounting and dismounting** – three-point contact will be used to mount and dismount equipment.

3. **Inspection and repairs** – graders will be inspected prior to use to ensure good mechanical condition.

When working under or around graders, for inspections or repairs, the grader must be locked and tagged out, and immobilized and secured against inadvertent movement.

4. **Housekeeping** – cabs, steps, windows, windshields, and mirrors must be kept clean at all times. All debris should be removed.

5. **Parking** – the grader must be parked on level ground, clear of hazards, to allow ease of access.

6. **Travelling** – proper gear selection must be used to maintain control. Drive according to road or terrain conditions.

Be aware of protruding objects.

Make sure blade is properly positioned; slow down when crossing railroad tracks; be on look out for hazards such as bridge joints etc.

Plan ahead to minimize the need for backing.

When working on a roadway, always communicate your location.

7. **Danger zone** – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.
8. **Lockout** – lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Refer to company and manufacturer's procedures on lockout.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair machines, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving a machine
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the machine
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fuelling** – shut off the engine while fuelling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fuelling is completed.

10. **Hazardous materials** – read WHMIS label. If there is no label, contact supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label.


If an incident occurs, follow first aid instructions.

Use proper storage procedures.

### Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Working on Slopes Safety Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined within this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Wheel loader SOP</b>	2	2019-12-13
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-109</b>	_____ Individual/Department

## Standard safe operating practices for wheel loader operators

### 1. Personal protective equipment

Hardhat and high-visibility clothing to be worn when not inside the cab.

Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.

Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.

Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.

Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

2. **Mounting and dismounting** – three-point contact will be used to mount and dismount equipment.

3. **Inspection and repairs** – loaders will be inspected prior to use to ensure good mechanical condition.

When working under or around loaders, for inspections or repairs, the loader must be locked and tagged out, and immobilized and secured against inadvertent movement.

4. **Housekeeping** – cabs, steps, windows, windshields, and mirrors (if applicable) must be kept clean at all times. All debris should be removed.

5. **Parking** – the loader must be parked on level ground, clear of hazards, to allow ease of access.

6. **Travelling** – proper gear selection must be used to maintain control. Drive according to terrain conditions

7. **Danger zone** – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.

8. **Lockout** – Lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Refer to company and manufacturer's procedures on lockout.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair machines, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving a machine
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the machine
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fuelling** – shut off the engine while fuelling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fuelling is completed.

10. **Hazardous materials** – Read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label.

If an incident occurs, follow first aid instructions.

Use proper storage procedures.

11. **Loading/unloading** – The operator will communicate with the truck driver for proper positioning to ensure safe, efficient and easy loading. All efforts are to be made not to load debris, small sticks and rocks that can fall off during transport.

The operator must ensure that the load is not over stake height and within legal limits.

Gravel trucks will be loaded according to conditions and maximum legal requirements.

12. **Proper lighting** – Always ensure there is proper lighting to carry out the tasks at hand. If there is not enough natural light, use artificial light.


### Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Working on Slopes Safety Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined within this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Hydraulic Excavator SOP</b>	2	2019-12-13
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-110</b>	_____ Individual/Department

## Standard safe operating practices for excavator operators

### 1. Personal protective equipment

Hardhat and high-visibility clothing to be worn when not inside the cab.

Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.

Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.

Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.

Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

### 2. Mounting and dismounting – three-point contact will be used to mount and dismount equipment.

### 3. Inspection and repairs – excavators will be inspected prior to use to ensure good mechanical condition.

When working under or around excavators, for inspections or repairs, the loader must be locked and tagged out, and immobilized and secured against inadvertent movement.

### 4. Housekeeping – cabs, steps, windows, windshields, and mirrors must be kept clean at all times. All debris should be removed.

### 5. Parking – the excavator must be parked on level ground, clear of hazards, to allow ease of access.

### 6. Travelling – proper gear selection must be used to maintain control. Drive according to terrain conditions

### 7. Danger zone – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or any of its components are moved.

8. **Lockout** – lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Refer to company and manufacturer’s procedures on lockout.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair machines, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving a machine
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the machine
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fuelling** – shut off the engine while fuelling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fuelling is completed.

10. **Hazardous materials** – read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label.

If an incident occurs, follow first aid instructions.

Use proper storage procedures.

11. **Floating** – the operator must know how to safely load and unload the excavator on and off floats.

12. **Proper lighting** – in low light conditions, leave lights on to assist in mounting/ dismounting and walking around the machine.


### Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understand the Working on Slopes Safety Policy of M.L. Judson Trucking Ltd. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined within this policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

	Subject:	No. of Pages:	Effective Date:
	<b>Truck Driver SOP</b>	3	2019-12-13
	Type:	Policy #:	Approved:
	<input type="checkbox"/> Finalized/Approved <input type="checkbox"/> Revision <input checked="" type="checkbox"/> New	<b>OP-111</b>	_____ Individual/Department

## Standard safe operating practices for truck drivers

### 1. Personal protective equipment

Hardhat and high-visibility clothing to be worn when not inside the cab.

Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.

Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.

Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.

Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

2. **Mounting and dismounting** – three-point contact will be used to mount and dismount equipment.

3. **Inspection and repairs** – trucks will be inspected prior to use to ensure good mechanical condition.

When working under or around trucks, for inspections or repairs, the truck must be locked and tagged out, and immobilized and secured against inadvertent movement.

4. **Housekeeping** – cabs, steps, windows, windshields, and mirrors must be kept clean at all times. All debris should be removed from truck and trailer.

5. **Parking** – the truck must be parked on level ground, clear of hazards, to allow ease of access.

6. **Travelling** – proper gear selection must be used to maintain control. Drive according to terrain conditions. Drivers are responsible for load security.

7. **Danger zone** – danger zone is defined as the area around operating machines or working personnel, in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or its components are moved.



8. **Lockout** – lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Refer to company and manufacturer's procedures on lockout.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair machines, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving a machine
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the machine
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fueling** – shut off the engine while fuelling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fueling completed.

10. **Hazardous materials** – read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label.

If an incident occurs, follow first aid instructions.

Use proper storage procedures.

11. **Trailer hook-up** – When hooking up to a trailer, check fifth wheel to see if jaws are open, hook up air hoses, and set brakes on trailer, hook up and be sure the fifth wheel jaws are locked and the safety pin is secured and keyed. Check trailer dollies and be certain they are in up position.

Truck must have flags, long/wide load signs and load permits where necessary. Unit must not be moved until air pressure is built up in tank and brakes are tested. Brakes on empty vehicles still have all the power necessary for a full load, so brake with extra care – is easy to over brake.

12. **Radio Procedures** – Radios will be used to according to company policy.

13. **Working on top of load** – wear appropriate fall protection equipment if working at a height of 3 metres and above.

Be aware of slip and trip hazards.

14. **Trimming Loads** - when using a chainsaw check that it is in good working order. Wear appropriate personal protective equipment. Start saw while held down on firm surface. Do not cut with the tip of

the bar. Avoid over-reaching or cutting above shoulder height. When using an axe, be sure it is sharp and be cautious of glancing blows and over-stretching.

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