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## Customer Job Site Safety Program

To our valued customers,

In our industry **Safety** is always the number one priority. In order to help all of us keep our job sites, offices and communities safe, Dufferin Concrete (DC) and Ontario Redimix (ORM) have put together a job site safety package for our customers. This safety package is part of our Customer Job Site Safety Program intended to share important safety information, practical tips and best practices, to help build partnerships with our customers and employees to keep everyone safe. This package contains practical information about vehicle operations such as a collision reporting guide, guidelines for back-up signals, safe site delivery, blind spot zones, and much more.

The Job Site Safety Program works like this; after consultation with the contractor, DC or ORM employees visit the customer sites and walk their front line employees through these safety practices in detail, based on each jobsite's specific requirements. Our Occupational Health & Safety representative is also part of this visit and is available to answer any technical health and safety questions the site employees may have.

CRH Canada has a comprehensive and well-established program to promote health and safety and we see a great opportunity through better communications to align our program with your employees and jobsite needs.

As part of our ongoing commitment to our employees, customers and communities, we thank you for partnering with us, not only for the supply of your concrete needs but also to ensure everyone goes home safe at the end of each day.

Thank you,

A handwritten signature in black ink, appearing to read 'Peter Moylan', written in a cursive style.

Peter Moylan  
General Manager  
Dufferin Concrete & Ontario Redimix



## Safety Talk – Backer Spotter

Spotting for backing dump trucks and other vehicles is one of the most important tasks on any project, plant or construction site. When there are unusual, complicated or high risk circumstances, review the steps below with the driver before attempting to complete the backing and unloading/loading process.

- As a spotter, ensure you have a complete understanding of the potential hazards on the jobsite. Do not put yourself at risk.
- Confirm with the driver he/she has knowledge of our standard hand signals you will be using.
- Ensure you have eye contact with the driver while spotting for them. Make sure they see you!
- Be sure to maintain a safe distance between the truck and yourself at all times.
- Maintain focus on the backing and unloading/loading process while acting as a spotter.
- If, at any time, a pedestrian enters the path of the backing truck, immediately stop the truck until they are clear of potential harm. Advise the foreman of this situation as soon as possible.
- If at any time you divert your attention to anything other than spotting, stop the driver, then restart when you are able to resume spotting.
- You have a responsibility to ensure all trucks on our jobsites and properties have working backup alarms, if they don't, notify your supervisor and ask them not to return until they are functioning properly.
- If at any time you feel the driver is not paying proper attention to you, stop and speak with the driver, then resume after a clear understanding of your requirements as a spotter have been communicated.



Stop and correct unsafe behavior by truck drivers immediately when it is observed. If unsafe behavior is repeated we will need to inform the trucking company manager and possibly remove the truck driver from the jobsite.



## Backer Spotter - For All Oldcastle South Division Employees

Supervisor or Talk Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Job/Facility Name \_\_\_\_\_

My name and signature below demonstrate that I have received and understand the training information titled above. I also had the opportunity to ask questions on the subject matter. I further agree that I will comply with the safety expectations of my company and Oldcastle Materials Group, including the information outlined in these safety alerts, as applicable to my work.

Print Name

Signature

Print Name	Signature
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Did an employee other than the foreman/supervisor give this safety meeting or make a notable contribution? If yes, please enter their name here: \_\_\_\_\_

What additional information did the employee discuss?

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



## Safety Talk – Concrete Delivery to a Crane Bucket

**When employees deliver concrete to a job site, the following is required to be provided for the driver prior to off-loading:**

- Instructions on the job site hazards are to be communicated to every concrete driver.
- Access to the entrance and exit of the job site needs a safe level operating area for the concrete truck.
- There needs to be adequate lighting of the job site. (especially during dawn, dusk and night periods)
- Signalers should be provided and identified to the driver.
- The discharge area is to be communicated if possible, to the driver prior to delivery.
- Location of a proper wash out area must be designated and shown to the driver.
- The concrete truck must remain the legislated distance away from any overhead electrical wires required in the, construction projects regulation manual.
- Worksite personnel are not to access the concrete truck platform, ladder or truck.
- The concrete truck driver shall only perform tasks relating to concrete delivery and shall not handle any other equipment on site.
- A clear walkway around the truck shall be provided for all stationary work. This may result in only one truck at the discharge point at one time
- One meter distance is suggested between trucks at all times.
- There needs to be a 12-15 foot “pick point” landing area behind the back of the truck.
- The concrete bucket swamper is the only person to handle, signal, raise or land a concrete bucket.
- Concrete drivers are required to move to the front of their truck around their driver side door prior to the bucket being hoisted or landed.
- Under no circumstances are crane loads or concrete buckets permitted to be lifted over the truck or driver at any time.
- If the concrete load is required to be checked by climbing onto the truck, the concrete truck driver must do so only when all concrete buckets are placed securely on the ground and not moved.

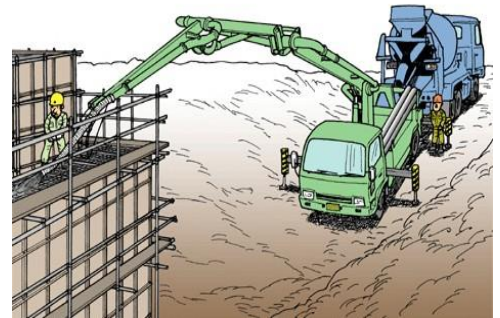




## Safety Talk – Concrete Delivery to a Pump Truck

**When employees deliver concrete to a job site, the following is required to be provided for the driver prior to off-loading:**

- Instructions on the job site hazards must be communicated to all concrete drivers.
- There must be access in and out of the job site with a safe level operating area for all concrete trucks.
- There must be adequate lighting of the job site (especially during dawn, dusk and night periods).
- Signalers should be provided and identified to all drivers.
- The discharge area is to be communicated to all drivers prior to delivery.
- Location of a proper wash out area must be designated and shown to all drivers.
- All concrete trucks must remain the legislated distance away from any overhead electrical wires required in the, Construction Projects Regulation Manual.
- Worksite personnel are not to access the concrete truck platform, ladder or truck.
- All concrete truck drivers are to only perform tasks relating to concrete delivery and are not to handle any other equipment on site.
- A clear walkway around the truck needs to be provided for all stationary work. This may result in only one truck at the discharge point at one time.
- One meter distance is suggested between trucks at all times.
- The pump truck boom should never be moved over the concrete truck or driver and no closer than 6 meters or 20 feet from overhead electrical wires.
- A communication plan must be identified between the pump operator and concrete driver including the appropriate level of concrete to be maintained in the pump at all times, when to start and stop pouring and any other communication required.
- All concrete drivers must be made aware of the emergency stop locations on the pump truck prior to discharging concrete.
- Concrete should not be poured into the pump truck hopper until the pump operator has primed the pump to avoid plugging and back pressure projectile hazards.
- Unused concrete in the pump may only be discharged back into the concrete mixer if workers have been trained and follow safe practices found within the specific work instruction.





## Safety Talk – Concrete Delivery to Curb or Paver Machine

**When employees deliver concrete to a job site, the following is required to be provided for the driver prior to off-loading:**

- All job site hazards instructions must be communicated to all concrete drivers.
- There must be access in and out of the job site with a safe level operating area for all concrete trucks.
- There must be adequate lighting of the job site (especially during dawn, dusk and night periods).
- Signalers must be provided and identified to all drivers.
- Discharge area is to be communicated to all drivers prior to delivery.
- Location of a proper wash out area must be designated and shown to all drivers.
- The concrete truck must remain the legislated distance away from any overhead electrical wires required in the, Construction Projects Regulation.
- Worksite personnel are not to access the concrete truck platform, ladder or truck.
- The concrete truck driver is only to perform tasks relating to concrete delivery and is not to handle any other equipment on site.
- A clear walkway around the truck must be provided for all stationary work. This may result in only one truck at the discharge point at one time
- One meter distance is suggested between trucks at all times.
- A communication plan must be identified between the curb or paver machine operator and concrete driver including the appropriate level of concrete to be poured at all times, when to start and stop pouring and any other required communication.
- Worksite personnel are not permitted to go between the truck and the curb or paver machine while the truck is in motion.
- The worksite personnel will be required to lock and unlock the concrete truck chute when making turns.





## Safety Talk – Concrete Delivery to Floors / Sidewalks

**When employees deliver concrete to a job site, the following is required to be provided for the driver prior to off-loading:**

- Instructions on the job site hazards must be communicated to all concrete drivers.
- There must be access in and out of the job site with a safe level operating area for all concrete trucks.
- There must be adequate lighting of the job site (especially during dawn, dusk and night periods).
- Signalers should be provided and identified to all drivers.
- Discharge area is to be communicated to all drivers prior to delivery.
- Location of a proper wash out area must be designated and shown to all drivers.
- All concrete trucks must remain the legislated distance away from any overhead electrical wires required in the, Construction Projects Regulation.
- Worksite personnel are not to access the concrete truck platform, ladder or truck.
- All concrete truck drivers are to only perform tasks relating to concrete delivery and are not to handle any other equipment on site.
- A clear walkway around the truck is provided for all stationary work which results in only one truck at the discharge point at one time
- One meter distance is suggested between trucks at all times.
- A communication plan must be identified between the work crew and all concrete drivers including the appropriate level of concrete to be poured at all times, when to start and stop pouring and any other required communication.
- Limit the need to have concrete trucks reverse on the worksite.
- Worksite personnel must provide adequate ventilation inside the buildings in order to avoid the accumulation of carbon monoxide in the air.
- Ensure any potential overhead hazards are communicated to the concrete truck driver or eliminated to prevent contact with the truck.
- All worksite personnel are required to provide a safe lane for the discharging of concrete, to avoid interaction with pedestrian and vehicular traffic.
- Worksite personnel should ensure the chutes are scraped clean and locked in position to the driver side of the truck to ensure they are not free moving when the truck leaves the pour site.





## Safety Talk – Concrete Delivery to Walls / Foundations

**When employees deliver concrete to a job site, the following is required to be provided for the driver prior to off-loading:**

- Instructions on the job site hazards must be communicated to all concrete drivers.
- There must be access in and out of the job site with a safe level operating area for the concrete truck.
- There must be adequate lighting of the job site (especially during dawn, dusk and night periods).
- Signalers should be provided and identified to all drivers.
- The discharge area is to be communicated to all drivers prior to delivery.
- The location of a proper wash out area must be designated and shown to all drivers.
- All concrete trucks must remain the legislated distance away from any overhead electrical wires required in the, Construction Projects Regulation Manual.
- All worksite personnel are not to access the concrete truck platform, ladder or truck.
- All concrete truck drivers shall only perform tasks relating to concrete delivery and are not to handle any other equipment on site.
- A clear walkway around the truck should be provided for all stationary work. This may result in only one truck at the discharge point at one time
- One meter distance is suggested between trucks at all times.
- A communication plan must be identified between the work crew and concrete drivers including the appropriate level of concrete to be poured at all times, when to start and stop pouring and any other required communication.
- Limit the need to have the concrete truck reverse on the worksite.
- Ensure any potential overhead hazards are communicated to all concrete truck drivers or eliminated to prevent contact with the truck.
- All worksite personnel are required to provide a safe lane for the discharging of concrete to avoid interaction with pedestrian and vehicular traffic.
- Worksite personnel should ensure the chutes are scraped clean and locked in position to the driver side of the truck to ensure they are not free moving when the truck leaves the pour site.
- The concrete truck wheels must be 1 meter away from all excavation edges.
- Access ramps must be adequately maintained, which includes the width and stability of the ramp to ensure safe access and egress for the concrete truck.
- At no point will the concrete truck be towed or pushed into the job site.







## Safety Talk – Concrete Discharging

Discharging Concrete is typically done using three processes:

**Discharge Moving:** A worker driving the ready mix truck to discharge concrete (curb and wall machines, sidewalks, floors).

**Discharge Stationary from Ground Level:** A worker is located on the ground next to the truck to discharge concrete (wheel barrows, buggies, crane bucket, tele-belt, and conveyor).

**Discharge Stationary from Back or Top Truck Platform:** A worker is situated on their truck platform to discharge concrete (pump truck, crane bucket).

The below table outlines the questions to assess prior to the start of concrete discharge:

<b>1. Back or Top Platform</b>
Is it necessary to perform work from the back or top platform?
<b>If any question is answered NO, work from ground.</b>
<b>2. Back and Top Platform Condition</b>
Do the platforms meet all of the following:
<ul style="list-style-type: none"><li>• In good condition and free of obstructions (including any part of the chute)</li><li>• Level, slip resistant tread (expanded metal surface)</li><li>• Free of excess contamination (oil, grease, excess mud, concrete build up, etc.)</li><li>• Back platform minimum dimension 60 cm x 90 cm (24" x 36")</li></ul>
<b>If any question is answered NO, work from ground.</b>
<b>3. Back and top platform fall prevention</b>
<ul style="list-style-type: none"><li>• Work boots are in good condition (adequate slip resistant tread – free of excess contamination)</li><li>• Platform can be safely accessed from the truck ladder</li><li>• An adequate handrail is installed to provide stability while working on the platform</li><li>• A balanced body posture can be maintained while on the platform</li><li>• Concrete will be removed from the chute prior to swinging the chute</li><li>• 3-point contact will be maintained at all times while swinging the chute (both feet planted on the platform <u>and</u> one hand gripping the handrail)</li></ul>
<b>If any question is answered NO, work from ground.</b>

The purpose of these Standard Operating Procedures is to:

- Promote and encourage drivers to use the ground method of discharge.
- **Eliminate the use of tires, wheel hubs, tow hooks, steel plate below chute swivel point and bumpers as a surface step.** This access method will not be permitted as it is impossible to maintain 3-point contact while climbing as one of the points (chute) is not a fixed point and these locations are not intended as surface steps.
- **We are not eliminating the use of rear or top platform but they must be:**
  - accessed using the ladder only
  - maintain 3-point contact at all times
  - not carry anything while using ladder



## Safety Talk – Digging and Excavation

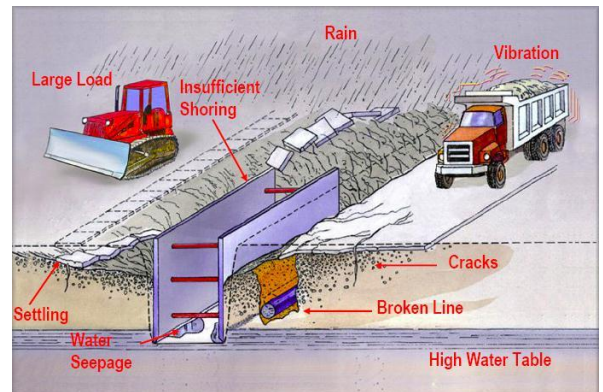
When work is being conducted for digging a hole, trench or excavating materials one should be aware of all the hazards to be identified and controls to be implemented.

### General Information

- Excavation safety is intended for personnel who work on excavating projects or must enter excavations in the course of their work. It is also intended for workers performing other tasks around excavated areas.
- Simply stated, an excavation is a hole left in the ground as the result of removing material.

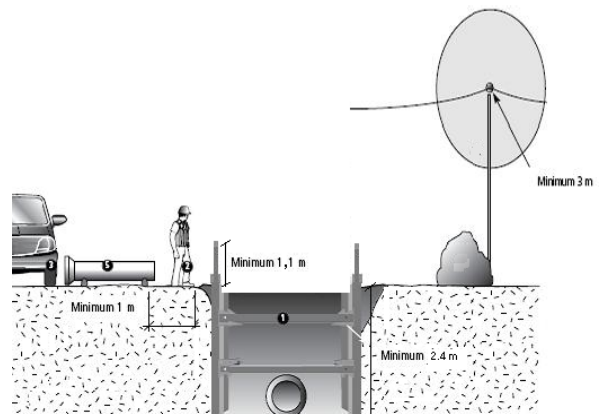
- **Some of the main causes of injuries are:**

- The sides of the excavation collapsing
- Material falling into the excavation or trench
- Slips and falls as workers climb in and out of an excavation
- Unloading materials
- Being struck by moving equipment
- Exposure to toxic, irritating or flammable gases.



### Some tips to control the hazards when working in or around an excavation

- Recognize the site hazards when driving into the area and staying away from the edge of the excavation.
- There must be a barrier provided according to the depth of the excavation - 2.4 meters or deeper
- The area around the upper edge of the excavation has to be clear of equipment, rocks and construction materials – 1 meter from the edge of the excavation





## Safety Talk – Hands Off My Truck

### Dear Valued Customers:

At Dufferin Concrete and Ontario Redimix, we have a safety policy of “Zero Harm to All.” Over the past couple of years, we have experienced an alarming increase of injuries and incidents around our ready mix trucks to both our employees and the employees of our customers. These incidents range from mishandling chutes, to improper use of truck equipment such as ladders and water hoses. This trend must be changed.

Many of the injuries have been the result of well-intentioned job-site crew members trying to help out our ready mix drivers. However, these individuals are not properly trained and this has led to unfortunate accidents.

We have implemented a “Hands off my Truck Policy” that all drivers are empowered to enforce. I am certain that you share our goal of “Zero Harm” and thus, I ask that you help us let our drivers do the job that they were trained to do. Going forward, we will communicate at the jobsite level through discussion, truck signage, and pre-pour packages that customers are not to touch our trucks. This includes, but not limited to:

- Accessing the ladder to check the concrete
- Opening flip chute or retrieving extension chutes
- Adding water to the mixing drum to adjust concrete slump

We ask that you support this initiative as I am certain it will make for a safer environment for all.

Thank you,

A handwritten signature in black ink, appearing to read 'Peter Moylan'.

Peter Moylan  
General Manager  
Dufferin Concrete & Ontario Redimix



## Safety Talk – Dump Point Safety

Dumping material from a truck is a common practice in the mining industry. It does not matter what type of dump point is involved, whether it is a waste pile, an overburden dump, a stockpile or a hopper, incidents can occur if certain precautions are not taken.

### What are the potential hazards at dump points?

- If there is no berm or restraint, or an inadequate berm or restraint, it makes the edge location difficult to judge; which offers inadequate restraint to keep a vehicle from going over the edge.
- An edge of a pile can weaken because the pile has been loaded-out at the toe of over-steepened.
- An edge of a pile that has been undercut will cause overhanging conditions that can be created especially when the pile material is frozen, or has sat for an extended period of time.
- Cracks, settlement, or a slide near the edge of the pile. Means the edge may be unstable and may not support the additional truck weight.
- Inadequate illumination for nighttime operations, or poor visibility during inclement weather. Makes driver judgments and detection of unsafe conditions, more difficult.

### What are some unsafe equipment practices?

- Attempting to dump over the edge of the pile even though there is no berm.
- Attempting to dump over the edge in an area where there are cracks.
- Hitting into the berm when positioning to dump. Using the berm to help stop the truck creates the risk that the vehicle may go through the berm or cause the berm to give way.
- Raising the bed too high when the material sticks in the bed. As the bed is raised, the truck can become unstable & tip over.
- Operating the equipment without wearing a seat belt.
- Using a truck with defective breaks.

### What can you do to help prevent a dump point incident?

- Before your shift begins, equipment operators should routinely check the dump area for unsafe conditions, such as cracks, inadequate berms, and unstable material on the slope or a loaded-out slope below the dump point.
- Review your work practices for dumping material, whether it is on a stockpile or into a hopper.
- When reversing, be sure to reverse slowly and come to a gradual stop at the dump point.
- Use the berm or block as a visual guide only. Do not use it to routinely to help stop the truck.
- Avoid running the rear tires up on the berm.
- Be aware of the proximity of overhead power lines.
- Wear your seatbelt.
- Be sure to lower the bed after dumping and prior to moving.



## **Safety Talk – Five Safety Questions**

### **Safety First – Supervisors**

When assigning a job/task to an employee a foreman should ask themselves the following:

1. Does the employee have the skill, ability knowledge and training to perform the job?
2. Does the employee have the appropriate tools for the job?
3. Have I identified, assessed and communicated the hazards to the employee?
4. Have I reviewed the safe work procedure with the employee or created a pre-job plan?
5. Have I followed up to ensure that the employee is working safely?



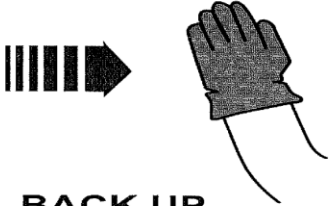
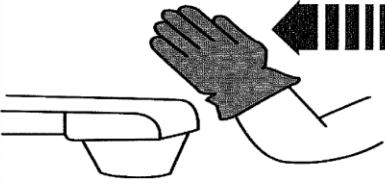
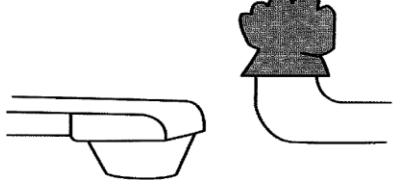


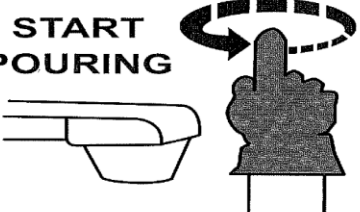
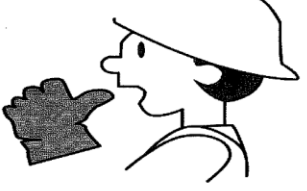

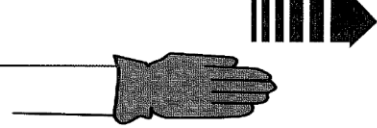
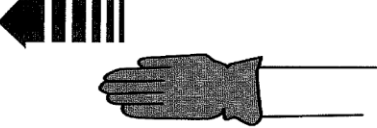


### **Safety First – Employees**

Prior to performing work all employees should ask themselves the following:

1. Do I have the skill, ability, knowledge and training to perform the job?
2. Am I using the right tools for the job?
3. Have I reviewed the hazards and taken appropriate action?
4. Did I review the safe work procedure or participate in the pre-job plan?
5. Am I working safely?

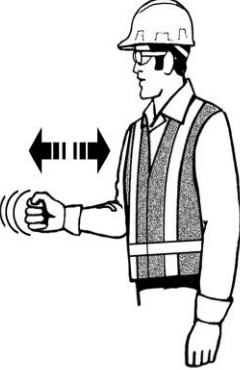
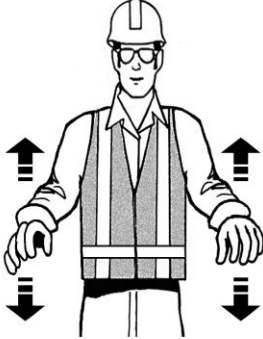









## Safety Talk – Hand Signals Concrete Conveyor

<p><b>KNOW AND USE PROPER THEAM. conveyors SIGNALS</b></p>	 <p><b>DRIVE IN</b></p>	 <p><b>BACK IN</b></p>
 <p><b>BACK UP</b></p>	 <p><b>PULL FORWARD</b></p>	 <p><b>STOP</b></p>
<p><b>RAISE CONVEYOR</b></p>   <p><b>LOWER CONVEYOR</b></p>	<p><b>START POURING</b></p> 	 <p><b>MORE WATER</b></p>
 <p><b>STOP POURING</b></p>	 <p><b>MOVE CONVEYOR RIGHT</b></p>	 <p><b>MOVE CONVEYOR LEFT</b></p>
 <p><b>TELE IN</b></p>	 <p><b>TELE OUT</b></p>	<p><b>THEAM.conveyors THINK SAFETY</b></p>




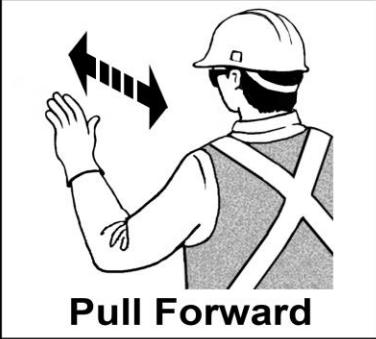

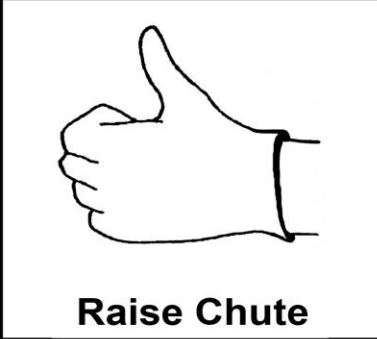
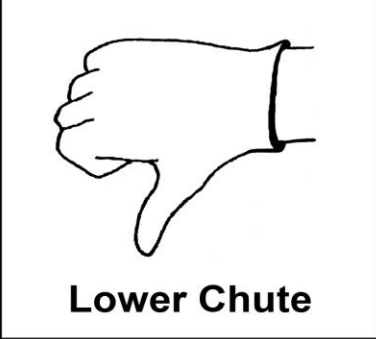


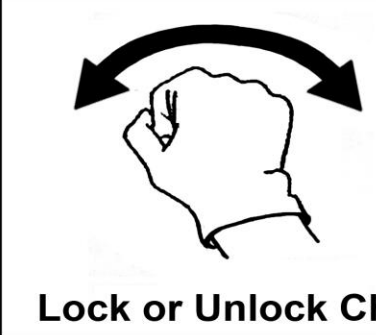
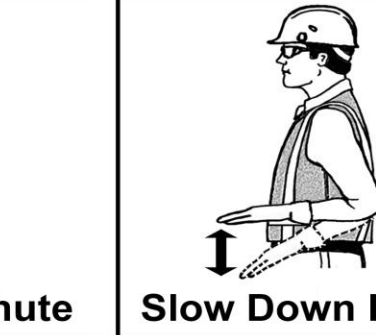


## Safety Talk – Hand Signals Concrete Pump

 <p><b>Start Pump Speed Up</b></p>	 <p><b>Slow Pump Down</b></p>	 <p><b>Stop Pump</b></p>	 <p><b>Little Bit</b></p>	
<p><b>2 Taps</b></p>  <p><b>Relieve Pressure</b></p>	 <p><b>All Done Clean Up</b></p>	 <p><b>Boom Left</b></p>	 <p><b>Boom Right</b></p>	 <p><b>Stop Boom</b></p>



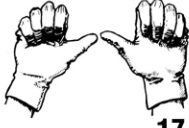

## Safety Talk – Hand Signals Concrete Truck

 <p><b>Head In</b></p>	 <p><b>Back In</b></p>	 <p><b>Back Up</b></p>
 <p><b>Pull Forward</b></p>	 <p><b>Stop</b></p>	 <p><b>Raise Chute</b></p>
 <p><b>Lower Chute</b></p>	 <p><b>Start pouring</b></p>	 <p><b>Stop Pouring</b></p>
 <p><b>Lock or Unlock Chute</b></p>	 <p><b>Slow Down Drum</b></p>	<p><b>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</b></p>



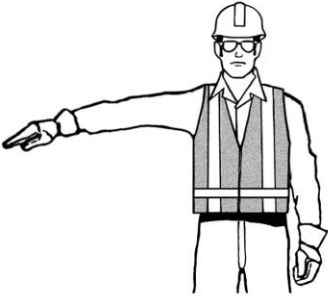

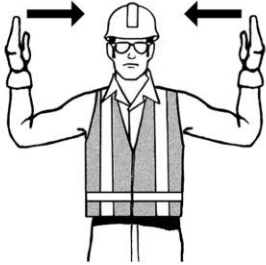
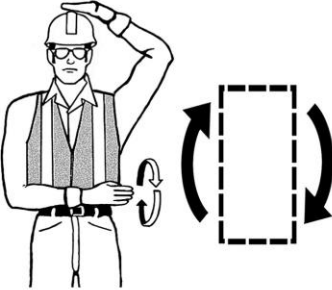
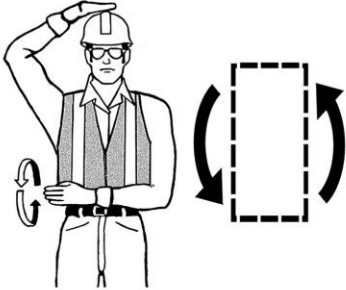








## Safety Talk – Hand Signals Cranes and Hoisting

<b>Load Up</b>  1	<b>Load Down</b>  2	<b>Load Up Slowly</b>  3	<b>Load Down Slowly</b>  4	<b>Boom Up</b>  5	<b>Boom Down</b>  6
<b>Boom Up Slowly</b>  7	<b>Boom Down Slowly</b>  8	<b>Boom Up Load Down</b>  9	<b>Boom Down Load Up</b>  10	<b>Everything Slowly</b>  11	<b>Use Whip Line</b>  12
<b>Use Main Line</b>  13	<b>Travel Forward</b>  14	<b>Turn Right</b>  15	<b>Turn Left</b>  16	<b>Shorten Hydraulic Boom</b>  17	<b>Extend Hydraulic Boom</b>  18
<b>Swing Load</b>  19	<b>Stop</b>  20	<b>Close Clam</b>  21	<b>Open Clam</b>  22	<b>Dog Everything</b>  23	<b>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</b> 24



## Safety Talk – Hand Signals Excavator

 <p><b>Swing Left</b></p>	 <p><b>Swing Right</b></p>	 <p><b>This Far To Go</b></p>
 <p><b>Counter Rotate</b></p>	 <p><b>Counter Rotate</b></p>	 <p><b>Open Bucket</b></p>
 <p><b>Close Bucket</b></p>	 <p><b>Dipper In</b></p>	 <p><b>Dipper Out</b></p>
 <p><b>Emergency Stop</b></p>	 <p><b>Stop Engine</b></p>	<p><b>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</b></p>



## **Safety Tailgate – Hearing Conservation Program**

### **Noise & Protecting your Hearing**

Excess noise may be defined as “sound or a sound that is loud, unpleasant, unexpected, or undesired”. In the workplace excess noise can be created by machinery, certain equipment, trucks, cars and other activities.

Hearing loss occurs gradually over a period of time. This means that many people don't even notice the impairment in their hearing until the damage is serious and irreversible. Hearing aids will never cure your hearing loss; instead they simply make the noises you are still able to hear, louder.

When exposed to loud noise on a regular basis, many workers suffer from certain noise-related side-effects such as: headache, increased vulnerability to colds and similar minor infections, higher blood pressure, decreased productivity, problems with digestion, tiredness, and irritability.

### **How Loud Is Too Loud?**

Certain individuals are more sensitive to loud noise than others. Noise above 85 decibels is likely to cause damage to your hearing. This level of noise is about the same as the amount of noise generated by heavy traffic.

### **Decreasing Your Exposure to Loud Noise**

There are several ways that you, or your employer, can decrease noise in the workplace:

- Buying or modifying existing machinery so it gives off less noise
- Use loud machinery at times when the least number of people are there to hear it (early morning, lunch, late in the day)
- Put noisy equipment into areas where few people work, preferably in a soundproof room.

People who work in noisy areas should also perform work or take breaks in very quiet areas. Ear plugs or ear muffs can be used to muffle the noise, helping to decrease the chance of damage taking place.

### **What does our Company Do?**

- Invest in equipment or barriers that will eliminate or reduce noise.
- Maintain equipment to prevent noise sources from getting louder.
- Conduct assessments of the workplaces to identify areas where noise is above approved levels.
- Post signs to warn of the loud noise areas.
- Provide hearing protection like ear plugs or muffs.



## **Safety Talk – Heat Stress Working in Hot Weather**

Your body is always generating heat and passing it to the environment. The harder your body is working, the more heat it has to lose and when the environment is hot or humid or has a source of radiant heat (a furnace or the sun), your body must work even harder to get rid of the heat. If the air is moving and it is cooler than your body, it is easier for your body to pass heat to the environment.

As we approach the summer months, working in warm or hot weather must be addressed for all workers.

### **Heat Stress**

- Heat stress occurs when the body temperature rises to above 38.5°C and cannot cool off
- High temperature, humidity, heat generated from equipment, and body heat may contribute to heat stress
- Heat stress can cause disorders ranging from heat cramps to heat stroke
- Heat stroke is very serious, as it can be fatal

### **Symptoms**

- Irrational behaviour, hot, dry skin, (with no sweating)
- Loss of consciousness and collapse
- Co-workers who do not know the symptoms may think the victim is upset, intoxicated or acting strangely

### **Prevention / Recommendation**

The following procedure should be followed to prevent heat stress;

- Have cool drinking water available to all workers
- Workers should drink approximately one cup of water every 20 minutes
- Workers should salt food to replenish salts lost through perspiration (check with your doctor if you are on a low salt diet)
- Wear clothing that is loose fitting, tightly woven, and light in colour to reflect the sunlight
- Do not consume excessive amounts of alcohol within 24 hours before working in a hot environment
- In extremely hot conditions, workers should take rest periods out of direct sunlight or heat source more often
- Workers on medication should check with their doctor before working in extreme temperatures



## Safety Talk – Lifting and Supporting Loads

Raising, lowering and the suspension of loads that require mechanical assistance is considered very hazardous. It is essential that risk controls are established to prevent serious injuries resulting from the inadequate lifting or suspension of loads.

Type of equipment commonly used at our facilities and customer jobsites:

- Front end loaders
- Forklift trucks
- Pump truck / pallet truck
- Conveyors mounted on ready-mix trucks
- Cranes
- Elevated Work Platforms



### Some tips to control the hazards:

- Identify all the lifting equipment and understand how to operate it
- Conduct a visual inspection of the machine prior to use and know the safety devices on them (limit switches / visual / audible warning systems, emergency stop controls)
- If during the inspection it is determined that the equipment is worn out or damaged beyond use, it must be immediately tagged "DO NOT OPERATE" and then removed so that no one attempts to use it
- Look for a load chart and make sure the weight applied to the lifting machine is within the machine capacity or safe working load (SWL)
- Make sure only trained personnel operate lifting machines and equipment
- Have preventative maintenance program for inspecting lifting machines and equipment
- Ensure ground conditions are stable and level when using a lifting machine
- Be aware of surroundings when working near a raised load. Never walk under suspended loads
- If you see any unsafe condition, report it to your supervisor



## Safety Talk – Personal Electronic Devices

### Purpose

- To set the standards and conditions for the use of Personal Electronic Devices (PEDs) while in the course of employment for all Company employees, contractors, subcontractors and visitors

### Personal electronic devices include, but are not limited to:

- A hand-held communication device that is capable of receiving or transmitting voice communications, electronic data, mail or text messages
- A hand-held electronic entertainment device or other device which is unrelated to the safe operation of a motor vehicle (i.e. laptop, MP3 player, iPod, camera, DVD player, etc.)

### Prohibited Use

- The use of a personal electronic device is strictly prohibited while operating a company-supplied vehicle, equipment or machinery (includes rental equipment and machinery) whether the business conducted is personal or company-related
- Electronic entertainment devices such as an iPod, MP3, DVD, etc. are not permitted while working
- PEDs should not be used where their use can put the user at risk (slips and trips, around vehicle or pedestrian traffic, climbing or descending stairs/steps)

### Permitted Use

PEDs may be used in:

- Offices, Employee Lunch Rooms, Designated PPE Free Areas

Other areas specifically permitted by the Business Unit following a Hazard Identification and Risk Assessment Review. The following company-supplied electronic devices are exempt from this policy:

- Hand-held, two way radios for commercial purposes
- Hand-held, two way radios for persons contracted to a road authority and who are performing construction activities either driving road-building machines or engage in road repairs
- GPS navigation display devices mounted on the dashboard
- Commercially used logistical transportation tracking systems
- Collision avoidance systems and instruments
- Gauges and systems providing information about the status of the motor vehicle

A company-supplied personal electronic device is permitted while operating a company-supplied vehicle, equipment or machinery (includes rental equipment and machinery) ONLY under the following conditions:

- The device is used in hands-free mode (i.e. Bluetooth)
- The device remains securely mounted to the motor vehicle (i.e. truck radio mike) and used by pressing a button to receive, make or end a call



- When company vehicle, equipment and machinery (includes rental equipment and machinery) is safely and legally parked and does not create a hazard or distraction to oneself or others on the roadway, company property or construction project
- An employee's own personal hand-held wireless communication device (i.e. cell phone, Blackberry or iPhone) is permitted in the workplace, subject to the following operating guidelines
- Personal phone calls of a non-emergency nature are only allowed during work breaks or at discretion of Supervisor as deemed appropriate at the time

### **Safe Operating Guidelines**

- Calls must only be made or received when NOT operating a company vehicle, equipment and machinery (includes rental equipment and machinery) and employee is located in a safe area which does not create a hazard or distraction to oneself or others
- When driving a vehicle, driving is your first responsibility
- Remain alert to traffic and other vehicles around you;
- Avoid unnecessary calls
- Allow your voice mail to answer a call if traffic is heavy or driving conditions are poor
- When receiving a call, advise the person who called that you are driving, and if necessary end the call or safely pull off the roadway and legally park to continue the call
- Keep conversations brief and do not engage in stressful or emotional conversations
- Use the voice activation feature to make a call
- When dialing manually, dial only when safely pulled off the roadway and legally parked or have a passenger dial for you
- Do not read email, text message or take notes while driving

### **Reference: Personal Electronic Devices Policy**



## **Safety Talk – Personal Protective Equipment (PPE)**

PPE is your last line of defense against the dangers of injury. It is your legal duty to wear the PPE that your employer requires you to wear.

Some of the more common situations in which you may be required to wear PPE are covered in your safety handbook. Your supervisor should advise you of any routine or unusual work assignments that may require such equipment. If you are not sure about the type of PPE you should be using consult your supervisor.

### **You must be trained in the proper use and care of PPE.**

Observe the following general rules;

- Keep you PPE in a clean and sanitary condition.
- Store PPE in the proper designated area.
- Make sure that the PPE is properly maintained and replaced when necessary.
- Make sure your PPE fits properly. This is particularly important with respiratory and hearing protection.

### **Types of PPE:**

**Eye Protection;** safety glasses/goggles, welding helmets, air-supplied hoods/helmets

**Foot Protection;** safety boots are required

**Hand Protection;** gloves when handling rough, sharp, abrasive, or hot materials

**Head Protection;** Hard hats are required

**Hearing protection;** ear plugs or ear muffs





## Safety Talk – Power Line Contact

Contact with overhead power lines is a major cause of fatal incidents at construction sites. The equipment involved is often a backhoe, dump truck, boom truck, crane, or excavator. Other equipment that should be assessed for potential power line contact can include rolling scaffolds, extension ladders, and lengths of pipe and metal siding.

### Precautions

- Operators shall check the area for overhead power lines before bringing in equipment such as cranes, backhoes, boom trucks, and ready-mix trucks (hoppers and conveyors)
- Avoid storing materials and equipment below overhead power lines
- Determine the power line voltage by checking markings on pole or calling the utility
- Maintain minimum allowable distances set by regulations
- 150,000 volts or lower maintain minimum 3 metres or 10 feet distance
- 150,000 to 250,000 volts maintain minimum 4.5 metres or 15 feet distance
- Over 250,000 volts stay 6 metres or 20 feet away
- Use a signaler to direct equipment operators, if you are the designated signaler, warn operators when any part of their machine, boom, or load approaches the minimum distances
- When erecting or moving a ladder or scaffold, do not let it lean or drift toward overhead power lines
- Always maintain minimum allowable clearance

### In Case of Contact

- If you attempt to exit and make contact with the ground while touching the vehicle, you can be seriously injured or killed
- Electricity seeks the easiest and shortest path to the ground – when people or objects come too close to, or touch an electrical wire, they can become a part of an electrical circuit which can result in an instant flow of electricity through them to ground
- Keep everyone away from equipment in contact with power line
- If others approach to try and help you, tell them not to touch the vehicle and stay back at least 10 meters or 33 feet
- Get someone to call local utility to shut off power
- If possible, break contact by moving the equipment clear of the power line
- Otherwise do not move equipment until the utility shuts down the line and confirms that power is off
- Beware of time relays
- Even after breakers are tripped by line damage, relays may be triggered to restore power



## Safety Talk – Power Line Downed

Power lines can be knocked down or damaged due to storms, vehicle collisions or other factors. You must always assume the line is live and stay at least 10 metres (33ft) away regardless of the voltage. Touching or even coming near a downed live power line can be lethal. Contact 911 and the local electrical utility immediately and keep everyone well clear of the area.

- If a power line lands on or near your car, truck, bus, or construction vehicle, stay in your vehicle
- If you attempt to exit and make contact with the ground while touching the vehicle, you can be seriously injured or killed
- Electricity seeks the easiest and shortest path to the ground – when people or objects come too close to, or touch an electrical wire, they can become a part of an electrical circuit which can result in an instant flow of electricity through them to ground
- If others approach to try and help you, tell them not to touch the vehicle and stay well back at least 10 metres (33ft)
- Contact 911 and the local utility and wait to be directed by emergency personnel
- Only the local electrical utility can ensure the power is disconnected and safe to approach
- In the case where it is not safe to stay in the vehicle, such as due to fire to the vehicle, the only way to safely exit is to jump away so that no part of you touches the vehicle and ground at the same time
- Land with both feet together, then shuffle away keeping both feet as close together as possible to a distance of 10m (33ft)

The flow of electricity through the human body can kill – less than one ampere of electricity can burn, severely injure or cause death. Electricity can conduct through many materials – including metal, pavement, water, trees, ropes, steel belted tires, and the human body itself. Electricity is fast – travelling at approximately 299,330 km per second. That leaves no room for mistakes – never put yourself into electricity's path.

For more information on electrical safety, go to [www.esasafe.com](http://www.esasafe.com)



## Safety Talk – Rights of Workers

To balance the employer's general right to direct the work force and control the production process in the workplace, the Occupational Health and Safety Act gives four basic rights to workers.

1. **The right to participate:** workers have a right to be part of the process of identifying and resolving health and safety concerns.
2. **The right to know:** workers have a right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information on machinery, equipment, working conditions, processes and hazardous substances.
3. **The right to refuse work:** employees have the right to refuse work in which they believe is dangerous to either their own health & safety, or that of another worker.
4. **The right to stop work:** in certain circumstances, members of a joint health and safety committee who are "certified " have the right to stop work that is dangerous to any worker.

### Right to Refuse Work

Section 43 of the act states that a worker has the right to refuse work or do particular work under certain circumstances;

1. If any equipment, machinery or device he/she is to use and/or operate is likely to endanger themselves or other workers.
2. The physical conditions of the workplace is likely to endanger himself or other workers (example, working at heights requires proper guard rails or personal protective equipment; confined spaces may require self-breathing apparatus, etc.)

Upon refusing to do the work or part of it, the worker shall report it to his supervisor (or foreman) who will investigate the matter and implement the proper corrective measures.

Until the investigation is completed, the worker shall remain in a safe place near his workstation.

The next step is to contact the Occupational Health & Safety Department.



## Safety Talk – Rules of Engagement

In addition to the Job Safe Policy recognized by Concrete Ontario, CRH ensures the safety of its employees, customers, and the general public by adhering to the following policies:

**Right to Refuse:** CRH supports the right to refuse unsafe work.

**Cranes:** No loads will be lifted or suspended over the truck, or people.

**Abuse:** Discrimination, harassment, or a threat of violence will not be tolerated.

**Washout:** Customer will provide a safe and environmentally compliant area to dispose of clean washout material. (I.e. course/ fine aggregate)

**Ready Mix Truck Operation:** Customers will not access or operate any controls or touch items on the ready mix truck, unless expressly authorized by the designated CRH employee.

**Back-up:** Trucks will not back-up without a competent signal person. (See guidelines on reverse side)

If you have any questions or concerns please contact your sales representative and/ or your dispatch department.



## Safety Talk – Back-up Signal Person

### Guidelines for Back-up Signal Personnel

- The operator and **1 signal person** must review all backup signals to ensure that each signal is understood.
- The signal person must not perform any other work while backing up the vehicle.
- The backup signal person must look for obstructions on both sides of the truck (forms, tools, hydrants, electrical boxes, etc.)
- The backup signal person must look for overhead wires or obstructions for clearance (eaves troughs, trees, etc.)
- The signal person must stay in visual contact with the driver at all times. Please stand outside the trucks path of travel on the driver's side. **If the signal person is not in full view at all times, the operator must stop.**
- The backup signal person must ensure that the truck is being backed up on level ground.
- The backup signal person must ensure the vehicle must remain 1 meter back from all excavations.
- The backup signal person must beware of changing site conditions.
- No response should be made to unclear signals.



Head In



Back In



Back Up



Pull Forward



Stop



Raise Chute



Lower Chute



Start pouring



Stop Pouring



Lock or Unlock Chute



## Safety Talk - Slips, Trips & Falls

In Canada some sixty thousand workers get injured annually due to falls. This number represents about fifteen percent of the "time-loss injuries" that were accepted by workers' compensation boards or commissions across Canada. Not mentioning a great economical loss it amounts for a lot of pain and suffering and sometimes (much too often) death. All these in most cases, do not have to happen.

### Prevention of slips, trips and falls

How to prevent this from happening:

- Understand how falls happen
- Identifying the trouble areas
- Eliminate or minimize the falling hazards

### How do falls happen?

Statistics show that the 60% of falls happen on the same level resulting from slips and trips. The remaining 40 percent are falls from a height.

### Slips:

Slips happen where there is too little friction or traction between the footwear and the walking surface.

Common causes of slips are:

- Wet or oily surfaces
- Spills
- Weather hazards
- Loose, unanchored rugs or mats
- Flooring or other walking surfaces that do not have same degree of traction in all areas

### Trips:

Trips happen when your foot collides (strikes, hits) with an object causing you to lose the balance and, eventually fall.

Common causes of tripping are:

- Obstructed view
- Poor lighting
- Clutter in your way
- Wrinkled carpeting
- Uncovered cables
- Bottom drawers not being closed
- Uneven (steps, thresholds) walking surfaces

### How to prevent falls due to slips and trips?

Both slips and trips result from some a kind of unintended or unexpected change in the contact between the feet and the ground or walking surface. This shows that good housekeeping, quality of walking surfaces (flooring), selection of proper footwear, and appropriate pace of walking are critical for preventing falls.



## **Housekeeping**

Good housekeeping is the first and the most important level of preventing falls due to slips and trips. Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective.

Good housekeeping includes:

- Cleaning all spills immediately
- Marking spills and wet areas
- Mopping or sweeping debris from floors
- Removing obstacles from walkways and always keeping them free of clutter
- Securing (tacking, taping, etc.) mats, rugs and carpets that do not lay flat
- Always closing file cabinet or storage drawers
- Covering cables that cross walkways
- Keeping working areas and walkways well lit
- Replacing used light bulbs and faulty switches

## **Flooring**

Changing or modifying walking surfaces is the next level of preventing slip and trips. Recoating or replacing floors, installing mats, pressure-sensitive abrasive strips or abrasive-filled paint-on coating and metal or synthetic decking can further improve safety and reduce risk of falling. However, it is critical to remember that high-tech flooring requires good housekeeping as much as any other flooring. In addition, resilient, non-slippery flooring prevents or reduces foot fatigue and contributes to slip prevention measures.

## **Footwear**

In workplaces where floors may be oily or wet or where workers spend considerable time outdoors, prevention of fall accidents should focus on selecting proper footwear. Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers' is highly recommended. Properly fitting footwear increases comfort and prevents fatigue which, in turn, improves safety for the employee.

### **You can reduce the risk of slipping on wet flooring by:**

- Taking your time and paying attention to where you are going
- Adjusting your stride to a pace that is suitable for the walking surface and the tasks you are doing
- Walking with the feet pointed slightly outward
- Making wide turns at corners

### **You can reduce the risk of tripping by:**

- Always using installed light sources that provide sufficient light for your tasks
- Using a flashlight if you enter a dark room where there is no light
- Ensuring that things you are carrying or pushing do not prevent you from seeing any obstructions or spills, etc.



## Safety Talk – Workplace Violence and Harassment

### What is workplace violence?

The *Occupational Health and Safety Act* defines workplace violence as,

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence includes threatening, attempting, or the actual act of a person causing or likely to cause physical injury to an employee in the workplace.

### What is workplace harassment?

According to the *Occupational Health and Safety Act*, workplace harassment means engaging in a course of upsetting comment or conduct against a worker in a workplace that is known or reasonably known to be unwelcoming.

Workplace harassment or bullying is persistent or excessive negative behaviour towards a worker in the workplace.

The discrimination, harassment & workplace violence prevention policy is posted at every site.

### Employee's General responsibilities include:

- Understanding and complying with the discrimination, harassment & workplace violence prevention policy
- Not engaging in behaviour or misconduct contrary to the policy
- Reporting all concerns and/or incidents involving behaviour or misconduct contrary to the policy
- Co-operate in interventions or investigations to resolve concerns, complaints and/or incidents under the policy
- Maintain confidentiality related to investigations under the policy