AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

TELEPHONE (204) 233-7456
FAX (204) 237-4789
EMAIL airmove@shaw.ca

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SAFETY POLICY

The personal safety, health and well-being of every employee of this company is one of our most important responsibilities and as such is an area of major concern to management.

We sincerely believe that good safety performance is one of the leading indicators of a well managed, efficient and profitable operation.

Our safety objective must be an honest zero accident frequency rate on a continuing basis for each and every employee.

In working towards achieving this goal our everyday attitudes must never reflect the misconception that accidents are an acceptable, unavoidable consequence of doing business. We will work in cooperation with employees to continue to develop, review and implement the safety and health program.

We realize that accident prevention is a shared responsibility and in order to achieve our goal all employees must work together to identify and eliminate or control the hazards present in our work environment.

In pursuit of this goal, the Company will go to any reasonable expense to:

- provide and maintain equipment to acceptable standards;
- develop safe work procedures and provide adequate supervision and instruction;
- make available special protective equipment and devices to help protect employees against particular hazards and to ensure that it is utilized.

It is the employee's responsibility to:

- carry out their activities in the most knowledgeable and safest manner thereby avoiding injury to themselves or fellow employees;
- to point out unsafe conditions and acts;
- to use all devices and wear all articles of clothing and personal protective equipment specified in Company Safety Rules, Safe Job procedures and the Workplace Safety and Health Act.

Any accident is a reflection that, somewhere, we have failed in our responsibilities. I, Tony Mohammed, trust that all of you will co-operate fully and join me in a personal commitment to make safety a way of life.

* The safety information in this policy does not take precedence over The Workplace Safety and Health Act or the Regulations.

T. Mohammed

TONY MOHAMMED, PRESIDENT

Date Created: January 30 2016
Date Reviewed: Sept 22, 2020
Date Revised: September 20, 2023
September 10, 2026

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Rights & Assignment of Responsibility and Accountability for Safety

1. The Right to Know- Every worker has the right to know about the identified hazards in his or her workplace. Information regarding every aspect of the Health & Safety Program must be passed on to workers.

2. The Right to Participate- Every worker has the right to participate in safety meetings when it concerns his/her safety at a work site. This may be as a member of the Joint Occupational Health & Safety Committee or in a site-specific meeting (i.e. Toolbox). The primary purpose is to involve workers and their employers in the exchange of safety information.

3. The Right to Refuse- Every worker has the right to refuse to do work when there is reasonable grounds for believing that the act is likely to endanger the worker, or the health and safety of any other person.

4. **The Right to Protection from Reprisal** - Every person who is an employee has a right to exercise their rights under the WSH act without being penalized by their employers. Protection from reprisal is a fundamental right and the cornerstone of developing and maintaining a positive safety culture. It is crucial that workers feel safe when raising safety & health issues or exercising safety & health rights.

Owner/ Manager

- Provide a safe workplace
- Provide leadership by personal example
- Establish and maintain a safety program
- Ensure compliance with WSH Legislation
- Ensure regular inspections are carried out and documented.
- Ensure proper training of employees
- Ensure proper PPE is available
- Ensure accidents are investigated
- Ensure injuries are reported to WCB

Supervisor/ Lead hand

- Provide leadership by personal example
- Ensure compliance with WSH Legislation
- Regularly inspect equipment & document
- Identify Hazards
- Tell others about the hazards
  - Workers
  - Prime Contractor
  - Others affected
- Identify and address Policy breaches.
- Control or eliminate hazards
- Provide appropriate training
- Provide safety education & document
- Ensure PPE is worn as required
- Enforce safety rules
- Conduct inspections
- Conduct investigations
- Resolve Right to Refuse situations

Worker Safety Rep

- Administrate and Manage Health & Safety Program.
- Provide leadership by personal example.
- Assist in worker safety issues
- Assist in identification of:
  - Hazards
  - Inspections
  - Investigations
- Assist in the control or elimination of hazards.
- Assist with Training requirements.
- Establish & conduct random project Inspections to ensure compliance and provide document reports for the above.
- Suggest and advise of PPE requirements and/or purchase
- Conduct toolbox safety talks for crew
- Participate with Prime Contractor safety committee and ensure others are aware of issues

Workers/Employees

- Report hazards or unsafe conditions
- Correct hazards or unsafe conditions
- Report all injuries and incidents
- Comply with company rules
- Wear required PPE
- Follow instructions and training received
- Use tools and equipment as intended
- Participate in toolbox talks
- Make safety suggestions
- Set a good example

T. Mohammed

TONY MOHAMMED, PRESIDENT

Date Created: January 30 2016
Date Reviewed: February 10, 2021
February 6, 2024
Date Revised: September 20, 2023

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GENERAL SAFETY RULES

1. Accidents, injuries or "near misses", regardless of their nature, shall be promptly reported to supervisors.
2. Approved hard hats shall be worn on the job by all personnel.
3. Clothing shall be appropriate to duties being performed. Long pants, a shirt and sturdy work shoes are the minimum requirements. No tank tops or tennis shoes.
4. Smoking is permitted only in designated areas. "Strike Anywhere" matches are prohibited.
5. Running is not permitted anywhere, except in the case of extreme emergency.
6. Safety glasses, goggles or face shields shall be worn when drilling, confined space or for other operations where eye protection is required.
7. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.
8. Power tools shall be operated only by authorized personnel, with guards furnished by manufacturer "in place"
9. All electrical hand tools shall be grounded or double insulated.
10. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for dismissal.
11. Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment, which is used strictly for handling material and not specifically designed to carry riders.
12. Horseplay, fighting, gambling and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.

Air Movement Services reserves the right to administer whatever discipline is necessary to ensure Safety Rules and regulations are complied with. Supervisors have the authority to suspend an employee who willfully and knowingly disobeys our company rules. All infractions will be documented and a copy retained on file.

1. First infraction	-	Verbal Warning
2. Second infraction	-	Written warning
3. Third infraction	-	Sent home for a determined length of time (Without Pay)
4. Fourth infraction	-	Indefinite suspension and/or termination

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: November 2018
Reviewed: February 10, 2021
January 25 2024

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Disciplinary Action Notice

Employee Name: Workplace:

Date:

Disciplinary Action:

- ☐ 1. Verbal Warning
- ☐ 2. Written Warning
- ☐ 3. Sent home for a determined length of time (without pay)
- ☐ 4. Indefinite Suspension and/or Termination

Infraction:

☐ Safety Rules ☐ PPE ☐ Unsafe Use of Tools or Equipment

☐ Unsafe Practice or Procedure ☐ Insubordination ☐ Other

Comments:

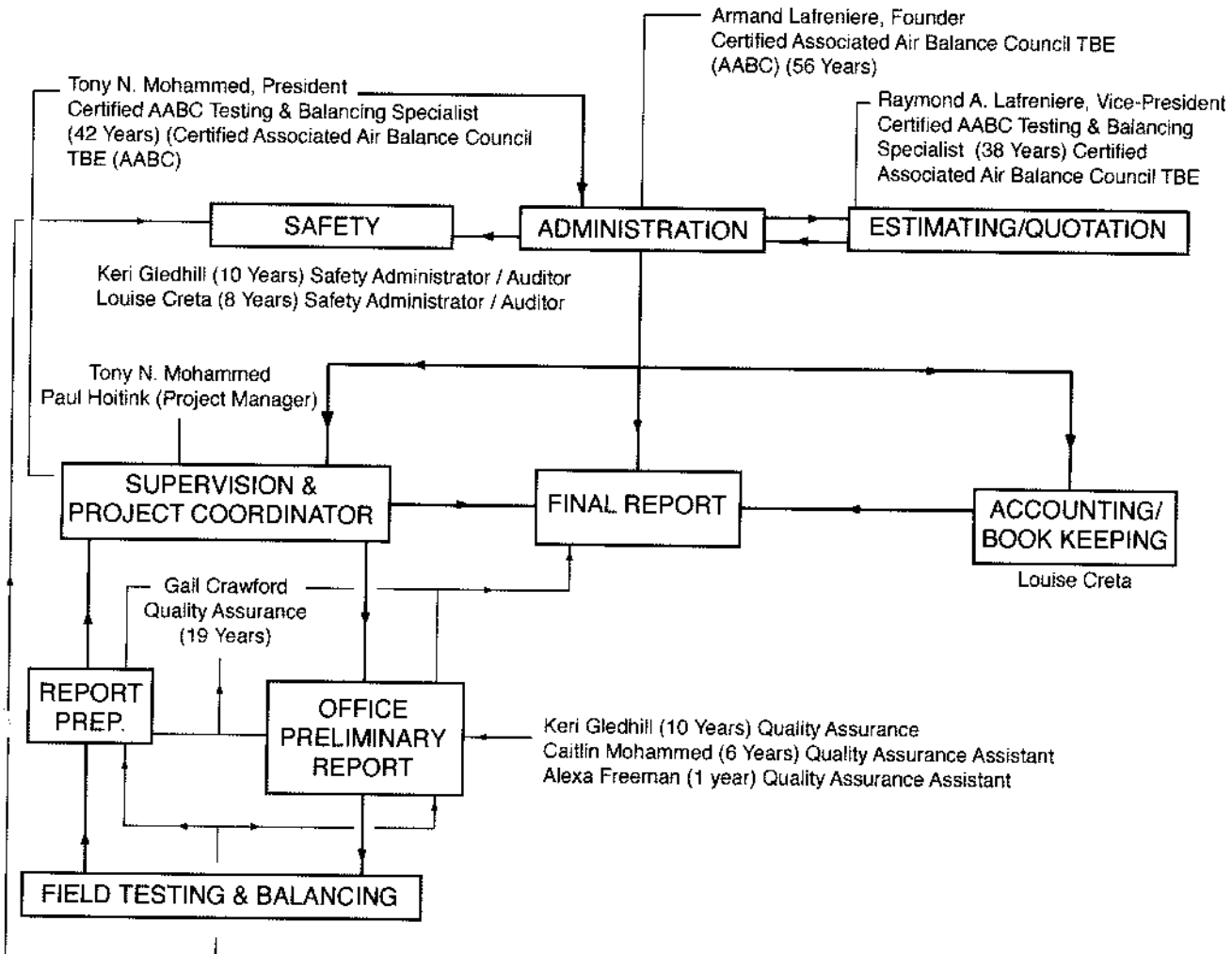
Employee Signature: _____

Management Signature: _____

All infractions will be documented and a copy retained on file

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

AIR MOVEMENT SERVICES LTD.
1967 - 2025 ORGANIZATION CHART



Personnel

Millette, David - HVAC Testing & Balancing Assistant (32 Years)

Kehler, Montgomery N. - HVAC Testing & Balancing Journeyman Technician (29 Years)

McDonald, Colin - Certified HVAC Testing & Balancing Journeyman Technician (19 Years) *(CAABC Certified 10 yrs)*

Stapleton, Kris - Certified HVAC Testing & Balancing Journeyman Technician (M.E.T) (15 Years) (CAABC *Certified 10 yrs)*

Van Ry, Erik - HVAC Testing & Balancing Assistant (14 Years)

Hoitink, Paul - Certified HVAC Testing & Balancing Journeyman Technician (14 Years) (CAABC *Certified 10 yrs)*

(Certified AABC Testing & Balancing Specialist 1 yrs)

Saurette, Mathieu - HVAC Testing & Balancing Technician (M.E.T) (14 Years)

Nicholson, Jared - HVAC Testing & Balancing Assistant (9 Years)

Sato, Easton - HVAC Testing & Balancing Assistant (7 Years)

Slobodian, Jarrett - HVAC Testing & Balancing Assistant (6 Year)

McKinnon, Seth - HVAC Testing & Balancing Assistant (5 Year)

Ecker, Johnathan - HVAC Testing & Balancing Assistant (3 Year)

Lafreniere, Joshua - HVAC Testing & Balancing Assistant (2 Year)

APRIL 2025

HAZARD ASSESSMENT

(Recognition and Control)

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Hazard Assessment Policy

Prior to conducting work at a new area or in an unfamiliar way, a hazard assessment shall be conducted to determine the potential hazards in which employees may be exposed.

A hazard assessment will be conducted by the supervisor, or lead hand, with the assistance of the safety representative or worker, using the form provided in our company safety manual. Identified hazards shall be prioritized, communicated to others and an appropriate method of control will be implemented.

All corrective actions shall be written and kept on file.

Management, Safety and Health Representative and all Employees will abide by our company safety manual, the Workplace Safety and Health Act and it's Regulations.

T. Mohammed

TONY MOHAMMED, PRESIDENT

Date Created: January 30 2016
Date Reviewed: February 10, 2021
February 6, 2024
Date Revised: February 15, 2018

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PRE WORK HAZARD ASSESSMENT

Job#: Date:	Technicians:
Customer Name:	Address of Workplace:

Type of Work: (please circle) Air Balancing Water Balancing Fire Dampers

****Complete WHITE office work alone procedure form before going onsite** **Working Alone:** (If "YES" see back)	Yes	No	**Risk Level:** (please circle)	Low Medium High

Identified Hazards:		OK	Severity	Probability			OK	Severity	Probability
(1) Access / Egress	(a) Ladder Required:				**(4) Working at Heights**	(a) Railing:			
	(b) Fall Protection:					(b) Fall Protection:			
	(c) Travel Restraint:					(c) Travel Restraint:			
	(d) Slips and Trips:					(d) Scaffolding:			
	(e) Traffic:					(e) Manlift:			
(2) Confined Space Entry	(a) WHMIS Review:				**(5) Potential Burns:**	(a) Electric Shock, Burns or Hydronic Steam, Power Tools:			
(3) House Keeping:					**(6) Weather Conditions**				

PPE Required: (please circle)

Steel Toe Boots	Safety Vest
Travel Restraint	Fall Protection
Hearing Protection	Gloves
Safety Glasses	Hard Hat
Respirator	Other:_____

Severity:
1. Immediate Danger (death disaster)
2. Serious (major injury or damage)
3. Minor (non-serious injury or damage)
4. Negligible (first aid or less)
5. OK

Probability:
A. Probable (immediate or soon)
B. Reasonably Probable (eventually)
C. Remote (could at some point)
D. Extremely Remote (not likely)

Identity:	Hazard:	Control:	Completion Date:	By Whom:

Foreman Name:	Foreman Signature:
Management Name: T. MOHAMMED	Management Signature:
Safety Representatives Name:	Safety Representatives Signature:

Workplace Safety & Health: (204) 957-7233
Toll Free: 1-855-957-7233
Workers Compensation Board: (204)-954-4100
Fire/Police/Ambulance: 911

WINNIPEG HOSPITALS & URGENT CARE CENTERS

Grace: 300 Booth
Health Sciences: 820 Sherbrook
St. Boniface: 409 Tache
Victoria: 2340 Pembina
Concordia: 1095 Concordia
Other:_____

Working Alone Procedure

Time of working alone procedure **Start**_____ **End**_____

Phone contact with employee shall be every: 2 HOURS

Phone contact shall be initiated by: _____

A record of contact with employee to be documented on this procedure

Time_____ **Time**_____ **Time**_____ **Time**_____ **Time**_____

Emergency Procedure

Both the Employee and Buddy Contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number. If contact with the employee is not established at the agreed upon time the buddy contact shall continuously try to phone the employee for **Ten Minutes**.

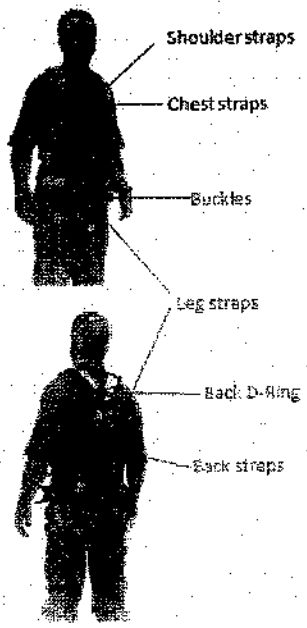
If no contact after the ten minutes, the buddy contact shall immediately attend the location of the employee working alone to determine the worker's well being and to take appropriate control measures.

Aerial Lift Pre-Operational Checklist

P - Pass F - Fail C - Corrected **P/F/C**

Overall cleanliness of machine _____
All manuals are complete, legible and with the lift _____
Equipment free of cracks, welds or structural dents/damage _____
All nuts, bolts, fasteners tight & pins secure _____
Tires, wheels or rubber tracks in good condition _____
Hoses, fittings and components tight _____
Fluid levels checked (batteries, hydraulic tank…) _____
All electrical connections checked and in good condition _____
All controls operate properly including emergency shut off _____
Brakes in working order _____
Alarms, lights, horns all work _____
Drop bar, pivoting ladder, platform entry mid rail bar, chain or gate operational _____
Platform secure and leveling system operates _____

Odometer Reading: _____



	Pass (P) or Fail (F)	Notes
Webbing - check for cuts, frayed edges, burns, chemical deterioration, holes, discoloration or excessive soiling		
Shoulder straps		
Chest straps		
Leg straps		
Back straps		
Stitching - Check for cut or pulled stitching		
Shoulder straps		
Chest straps		
Leg straps		
Back straps		
Hardware – check for sharp edges, burrs, cracks, bending or corrosion		
Side D-rings		
Back D-ring		
Front D-Ring (if present)		
Buckles		
Grommets		
Labels & Tags – Check to make sure that all labels have appropriate ANSI/CSA/OSHA markings, are legible and are securely attached		
Tags & labels		

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CRITICAL TASKS

1. Confined Space
2. Elevated Work (scaffolding, ladders & fall protection/travel restraint)
3. Lifting
4. Working Alone
5. Lock out / Tag out
6. Energized Testing and Troubleshooting
7. WHMIS

Note: Please see Section 3 and 4 of AMS Safety Manual for the Written Practices and Procedures

SAFE WORK PRACTICES

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Safe Work Practices
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* * Lock out/ Tag out
* * Confined Entry
* * WHMIS
* * Working Alone
* * Manual lifting
* * Fall Protection/Travel Restraint
* * Ladder Safety
* * Manlift
- Personal Protective Equipment- Fit/Care/Use
- Hand and Portable Power Tools
- Housekeeping
- Cell Phone
- Extension Cord
- Inspection On Record Data On HVAC Equipment

* Denotes Critical Task

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SAFE WORK PRACTICE
LOCK OUT / TAG OUT

To ensure workers are protected and hazardous energy sources are under control it is necessary to lockout and tag all sources.

Regulatory Reference: Manitoba Regulation 217/2006 Part 16- Machines, Tools and Robots.

- Follow Lockout/Tagout Safe Job Procedure.
- Identify all energy sources connected with the work.
- Meet with the appropriate trades are completed before any equipment is locked out or tagged out.
- Workers shall never use steel tape measures near energized systems.
- Turn pumps and fans off at main power source and also at equipment de-energizing, disabling, redirecting and stopping all energy sources.
- Locks and tags will be installed at each location. Nobody other than the person that tags and locks equipment shall keep the key.
- Ensure the tag is clearly labeled your name, the companies name, the reason for the system/machine is locked out and is dated on the lockout date.
- Warning tags must NEVER be used in place of a lock.
- Always test to ensure equipment is tested to verify a zero energy state. DO NOT proceed with work until zero energy has been verified.
- The person who has installed the lock will hold the key.
- Only the worker who installed the lockout may remove it.
- The Authorized Individual about to return the equipment to service by removing a Lockout, is to ensure the he / she and other workers will not be in danger, by personally contacting workers who are in the area to let them know that equipment is about to be re-energized.
- All Safe Job Procedures will be followed in accordance with the Workplace Safety and Health Act and Manitoba Regulation 217/2006 Standards part 16.14 – 16.18.
- Personal Protection Equipment is to worn at all times.

Written by: Tony Mohammed

Approved by:

Date Created: January 31 2016
Date Reviewed: June 24, 2022
March 10, 2025
Date Revised: June 14, 2019

T. Mohammed

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SAFE WORK PRACTICE
CONFINED SPACE

A confined space is any enclosed or partially enclosed space not designed or intended for regular human occupancy. Confined space has restricted access or egress; the potential to become hazardous due to oxygen deficient, oxygen enriched areas or accumulation of gas, fumes or vapors within that area. Workers at Air Movement work in spaces that are considered confined spaces because they are not designed or intended for human occupancy. The spaces are generally fan rooms or crawlspace where equipment requires inspection. The openings or doorways are generally restrictive and the interior quite limited in space. The fan room or crawlspace will require that the worker is out of site of the opening or doorway.

Regulatory Reference: Manitoba Regulation 217/2006 Part 15- Confined Spaces

Potential Hazards:

- Eye or skin injuries from drilling, dirt or screws
- Hand and arm injuries from sharp objects or edges, unexpected movement etc.
- Head injuries from overhead pipes, ductwork, structural components and falling objects.
- Foot injury from falling objects, moving equipment etc.
- Unknown gases or lack of oxygen.
- Explosive atmosphere.

Hazard Control Measures:

- Workers will be trained in confined entry & emergency procedures.
- The "**Confined Space Safe Entry Permit**" will be used prior to any entry into a confined space.
- Workers will be equipped with a gas detector.
- Workers will be equipped with harness, lanyard and retrieval devises where Job Hazard Assessment has determined that these devices are necessary.
- Safety eyeglasses will be worn at all times when inspection/work is being conducted.
- Appropriate gloves will be worn where there is a risk of injury to the hands and arms.
- Hard hats will be worn where there is risk of injury to the head.
- Safety boots will be worn at all times.
- A worker familiar with confined space entry procedures and trained in first aid will be stationed outside the confined space.
- There will be a visual contact or a form of two way communication available.

Emergency Response

- Should an injury occur to the person inside the confined space the secondary worker will pull the worker out using the lanyard, perform first aid as needed and if a serious injury occurred 911 will be called. A Supervisor and Health and Safety Rep will be contacted and a report will be written.

Written by: Tony Mohammed

Approved by:

Date Created: January 31 2016
Date Reviewed: June 24, 2022, May 13, 2026
Date Revised: June 14, 2019
August 17 2023

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SAFE WORK PRACTICE
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)
WORKPLACE HAZARDOUS PRODUCT INFORMATION SYSTEM (WHPIS)

Air Movement Services does not use any controlled products that require storage or handling. Should work be required on a site where hazardous materials exist, building personnel will provide notification to the worker and supply MSDS sheets. The worker will follow procedures provided by Contractor on jobsite.

Hazards Present: compressed gas, flammable material, oxidizing, explosion hazard, Acute toxicity, Poisonous, corrosive, bio hazardous/infectious, health hazard, harmful to the environment,

Regulatory Reference: Manitoba Regulation 217/2006 Part 35.3(1-) WHMIS training.

1. Contractor to provide Management with information on Hazardous materials and products on job site for preparation and orientation scheduling.

2. Emergency procedures will be provided and displayed by Contractor with an
orientation on wash station, fire extinguisher and alarms available.

3. All Personal Protective Equipment will be available for appropriate use According to MSDS information provided. If worker is not sure of type of equipment required for a specified hazardous material, ALWAYS ASK before proceeding.

4. Contractor is to supply specialized protective equipment for use according to MSDS sheets and provide training of use regarding fit and proper duration of use.

5. Should a worker become aware of unknown Hazardous materials or product on a jobsite stop working and contact Management for Building and/or Contractor for MSDS sheets. Do not commence work until MSDS sheets and orientation occurs with Building Personnel/Contractor.

Written by: Keri Gledhill
Approved by: Keri Gledhill

Date Created: January 31 2016
Date Reviewed: June 24, 2022
March 10, 2025
Date Revised: June 14, 2019

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SAFE WORK PRACTICE
WORKING ALONE

Description of Work:

Workers at Air Movement Services are HVAC testing and balancing technicians. Their work is primarily in the field of commercial building in construction related activities. Workers routinely work alone at a workplace and may be placed in circumstances where assistance is not readily available due to space restraints or scope of work. When this is necessary a Pre Job Hazard Assessment is completed. Should hazards present themselves and possible result in misfortune to a worker Air Movement Services will attempt to reduce the probability of such misfortune. Air Movement Services will provide means of securing assistance for workers working alone. A Working Alone procedure form will be completed. Refer to WSH W210 10/02 Part 9 Working Alone or in Isolation.

Potential Hazards:

- Confined space entry.
- Moving equipment or mechanical systems.
- Working at heights.
- Extreme weather conditions.

Hazard Control Measures:

- Conduct complete inspection of work area and complete Job Hazard Assessment form prior to work.
- Work Alone Procedure form will be completed with times determined based on risk to worker, to ensure as far as is reasonably practicable, the safety, health and welfare of the worker at that workplace, including a means of providing emergency assistance.
- No worker will work alone should they require to work at a height where a harness and lanyard are necessary or in a confined space.
- Lockout/ tag out will be completed when there are electrical or moving mechanical components involved.
- First aid kit will be available.
- All PPE will be worn at all times.
- On site management will be informed of worker location and start and end time of job for an onsite contact. Worker will contact Supervisor every 2 hours maximum or at predetermined intervals. Should Supervisor be unavailable a secondary worker or office personnel will be contacted.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Reviewed: May 13, 2026
Revised: August 29, 2017
August 18, 2023

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SAFE WORK PRACTICE
MANUAL LIFTING

Description of Work:
Workers at Air Movement Services are HVAC testing and balancing technicians. Their work is primarily in the field of commercial building in construction related activities. Workers require equipment and ladders to complete the tasks associated with most jobs.

Task/Activity:	Potential Hazards	Hazard Control Procedures
Size up the load to be lifted seek assistance if necessary	a) pulled back/arm muscles	a) worker assistance b) tool cart
Use legs to lift load Ensure back is straight, not bent	a) pulled back/arm muscles b) slips / falls	a) get help if needed b) clear area around load
Keep ladder and equipment close to your body	same as above	
Lift in a smooth, fluid motion	a) over exertion could result in injury	a) lift slowly and smoothly and breath properly
Turn feet to move, do not twist or move back	a) twisting your back could result in injury	a) ensure that only your foot move, not your back
If possible, push pull, roll or slide rather than lift		a) utilize tool cart
Use lever or other lifting equipment whenever possible		a) utilize tool cart or manlift

NOTE: It is the responsibility of the individual to determine their ability to lift loads. Common signs and symptoms of musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report any of these to your Supervisor and complete an injury incident form.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Reviewed: August 18 2023
May 13, 2026
Revised: August 29, 2017

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SAFE WORK PRACTICE
FALL PROTECTION/TRAVEL RESTRAINT

Description of Work:

Workers at Air Movement Services routinely work on Roof Top Units (RTUs) which are on occasion located within 3 meters of the edge of the roof mechanical systems or at heights greater than 3m. The use of a harness and lanyard is to restrict the workers access to the edge of the roof, rather than the protection from falling to the ground. Where ever workers are at risk of falling more than 3 meters of the edge, fall protection/travel restraint must be utilized. Refer to MWSH W210 10/02 Sec 14.1 (1) Fall Protection.

Potential Hazards:

- The RTU is within 3 meters of the edge of the roof.
- The lack of guard railing when the RTU is within 3 meters of the roof edge.
- Slippery conditions on the roof top.
- Excessive accumulation of snow on the roof top in vicinity of RTU.
- Extreme wind conditions.
- Tripping hazards near RTU.
- Poor lighting resulting in an inability to see the edge of the roof.
- Unexpected opening in the roof top.
- **There is danger of musculoskeletal Injury or death should fall arrest equipment be damaged or not worn properly should a fall occur.**

Hazard Control Measures:

- Where guard rails are not provided a full body harness will be worn.
- The harness will meet CSA Standard Z259.10, and will have at least one "D" ring
- The lanyard will meet CSA Standard Z259.1
- Inspect Ensure Harness hardware and straps are intact and undamaged BEFORE each use.
- The lanyard will be of length that prohibits the worker from reaching the edge of the roof.
- A retractable lanyard may be used providing it limits the workers access to roof's edge.
- The lanyard will be attached to a substantive metal component on the RTU.
- Where no such attachment is available a sling (nylon webbing or steel cable) can be used to tie around a substantive object to which the lanyard is attached.
- The harness and lanyard are primarily intended to restrict access to the roof's edge.
- PPE is to be worn according to site management or worksite posted requirements. Worker will wear Safety boots, hard hat at all times. Additional PPE will be used should worker deem necessary.
- Rescue plan safe work procedure is to be followed by secondary CPR trained worker should an incident occur.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: August 29, 2017, April 2 2025
Reviewed: August 20, 2020, Sept 12 2023

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SAFE WORK PRACTICE
LADDER SAFETY

Description of Work:
Workers at Air Movement Services routinely use ladders to access or reach HVAC electrical components.

Regulatory Reference:
Manitoba Regulation 217/2006 Part 13- Entrances, Exits, Stairways and Ladders

Potential Hazards:
- Over reaching could cause injury.
- Using buckets or trolleys to stand on could result in slipping and falling.
- Using step ladders instead of extension ladder – a step ladder is not designed to be leaned up against an object.
- Electrical contact.

Hazard Control Measures:
- Only CSA Grade 1 approved ladders are to be used & equipped with safety feet.
- All ladders, inspect prior to use to ensure the ladder is in good condition and is the right ladder for the job.
- When setting up the ladder, secure the base and walk the ladder into place.
- The ladder should be set at the proper angle of one (1) horizontal increment to every (4) vertical increments.
- Before using the ladder make sure it is secured against movement. Where a ladder cannot be tied off at the top, station a person at the foot to prevent slipping. The person at the foot of the ladder should face the ladder with each hand on a side rail and with one foot resting on the bottom rung.
- When in position, the ladder should protrude at least one (1) meter above the intended landing point.
- The step ladder is to be used in the fully opened position with the spreader bars locked in place.
- The tops of step ladders are not to be used as support for scaffolds.
- Workers shall not work from the top two rungs of the ladder.
- Don't over reach while on the ladder. It is safer to climb down and move the ladder to the new location.
- Always face the ladder when using it. Grip firmly and use the three point contact method when moving up or down.
- The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies the overlap.
- Use only nonconductive ladders when working around electricity.
- Do not use a ladder that is any way damaged. Tag out and return damaged step ladders to shop.

Written by: Tony Mohammed

Approved by T. Mohammed

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September 11 2023

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SAFE WORK PRACTICE
MANLIFT

Description of Work:

Workers routinely use man lifts to access or reach high level electrical equipment. No person shall operate a man-lift or scissor lift until adequate training has been received. Refer to WSH W210 10/02 Pt 28 and Pt 14.

PPE Tools or Equipment Required:
Safety glasses, gloves, boots, vest, hardhat, harness and lanyard.

Potential Hazards:

- Uneven floors when lift must travel.
- Failure to conduct daily inspection of lift.
- Inadequately trained workers.
- Carrying weights beyond manufacturer's specifications.
- Using guard rails to carry component parts.
- Too many workers on lift.
- Falling as a result of not wearing fall protection.
- Being aware of hazards above.

Hazard Control Measures:

- Workers will be trained in the correct use of a lift.
- Conduct complete inspection of work area prior to moving lift including any overhead objects.
- Erect barricade & warning devices
- Ensure there are no uneven surfaces or floor openings.
- Conduct and document daily inspection of lift.
- Ensure that load does not exceed manufacturer's specifications.
- Do not use railings to stand on or support loads.
- Ensure Flag personnel identified on site.
- Ensure means of communication between operator and flag personnel
- Workers will use fall protection while working in the lift and will tie off to designated locations identified by the manufacturer.
- Worker will not use the exterior of the lift to ascend or descend.
- Ensure lift is properly secured when not in use.

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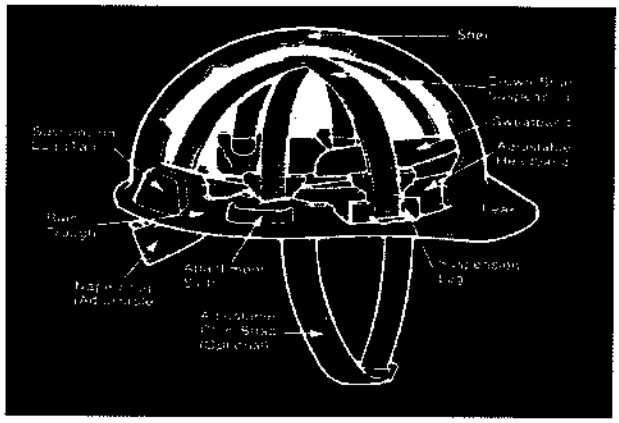
SAFE WORK PRACTICES
PERSONAL PROTECTIVE EQUIPMENT

Regulatory Reference: Manitoba Regulation 217/2006 Part 6- Personal Protective Equipment

General Rules:

1. Workers are to comply with Air Movement Services PPE Safety Policy.
2. Workers must be trained in proper use of PPE and shall wear appropriate personal protective equipment.
3. No alterations or modifications shall be made to any personal protective equipment (PPE). All equipment shall be used as per manufacturers' specifications.
4. All personal protective equipment shall be inspected prior to use. Any personal protective equipment that is found to be defective, worn, or unsafe must be reported and replaced immediately.
5. Should there be risks to hands, arms, leg or body it is mandatory workers wear gloves, long sleeves and pants. Loose jewelry is not to be worn and hair is to be pulled back if worn long.

Head Protection



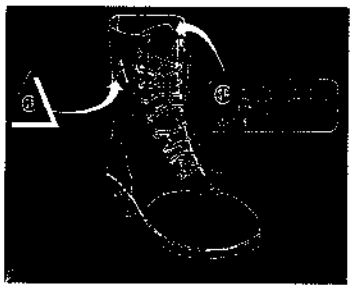
1. All workers shall wear protective headwear at all times when on a project or where a hazard exists to the worker.
2. Protective headwear shall be CSA approved safety hard hat that,
   a) Consists of a shell and suspension that is adequate to protect a person's head against impact and flying and falling objects.
   b) Has a shell that can withstand an electric strength test at 20,000 volts phase to ground (Class E).
3. Hard hats are not to be altered, modified, changed or used in any way other than approved without written consent by the manufacturer and supervisor.
4. The use of hard hats with side impact protection (Type 2-CSA Z94.1-05) is recommended but not required for all work activities. The need for Type 2 hard hats shall be determined during the hazard assessment process.
5. Hard hats are to be inspected before each use Defective protective head wear is to be immediately removed from service.
6. Do not transport headwear in rear window of vehicles. Heat and uv light can damage the material making it brittle and less protective.
7. Do not use winter liners that contain metal or electrically conductive material under class G or E headwear.
8. Do not wear baseball caps under headwear, as it interferes with the suspension.
9. Do not draw chinstrap over the brim or peak of headwear.

MEMBER OF THE ASSOCIATED AIR BALANCE COUNCIL
AIR & FLUID TESTING & BALANCING•INDOOR AIR QUALITY TESTS•HVAC COMMISSIONING•SOUND LEVEL TESTING•SYSTEM TROUBLESHOOTING & SURVEYS

10. Only wear the hard hat with the peak at the back IF the suspension has been adjusted so the nape strap remains at the back of the head. Check with manufacturer to ensure the headwear was designed to be worn this way.
11. Replace headwear that has been struck, even if no damage is visible.

Foot Protection

1. Workers shall wear at all times CSA- Certified Grade 1 footwear with heavy-duty toe and sole protection. Boots shall be laced up fully to ensure a snug fit around heal and ankle. Soles should have sufficient tread remaining to prevent slipping.
2. Always inspect boots before each use for damage.
3. Allow ample toe room (toes should be 2.5 mm from front.) Make allowance for extra socks or special arch supports when buying boots.
4. Do not use boots when mud or debris is stuck on bottom. This may cause a slip.
5. Look at base of boot and clean bottom if necessary. Material trapped on sole could jeopardize footing while walking or climbing ladders.



Eye Protection

1. Properly fitted, CSA approved eye protection shall be worn when required in the form of goggles or glasses with side shields. Ensure eye protection is kept clean and free from damage for proper viewing and protection.
2. Ensure safety glasses fit properly. Eye size, bridge size and temple length all vary.
3. Wear safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
4. Clean safety glasses daily. Follow manufacturer's instructions. Avoid rough handling that can cause scratches.. Scratches can impair vision and weaken lenses.
5. Keep safety glasses in a case and store in a clean, dry place.
6. Do not wear scratched, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide protection.
7. Replace damaged parts only with identical parts from the original manufacturer to ensure the same safety rating.

Hearing Protection

Continuous exposure to excessive noise from certain construction activities can lead to hearing loss. Workers shall wear hearing protection when exposed to noise greater than 80dB.

Hearing protection is available in three general types:

1. Disposable earplugs
2. Non-disposable earplugs
3. Earmuffs (when properly fitted provide more protection than earplugs.)

To Fit earplugs:
The ear should be pulled outward and upward with the opposite hand to enlarge and straighten ear canal. Insert plug with clean hands. Ensure the hearing protector tightly seals within the ear canal or against the side of the head.

1. Follow manufacturer's instructions and regulations for fit and wear and tear.
2. Hair and clothing should not be in the way.
3. Ensure the hearing protector tightly seals within the ear canal or against the side of the head.
4. Do not remove hearing protectors, even for a short duration, as this results in the protection to be substantially reduced.
5. Replace a unit when headbands are so stretched that they do not keep ear cushions snugly against head.
6. Replace ear cushions or plugs that are no longer pliable.
7. Hearing protection must be kept clean to eliminate the chance of ear irritation.
8. When ear muffs require cleaning use mild detergent and warm water, then rinse in clean warm water.
9. Do not get sound attenuating material in the ear cushions wet.

Protection from Dust, Fumes, Gases and Vapors

1. Work areas shall be ventilated to reduce hazards from dust, fumes, gases and vapors.
2. Where ventilation is not practical, workers shall be provide with respirators appropriate to the hazard and shall be trained to use and maintain the respirators properly.

Respiratory Equipment

1. Respiratory equipment is necessary to purify air by filtering out harmful dusts, mists metal fumes, gases and vapors and those which supply clean air from a compressed air source. Should there be a concentration of harmful substances that are very high or where the concentration is unknown, such as a confined space a specific type of respiratory equipment is required.
2. Respirators must fit tightly against the skin so there is no leakage into the face piece. Beards are not permitted where the face piece of the respirator seals with the facial skin, the facial skin must be clean shaven.



Negative Pressure Fit Test
Cover inlets and try to inhale



Positive Pressure Fit Test
Cover exhalation valve and try to exhale

3. **Always thoroughly inspect respirator before use. Should there be any visible damage stated below or otherwise do not use respirator.** Respirator will require repair by qualified technician. If repair is not possible respirator is to be replaced.
    - Check for tears in rubber
    - Check head strap for deterioration
    - Examine lenses for cracks, excessive scratching or other deformities
    - Check rings and clamps securing the lens for bends or bulges in the metal.
    - Check the exhalation valve to ensure that it is properly located and that the valve cover is in place.
    - Proceed with positive and negative pressure tests. If a leak is detected, adjust the straps or reposition the face piece and repeat test until no leakage is detected.
4. If a worker detects any of the below **LEAVE AREA**:
    - vapor or gas breakthrough
    - changes in breathing resistance
    - leakage of the face piece

Preparation, Inspection Requirements Before Each Use:
Under no circumstances should a respirator that fails any inspection be used.

Face piece:
1. Follow manufacturer's instructions.
2. Inspect the respirator before and after each use and during cleaning.
3. Replace all parts on face piece that are cracked, torn, broken, missing or worn.
4. Ensure no holes or tears are present.
5. Make sure the face piece edges are not rippled or distorted,

Head strap/neckband:
1. Check webbing for breaks or tears in material and make sure all adjusters are in place and working properly.
2. Look for deterioration of elasticity or fraying edges.
3. Test excessively worn head harness.

Inhalation and exhalation valves:
1. Ensure the valve and valve seat are free of dust particles or dirt that may cause a poor seal or reduce efficiency.
2. Check for cracks, tears or distortion between valve and the valve seat.
3. Replace any missing or defective valve covers.

Cartridge connectors:
1. Must be in place and checked for cracks or damage.
2. If any problems are detected through any of the above inspections, replace the face piece with a new one.

Cartridges:

1. Make sure cartridges are clean.
2. Inspect cartridges for scratches or other damage, particularly the sealing head around the bottom.
3. Replace damaged cartridges.
4. Never try to clean a cartridge by washing it or using compressed air.

Filter elements:

1. Ensure that the filter and mask are certified for use together.
2. Check the filter to see that they are approved for the hazard.
3. Inspect both the filter threads and face piece threads for wear, make sure they are screwed together properly, and there is no cross threading.
4. Check the filter housing for cracks or dents.

Worker must leave the respirator use area when:

- washing their faces and respiratory face piece as necessary
- If a vapor is detected or gas breakthrough, changes in breathing resistance or leakage of face piece.
- to replace the respirator, filter or canister.

Repair, Cleaning and storage

1. Follow manufacturer's instructions.
2. Do not clean with solvents
3. Disconnect the face piece from the breathing apparatus.
4. Wash with mild dish detergent or a combination of detergent and disinfectant using a brush and warm water (49 - 60°C).
5. Rinse clean water through the face piece by placing the palm of the hand over the breathing tube connector on the exhalation-valve body
6. Remove excess water with a paper towel or lint-free cloth.
7. Air dry on a rack or clean surface or hang from a clothes line positioned so that the face piece rubber will not "set" crookedly as it dries.
8. Clean respirators after each use.
9. Only trained and qualified personnel may repair respirators.
10. Do not mix parts from different manufacturers.

Hand Protection

1. Follow manufacture instructions for care, cleaning and maintenance of gloves.
2. Hand protection must be used whenever a risk of injury to a workers hand exists.
3. Do not wear gloves with metal parts near electrical equipment.
4. Do not use worn or torn gloves.
5. Ensure gloves fit properly. All exposed skin should be covered. Glove should be long enough that there is no gap between the glove and the sleeve.

High visibility Safety Apparel

1. High visibility safety vest is to be worn at all times while using or around powered mobile equipment, in low light or dark conditions or when visibility is at risk due to environmental or other conditions in a work place or worksite
2. Safety vest must be properly fitted to the body.
3. The parts of the vest that comes in direct contact with worker should not have rough or sharp edges or any projections that could cause excessive irritation or injuries.
4. No loose or dangling components.
5. Keep vest clean and well maintained. Contaminated or dirty retro reflective materials provide lower visibility.

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Approved by:



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shall be performed instantaneously, during normal working conditions, using the slow response setting of a sound level meter.

SOR/91-448, s. 1; SOR/98-589, s. 7.

SCHEDULE

(Section 7.4)

Maximum Duration of Exposure to A-Weighted Sound Pressure Levels in the Work Place

Column I	Column II
A-weighted sound pressure level (dBA)	Maximum duration of exposure in hours per employee per 24 hour period
87	8.0
88	6.4
89	5.0
90	4.0
91	3.2
92	2.5
93	2.0
94	1.6
95	1.3
96	1.0
97	0.80
98	0.64
99	0.50
100	0.40
101	0.32
102	0.25
103	0.20
104	0.16
105	0.13
106	0.10
107	0.080
108	0.064
109	0.050
110	0.040
111	0.032
112	0.025
113	0.020
114	0.016
115	0.013
116	0.010
117	0.008

être mesuré par relevé ponctuel fait, dans des conditions normales de travail, au moyen d'un sonomètre réglé sur prise lente.

DORS/91-448, art. 1; DORS/98-589, art. 7.

ANNEXE

(article 7.4)

Durée maximale d'exposition à divers niveaux de pression acoustique pondérée A au lieu de travail

Colonne I	Colonne II
Niveau de pression acoustique pondérée A (dBA)	Durée maximale d'exposition en heures par employé, par période de 24 heures
87	8,0
88	6,4
89	5,0
90	4,0
91	3,2
92	2,5
93	2,0
94	1,6
95	1,3
96	1,0
97	0,80
98	0,64
99	0,50
100	0,40
101	0,32
102	0,25
103	0,20
104	0,16
105	0,13
106	0,10
107	0,080
108	0,064
109	0,050
110	0,040
111	0,032
112	0,025
113	0,020
114	0,016
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SAFE WORK PRACTICE
HAND AND PORTABLE POWER TOOLS

Care needs to be taken while using hand tools. Incorrect usage such as using the wrong tool, using the right tool improperly, rushing and lack of training could cause personal bodily injury. The tools utilized are hand tools and battery operated tools. Always inspect all tools for signs of wear or damage and replace when necessary. Battery operated drills should be inspected along with battery charger prior to using.

Potential Hazards:
Pinchpoints, abrasions and cuts, electrocution, repetitive strain injury, contact injury from rotating parts, eye and face injury from flying particles, burns from contact.

Regulatory Reference: Manitoba Regulation 217/2006 Part 16- Machines, Tools and Robots

General Safe Work Practices

1. Use tools for their intended purpose. Don't use pliers as wrenches. Don't use wrenches as hammers.
2. Power tools and hand tools are to be used and maintained in compliance with manufacturers guidelines.
3. Inspect the tools before use to ensure safe operating condition and is equipped with all guards. Replace or repair defective tools
4. Whenever possible, don't expose tools to extremes of heat and cold. Metal will lose its temper and get brittle.
5. Don't extend the handles of tools with sleeves or cheater bars for more leverage and power.
6. Don't confuse cushion grips with insulated handles. Cushion grips are for comfort only. Insulated handles are for electrical shock protection.
7. Don't hammer on the hands of wrenches or pliers to gain more force. The tool could bend, break, or fly off and hit you or someone else.
8. Wear all appropriate Personal Protective Equipment.
9. Ensure all tool guards are in place
10. Ensure wrist is allowed to stay straight while using tools. Avoid using hand tools with wrist bent.
11. Replace cracked, splintered, or broken handles on files, hammers or screwdrivers
12. Keep work area clean and tidy to avoid clutter which may cause accidents
13. Use proper bag to carry tools, do not place tools behind your back.

Pliers

- Use pliers with enough space between the handles to keep palm and fingers from being pinched.
- Pull on pliers; don't push
- Oil regularly.
- use pliers that are big enough to do the job with reasonable effort.

- Don't use pliers to turn nuts and bolts. The jaws can slip and damage
- corners and edges of nuts and bolt heads.
- May be used for gripping and cutting operations but they're not to be substituted for a wrench.
-

Wrenches

- Replace damaged wrenches. Straightening a bent wrench only weakens it.
- Pull on a wrench; don't push.
- Be prepared in case the wrench slips. Make sure your footing is solid, your stance balanced, and your hands clear.
- With adjustable wrenches, put pressure on the permanent jaw, not the moveable jaw.
- Use the right wrench for the job. Don't use pipe wrenches on nuts or bolts. Don't use adjustable wrenches on pipe.
- On adjustable wrenches, inspect knurl, jaw, and pin for wear.

Screwdrivers

- Use the right screwdriver for the job. This means right tip- slot, ie: Robertson, Phillips and right size. Using an incorrect size of screwdriver will chew up the screw head, damage the screwdriver, gouge the material or scrape your knuckles.
- Drill a pilot hole before driving a screw into wood.
- Make sure the screwdriver handle is intact, free of splits or cracks, and clean of grease and oil.
- Use only enough force to keep the screwdriver in contact with the screw.
- Don't hold the material in one hand and use the screwdriver with the other. The screwdriver can slip and cut your hand.
- Use screwdrivers with large handles for better grip.
- Don't use pliers on the handle of a screwdriver for more power. To remove stubborn screws, use a screwdriver with a square shank designed for use with a wrench.

Hammers

- Grip handle tightly with your wrist straight.
- Hammer should be 1" larger than the face of the object or tool being struck.
- Watch object you are hitting and strike it with a square blow. Avoid glancing blows.
- Always use safety glasses when using a hammer.

Knives

- Keep blade sharp
- Cut away from your body
- Use retractable knives whenever possible and close when not in use.
- Ensure you have lots of room when using a knife.
- Never work on the same piece of material with another worker using a knife.
- Do not substitute knives for can openers, screwdrivers or ice pix.

Battery Operated Drills

- Before use ensure proper Personal Protective Equipment is worn such as safety glasses, hearing protection and respiratory protection if required.
- Do not wear gloves, loose clothing or loose hair while operating drill.
- Ensure work area is clear of debris
- Read and follow manufacturers instructions and warning labels.
- Do not exceed the manufacturers recommended maximum drilling capacity.
- When unplugging battery charger pull, pull on plug, not on cord.
- To ensure as to not get pinched pay close attention when attaching and detaching battery.
- Always inspect drill, battery and battery charger for any defects before use.
- Do not use battery if switch does not turn it on and off.
- Use only bits that turn true.
- Keep drills air vents clear to maintain adequate ventilation.
- Do not remove the stock or any debris while the bit is still spinning.
- Do not place your hands under the material / stock being drilled.

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Approved by:

T. Mohammed

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SAFE WORK PRACTICE
HOUSEKEEPING

- Work locations, vehicles and buildings shall be kept clean and orderly at all times.
- Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and eliminate tripping and stumbling.
- Emergency exits, stairways, aisles, permanent roadways, walkways and material storage areas shall be identified and kept clear and free from clutter at all times.
- Materials and supplies shall not be stored in walkways, access doors and fire exits or block access to fire equipment.
- Ensure work area and walkway is well lit. If lighting isn't satisfactory in work area use flashlight to ensure proper view of surroundings.
- Report to General Contractor for information should there be any WHMIS information posted.
- Always observe work area for weather hazards, loose rugs or mats, muddy, oily or wet floors to eliminate any slips. Ensure spills and wet areas are marked and clean all spills immediately. While in wet area to eliminate the chance of slipping:
- take your time and pay attention to where you are going
- adjust your stride to a pace that is suitable for the walking and surface tasks you are doing.
- Walk with feet pointed slightly outward
- Make wide turns at corners
- Should rugs or mats that do not lay flat are secured properly with tape or tacks.
- Ensure areas that could cause trips are observed such as; obstructed view, poor lighting, clutter in your way, wrinkled carpeting, uncovered cables, bottom drawers not being closed or uneven (steps/thresholds) walking surfaces.
- Work boots are to be kept clear of mud on bottoms to ensure proper and safe footing.

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SAFE WORK PRACTICE
CELL PHONE

Job Description: Protecting workers from injuries associated with IMPROPER use of cell phones while operating a motor vehicle.
Application: Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.
Protective Mechanisms: Cell Phone Policy, Highway Traffic Act, Local Regulations, Manufacturers Recommendations.

Supervisor Responsibility: To facilitate and/or provide proper instruction to their workers on protection requirements and training. Enforcement and Compliance.

Worker Responsibility:

1) Do not use cell, satellite or radio phones while driving.
2) When vehicle is in motion calls may not be answered or placed by driver and must be directed to voicemail or a passenger.
3) If an employee driving a vehicle must make or answer a phone call, the vehicle must be parked and in a safe location.
4) So not use text features on your phone while driving.
5) Do not take notes or look up information while driving.
6) Keep speaker, key tones, ring tone volumes to a reasonable level so as not to startle the driver.
7) If making an emergency call (911) the vehicle must be safely parked before making a call.

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SAFE WORK PRACTICE
EXTENSION CORD

Job Description: Protecting workers from electric shock or electrocution associated with extension cords by proper identification and removing potentially dangerous conditions.
Using an extension cord improperly or in a damaged state could cause electrical shock or electrocution.
Protective Mechanisms: Safe work procedure, Manufacturers Recommendations.

- All extension cords will be CSA approved.
- Inspect cords for cuts, wear, exposed wires and cracks prior to each use.
- Defective cords, frayed, cut spliced shall not be used. They must be destroyed or tagged and removed from work site until repaired.
- Extension cords shall be protected during use to protect from sharp edges and movement of equipment/material.
- Extension cords used in hazardous areas or damp locations shall be protected by approved ground fault protection and special hazardous area approved connectors.
- All extension cords are to be placed in such a way that they will not be a tripping or falling hazard.
- Never use cords without a ground pin.
- Never remove the ground pin.

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SAFE WORK PRACTICE
INSPECTION TO RECORD DATA ON HVAC EQUIPMENT

Description of Work:

Air Handling Units (AHUs) require servicing on a regular and on an emergency basis. AHUs are generally constructed in a manner which permits the technician to service the electrical control components while not being exposed to the mechanical components. The mechanical components include the motor(s), pulley and belts, as well as the fan. Inspecting the mechanical components requires the opening of the door, which functions as the machine guarding.

Potential Hazards:

- The potential for falling if technician is working on an AHU close to the edge of the roof.
- Exposure to moving parts while testing and observing the belt and pulley system running.

Hazard Control Measures:

- Section 38.14(2) permits working on energized electrical equipment where it is not reasonably practical to de-energize the electrical equipment.
- Only qualified service technicians will be permitted to service RTUs.
- The electrical power source to the AHU will be locked out by the Air Movement Services service technician when the AHU cannot be switched off at the AHU. The lock out will remain in place until both the electrician and service technician are satisfied that the electrical power is safe to restore.
- The working alone policy will be utilized which requires the service technician contact their supervisor to discuss the work, and a scheduled communication strategy be established.
- When a mechanical component, such as a belt or pulley requires replacing the power shall be de-energized and locked out if the switch is out of the site or control of the electrician and /or service technician.
- On the rare occasion when the service technician needs to observe the mechanical components operating the access door will need to be open. The service technician must be in control and within sight of the on/off switch gear, or request a 2nd technician to monitor the disconnect switch.
- On those occasions when the technician is unfamiliar with the mechanical or electrical components, he is to contact his supervisor for direction. Training will be provided to the technician.
- The service technician will ensure that his hands do not come in contact with any of the moving parts.
- The service technician will ensure that no other person is within reach of the mechanical equipment while not locked out for testing procedures.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: August 28, 2017, April 2 2025
Reviewed: August 20, 2020, Sept 12, 2023

SAFE WORK PRACTICES REVIEW

Safe Work Practice	Development				Review				Review				Review				Review			
		Date		By Whom		Date		By Whom		Date		By Whom		Date		By Whom		Date		By Whom
	M	D	Y		M	D	Y		M	D	Y		M	D	Y		M	D	Y	
LOTO	1	31	16	TM	9	30	16	DM	6	14	19	LP	6	24	22	LP	3	10	25	LC
CONFINED SPACE	1	31	16	TM	9	2	16	DM	6	14	19	LP	6	24	22	LP	8	17	23	MS
WHMIS	1	31	16	TM	9	2	16	DM	6	14	19	LP	6	24	22	KG	3	10	25	KG
WORKING ALONE	1	31	16	TM	9	2	16	DM	6	14	19	LP	6	24	22	LP	8	18	23	LP
MANUAL LIFTING	1	31	16	TM	9	2	16	DM	6	14	19	LP	6	24	22	LP	8	18	23	LP
PROTECTION/ TRAVEL	1	31	16	TM	9	30	16	DM	9	18	19	LP	6	24	22	LP	3	10	25	LC
LADDER SAFETY	1	31	16	TM	9	30	16	DM	9	18	19	LP	6	24	22	LP	9	11	23	LP
MANLIFT	1	31	16	TM	8	28	17	LP	9	19	19	LP	6	24	22	LP	9	11	23	LP
PPE	1	31	16	TM	9	30	16	DM	9	20	19	LP	6	24	22	LP	3	10	25	LC
HAND/ PORTABLE TOOLS	1	31	16	TM	9	2	16	DM	9	24	19	LP	6	24	22	LP	3	10	25	LC
HOUSEKEEPING	1	31	16	TM	9	30	16	DM	9	24	19	LP	6	24	22	LP	3	10	25	LC
CELL PHONE	1	31	16	TM	9	30	16	DM	9	24	19	LP	6	24	22	LP	3	10	25	LC
EXTENSION CORDS	1	31	16	TM	9	30	16	DM	9	24	19	LP	6	24	22	LP	3	10	25	LC

SAFE JOB PROCEDURES

Safe Job Procedures
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* * Ladder Safety
* * Manlift
* * Scaffolding
* * Fall Protection/Travel Restraint
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- Cold weather conditions
- Vehicle Refueling
- Motor Vehicle Operation
- Changing Tire

* * Denotes Critical Task

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SAFE JOB PROCEDURE
ENERGIZED TESTING AND TROUBLESHOOTING

Description of Work:
Air Movement Services technicians routinely conduct amperages and volt readings on live exposed parts of installations and equipment. This involves using an Amprobe Meter. This testing requires the opening of a hinged switch box to open or close a circuit.

Potential Hazards:
Musculoskeletal Injury, Pinch Points, Working at Heights, Electrocution & Electrical Burns

PPE & Equipment Required:
Safety Glasses, Gloves, Boots, Vest, Drill, Harness and Lanyard, Tools with Rubber Cased Handle & First aid kit

Additional Training and Guidance Documents:
- Workplace Hazardous Materials Information Systems (WHMIS)
- Manitoba WSH Act & Regulation: 217/2006 Part 5 First Aid, Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, Part 14 Fall Protection, Part 15 Confined Spaces, Part 38 Electrical Safety General

Hazard Control Measures:
- A Hazard Assessment will be conducted prior to commencing testing mechanical equipment to ensure there is no defect or condition is unsafe.
- Worker shall be trained in safe work procedure. Worker will be accompanied by a standby worker that is trained in first aid and CPR training for emergencies.
- All appropriate PPE will be worn, such as shock resistant footwear and properly fitted eye protection. Jewelry such as watches, rings, neck chains or any current conducting items will not be worn.
- Worker shall stand on opposite side to the hinge of the switch box when opening or closing a circuit.
- Electrical equipment and lines shall always be considered as live and be tested, isolated and grounded. Care will be taken to never open a current metering circuit while equipment is energized.
- While working on live circuits worker will place themselves in a position so that a shock or slip will not tend to bring themselves in contact with live parts.
- Portable electrical tools shall be effectively grounded and protected or be of double insulated construction. Steel tape measures are never to be used near energized systems. Worker will ensure Amprobe has a non conducting case.

Job Procedure
1. Upon entering a site an inspection of the work area performed and Pre Job Hazard Assessment is completed.
2. All personal protective equipment is to be worn. No jewelry or current conducting items to be worn.
3. Secondary First Aid and CPR trained worker to accompany worker.
4. Amprobe to be used must be a non conductive type.

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5. Locate equipment to be tested. If located in confined space ensure confined work safe work procedures are followed.
6. Use appropriate nonconductive tools and open switch box.
7. Do a visual inspection of wire connections within the switch.
8. Use nonconductive Amprobe to take the reading.
9. Remove Amprobe
10. Close switch box using appropriate nonconductive tools.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: September 22 2020
August 17 2023
Date Revised: May 19, 2026

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SAFE JOB PROCEDURE
LOCKOUT / TAGOUT

Description of Work:
Air Movement Technicians routinely require lock out/tag out of electrical components for testing.

Hazards Present:
Pinch points, Electrical Shock, Lighting, Working at Heights, Ladder Safety

PPE Tools or Equipment Required:
Lockout Tags, Safety glasses, Safety footwear, Hardhat

Additional Training and Guidance Documents:
Working Alone, Fall Protection, Ladder Safety. WSH and Act Manitoba Regulation 217/006 Part 6 (Personal Protective Equipment, Part 9 (Working Alone or in Isolation, Part 13 (Entrances, Exits, Stairways and Ladders) Refer to WSH W210 10/02 Part 16.14(1) Lockout. First Aid & CPR Manual.

1. Locate work area and identify the equipment or machinery to be worked on.
2. Conduct a pre-job Hazard Assessment. Ensure identified hazards are controlled.
3. Identify all power sources affecting equipment or machinery, such as electrical, pneumatic, hydraulic, steam, gravity or momentum.
4. Determine whether lockout is required to perform the work assignment.
5. Locate and identify all power source components on equipment or machinery.
6. Determine whether it is physically possible to lock out each power source. If lockout is required, check with qualified operations personnel before proceeding.
7. Have qualified personnel shut down the equipment or machinery.
8. Install your personal safety lock with tag indicating name, employer, time/date and work location. Safety locks will be affixed to hold the energy isolating devices in a "safe" of "off" position. The person who installs the lock holds the key at all times.
9. Any power or product remaining in the equipment or machinery must be discharged or disconnected by qualified personnel.
10. Look for any movement or functions. If none observed, try to restart again.
11. Repeat step 10. If none observed, confirm that all power sources are at a zero energy state.
12. Carry out the work assignment.
13. When work is complete and area is ready to resume operation the authorized Individual removing a lockout is to ensure equipment or machinery is operationally intact and that tools and equipment used in the work requiring the lockout has been removed. They will also ensure themselves and other workers will not be in danger, by personally contacting workers who are in the area to let them know that equipment is about to be re-energized.
14. When the Individual is satisfied that the machine, equipment or process is in a ready state, each Lockout and Tag is to be removed by the Authorized Individual who applied the Lockout. The lock should only be removed when all work has been completed and the equipment has been inspected and found to be safe.
15. The machine, equipment or process is then re-energized.
16. Have qualified personnel restart the equipment or machinery

Written by: Tony Mohammed

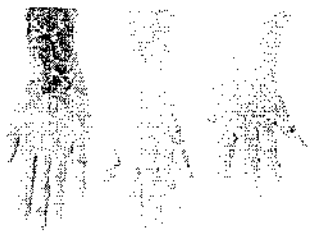
Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: February 5, 2025
Date Revised: August 28, 2018

What to Look For

Any of the following signs around an injury may indicate an infection:

- Redness
- Red streaks moving away from the wound
- Pus
- Heat or warmth
- Swelling
- Tenderness
- Excessive itchiness



Burns

Burns are soft-tissue injuries caused by chemicals, electricity, heat, or radiation.

Prevention

There are different methods of prevention for different types of burns.

Chemical Burns

The following precautions will help prevent chemical burns:

- Store chemicals in their original containers.
- Wear protective gear when handling chemicals.
- Wash your hands after touching chemicals.
- Get trained in a hazardous materials training program, such as the Workplace Hazardous Materials Information System (WHMIS)/ Globally Harmonized System (GHS) of Classification and Labelling of Chemicals.
- Read the label before using a product.
- Be aware of caustic plants in your area.

Electrical Burns

The following tips will help prevent electrical burns:

- Keep electrical appliances away from water.
- If an electrical cord is frayed, fix it or dispose of it.
- If there are young children in the building, cover electrical outlets.
- Before approaching a person with a suspected electrical burn, make sure that trained personnel turn off the electrical current.

Burns from Lightning Strikes

The following precautions will help prevent burns from lightning strikes:

- As soon as a storm is seen or heard, stop swimming or boating and get away from the water, because water conducts electricity.
- Stay indoors during thunderstorms. A picnic shelter or car (with the windows rolled up) will also provide some protection.
- If caught outside, stay away from telephone poles and tall trees. Stay off hilltops and try to crouch down in a ravine or valley if shelters are not available nearby.
- Stay away from things that conduct electricity, such as farm equipment, small metal vehicles (e.g., motorcycles, bicycles, and golf carts), wire fences, clotheslines, metal pipes, and railings.

Thermal Burns

The following precautions will help prevent thermal burns:

- When cooking on the stove, turn the pot handles in and use only the back burners when possible.
- Keep the hot water tank temperature at or below 49°C (120°F).
- Keep children away from heat sources and appliances such as ovens, barbecues, space heaters, woodstoves, candles, and fireplaces.
- Keep hot drinks out of children's reach.

Sunburns

The following precautions will help prevent sunburns:

- Limit exposure to the sun between 10:00 A.M. and 3:00 P.M., if possible.
- Wear light coloured clothing that covers as much of the body as possible.
- Use a broad-spectrum sunscreen with a sun protection factor (SPF) of at least 30 and apply it 15 to 30 minutes before going outdoors. Reapply sunscreen at least every 2 hours, as well as after being in the water and after sweating.

What to Do

Call

Call EMS/9-1-1 and get an AED immediately if:

- The burns make it difficult for the person to breathe.
- The person is in a great deal of pain or becomes unresponsive.
- The burns were caused by chemicals, explosions, or electricity.
- The burns involve a large amount of blistering or broken skin, or the burns cover the face, neck, hands, genitals, or a larger surface area.

If at least one of the above conditions is true and you are alone, call EMS/9-1-1 yourself, get an AED, and then return to care for the person. If it a superficial burn, you should not need to call EMS/9-1-1, unless the person is in a great deal of pain or becomes unresponsive. Always call EMS/9-1-1 for a full thickness burn, regardless of size.

Care

1. While the care for all burns is similar, specific care steps can vary depending on the cause of the burn. Care should be taken to monitor for hypothermia when cooling large burns. This is particularly important in children. Cover the person with a blanket if the person complains of feeling cold.

Thermal Burns

Thermal burns are caused by heat, hot liquid, steam, or open flames. The care that is required varies by the thickness of the burn, so you should determine the burn's seriousness before beginning to provide care.

Superficial Burns

What to Look For



- Redness
- Pain
- Possible swelling

What to Do

Care

1. Cool the affected area with clean running or standing water for at least 10 minutes. A clean cool or cold (but not freezing) compress can be used as a substitute.



Partial Thickness Burns

What to Look For

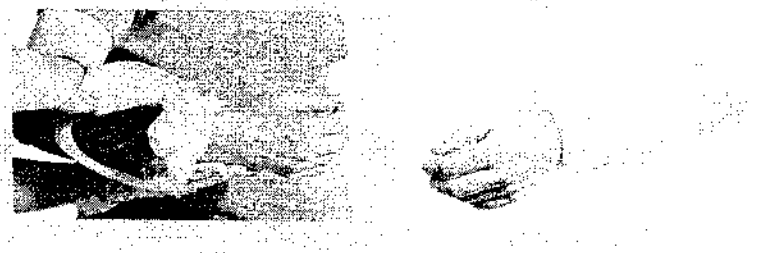


- Redness
- Pain
- Possible swelling
- Blisters

What to Do

Care

1. Cool the affected area with clean running or standing water for at least 10 minutes. A clean cool or cold (but not freezing) compress can be used as a substitute.
2. Remove jewellery and clothing from the burn site, but do not attempt to move anything that is stuck to the skin.
3. Once it is cool, cover the burn loosely with a dry, sterile dressing, preferably non-stick gauze.
4. Encourage the person to seek medical attention even if it is not necessary to call EMS/9-1-1.



Full Thickness Burns

What to Look For

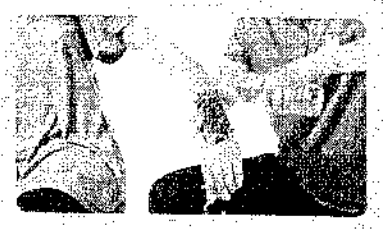


- Redness
- Pain (may not be present in the most severely burned areas due to nerve damage)
- Possible swelling
- Blisters
- Charred or waxy, white flesh

What to Do

Care

1. Stop the burn from worsening by cooling the affected area with clean running or standing water for at least 10 minutes. A clean, cool or cold (but not freezing) compress can be used as a substitute.
2. Remove jewellery and clothing from the burn site, but do not attempt to move anything that is stuck to the skin.
3. Once it is cool, cover the burn loosely with a dry, sterile dressing, preferably non-stick gauze.
4. Have the person lie down until EMS personnel arrive.



Chemical Burns

Chemical burns can be caused by a wet or dry caustic chemical. Use caution with dry caustic chemicals, as they may spread or react if they become wet.

What to Do

Care

1. Wear protective equipment to avoid being burned yourself.
2. If there are dry chemicals present, brush them off the person's skin before flushing with water.
3. Flush the affected areas with large amounts of cool running water for at least 15 minutes, or until EMS personnel arrive. Flush the chemicals away from areas of the body that have not been contaminated.
4. Remove any clothing that is wet or that has been contaminated by the chemical.
5. Refer to the appropriate Material Safety Data Sheet (MSDS) for additional first aid measures, if it is available.

Electrical Burns

Electrical burns are caused by powerful electrical currents. They are typically caused by a person either touching a live electrical circuit or being struck by lightning. Because electricity and lightning can affect the heart, it is important to monitor the person's ABCs closely.

What to Do

1. Treat the person as if he or she has a head and/or spinal injury.
2. Look for two burns (the entry and exit points) and care for them as you would care for thermal burns.

Radiation Burns

The most common type of radiation burn is a sunburn, but they can also be caused by exposure to radioactive substances.

What to Do

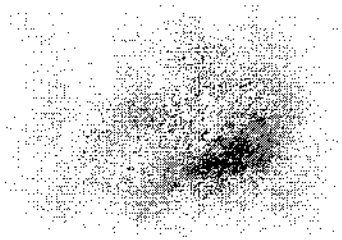
1. If the burn results from exposure to a radioactive substance, consult the appropriate workplace safety system (e.g., WHMIS) for specific first aid steps.
2. Care for radiation burns as you would care for thermal burns.

Special Considerations When Caring for Burns

Remember the following special considerations when providing care for burns:

- Don't use ointments on partial or full thickness burns.
- Blisters are a natural cooling system. Leave them in place.
- Touch a burn only with sterile or clean dressings.
- Do not use absorbent cotton or pull clothes over any burned area.

Pay close attention to the person's airway. Look for signs of burn injuries around the face. If you suspect that the airway or the lungs may be burned, monitor the person's breathing closely.



Bruises

A bruise is a discoloured area of the skin that is created when blood and other fluids seep into nearby tissues.

What to Look For

The following are signs and symptoms of bruising:

- Discoloured skin (red, purple, black, or blue areas)
- Swelling
- Pain

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SAFE JOB PROCEDURE
CONFINED SPACES

Job Description: Mechanical Testing in confined spaces
Hazards Present: Fall from Heights, electrical, oxygen deficiency, hazardous fumes
PPE Tools or Equipment Required: Harness, lanyard, Safety boots, Safety Hard Hat, Fall Protection Equipment, respirator and filters (if required), Gas testing meters
Additional Training and Guidance Documents: Fall Protection Training WSH and Act Manitoba Regulation 217/006 Part 13&14, First Aid Training, Lockout/Tag Out Part 16(14–18)

Workers at Air Movement Services routinely require entering a confined space to test HVAC electrical components.

1. All Safe Work Procedures will be followed in accordance with the Workplace Safety and Health Act and Manitoba Regulation 217/2006 Standards part 15.
2. When work is required in a confined space it is mandatory that two people work together AT ALL TIMES. No one can work alone if in a confined space. The worker posted at the entrance shall be certified in CPR & First Aid, have confined space training.
3. Conduct a Hazard Assessment. An inspection of the area will be performed to determine hazards i.e.: wires, open electrical, pipes, contaminants and sharp edges. Should you leave for lunch or break recheck for hazards before re-entering space.
4. Complete Confined Space Entry Permit. Gas Meter will be used to determine gas levels in space. Should the levels exceed WHS Standards the confined space DO NOT ENTER. The area will be required to be ventilated until levels decrease to safe levels. Should there be harmful gases respirators will be used as well.
5. DO NOT ENTER confined space without proper PPE.
6. Should there be open electrical, electricians are immediately contacted to correct the hazard. Conduct Lockout/Tag out procedures should electrical components be involved.
7. Review **Emergency Response** and rescue procedures.
8. One worker enters space using lanyard and/or respirators if required. Should a lanyard be required the secondary person will stay at the entry point with radio control. Secondary worker will stay with worker in confined space maintaining constant communication until work is completed and worker has left confined space safely.
9. Fall Protection is mandatory should there be a risk of a worker falling. All Personal Protection Equipment is to be worn at all times.

Emergency Response

Should an injury occur to the person inside the confined space the secondary worker will pull the worker out using the lanyard, preform first aid as needed and if a serious injury occurred 911 will be called. A Supervisor and Health and Safety Rep will be contacted and a report will be written.

Written by: Tony Mohammed
Approved by:

T. Mohammed

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Date Reviewed: May 19, 2026
Date Revised: August 28, 2017, August 17 2023

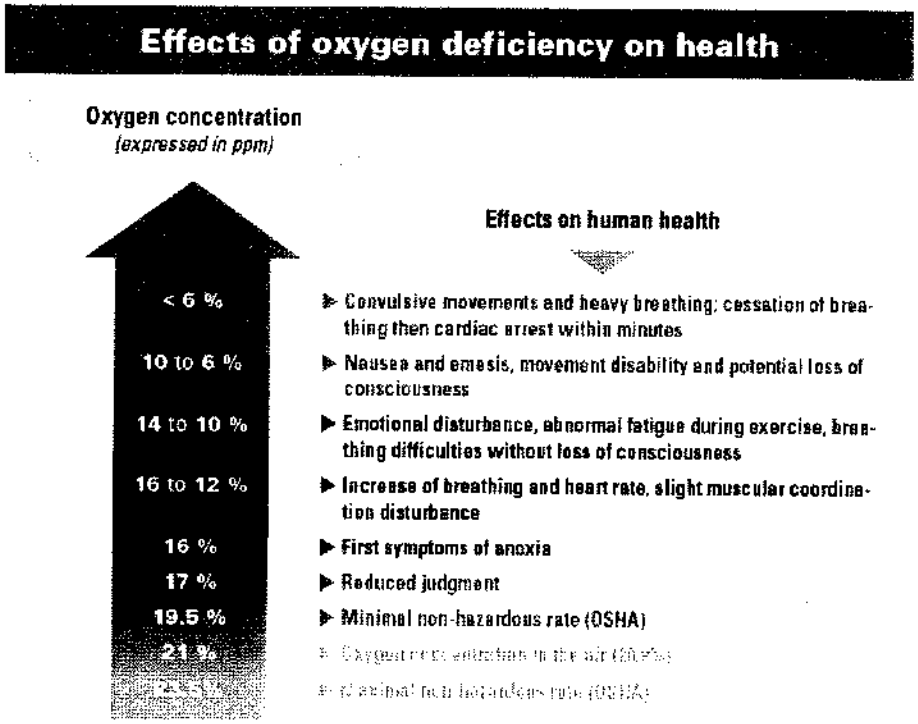
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CONFINED SPACE HAZARDOUS GASES

Oxygen

Oxygen is a colorless, odorless and tasteless gas that composes breathing air. In contrast to the great majority of gases, the lower the oxygen (O2) concentration is, the higher are the risks for health. This gas is not measured in ppm but in % volume.

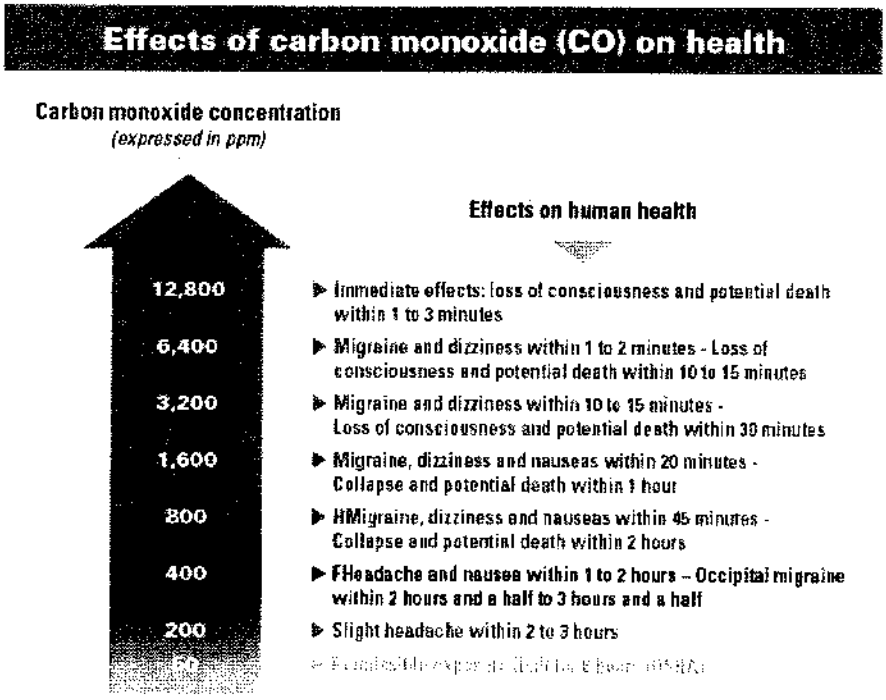


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Carbon Monoxide

Carbon Monoxide is a toxic, colourless, odorless, combustible gas that is slightly heavier than air and it will migrate to a lower level. A by-product of combustion, it can be found in almost every industry. Carbon monoxide enters our bloodstream through the lungs. Carbon monoxide is harmful because it binds to hemoglobin in the blood, reducing the ability of blood to carry oxygen. This interferes with oxygen delivery to the body's organs. The most common effects of CO exposure are fatigue, headaches, confusion, and dizziness due to inadequate oxygen delivery to the brain. In high concentrations of carbon monoxide, a worker may collapse with little or no warning and thus be unable to aid themselves.

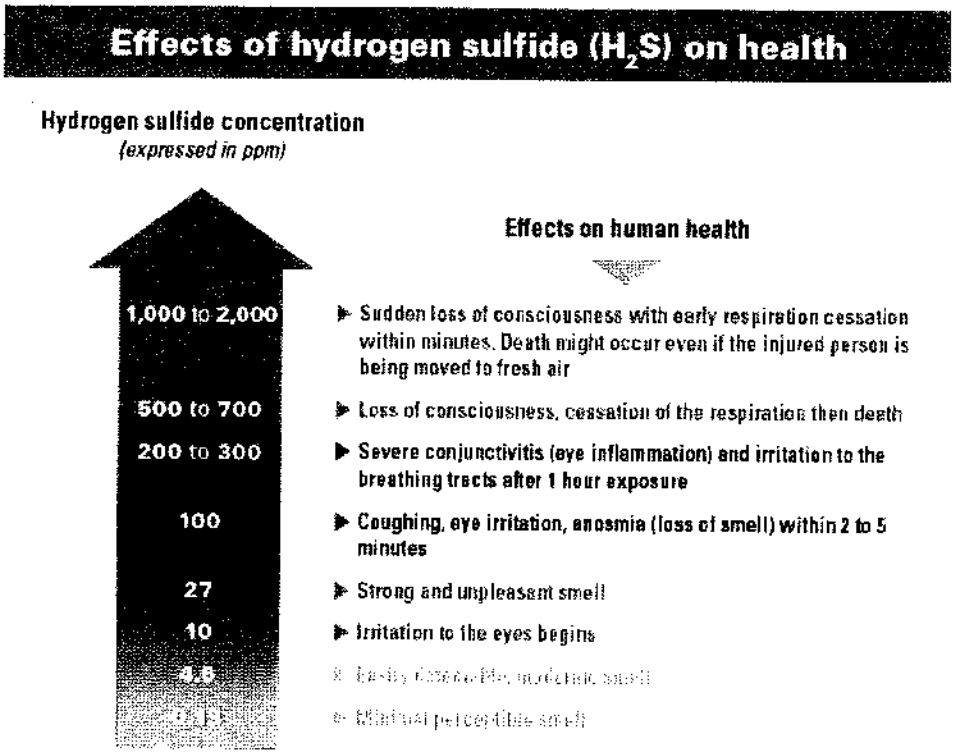


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Hydrogen Sulfide

Hydrogen sulfide is extremely flammable, highly toxic, colourless, combustible gas known for its pungent "rotten egg" odor at low concentrations and is heavier than air. It is formed by the decomposition of organic plant and animal bacteria. It is Hydrogen sulfide is used or produced in a number of industries, such as. Oil and gas refining. Hydrogen sulfide poisons a person by building up in the bloodstream. This toxic gas paralyses the nerve centres in the brain which control breathing as a result the lungs are unable to function and the individual is asphyxiated.



Other Explosive Mixtures

Explosive mixtures can be generate by a large number of sources for example:

1. Methane
2. Toxic, explosive fumes
3. Flammable products
4. Chemical Spills

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CONFINED SPACE ENTRY PERMIT

Job Number: _____

Location of Work: _____

Description of Work: _____

Employees Assigned: _____

Entry Date: _____ Entry Time: _____

Outside Contactors: _____

Isolation checklist:

- blanking and/or disconnecting
- electrical
- mechanical
- other

Hazards Expected:
corrosive materials
hot equipment
toxic materials
cleaning
Hazardous work: drilling

Fire Safety Precautions : _____

Test Performed	**Location:**	**Reading:**	**Time:**
Hydrogen Sulfide-H2s ≤ 10ppm	_____	_____	_____
Oxygen-O^2 (19 1/2- 23%)	_____	_____	_____
Carbon Monoxide-CO ≤ 25ppm	_____	_____	_____
Flammables LEL ≤ 10%	_____	_____	_____

Test performed by: _____
Name Signature

Entry and Emergency Procedures understood:

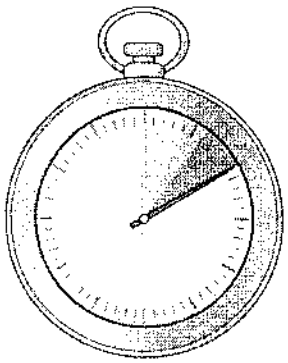
Stand-by worker: _____

Rescue: _____ Telephone: _____

Permit Expires: _____

MONITORING EQUIPMENT LOG

1. Make/Model Number _____
2. Type of monitor _____



A person who is having difficulty breathing is in respiratory distress. A person who is not breathing is in respiratory arrest. Both respiratory distress and respiratory arrest are breathing emergencies. Respiratory distress is especially dangerous in children, as it can quickly lead to cardiac arrest. Any child showing signs of respiratory distress is in a potentially life-threatening situation and must receive immediate care.

When a person is experiencing a breathing emergency, the oxygen supply to the person's body is either greatly reduced or cut off entirely, so it is important to act at once. If breathing stops or is restricted long enough, the person will become unresponsive, the heart will stop beating, and body systems will quickly fail. Brain cells begin to die after 4 to 6 minutes without oxygen.

A breathing problem can be identified by watching and listening to the person's breathing and by asking the person how he or she feels. If a person is having trouble breathing, do not wait to see if his or her condition improves without intervention, but begin providing care immediately.

Respiratory Distress

Common Causes

Respiratory distress may be caused by any of the following:

- Hyperventilation
- Asthma or chronic obstructive pulmonary disease (COPD)
- Pneumonia or bronchitis
- An allergic reaction
- Anaphylaxis
- A heart attack or heart failure
- Chest trauma
- Poisoning
- A drug overdose
- Electrocution
- Certain mental health conditions (e.g., panic disorders)

What to Look For

The following are signs and symptoms of respiratory distress:

- Shortness of breath or gasping for breath
- Trouble speaking in complete sentences (due to difficulty breathing)
- Wheezing, gurgling, or high-pitched noises
- Breathing abnormally quickly or slowly
- Unusually deep or shallow breathing
- Cool, moist skin
- Bluish or ashen (grey) skin
- Flushed or pale skin
- Feelings of fear
- Dizziness or light-headedness

What to Do



Call

Call EMS/9-1-1.



Care

1. If the person carries medication for respiratory distress, offer to help the person take his or her medication.
2. Encourage the person to sit down in a comfortable position (leaning forward may help make breathing easier).
3. Provide reassurance, as this can help reduce anxiety and help the person control his or her breathing.
4. Monitor the person's condition and provide continual care until EMS personnel arrive.

Hyperventilation

Hyperventilation is a condition in which a person is breathing much more quickly than usual. This upsets the body's balance of oxygen and carbon dioxide.

Common Causes

The following are common causes of hyperventilation:

- Strong emotions such as excitement, fear, or anxiety
- Asthma
- Injuries, especially injuries to the head
- Exercise
- Life-threatening bleeding

Prevention

If you tend to hyperventilate due to anxiety, panic, or stress, relaxation techniques such as breathing exercises may help. If you hyperventilate due to a diagnosed medical condition, speaking to your doctor will help you learn how to treat or control it.

What to Look For

The following are signs and symptoms of hyperventilation:

- Rapid, shallow breathing
- A feeling of suffocating or not getting enough air
- Fear, anxiety, or confusion
- A feeling of dizziness
- Numbness or tingling of the fingers and toes
- Muscle contractions, usually in the hands, feet, arms, and legs

What to Do



Call

It is not always necessary to call EMS/9-1-1 for a person who is hyperventilating. You should call EMS/9-1-1 and get an AED if the hyperventilation does not stop after a few minutes, the person becomes unresponsive, or you suspect that the person is hyperventilating because of an injury or illness.



Care

1. Encourage the person to take controlled breaths by breathing in slowly, holding his or her breath for a few seconds, and then gradually exhaling.

Common Causes

Cardiovascular disease is the most common cause of cardiac arrest. Other common causes include the following:

- Drowning
- Severe blood loss
- Suffocation or complete choking
- Electrocution
- Drug overdose
- Severe chest injuries
- Commotio cordis
- Other heart diseases and abnormalities

Cardiovascular disease and certain congenital heart conditions (i.e., conditions that a person is born with) can increase the risk of cardiac arrest. Breathing emergencies can also lead to cardiac arrest. For example, choking or drowning can interrupt the body's supply of oxygen, causing the heart to stop beating. Every organ in the body needs a steady supply of oxygen in order to work properly, and the heart is no exception. Severe trauma, electrical shocks, and drug overdoses are other potential causes of cardiac arrest. Although cardiac arrest is more common in adults, it does occur in young people as well. The most common causes of cardiac arrest in children and babies are breathing emergencies, congenital heart disorders, and trauma.

Cardiac arrest is a life-threatening condition, so starting CPR is the top priority. A person in cardiac arrest may have other conditions as well, such as a possible head, neck, or spinal injury, but caring for other injuries is lower priority than starting CPR and getting an AED.

What to Look For

When a person experiences cardiac arrest, signs and symptoms may include the following:

- The person suddenly collapses.
- The person is unresponsive and not breathing, or is unresponsive with agonal breaths.



For each minute that CPR and use of an AED are delayed, the person's chance of survival is reduced by about 10%.

Cardiac Arrest, Adult (After the Onset of Puberty)

What to Do



Call

Have someone call EMS/9-1-1 and get an AED. If you are alone with an adult, call EMS/9-1-1 yourself, get an AED, and then return to care for the person.

CPR SUMMARY

	Hand Position	Compress	Breathe	Cycle	Compression Rate
Adult 	Two hands on the middle of the chest	At least 5 cm (about 2 in.)	Just enough volume to make the chest start to rise (1 second per breath)	30 compressions and 2 breaths	Rate of 100–120 per minute: 30 compressions in about 15–18 seconds.
Child 	Two hands on the middle of the chest	At least 1/3 of the chest's depth	Just enough volume to make the chest start to rise (1 second per breath)	30 compressions and 2 breaths	Rate of 100–120 per minute: 30 compressions in about 15–18 seconds.
Baby 	Two fingers on the middle of the chest (just below the nipple line)	At least 1/3 of the chest's depth	Gently, with just enough volume to make the chest start to rise (1 second per breath)	30 compressions and 2 breaths	Rate of 100–120 per minute: 30 compressions in about 15–18 seconds.

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

TELEPHONE (204) 233-7456
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SAFE JOB PROCEDURE
WORK ALONE

Potential Hazards Present: Pinch points, Electrical Shock, Weather, Ladder Work.
Potential Tools or PPE Required: Lockout Tags, Locks, Safety Glasses, Safety Footwear, Hardhat.
Regulatory Reference: WSH and Act Manitoba Regulation 217/006, Part 5.3 First Aid, Part 6 PPE, Part 9 Working Alone or in Isolation Part 13 Entrances, Exits, Stairways and Ladders, Part 16 Lockout/Tag out Training Sec 16.4.

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1. Worker to notify management/office personnel upon arrival and maintain contact with office Supervisor every 2 hours or as otherwise determined.
2. Conduct a pre-job Hazard Assessment.
3. Worker will identify risk level and inform with secondary person of level.
4. All Personal Protective Equipment required is to be worn at all times.
5. Worker will contact management/office personnel every 2 hours. Times will be documented.
6. First Aid kit will be accessible for worker.
7. Upon completion of job site management/office personnel will be notified.

Low Risk: Indoor work, no ladder or confined space requirements.

Medium Risk: Outdoor work, ladder required or lockout/tag requirements. No harness or lanyard or confined space requirements.

High Risk: Fall restraint required or confined space requirements.

- Worker will have a secondary worker join him on worksite for assistance. No work alone is allowed.

Emergency Procedures

- Should contact with secondary person at pre designated time not be achieved secondary person will phone worker.
- Secondary person will continue to phone worker continuously for **10 Minutes**.
- Secondary person will also contact on site personnel for assistance in communication with worker.
- If on site personnel is unavailable Secondary person will immediately proceed to work site.
- Upon worksite arrival Secondary person will locate worker and if required phone 911 and provide any first aid required.

Emergency Contact Numbers:

Air Movement Services Ltd:	(204) 233-7456
Tony Mohammed	cell (204) 227-9259
Paul Hoitink	cell (204) 797-7146
Mat Saurette	cell (204) 232-0868

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Reviewed: September 22 2020
Revised: August 18, 2023
May 19, 2026

Working Alone Procedure

Control Methods

Time of working alone procedure **Start**_____ **End**_____

Phone contact with employee shall be every: 2 HOURS_____

Phone contact shall be initiated by: _____

A record of contact with employee to be documented on this procedure

Time_____ **Time**_____ **Time**_____ **Time**_____ **Time**_____

Emergency Procedure

Both the Employee and Buddy Contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number. If contact with the employee is not established at the agreed upon time the buddy contact shall continuously try to phone the employee for **Ten Minutes.**

If no contact after the ten minutes, the buddy contact shall immediately attend the location of the employee working alone to determine the worker's well being and to take appropriate control measures.

Implementation of the Procedure

Both the employee and employer representative verify that each understand this procedure. Failure of either party to fulfill their responsibilities as stated shall be deemed in serious breech of company policy and violations will be dealt with accordingly.

Rev- JAN/18

AIR MOVEMENT SERVICES LTD.
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Working Alone Procedure

File _____

Date of Procedure: _____ Employee name: _____

Type of work: (Please circle) Air Balancing Water Balancing Fire Dampers

Identified Hazards:		Ok	Severity	Probability			Ok	Severity	Probability
(1) Access / Egress	(a) Ladder Required:				(4) Working at Heights	(a) Railing:			
	(b) Fall Protection:					(b) Fall Protection:			
	(c) Travel Restraint:					(c) Travel Restraint:			
	(d) Slips and Trips:					(d) Scaffolding:			
	(e) Traffic:					(e) Manlift:			
(2) Confined Space Entry	(a) WHMIS Review:				(5) Potential Burns:	(a) Electric Shock, Burns or Hydronic Steam, Power Tools:			
(3) House Keeping:					(6) Weather Conditions				

Severity:
1. Immediate Danger (death disaster)
2. Serious (major injury or damage)
3. Minor (non-serious injury or damage)
4. Negligible (first aid or less)
5. Ok

Probability:
A. Probable (immediate or soon)
B. Reasonably Probable (eventually)
C. Remote (could at some point)
D. Extremely Remote (not likely)

Control Methods

Time of working alone procedure Start_____ End_____

Phone contact with employee shall be every: _____

Phone contact shall be initiated by: _____

A record of contact with employee:

Time_____ Time_____ Time_____ Time_____ Time_____

Employee: _____

Employer Rep: _____

Emergency Procedure

Both the Employee and Buddy Contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number. If contact with the employee is not established at the agreed upon time the buddy contact shall continuously try to phone the employee for Ten Minutes. If no contact after the ten minutes, the buddy contact shall immediately attend the location of the employee working alone to determine the worker's well being and to take appropriate control measures.

Implementation of the Procedure

Both the employee and employer representative verify that each understand this procedure. Failure of either party to fulfill their responsibilities as stated shall be deemed in serious breech of company policy and violations will be dealt with accordingly.

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SAFE WORK PROCEDURES
MANUAL LIFTING

Manual handling of lifting is moving or handling things by lifting, lowering, pushing, pulling, carrying, holding, or restraining. Improper methods of this is also the most common cause of occupational fatigue, low back pain and lower back injuries, as well as trying to lift more than an acceptable weight for one worker.

Potential Hazards: Musculoskeletal injuries

All manual lifting shall be planned and safe procedures followed:

1. Workers shall know their physical limitations and the approximate weight of materials they are trying to lift.
2. Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, trucks or similar devices should be considered and employed where practical.
3. Obtain assistance in lifting heavy objects whenever that task may be more than can be safely handled.
4. When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a prearranged signal for releasing the load.
5. When two or more persons are carrying an object, each worker, if possible, should face the direction in which the object is being carried.
6. Bulky loads should be carried in such a way as to permit an unobstructed view ahead.
7. Lift gradually, lift slowly, smoothly and without jerking.
8. Ensure a good grip before lifting.
9. The back should be kept close to vertical or straight, and the lifting done with the leg muscles, which are stronger.
10. Avoid bending. Do not pace objects on the floor if they must be picked up again later.
11. Avoid twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift your feet so as not to twist.
12. Avoid reaching out. Handle heavy objects close to the body. Void a long reach out to pick up an object.
13. Do not be tempted on the last moment to swing the load onto the deck or shelf by bending or twisting your back.
14. Pipes, conduits, reinforcing rods and other conductive materials should not be carried on the shoulders near exposed live electrical equipment or conductors.

Written by: Tony Mohammed

Date Created: January 31 2016
Date Reviewed: May 19, 2026
Date Revised: June 14, 2019
August 18 2023

Approved by:

T. Mohammed

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SAFE JOB PROCEDURE
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS) /
WORKPLACE HAZARDOUS PRODUCTS INFORMATION SYSTEM (WHPIS)

Air Movement Services does not use any controlled products that are require special storage or handling. Should work be required on a site where hazardous materials or products exist, building personnel will provide notification to the worker and supply SDS sheets. The worker will follow procedures provided by Contractor on jobsite.

Potential Hazards Present:
Flammable, Poisonous, Corrosion, Health Hazard, Compressed Gas, Oxidizing, Explosion, Harmful or Fatal, Biohazardous, Environmental Hazard

Potential PPE Tools or Equipment Required:
Safety glasses, gloves, respirators, long sleeves, protective suits, boots, first aid kit, eyewash/shower station, fire extinguisher or spill kit.

Additional Training and Guidance Documents:
Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006,Part 6 Personal Protective Equipment, Part 35 WHMIS Application, First Aid & CPR Training & Certification

---

1) Building Personnel are to provide workers with SDS sheets upon entering any building with Hazardous Materials.
2) All Personal Protective Equipment will be available for appropriate use according to SDS information provided.
3) Contractor is to supply specialized protective equipment for use according to SDS sheets and provide training of use regarding fit and proper duration of use.
4) Emergency procedures will be provided and displayed by Contractor with an orientation on wash station, fire extinguisher and alarms available.
5) Air Movement Services workers are Emergency and first aid Level A CPR certified and have a First Aid CPR manual on hand.

Written by: Keri Gledhill

Approved by: Keri Gledhill

Date Created: January 30 2016
Date Reviewed: May 19, 2026
Date Revised: September 20, 2020
August 18, 2023

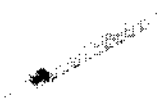
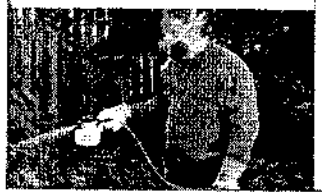
A poison is a substance that has a harmful effect within the body if it is inhaled, swallowed (ingested), absorbed, or injected. Poisons are immediately life-threatening if they affect breathing or circulation. Practically anything can be a poison if it is not meant to be taken into the body. Even some substances that are meant to be taken into the body, such as medications, can be poisonous if they are taken by the wrong person, or if the person takes too much. Combining certain substances can also result in poisoning.

Poisoning can happen anywhere, but most poisonings take place in the home. Children younger than 5 years, especially toddlers, are at the highest risk for poisoning. Children may be attracted to pretty liquids in bottles, sweet-smelling powders, berries on plants that look like they are edible, or medications or vitamins that look like candy. Additionally, very young children explore their world by touching and tasting things around them, so even substances that do not look or smell attractive are poisoning hazards among this age group. Older adults who have medical conditions that cause confusion (such as dementia) or who have impaired vision are also at a higher risk of unintentional poisoning.

When providing first aid for a poisoned person, use caution to avoid contact with the poison.

Your local Poison Control Centre can provide you with specific first aid instructions for a variety of types of poison, but remember that you should always call EMS/9-1-1 if the person has an altered level of responsiveness or is having difficulty breathing. Keep the local Poison Control Centre number by your telephone and save it as a contact in your mobile phone.

TYPES OF POISONS

Swallowed Poison 	Enters the body through the mouth, lips, esophagus, or stomach. Drinking bleach is an example of swallowed poisoning.
Absorbed Poison 	Enters the body through the skin. Plants (such as poison ivy) and chemicals can cause absorbed poisoning.
Injected Poison 	Enters the body through bites or stings or as drugs injected with a needle.
Inhaled Poison 	Is breathed into the body. Breathing in carbon monoxide from a car's exhaust is an example of inhaled poisoning.

Calling EMS/9-1-1 or a Poison Control Centre is the most important thing you can do if a poisoning of any type is suspected. Other general first aid care tips for poisoning include the following:

- Limit further exposure by moving either the person or the source of the poison.
- If the poison's container is found nearby, give the information from the label to the Poison Control Centre or EMS/9-1-1 dispatcher.
- Do not give the person anything to eat or drink unless an EMS dispatcher or Poison Control Centre staff member tells you to do so.
- If you do not know what the poison was and the person vomits, save a sample to give to EMS personnel.

Swallowed Poisons



What to Look For

The following may indicate that a poisonous substance has been swallowed:

- An open container of poison nearby
- Burns around the mouth
- Increased production of saliva or saliva that is an abnormal colour
- Abdominal cramps, vomiting, or diarrhea
- Seizures
- Dizziness or drowsiness
- Unresponsiveness
- A burning sensation in the mouth, throat, or stomach

What to Do

Call

If the person is responsive and alert and his or her ABCs are unaffected, call the local Poison Control Centre. Call EMS/9-1-1 and get an AED if the person has an altered level of responsiveness or has difficulty breathing.

Care

1. If the person is not breathing, start CPR. Use a barrier device so that you don't contaminate yourself with the poison.
2. Check the packaging of the poison, if possible, so that you know what it is.
3. Induce vomiting only if told to do so by the EMS dispatcher or the Poison Control Centre.
4. If the person needs to go to the hospital, bring a sample of the poison (or its original container).

Myth-Information: Induce Vomiting in a Poisoned Person

Myth: Inducing vomiting in a poisoned person will remove the harmful substance from the person's body.

Inducing vomiting in a person who has been poisoned often causes additional harm and is not recommended. Sometimes the person may vomit on his or her own, but you should never give the person anything to make him or her vomit unless you are specifically instructed to do so by an EMS dispatcher or a Poison Control Centre staff member.

Inhaled Poisons

What to Look For



The following may indicate that a poisonous substance has been inhaled:

- Breathing difficulties
- Irritated eyes, nose, or throat
- Dizziness
- Vomiting
- Seizures
- Bluish colour around the mouth
- Unresponsiveness
- An unusual smell in the air

What to Do

Call

If the person is responsive and alert and his or her ABCs are unaffected, call the local Poison Control Centre. Call EMS/9-1-1 and get an AED if the person has an altered level of responsiveness or has difficulty breathing.

Care

1. If the person is not breathing, start CPR. Use a barrier device so that you don't contaminate yourself with the poison.
2. Get the person into fresh air but do not enter into a hazardous atmosphere in order to do so.

Inhaled poisons can affect everyone in an area. Stay out of the area if you suspect that the poison may still be in the air.

Carbon Monoxide Poisoning

Carbon monoxide (CO) is a gas that has no smell, colour, or taste. CO poisoning is often called a "silent killer" because it is not detectable to any of the body's senses. CO bonds to red blood cells 200 times better than oxygen, preventing oxygen from attaching and therefore starving the body of oxygen.

It releases when fuel is burned in small engines, lanterns, fireplaces, stoves, grills, gas ranges, furnaces, cars, and trucks. When equipment that burns these fuels is properly ventilated, CO poisoning is not a problem. But if the equipment or ventilation system is faulty, or if outdoor equipment is used in an enclosed area, toxic levels of CO can build up quickly, creating the risk of CO poisoning. Concentrated CO is poisonous and life-threatening to those who inhale it.

Prevention

The following tips help prevent carbon monoxide (CO) poisoning:

- Ensure that a battery-operated or battery back-up CO detector is installed in the home or workplace where the alarm will be easily heard.
- Check the CO detector's batteries twice a year, ideally once in the fall and once in the spring.
- Have all fuel-based appliances and equipment installed and repaired by a qualified technician.
- Have all fuel-based appliances and equipment serviced annually by a qualified professional.
- Use fuel-based appliances and materials as intended (e.g., do not use generators or portable flameless chemical heaters indoors, do not use a gas stove or oven for heating, do not burn charcoal indoors).
- Ensure that chimneys are inspected and cleaned annually by a professional.
- Never run a car or truck inside an attached garage. For detached garages, always leave the garage door open when running a car or truck inside.

What to Look For

The signs and symptoms of acute carbon monoxide (CO) poisoning are commonly mistaken for a stomach virus, the flu, or food poisoning. Signs and symptoms include the following:

- Headache
- Dizziness or light-headedness
- Confusion
- Impaired hearing and vision
- Weakness or fatigue
- Muscle cramps
- Nausea and vomiting
- Chest pain
- Altered level of responsiveness

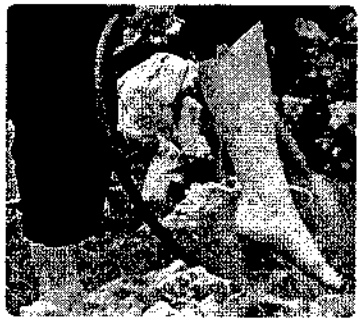
What to Do

Care

1. Treat the person as you would for any other type of inhaled poison.

Absorbed Poisons

What to Look For



The following signs and symptoms can indicate that a poisonous substance has been absorbed:

- Rash or hives (raised, itchy areas of skin)
- Burning or itching skin
- Swelling
- Blisters
- Burns
- Unresponsiveness

What to Do

Call

If the person is responsive and alert, and the person's ABCs are unaffected, call the local Poison Control Centre. Call EMS/9-1-1 and get an AED if the person has an altered level of responsiveness or has difficulty breathing.

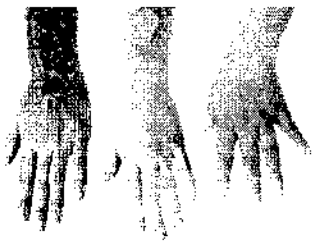
Care

1. If the person is not breathing, start CPR.
2. If the poison is a dry powder, brush it off the person's skin. Be careful to avoid contaminating yourself.
3. Remove any clothing or items covered in the poison.
4. Flush the skin with running water for at least 15 minutes. To prevent any further injury, make sure the water flushes away from any unaffected areas of the body.

What to Look For

Any of the following signs around an injury may indicate an infection:

- Redness
- Red streaks moving away from the wound
- Pus
- Heat or warmth
- Swelling
- Tenderness
- Excessive itchiness



Burns

Burns are soft-tissue injuries caused by chemicals, electricity, heat, or radiation.

Prevention

There are different methods of prevention for different types of burns.

Chemical Burns

The following precautions will help prevent chemical burns:

- Store chemicals in their original containers.
- Wear protective gear when handling chemicals.
- Wash your hands after touching chemicals.
- Get trained in a hazardous materials training program, such as the Workplace Hazardous Materials Information System (WHMIS)/ Globally Harmonized System (GHS) of Classification and Labelling of Chemicals.
- Read the label before using a product.
- Be aware of caustic plants in your area.

Electrical Burns

The following tips will help prevent electrical burns:

- Keep electrical appliances away from water.
- If an electrical cord is frayed, fix it or dispose of it.
- If there are young children in the building, cover electrical outlets.
- Before approaching a person with a suspected electrical burn, make sure that trained personnel turn off the electrical current.

Burns from Lightning Strikes

The following precautions will help prevent burns from lightning strikes:

- As soon as a storm is seen or heard, stop swimming or boating and get away from the water, because water conducts electricity.
- Stay indoors during thunderstorms. A picnic shelter or car (with the windows rolled up) will also provide some protection.
- If caught outside, stay away from telephone poles and tall trees. Stay off hilltops and try to crouch down in a ravine or valley if shelters are not available nearby.
- Stay away from things that conduct electricity, such as farm equipment, small metal vehicles (e.g., motorcycles, bicycles, and golf carts), wire fences, clotheslines, metal pipes, and railings.

Thermal Burns

The following precautions will help prevent thermal burns:

- When cooking on the stove, turn the pot handles in and use only the back burners when possible.
- Keep the hot water tank temperature at or below 49°C (120°F).
- Keep children away from heat sources and appliances such as ovens, barbecues, space heaters, woodstoves, candles, and fireplaces.
- Keep hot drinks out of children's reach.

Sunburns

The following precautions will help prevent sunburns:

- Limit exposure to the sun between 10:00 A.M. and 3:00 P.M., if possible.
- Wear light coloured clothing that covers as much of the body as possible.
- Use a broad-spectrum sunscreen with a sun protection factor (SPF) of at least 30 and apply it 15 to 30 minutes before going outdoors. Reapply sunscreen at least every 2 hours, as well as after being in the water and after sweating.

What to Do

Call

Call EMS/9-1-1 and get an AED immediately if:

- The burns make it difficult for the person to breathe.
- The person is in a great deal of pain or becomes unresponsive.
- The burns were caused by chemicals, explosions, or electricity.
- The burns involve a large amount of blistering or broken skin, or the burns cover the face, neck, hands, genitals, or a larger surface area.

If at least one of the above conditions is true and you are alone, call EMS/9-1-1 yourself, get an AED, and then return to care for the person. If it a superficial burn, you should not need to call EMS/9-1-1, unless the person is in a great deal of pain or becomes unresponsive. Always call EMS/9-1-1 for a full thickness burn, regardless of size.

Care

1. While the care for all burns is similar, specific care steps can vary depending on the cause of the burn. Care should be taken to monitor for hypothermia when cooling large burns. This is particularly important in children. Cover the person with a blanket if the person complains of feeling cold.

Thermal Burns

Thermal burns are caused by heat, hot liquid, steam, or open flames. The care that is required varies by the thickness of the burn, so you should determine the burn's seriousness before beginning to provide care.

Superficial Burns

What to Look For



- Redness
- Pain
- Possible swelling

What to Do

Care

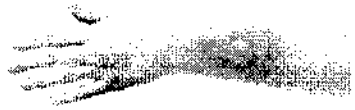
1. Cool the affected area with clean running or standing water for at least 10 minutes. A clean cool or cold (but not freezing) compress can be used as a substitute.





Partial Thickness Burns

What to Look For



- Redness
- Pain
- Possible swelling
- Blisters

What to Do

Care

1. Cool the affected area with clean running or standing water for at least 10 minutes. A clean cool or cold (but not freezing) compress can be used as a substitute.
2. Remove jewellery and clothing from the burn site, but do not attempt to move anything that is stuck to the skin.
3. Once it is cool, cover the burn loosely with a dry, sterile dressing, preferably non-stick gauze.
4. Encourage the person to seek medical attention even if it is not necessary to call EMS/9-1-1.





Full Thickness Burns

What to Look For



- Redness
- Pain (may not be present in the most severely burned areas due to nerve damage)
- Possible swelling
- Blisters
- Charred or waxy, white flesh

What to Do

Care

1. Stop the burn from worsening by cooling the affected area with clean running or standing water for at least 10 minutes. A clean, cool or cold (but not freezing) compress can be used as a substitute.
2. Remove jewellery and clothing from the burn site, but do not attempt to move anything that is stuck to the skin.
3. Once it is cool, cover the burn loosely with a dry, sterile dressing, preferably non-stick gauze.
4. Have the person lie down until EMS personnel arrive.





Chemical Burns

Chemical burns can be caused by a wet or dry caustic chemical. Use caution with dry caustic chemicals, as they may spread or react if they become wet.

What to Do

Care

1. Wear protective equipment to avoid being burned yourself.
2. If there are dry chemicals present, brush them off the person's skin before flushing with water.
3. Flush the affected areas with large amounts of cool running water for at least 15 minutes, or until EMS personnel arrive. Flush the chemicals away from areas of the body that have not been contaminated.
4. Remove any clothing that is wet or that has been contaminated by the chemical.
5. Refer to the appropriate Material Safety Data Sheet (MSDS) for additional first aid measures, if it is available.

Electrical Burns

Electrical burns are caused by powerful electrical currents. They are typically caused by a person either touching a live electrical circuit or being struck by lightning. Because electricity and lightning can affect the heart, it is important to monitor the person's ABCs closely.

What to Do

Care

1. Treat the person as if he or she has a head and/or spinal injury.
2. Look for two burns (the entry and exit points) and care for them as you would care for thermal burns.

Radiation Burns

The most common type of radiation burn is a sunburn, but they can also be caused by exposure to radioactive substances.

What to Do

Care

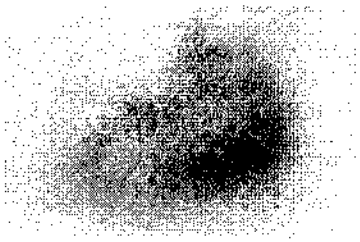
1. If the burn results from exposure to a radioactive substance, consult the appropriate workplace safety system (e.g., WHMIS) for specific first aid steps.
2. Care for radiation burns as you would care for thermal burns.

Special Considerations When Caring for Burns

Remember the following special considerations when providing care for burns:

- Don't use ointments on partial or full thickness burns.
- Blisters are a natural cooling system. Leave them in place.
- Touch a burn only with sterile or clean dressings.
- Do not use absorbent cotton or pull clothes over any burned area.

Pay close attention to the person's airway. Look for signs of burn injuries around the face. If you suspect that the airway or the lungs may be burned, monitor the person's breathing closely.



Bruises

A bruise is a discoloured area of the skin that is created when blood and other fluids seep into nearby tissues.

What to Look For

The following are signs and symptoms of bruising:

- Discoloured skin (red, purple, black, or blue areas)
- Swelling
- Pain

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SAFE JOB PROCEDURE
LADDER SAFETY

Job Description: Step ladders, extension ladders
Hazards Present: Fall from Heights, strains, impact injuries from falling
PPE Tools or Equipment Required: Safety boots, Safety Hard Hat, Fall Protection Equipment
Additional Training and Guidance Documents: Fall Protection Training WSH and Act Manitoba Regulation 217/006 Part 13 & 14

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1. All Safe Work Procedures will be followed in accordance with the Workplace Safety and Health Act and Manitoba Regulation 217/2006 Standards part 13.
2. Conduct a Hazard Assessment. An inspection of the area will be performed to determine hazards. Should you leave for lunch or break recheck for hazards before re-entering space.
3. Check ladder for defects or damage at start of shift, start of the task and if used by someone else.
4. Keep area of base of ladder clear.
5. Always open ladder fully before using it.
6. When using a stepladder ensure spreader arms are locked securely in open position.
7. Stand no higher than second step from top.
8. When using an extension ladder ensure locks are securely holding the sections of the ladder in the extended position.
9. Extension ladder does not exceed 14.6m in length, if consisting of two sections or when 20 m in length it will consist of more than two sections.
10. Should an extension of a ladder is extended overlap of extended section for at least (a) one meter for a ladder less than 11m in length.
    (b) 1.25m, for a ladder between 11m and 15 m in length
    (c) 1.5 m, for a ladder over 15 m in length.
11. When a ladder is 3 meters (10 ft.) or more a secondary worker is responsible to tend to base of ladder to ensure stabilization and safety of worker on ladder as well as protecting pedestrian traffic from injury.
12. A harness will be worn and a tie off lanyard at levels of 3 meters (10 ft) and over. Fall Protection is mandatory should there be a risk of a worker falling.
13. Should an injury occur the secondary worker will call 911 if necessary and notify Supervisor and Health and Safety Rep.

Written by: Tony Mohammed
Approved by:

T. Mohammed

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SAFE JOB PROCEDURE
MANLIFT

Job Description: Air Movement Services workers routinely use man-lifts to access and test equipment.
Hazards Present: Musculoskeletal injuries, pinch points, working at heights,
PPE Tools or Equipment Required: Safety glasses, gloves, boots, vest. drill, harness and lanyard.
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, Manlift license

1) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
2) All personal protective equipment is to be worn.
3) Only authorized workers with man-lift license are to operate lift.
4) Ensure manlift is on even ground.
5) Ensure manlift access, forwards, backwards and lift area are clear.
6) Do any appropriate housecleaning.
7) Load equipment required for task onto lift.
8) Inspect for overhead hazards.
9) Attach lanyard to designated anchor points on lift.
10) Operate lift to access equipment and test locations.
11) Complete testing locations.
12) Lower lift, inspecting for obstructions and pedestrian traffic.
13) Power off lift
14) Release lanyard, observe for any housekeeping items and depart lift.

Written by: Tony Mohammed

Approved by: T. Mohammed

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SAFE JOB PROCEDURE
SCAFFOLDING

Air Movement Services workers require means to access air handling units and at times will utilize scaffolds to do so. The scaffold will be installed and maintained by the General Contractor on jobsite.

Hazards Present: Fall from heights,
PPE Tools or Equipment Required : Safety glasses, Safety boots, Safety vests, Hard Hat, Harness , Lanyard, first aid kit.
Additional Training and Guidance Documents: WSH and Act Manitoba Regulation 217/006, Part 6 Personal Protective Equipment, Part 14 Fall Protection, Part 28 Scaffolds and other elevated work platforms.

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1. All personal protection equipment is to be worn at all times.
2. Review weight restriction limits listed on scaffold prior to using to ensure safety capability of total weight requirement of workers, tools and equipment as well as elements of environmental conditions are adhered to eliminate any load excess.
3. Observe there is a safe means of access and egress from the scaffold and platform.
4. Ensure toe boards on the open sides of the scaffold platform and all openings including stairway openings are appropriately guarded.
5. Observe height of scaffold. If platform is 3m or more above the level a worker may fall ensure a guardrail on the open sides and ends of the platform that is in line with the outer edge of the platform has been installed.
6. If a scaffold is 6 m in height ensure an internal stairway or ladder. If the ladder exceeds 3m in height, the ladder is equipped with fall protection attachments.
7. Observe overhead to observe for any potential hazards.
8. Instrumentation is transported up to scaffold by a lanyard with two workers. One being on the ground the secondary worker on the top for receipt of instrumentation.
9. While on scaffolding ensuring tie offs are utilized.
10. Should any fall injury occur, phone **911** immediately as well as supervisor is to be notified.

Written by: Tony Mohammed

Approved by T. Mohammed

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SAFE JOB PROCEDURE
FALL PROTECTION

Job Description: Lanyards/Shock Absorbing Lanyards
Hazards Present: Fall from heights, Strains, Impact injuries from falling
PPE Tools or Equipment Required: Full Body Harness
Additional Training and Guidance Documents: Fall Protection Training, WSH and Act Manitoba Regulation 217/006 Part 14

Fall Protection is mandatory should there be any risk of a worker falling. All workers who wear fall protection equipment must demonstrate operational competency and must be trained and deemed competent. Workers must wear the proper PPE as required.

1. Safety harnesses and lanyards must get approved by Canadian Standards Association (CSA).
2. Always conduct a pre-shift inspection of Lanyards.
3. Ensure webbing is free of cracks and loose parts and burns, cut, loose or broken stitching on tear away types.
4. Check carabineer for excessive wear, distortion, and lock operation.
5. Ensure Harness hardware and straps are intact and undamaged.
6. Ensure moving parts move freely through their full range of motion.
7. Ensure that all locking mechanisms seat and lock properly.
8. Once locked, locking mechanism should prevent hood from opening.
9. Visually inspect shock absorber for any signs for damage, paying close attention to where the shock absorber attaches to the lanyard.
10. Verify that points where the lanyard attaches to the snap hooks are free of defects.
11. If near outside edge of building tie off to rooftop shipping anchor with harness and lanyard and a secondary worker accompaniment is mandatory.
12. While on a ladder 3m or more a tie off attached to a harness is mandatory, along with secondary worker supervising the base.
13. All Personal Protective Equipment is to be worn at all times.

Annual Inspections:

- A competent person will complete annual inspections of all Lanyards, and proper documentation will be maintained.
- All lanyards will be stored properly to protect them from damage.
- All lanyards involved in a fall will be destroyed.

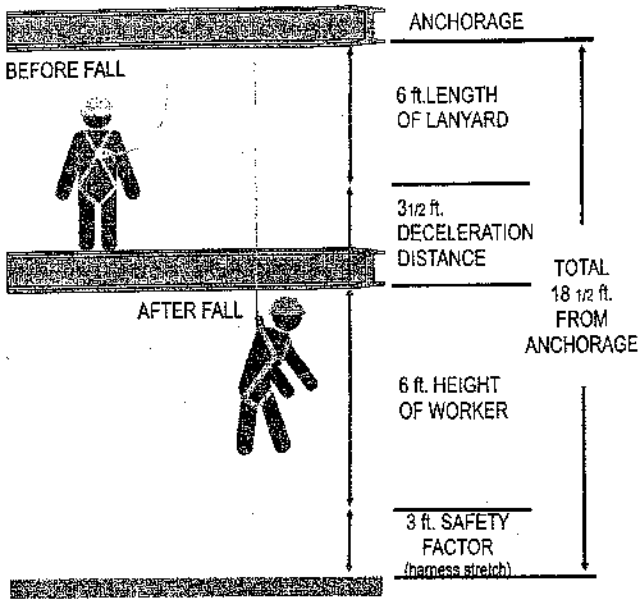
T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Reviewed: September 12 ,2023
May 19, 2026
Revised: August 29, 2017

CALCULATING TOTAL FALL CLEARANCE DISTANCE

Shock absorbent lanyards are designed to extend approximately 3.5ft during a fall. This helps to reduce the fall arrest force, which will lower the injury threshold. It is important to understand this extension known as the "Deceleration Distance" when calculating the total fall clearance distance to avoid contact with a lower level.



1. When using a full body harness and a shock absorbent lanyard, you must add the length of the lanyard (i.e. 6ft) to the deceleration distance when the lanyard is at full extension (3 ½ ft) to the height of a worker (6ft average height).

2. Add an additional 3ft to the total as safety clearance including harness stretch.

3. Total is 18 ½ ft. This is the estimated height that you must attach your anchorage to reduce the risk of coming in contact with the lower level. This is the safe fall clearance distance.

WARNING: Before using a shock-absorbing lanyard or self-retracting lifeline, calculate your fall distance and select the proper equipment to meet estimated fall clearance. Failure to select proper equipment and calculate fall distances may result in serious personal injury, illness or death.

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SAFE JOB PROCEDURE
FALL PROTECTIVE EQUIPMENT INSPECTION

If you are at risk for falling three meters or more at your workplace, you should wear the appropriate fall protection equipment.

Fall Protective Equipment

- Inspect your equipment before each use.
- Replace defective equipment. If there is any doubt about the safety of the equipment, do not use it and refer questionable defects to your supervisor.
- Replace any equipment, including ropes, involved in a fall. Refer any questionable defects to your supervisor or check with the manufacturer.
- Every piece of fall arrest equipment will be inspected and certified at least yearly or more often by a trained and competent person. Written records of inspections and approvals will be kept.
- Follow the manufacturer's instructions about:
  - the purpose of the device,
  - hazard warnings,
  - instructions and limitations on use,
  - the stretch distance of the harness,
  - instructions for fitting and adjusting,
  - recommendations for care (cleaning, maintenance, and storage) and inspection,
  - the purpose and function of the fall arrest indicator,
  - a warning if a fall occurs or inspection reveals an unsafe condition that the device be taken out of service until it has been determined safe for use or destroyed, and
  - Instructions for proper application, use, and connecting to full body harness of any evacuation device.

Webbing (harness or lanyard) Inspection

- Inspect the entire surface of webbing for damage. Beginning at one end, bend the webbing in an inverted "U." Holding the body side of the belt toward you, grasp the belt with your hands six to eight inches apart.
- Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage. Broken webbing strands generally appear as tufts on the webbing surface.
- Replace according to manufacturers' guidelines.

Buckle Inspection

- Inspect for loose, distorted or broken grommets. Do not cut or punch additional holes in waist strap or strength members.
- Check belt without grommets for torn or elongated holes that could cause the buckle tongue to slip.
- Inspect the buckle for distortion and sharp edges. The outer and center bars must be straight. Carefully check corners and attachment points of the center bar. They should overlap the buckle frame and move freely back and forth in their sockets. The roller should turn freely on the frame.
- Check that rivets are tight and cannot be moved. The body side of the rivet base and outside rivet burr should be flat against the material. Make sure the rivets are not bent.

- Inspect for pitted or cracked rivets that show signs of chemical corrosion.

Rope Inspection

- Rotate the rope lanyard and inspect from end to end for fuzzy, worn, broken or cut fibers. Weakened areas have noticeable changes in the original rope diameter.
- Replace when the rope diameter is not uniform throughout, following a short break-in period.
- The older a rope is and the more use it gets, the more important testing and inspection become.

Hardware Inspection (forged steel snaps, "D" rings)

- Inspect hardware for cracks, dents, bends, rust, signs of deformation, or other defects. Replace the belt if the "D" ring is not at a 90 degree angle and does not move vertically independent of the body pad or "D" saddle.
- Make sure that any hardware is not cutting into or damaging the belt or harness.

Safety Strap Inspection

- Inspect for cut fibers or damaged stitches inch by inch by flexing the strap in an inverted "U." Note cuts, frayed areas or corrosion damage.
- Check friction buckle for slippage and sharp buckle edges.
- Replace when tongue buckle holes are excessively worn or elongated.

How to clean equipment

Basic care prolongs the life of the unit and contributes to its performance.

- Wipe off all surface dirt with a sponge dampened in plain water. Rinse the sponge and squeeze it dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion.
- Rinse the webbing in clean water.
- Wipe the belt dry with a clean cloth. Hang freely to dry.
- Dry the belt and other equipment away from direct heat, and out of long periods of sunlight.
- Store in a clean, dry area, free of fumes, sunlight, corrosive materials, sharp edges, or vibration and in such a way that it does not warp or distort the belt.

Written by: Tony Mohammed

Approved by T. Mohammed

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Date Revised: September 24, 2019
March 13, 2025

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SAFE JOB PROCEDURE
FALL ARREST RESCUE PLAN

Description of Work:

Workers at Air Movement Services are HVAC testing and balancing technicians. Some jobs require working at heights requiring a fall arrest system. This work involves testing mechanical systems at heights which require a ladder to access. Workers do not work on slopped roofs. All workers who wear fall protection equipment must demonstrate operational competency and must be trained and deemed competent. All workers will be trained in Rescue Plan Safe Work Procedures. Secondary worker or supervisor will accompany worker should an incident occur. Should a worker fall and an arrest system be activated an emergency procedure will proceed. Refer to WSH W21 10/02 Part 14, section 14.2 (3) (c). **NOTE: Research indicates that suspension can result in unconsciousness followed by death in less than 30 minutes ** EVEN IN THE ABSENCE OF TRAUMA.**

Job Description:

Mechanical testing in locations requiring a fall protection/travel restraint system requiring emergency procedures should a fall occur.

PPE:

harness, lanyard, Safety vest, Safety footwear, Safety Hard Hat,

Task/Activity:	Potential Hazards	Hazard Control Procedures
1. Be aware of fall distance to floor	a) muscuskeletal injury b) death	a) measure point of worker feet on platform to lower level, including ground level, floor, platforms, material, equipment or structures.
2. Observe any work material beneath area	a) same as above	a) consider height of materials when determining lanyard length
3. Be aware of rescue equipment location to reach suspended worker and get them down.	a) rescue delayed b) muscuskeletal injury	a) locate extension ladder, man-lift or elevating work platform. b) cell phone is accessible to call 911
4. Worker falls and is suspended	a) harness exert pressure on leg veins reducing blood to heart b) worker loses consciousness in as few as c) harness keeps worker in upright position, regardless of consciousness. d) death	a) communicate with fallen without injury worker to assess consciousness and potential injury. b) utilize equipment to reach suspended worker and get them down quickly, (goal within 5 minutes). c) Phone Manager to notify
5. Worker falls and is suspended unconscious	a) harness exert pressure on leg veins reducing blood to heart b) death	a) call 911 IMMEDIATELY b) notify on site personnel. c) speak to fallen worker to attempt at consciousness and communication. d) Phone Manager e) Stay with fallen worker until emergency personnel arrive

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Reviewed: August 29, 2023
May 19, 2026
Revised: August 28, 2017

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SAFE JOB PROCEDURE
INSPECTION TO RECORD DATA ON HVAC EQUIPMENT

Job Description: Air Movement Services workers routinely inspect Air Handling units. This includes inspecting electrical control components while not being exposed to mechanical components as well as inspecting the mechanical components including motor(s), pulley and belts as well as fan.
Hazards Present: musculoskeletal injury, pinch points, working at heights, electricity, and electrical burns.
PPE Tools or Equipment Required: Safety glasses, gloves, boots, vest, drill, harness and lanyard, secondary CPR trained worker. First aid kit
Additional Training and Guidance Documents: WSH and Act Manitoba Regulation 217/006 Part 5 First Aid, Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, Part 14 Fall Protection, Part 15 Confined Spaces Part, 38 Electrical Safety General, Part 16 Lock out /Tag out.

1) Upon entering a site an inspection of the work area and a Pre Job Hazard Assessment is performed.
2) All personal protective equipment is to be worn. No jewelry or current conducting items to be worn.
3) Secondary First Aid and CPR trained worker to accompany worker.
4) Turn off all power sources to air handling unit. Proceed with lock out /tag out procedures if working alone or power source out of site.
5) If switch is in site secondary worker can stand guard over switch.
6) If location requires confined space access or fall protection follow safe work procedures.
7) Use nonconductive hand tool to gain access to motor and pulley. Section.
8) Data is recorded from motor.
9) Attach reflective tape to motor pulley in order to use a non contact tachometer.
10) Stand clear of all moving parts and turn power on.
11) Use tachometer to record RPM of wheel.
12) Shut off unit and replace access panels.
13) Turn on power and close access door

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
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March 13 2025

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SAFE JOB PROCEDURE
DEFECTIVE TOOLS

Any tool found to be defective must be immediately tagged with a **Defective Equipment Tag** and locked up to eliminate further use.

These tags are stored in lunchroom on wall where miscellaneous test sheets are kept.

Workers are required to have tags readily available should a tool become defective while on a jobsite.

Notify the Manager to arrange for repair or replacement and disposal.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022,
May 27, 2026
Date Revised: April 5, 2019

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DEFECTIVE TOOL FORM

DATE REPORTED: _____

DEFECTIVE TOOL TAGGED AND REPORTED TO MANAGEMENT

NAME OF WHO REPORTED TO: _____

TOOL: _____

REASON TOOL DEFECTIVE: _____

_____

_____

TECHNICIAN NAME: _____

SIGNATURE: _____

TO BE FILLED OUT BY OFFICE

IS THE TOOL REPAIRABLE: _____

IF SO, BY WHO or WHAT COMPANY THAT IS DOING REPAIRS:

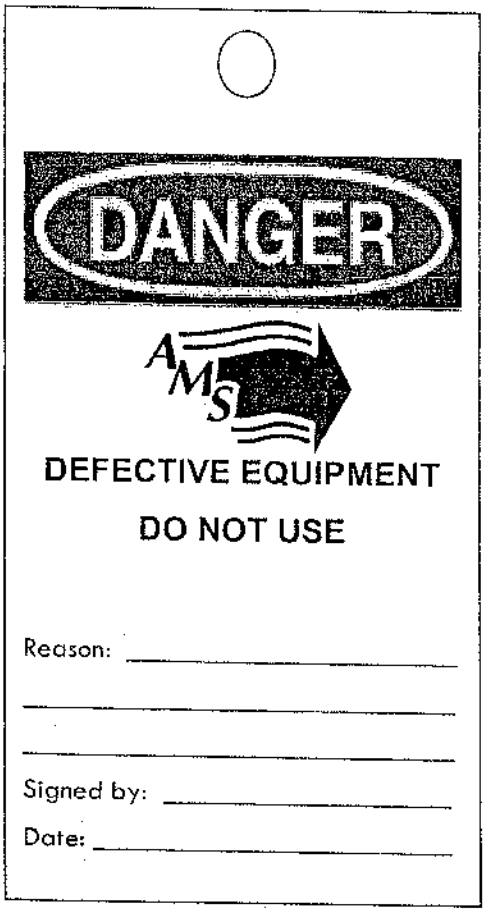
_____

IF NOT, DESTORIED DATE: _____

COMMENTS:

MANAGEMENT SIGNATURE: _____

DEFECTIVE EQUIPMENT TAG



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SAFE JOB PROCEDURE
HAND DRILL

Description of Work:

Workers at Air Movement Services are HVAC testing and balancing technicians. Their work is primarily in the field of commercial building in construction related activities. Workers require hand tools and a battery-operated power drill for some jobs.

Potential Hazards:

- Eye injuries from work activities including hammering and drilling and dust.
- Abrasions and cuts from tools being damaged or slipping while in use.
- Contact injury from moving parts.
- Foot, hand, head or skin injury from tools slipping, falling or pinching.
- Skin or eye injuries from flying particles, dust and burns.
- Hearing loss due to exposure to high noise levels.
- Lung damage from harmful dusts, fumes etc.

Hazard Control Measures:

- Safety eyeglasses will be worn at all times when maintenance and equipment installation is being conducted.
- Approved Hard Hats are to be worn whenever there is a danger of things dropping on the head or where the head may be bumped.
- Hearing protection is to be worn when tools or equipment generates high noise levels.
- Safety boots will be worn at all times.
- All tools will be inspected for any damage or wear before use.
- All tools will be used and maintained in accordance to manufacturers instructions.
- Safe work practices will be followed.
- No gloves, loose clothing or loose hair while operating drill
- Keep drill in designated case for proper protection.

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1. Hand drill Pre-operation inspection and set up

- Wear appropriate personal protective equipment.
- Disconnect the plug from the power source and remove the battery pack from the drill before inspecting, adjusting, cleaning or repairing it.

- Inspect the drill and power cord for damage prior to each use.
- Check the drill for misalignment or binding of moving parts.
- Select a drill bit suitable for the size of the drill, for the material to be drilled (e.g. wood, masonry, metal, etc.) and the work being done.
- Ensure the drill bit is sharp and clean.
- Ensure the drill bit is in good condition.
- Ensure the bit is properly seated and tightened in the chuck.
- Ensure the chuck key is removed from the chuck.

2. Hand drill Operation

- Check the material/stock for any foreign objects such as nails or screws.
- Inspect the work area for other possible hazards.
- Secure the material/stock to be drilled to prevent movement.
- Clamp small pieces so they do not twist or spin.
- Hold the drill by the insulated gripping handle.
- Use an auxiliary handle for larger work or continuous operation.
- Do not overreach. Keep proper footing and balance at all times.
- Keep you hand/fingers away from the turning bit.
- Drill a small pilot hole before drilling a large hole.
- Use the recommended speed for the material you are drilling (i.e. the harder the material the slower the speed).
- Slow the rate of speed just before breaking through the material.
- Be aware of debris from drilling.
- When finished, remove the battery pack, remove the drill bit and clean up the debris.

Written by: Tony Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 13 2025
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SAFE JOB PROCEDURE
DUCT LEAKAGE PRESSURE TESTING

Job Description: Air Movement Services workers routinely require to do pressure testing on ductwork. In this instance an extension cord is required or use of a portable fan. It is important workers conduct a Pre Work Hazard Assessment to ensure work area is safe and appropriate Safety wear is worn prior to completing a work task.
Hazards Present: electrical injury, musculoskeletal injury, pinch points,
PPE Tools or Equipment Required: Safety glasses, hard hat, boots, vest.
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 38 Electrical Safety 38.10 – 38.11 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, First Aid & CPR Manual

1) Unload fan (model number FKD 10XL) which is attached to portable dolly with co-workers assistance.
2) Transport fan to area to commence Duct Leakage Test.
3) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
4) Complete any housekeeping, ensuring floor is dry and free from obstacles to set up extension cord.
5) Check extension cord for cuts, wear, exposed wires and cracks prior to each use.
6) Extension cords are to be protected by approved ground fault protection.
7) Ensure equipment requiring extension cord is in the OFF mode prior to plugging in.
8) Connect portable 5" flex duct to the fan and building ductwork. Ensure joints are sealed tightly to prevent any leaks.
9) Check fan guard to ensure proper placement.
10) Plug fan in using extension cord. Unroll cord to plug into the power supply (provided by others) ensuring full contact.
11) If possible cover or elevate cord or run cord along wall to power supply to eliminate tripping hazard.
12) Turn fan switch on.
13) Use fan rheostat to adjust fan speed to achieve desired static pressure required for test.
14) Insert pitot tube into hard duct at duct traverse location.
15) Perform pitot tube duct traverse and determine leakage.
16) Upon job completion turn equipment **OFF** and unplug cord from power supply.
17) Remove extension cord from fan and roll up ensuring cord is secured in the bound position. Transport dolly to vehicle and load with assistance of co-worker
18) Should electrical injury occur have First Aid and CPR Manual

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
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March 13 2025
Date Revised: September 25, 2019

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SAFE JOB PROCEDURE
DRILLING TEST HOLE IN DUCTWORK

Job Description: Air Movement Services workers routinely drill test holes in ductwork to take airflow readings. It is important workers conduct a Pre Work Hazard Assessment to ensure work area is safe and appropriate Safety wear is worn prior to completing a work task.
Hazards Present: Musculoskeletal injury, pinch points, working at heights, eye injury, Metal shavings from drilling, Dropping drill and injuring secondary worker below.
Hazard Control Measures & PPE: Carry load close to body, Ensure three point contact on ladder, Wear safety harness and lanyard when required, Wear safety glasses and all PPE (Boots, Vest, Gloves…), Keep firm grip on tools.
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders

1) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
2) Clear floor area to set up ladder.
3) Set up ladder and ensure a three-point contact.
4) Tie off top and bottom of extension ladder.
5) Ensure secondary worker secures base of ladder if base tie off isn't possible.
6) Climb ladder with drill ensuring three-point contact.
7) Drill holes with safety glasses or shield on to protect eyes.
8) Observe below for any housekeeping issues, worker at base of ladder or pedestrian traffic.
9) Exit ladder upon completion of drilling.
10) Climb ladder with manometer or flow hood ensuring three-point contact.
11) Reach up to duct work with pitot tube and take reading.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: May 19, 2026
Date Revised: September 25, 2019
September 12, 2023

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SAFE JOB PROCEDURE
EXTENSION CORD

Job Description: Air Movement Services workers routinely require to do pressure testing on ductwork. In this instance an extension cord is required or use of a portable fan. It is important workers conduct a Pre Work Hazard Assessment to ensure work area is safe and appropriate Safety wear is worn prior to completing a work task.
Hazards Present: electrical injury, pinch points,
PPE Tools or Equipment Required: Safety glasses, gloves, boots, vest.
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 38 Electrical Safety 38.10 – 38.11 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, First Aid & CPR Manual.

1) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
2) Ensure floor is dry and free from obstacles to set up extension cord.
3) Check extension cord for cuts, wear, exposed wires and cracks prior to each use.
4) Extension cords are to be protected by approved ground fault protection.
5) Ensure equipment requiring extension cord is in the OFF mode prior to plugging in.
6) Attach extension cord to equipment.
7) If possible cover or elevate cord or run cord along wall to power supply to eliminate tripping hazard.
8) Plug extension cord into power supply ensuring full contact.
9) Upon job completion turn equipment OFF and unplug cord from power supply.
10) Remove extension cord from equipment and roll up ensuring cord is secured in the bound position.
11) Should electrical injury occur have First Aid and CPR Manual or App on hand. Call site first aid Personal and report to the Foreman about the injury.

Written by: Tony Mohammed

Approved by T. Mohammed

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Date Reviewed: June 24 2022
Date Revised: March 13, 2025

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SAFE JOB PROCEDURE
PULLEY CHANGE

Description of Work: Air Movement Services conducts work in commercial buildings and construction sites. At times it is necessary for pulleys to be changed in HVAC units.
Hazards Present: tripping, musculoskeletal injury, pedestrians, other trade workers and tools, pinch points.
PPE Tools or Equipment Required: Lockout Tags, Safety glasses, gloves, boots, vest.
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems, Refer to WSH W210 10/02 Part 16.14(1) Lockout, 217/006 Part 6 Personal Protective Equipment, Hazard Assessment form, First Aid & CPR Manual.

1) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
2) Any work debris and work materials that shall impede movement to perform work required will be brought to the attention of the General Contractor of the site.
3) Should there be any slippery conditions area will be wiped immediately.
4) Preform Lock out/Tag out
5) Work will commence once any unsafe condition is rectified.
6) Workers will maintain a clean work area and ensure equipment is placed in an orderly and safe manner to prevent their falling or spreading and to eliminate tripping and stumbling.
7) Worker will assess wear and tear of pulley to determine safe areas to use hand wrenches to remove pulley.
8) Worker will remove old pulley from area free of pinch points,
9) Worker ensures pulley is installed properly, retightening nuts and bolts before restarting unit.

Written by: Tony Mohammed

Approved by: T. Mohammed

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SAFE JOB PROCEDURE
HYRDONIC TESTING & BALANCING

Description of Work:
Air Balancing technicians provide the service of ensuring mechanical HVAC systems are operating as per mechanical engineer design. The process encompasses going to job sites to inspect and adjust the mechanical systems providing airflow, hot water and cold water heating and cooling. This procedure requires flow hoods, manometers, ladders and light hand tools such as screwdrivers, wrenches and cordless drills. Some equipment to be tested is installed on roofs of buildings and/or crawlspaces.

Potential Hazards

- Musculoskeletal injury – while lifting flow hood
- Ladder safety- while climbing ladder
- Access /egress- in crawlspace/ rooms
- Heights – on ladder and rooftops
- Pinch points – changing pulleys
- Lockout/tag out – Mechanical system machines ie: fans & pumps to take data off
- Particles in eyes – accessing ceiling spaces
- Items falling – dust from ceiling space
- Burns – hot pipes from hydronic heating systems
- Housekeeping- while working with other trades awareness of building material on floor
- Confined Space- respirator, fall protection higher than 10 ft ladder. Harness and lanyard
- Work Alone
- Fall Protection- on rooftops
- Electrical Hazards- open switch boxes and take operating amperages. Rubber handled screwdrivers, glasses, no jewelry on hand. Unless otherwise dictated by Electrician Union on job site. General Contractor on site will advise
- Respirator – if mold- owner identifies
- Slips/Trips

PPE Tools or Equipment Required:
Safety glasses, hardhat, boots, vest, gloves,

Additional Training and Guidance Documents:
WSH and Act Manitoba Regulation 217/006 Part 38 Electrical Safety 38.10 – 38.11, Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, Part 16 Lockout, Part 8 Musculoskeletal Injuries, First Aid & CPR Manual, Energized testing and troubleshooting safe work procedure.

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1. Upon entering a site, an inspection of the work area and a pre-job hazard assessment is performed.
2. All personal protective equipment (PPE) is to be worn. Wear gloves to protect yourself from hot pipes, and sharp edges.
3. Locate pump(s) involved with the system being tested.
4. Record data off of motor and pump. The equipment can be energized and operating as there is no moving parts or electrical hazards that are accessible.
5. Using the energized testing and troubleshooting safe work procedure obtain an amperage and voltage on the pump(s) being worked on.

6. Using site drawings, shop drawings, and any other relevant information available to you create a list of the pieces of equipment that need a reading taken.
7. Locate where you are going to obtain your waterflow measurements wearing all PPE required.
8. Using whatever means available to you take the waterflow measurements.
9. Compare measurements and the total of all of the measurements to the requested values for those pieces of equipment and compare the total with the total of the pump.
10. Any waterflows found in step 9 that are over their requested values must be reduced to achieve the design requested.
11. If any pieces of equipment in step 10 were reduced re-take all of the waterflow measurements.
12. Repeat steps 8-10 until all of the values are at or below the design waterflow. Ensuring that on the last set of measurements taken no pieces of equipment were reduced.
13. Repeat step 5.
14. Record pressures (inlet, discharge) on the pumps involved in the test.
15. Compare results to designs of all information collected, once satisfied with results you are complete.

Written by: Paul Hoitink
Approved by:

Date Created: November 1, 2016
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SAFE JOB PROCEDURES
AIRFLOW TESTING AND BALANCING

Job Description:
Air Movement Services Technicians routinely test and balance airflow systems.

Potential hazards:
- Electrocution while testing energized mechanical equipment
- Slips/trips on surface where unit is accessed.
- Cold/hot weather conditions (applicable if unit is outside)
- Pinch points while retrieving unit data
- Musculoskeletal injury while lifting flowhood
- Dust particles in eyes while opening ceiling tiles
- Falling off ladder while taking readings/making adjustments
- Housekeeping while working with other trades, awareness of slips/trips
- Metal shavings from drilling duct hole.

PPE Tools or Equipment Required:
Safety glasses, hardhat, boots, vest, gloves, face shields, etc.

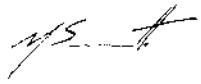
Additional Training and Guidance Documents:
WSH and Act Manitoba Regulation 217/006 Part 38 Electrical Safety 38.10 – 38.11 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, First Aid & CPR Manual, energized testing and troubleshooting safe work procedure, manual lifting procedure, Lock out/Tag out and Ladder safe work procedure

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1) Prior to any work commencing assess the job site for any hazards and reassess as hazards are brought up to their attention via Hazard Assessment.
2) Workers will then make sure the unit(s) to be tested is running. If everything appears in working order, workers will proceed to the unit and collect information. To collect the information, workers will shut off unit using disconnect, and will have their lock out / tag out locks with them if any work is going to be done on the unit itself or if leaving unit apart for any reason.
3) Open up access panels on unit to access unit model number, motor information, pulley and belt sizes, and apply TAC tape onto blower pulley.
4) Stand back, turn the unit on and use a tachometer device to read an RPM, which consists of pointing a laser from the device at the indicated TAC tape on the blower pulley to read the RPM.
5) An amperage reading is then sought out after closing up panels and tracing wires from the motor to clamp our amp probe meter on. A stand by worker trained in emergency procedures will be present in case of contact with exposed electrical equipment.
6) Once confirmed that the motor is not running over amperage, workers proceed to open filter panel and confirm filters are clean and not clogged. In this same panel, workers will set an outside air motorized damper to get the desired fresh airflow requirement as per the engineer. The unit is now put back together and turned back on.

7) The most commonly used tool is a battery powered measuring device called a "Flow Hood". Workers will hold this device up to the ceiling/ against a wall and fully seal to solid surface to capture airflow from a diffuser. Sometimes, to reach these diffusers, a ladder may be used.
8) If a diffuser is not accessible via the flow hood, various other battery powered measuring devices are used.
9) After taking all of the readings on an air handling system, workers will proceed to balance the system, which consists of opening ceiling tiles and adjusting the balancing damper(s) on the diffuser(s) depending on if it is high or low in volume.
10) A static pressure reading will then be taken. To do this, workers will access supply/ return ductwork and drill a ½" hole in each. A battery powered measuring device will then be used to measure the pressure and the hole will then be plugged with a plastic ½" plug.
11) Once complete, a balancing damper sticker will be applied to the damper to confirm balance of the system. Ceiling tiles (if applicable) will be closed and equipment will be packed up.

Written by: Erik Van Ry
Approved by:



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Date Reviewed: September 12, 2023 May 19, 2026

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SAFE JOB PROCEDURE
FUME HOOD TESTING

Job Description: Air Movement Services workers routinely conduct operational testing of fume hoods.
Hazards Present: Musculoskeletal injuries, Pinch Points, Housekeeping, Ladder Safety,
PPE Tools or Equipment Required: Safety Glasses, Gloves, Boots, First aid kit
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems, WSH and Act Manitoba Regulation 217/006 Part 5 First Aid, Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, Part 38 Electrical Safety General, Part 16.14(1) Lockout.

1) Upon entering a site an inspection of the work area and a Pre Job hazard assessment is performed.
2) All personal Protective Equipment is to be worn.
3) Go to fume hood set up sash at 12" height. Record width of fume hood
4) Start fan and record running amperage and volts. Record fan RPM.
5) Lock out/Tag out fume hood exhaust fan and record fan design criteria which includes motor name plate date, pulley sizes, belt size, fan make and model number.
6) Start fan back up and return to fume hood to measure face velocities at present sash height record face velocities.
7) An average of 80-120 feet per minute FPM must be achieved at sash height in order to pass certification. A certification sticker will be applied to fume hood, which will indicate measured face velocities. If design criteria is not achieved adjustments must be made to achieve design. Fume hoods require certification annually.

Written by: Dave Milette

Approved by:

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Date Revised:

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SAFE JOB PROCEDURE
FIRE DAMPER TESTING

Description of Work:
Fire dampers require testing on a regular a scheduled basis. Fire dampers are generally constructed in a manner, which permits the technician to test the components while not being exposed to the mechanical components.

Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 5 First Aid, Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, Part 14 Fall Protection, Part 15 Confined Spaces Part

Potential Hazards:
- The potential for falling if technician is working off a ladder.
- Sharp objects of debris in ceiling space.
- Dust or debris in ductwork
- Cuts from frayed sheet metal and screws.

Hazard Control Measures:
- Use of flashlight to illuminate area.
- Gloves and long sleeves worn to protect skin, Protective glasses
- Fall protection equipment
- Safe manual lifting, Work alone & Confined space safe work procedures

Procedure:
1) Upon entering a site an inspection of the work area and perform a Pre Job Hazard assessment.
2) All personal protective equipment is to be worn.
3) Locate equipment in ceiling space & set up ladder for access.
4) If located in confined space, ensure confined space safe work procedures are followed.
5) If working alone call supervisor and request a secondary worker on site to proceed with confined space procedures.
6) Open access door & visually inspect damper
7) Remove fire link, observe fire damper operation
8) Replace link and close access door
9) Install fire damper tag using cordless drill and self tapping screws.
10) Observe housekeeping below and exit off ladder using three-point contact.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: August 28, 2017
September 12, 2023
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May 19, 2026

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SAFE JOB PROCEDURES
PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

Regulatory Reference: WSH and Act Manitoba Regulation 217/006 Part 6 Personal Protective Equipment

Head Protection

1. Wear protective headwear that meets the requirements of CSA (Canadian Standards Association) Z94.1,1-05 Industrial Protective Headwear C Performance, Selection, Care and Use when there is risk of injury to the head either laterally or from contact with an exposed energized electrical conductor.
2. Always wear head protection on a construction site
3. Ensure suspension system inside the shell of the hat fits properly & in good condition, without cracked or torn adjustment slots, frayed material or other signs of wear.
4. Adjust headband size so that headwear will stay on when bending over, but not so tight that it leaves a mark on forehead.
5. Check suspension plugs carefully to ensure perspiration & hair oils have not caused wear.
6. Clean suspension and shell regularly using a wet sponge or soft brush with mild dish detergent and thoroughly rinse with water to remove dirt and stains.

Ear Protection

1. Observe workplace for any written assessment report posted regarding noise exposure of over 85dBA.
2. Ensure hearing protection is worn whenever there is exposure to high noise levels.
   ie: noise in a workplace exceeding 80dBA near heavy mobile equipment, jack hammers, large fans or saws.
3. Check for wear and tear and ensure hearing protection complies with CAN/CSA Standard-Z94.2-02, Hearing Devices C Performance, Selection, Care and Use.
4. Wear ear protection in accordance use of manufacturer specifications.

Eye Protection

1. Wear CSA approved safety glasses whenever there is a risk of irritation or injury to the eyes from flying objects or particles, splashing liquids or molten metal or ultraviolet, visible or infrared radiation or any other material, substance or matter.
2. Wear safety glasses in accordance with manufacturer specifications.
3. Ensure safety glasses are a proper fit and kept clean

Ensure immediate replacement is made should item become defective or contaminated with a hazardous substance.

Body Protection

1. Wear high visibility safety apparel that meets CAN/CSA-Z96-02 standards
2. Wear clothing that has proper fit, no loose items, damage or tears

Foot Protection

1. Ensure footwear meets requirements of CSA Standards-Z195-02 Protective Footwear.
2. Ensure boots are properly fitted. Have a 93 lb. rated steel cap and puncture proof stainless steel plate built into sole.
3. Boots are to be worn at all times on construction sites and whenever there is risk of a heavy or falling objects or sharp objects being tread upon.
4. Put boot on foot & tie up laces ensuring boot will not fall off and lace is short enough not to trip.
5. Ensure base of boots are clear of debris for proper grip when walking or climbing.

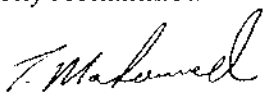
Hand Protection

1. Always wear protective gloves when there is a risk of cuts or abrasions, when at risk to exposure with energized electrical conductors or chemical hazards.
2. Put glove on ensuring proper fit and nothing is hanging off cuff or fingers.
3. Gloves which have tears or worn parts are to be replaced immediately.

Respiratory Protective Equipment

1. When entering an atmosphere that is immediately dangerous to safety and health of worker the respirator in use is required to be sufficiently charged to enable safe performance of work.
2. Areas to consider Respiratory Equipment are confined spaces where concentrations of harmful substances are very high or where concentrations are unknown.
3. Ensure respiratory equipment is selected, used and maintained in accordance with CAN/CSA-Z94.4-02 Selection, Use, and Care of Respirators.
4. Kept in a convenient and sanitary location when not in use and is not exposed to extreme temperatures or exposed to contaminants.
5. Test, maintain and clean equipment before each use.
6. Is of proper size and makes an effective seal to the facial skin where a tight fit is essential to its proper functioning.
7. To test for negative pressure, cover inlets and try to inhale.
8. To test for a Positive Pressure fit, cover exhalation valve and try to exhale.
9. Confirm respirator operates in a pressure demand or positive pressure mode and has a minimum capacity of 30 minutes.

Written by: Tony Mohammed

Approved by: 

Date Created: January 30 2016
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September 12, 2023

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SAFE JOB PROCEDURE
HOUSEKEEPING

Description of Work: Air Movement Services conducts work in commercial buildings and construction sites. At times other trades are working in the same location as the workers. It is important workers conduct a Pre Work Hazard Assessment to ensure work are is safe and any housekeeping is observed and completed prior to and during work task to minimize injury to worker.
Hazards Present: tripping, musculoskeletal injury, pedestrians, other trade workers and tools
PPE Tools or Equipment Required: Safety glasses, gloves, boots, vest.
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 6 Personal Protective Equipment, Part 35 Workplace hazardous Materials Information Systems Application, Hazard Assessment form.

1) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
2) Report to General Contractor for information should any WHMIS information is posted.
3) Any work debris and work materials that shall impede movement to perform work required will be brought to the attention of the General Contractor of the site.
4) Should there be any slippery conditions area will be wiped immediately.
5) Work will commence once any unsafe condition is rectified.
6) Workers will maintain a clean work area and ensure equipment is placed in an orderly and safe manner to prevent their falling or spreading and to eliminate tripping and stumbling.
7) Emergency exits, stairways, aisles and walkways shall be identified and kept clear at all times.

Written by: Tony Mohammed

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Approved by: T. Mohammed

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SAFE JOB PROCEDURE
FIRE AND THE USE OF PORTABLE FIRE EXTINGUISHER

Job Description: Fighting a fire
Hazards Present: burns, fire hazards
PPE Tools or Equipment Required: Safety glasses, gloves, boots, hard hat, Multi Purpose Dry Chemical Extinguisher suitable for Class A, B and C fires
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairway

Fighting the Fire:

Type of Fire	Fighting the Fire
A	**Soak the fire completely- even the smoking embers.**
B	**Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.**
C	**Use short bursts on the fire. When electrical current is shut Off on a Class C fire, it can become a Class A fire, if materials around the electrical fire are ignited.**
D	**Follow manufacturers instructions.**

Specific types of fire extinguishers and their uses:

Water	Multi Purpose Dry Chemical	Chemical Foam	Compressed Gas
- **Pressurized pump type** - **Cools fire** - **Use on Class A fires** - **Do not use on electrical fires**	-Stored pressure type - Smothers fire with layer of powder - Use on Class A B and C fires	**-Aqueous film forming foam (AFFF) type** **- Smothers fire with foam** **- Use on Class A and B fires**	- Halon, CO2 types - Smothers fire with gas - Use on Class B and C fires

Using the wrong extinguisher to fight a fire can have serious results. For example, if a water based- extinguisher is used on a flammable liquid (Class B fire), the fire may flare up, spread and cause personal injury to the user and others.

General Precautions:

1) Fire extinguisher caps shall not be interchanged.
2) Water or water extinguishers shall not be used on electrical fires.
3) Dry chemical recharge materials shall be stored in a dry location.
4) Dry chemical shall be blown from the extinguisher hose after use, by turning the extinguisher upside down and squeezing control lever.
5) Straight steam of water shall not be placed on hot oil or steam lines or other normally hot surfaces.
6) All extinguishers shall be inspected at regular intervals and shall be tagged with the date of inspection and /or refill.

MEMBER OF THE ASSOCIATED AIR BALANCE COUNCIL
AIR & FLUID TESTING & BALANCING•INDOOR AIR QUALITY TESTS•HVAC COMMISSIONING•SOUND LEVEL TESTING•SYSTEM TOUBLESHOOTING & SURVEYS

7) All extinguishers shall be promptly refilled after use.
8) The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with a sweeping motion.
9) All instructions of the manufacturer as to the recharging of the extinguisher and its maintenance shall be followed.

Procedure for Extinguisher Use When a Fire Has Been Discovered:

- Sound the alarm and start to evacuate.
- Call the fire department
- If fire is small, call for assistance, and attempt to extinguish.
- If fire is large do not endanger yourself attempting to extinguish it, and leave the area.

Tips for safe extinguisher use:

- Test that the extinguisher works before you approach the fire
- Protect yourself at all times.
- Take care, speed is essential but it is important to be cautious.
- Keep your back to the exit at all times and stand 6 to 8 feet away from the fire.
- Follow the 4-step P-A-S-S procedure.

P **Pull the pin, release the lock latch or press the punch lever.**
A **Aim the nozzle at the base of the fire.**
S **Squeeze or press the trigger.**
S **Sweep the extinguisher from side to side.**

If the fire does not go out immediately or the extinguisher appears to be getting empty, leave the area at once. Back out with the lever squeezed and the nozzle pointed at your feet. This will protect you until you are out of the area.

Maintenance:

Extinguishers must be properly maintained to ensure that they work when needed and they are safe to use.
Adequate maintenance of extinguisher's consists of regular inspections, recharging as needed. Records are to be kept of all maintenance work carried out, including inspections.

Inspections:

Fire extinguishers must be inspected at least once a month either by the site supervisor or the safety coordinator, which shall include the following:
It is in working order, It is not damaged, The ring pin is in place
It is fully charged, The seal is intact, Hose is not cracked or corroded.
The inspection tag that is attached to the extinguisher will record the inspection.

Written by: Tony Mohammed

Approved by: T Mohammed

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SAFE WORK PROCEDURE
WORKING IN COLD WEATHER CONDITIONS

Description of Work:

Workers at Air Movement Services are HVAC testing and balancing technicians. Their work is primarily in the field of commercial building in construction related activities. Some jobs require working outdoors in cold weather conditions.

PPE:

Insulated boots, wool socks, winter parkas/pants, mitts/gloves, head/face/neck coverings

Task/Activity:	Potential Hazards	Hazard Control Procedures
1. Be aware of weather conditions for the duration of the work period	a) freezing, hypothermia	a) wear appropriate clothing
2. Ensure clothing is dry and without defect	a) freezing, hypothermia	a) wear appropriate clothing
3. Dress in layers, so that clothing can be easily removed or added as required	a) freezing, hypothermia	a) wear appropriate clothing
4. Take short breaks indoors whenever possible	a) freezing, hypothermia	a) wear appropriate clothing
5. Maintain movement to increase circulation, especially to hands and feet	a) freezing, hypothermia	a) wear appropriate clothing
6. Be aware of early signs of hypothermia	a) shivering b) muscle tension c) fatigue, lethargy d) slurred speech, slowed motor skills e) erratic behavior, irritability.	a) go indoors immediately b) warm up before returning outdoors c) inform manager

NOTE: Air Movement Services does not allow a worker to work in the outdoors when weather is colder than - 34°C with wind chill.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
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SAFE JOB PROCEDURE
VEHICLE REFUELING

Description of Work:

Workers at Air Movement Services are required vehicles to transport them to and from jobs.

Task/Activity:	Potential Hazards
1. Before refueling vehicle know side of vehicle fuel tank is located and and type of fuel vehicle requires (Gasoline or diesel).	a) Having to move vehicle one or more times due to lack of knowledge of location of fuel tank. Repeated movement of vehicle may cause an accident. b) Causing mechanical damage to vehicle if wrong type of fuel is used.
2. Upon arrival at vehicle refueling Pump place vehicle in park, shut off engine, apply emergency Brake & do not use any portable Hand held devises (Cell phones)	a) Vehicle rolling into fuel pump or other obstructions. b) Breathing in vehicle fumes. c) Possible explosion if refueling vehicle while engine is running d) Alert and aware of other potential hazards around you.
3. Extinguish cigarettes or any open flame.	a) Explosion b) Fire
4. Select desired fuel grade on Pump and follow fueling Directions. Be sure not to overfill gas tank.	a) Spillage of fuel. b) Irritation to skin if fuel exposed to hands.
5. Replace fuel dispenser nozzle, put fuel cap on vehicle tank and close tank cover.	a) Falling debris from vehicle when on roadway. b) Causing damage to other vehicles.
6. Wipe up any spillage, check Vehicle engine oil and all Fluid levels.	a) Vehicle breakdown and tie up of traffic. b) Vehicle accident.
7. Always observe vehicle gauges to ensure servicing is completed as identified.	a) Vehicle breakdown and tie up of traffic. b) Vehicle accident.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: August 29, 2017
Reviewed: September 12, 2023 May 19, 2026

AIR MOVEMENT SERVICES LTD.
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SAFE JOB PROCEDURE
MOTOR VEHICLE OPERATION

Air Movement Services employees operate a motor vehicle during working hours to travel to and from job sites and /or to attend to meetings at other locations.
Hazards Present: Poor or changing road conditions, poor or improper vehicle maintenance, speeding, failing to check blind spot before changing lanes, following too closely and distraction.
Skills Required: Visual, auditory, biomechanical and cognitive.
Additional Training and Guidance Documents: Valid driver's license in the appropriate class for the motor vehicle being driven. Read Procedure and sign.

Skills	Examples
Visual (Seeing)	watching the road (in front and around the vehicle), using mirrors, shoulder checks, checking gauges, speedometer, etc.
Auditory (Listening)	squcaling of brakes, the sirens of an emergency vehicle, other vehicle sounds.
Biomechanical (Activity, Hand-eye coordination)	turning the steering wheel, activating signals, headlights, horn etc. Pressing accelerator, brakes, clutch.
Cognitive (Thinking)	anticipating any future movements, Assessing situations such as movement of other vehicles or pedestrians, weather conditions, etc., preparing to avoid hazards

Distractions that pose a health and safety risk include:

- Eating/drinking/smoking
- Reading (including looking at a map/book etc.)
- Adjusting radio/CD/MP3, DVD players, climate, or other controls
- Adjusting features such as pedals or steering wheel, lights, rear and side mirrors.
- Watching a person, object or event outside the vehicle
- Moving objects in the vehicle (food containers, equipment etc.)
- Talking with other people, especially if the driver turns to those persons involved.
- Dialing and talking or testing on a cellular telephone
- Advanced features of a cellular phones and other wireless communication devices including Internet, e-mail, instant messaging, texting etc. (mobile office)
- Other wireless devices such as laptop computers, tablets, palm pilots etc.
- In-vehicle navigation systems (GPS systems, night vision systems etc.)

Motor Vehicle Operational Requirements

- Have a valid drivers license in the appropriate class for the motor vehicle being driven.
- Ensure proper insurance for the motor vehicle being driven.
- Wear a seatbelt at all times, do not speed and follow all Rules of the Motor Vehicle Act and Regulations.
- Ensure all vehicular passengers are wearing a seatbelt.
- Ensure responsibility for any Motor Vehicle tickets issued such as: exceeding posted speed limit, parking or other by-law infractions or failing to obey other motor vehicle rules and regulations as applicable.
- NO smoking in Air Movement Services Company vehicles.
- NOT operate a motor vehicle after consuming alcohol or other substances ie: prescription and non-prescription medications which could legally impair alertness or judgement. Should any 24-hour prohibition be received on business disciplinary actions will be taken.
- NOT program/adjust GPS while driving
- NOT use a hand held cellphone or other portable electronic device while operating the vehicle.
- NOT read or send emails or text messages when driving the vehicle.
- Always report any change in your driving status or any motor vehicle related incident in which you were involved while engaged in business on behalf of Air Movement Services, including those that do not result in damage or injury , to your manager as soon as possible.

Safety Tips

Vehicle Maintenance and Emergency Kit

- Maintain vehicular tire condition and inflation, battery, windshield wiper blades, fluid levels (windshield washer fluid, oil, gas transmission, brake etc.) Act upon maintenance light indicators and advise manager of maintenance requirements.
- Fill up when your gas tank is half empty.
- Keep a first aid kit in your vehicle.
- Prepare for winter emergencies by carrying a blanket, candle, tin, matches, shovel etc.

Plan Ahead Tips

- Schedule enough time to drive safely to the next meeting or jobsite.
- Plan your route. If you are driving to an unfamiliar area, plan your route in advance.
- Check road conditions by phone or on the web. Manitoba road condition information is available at (204) 945-3704 or 1-877-627-6237. Or http://www.gov.mb.ca/mit/roadinfo/.
- Give yourself extra travel time in bad weather.

Tips for Departure

- Do a circle check of your vehicle before getting in.
- Stow belongings and equipment properly.
- Adjust seat, mirrors, steering wheel, climate controls, etc.
- Select a radio station or have the CDE/MP3 player ready

Tips While Driving

- Be well rested and stay alert. Ensure you are in good mental and physical condition before getting behind the wheel.
- Wear your seatbelt.
- Don't drive at excessive speeds and adjust your speed according to road conditions.
- Follow vehicles at a safe distance.
- Drive defensively. Pay attention to and be courteous to vehicle and pedestrian traffic.
- Do not consume alcohol, drugs, medications or other substances that may affect driving.
- Be aware of changing driving conditions such as volume of traffic, weather etc.
- Do not use cellular phones or other devices.
- Keep distractions to a minimum (eating, drinking, smoking, adjusting radio etc.)
- Do not reach for items that are out of reach or have fallen or shifted. Pull over and stop to reach them.
- Do not write notes while driving.
- Pull over to check your map to avoid any further stress or distractions.
- Relax, try not to think about personal or business matters, especially those that are upsetting.

Winter Driving Tips

- Prepare your vehicle in the Fall for winter.
- Install winter tires.
- Install washer fluid for -40 degrees.
- Pack an emergency kit.
- Learn and practice winter driving techniques before you need them.
- Plan trips, check road and weather conditions.
- Remove all snow from your vehicle before each trip.
- Avoid using overdrive and cruise control on slippery roads.
- Travel with a fully charged cell phone.
- SLOW DOWN, keep your distance from other vehicles and wear your seatbelt. Remember: snow and ice are more slippery at 0◦C than at -20◦ or below.

Cell Phone Tips

- Plan ahead. Call or send a message before leaving your desk or getting into your vehicle.
- Must use a hands-free device.
- Be especially careful at intersections as this is where most crashes occur. Do not Use a hand held cellphone or portable electronic device when at a stop light.

Written by: Tony Mohammed

Approved by T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 13 2025
Date Revised: September 25, 2019

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SAFE JOB PROCEDURE
CHANGING TIRE

Description of Work: Air Movement Services conducts work in commercial buildings and construction sites. Vehicular transportation is required.
Hazards Present: Pinch points, Crushing, Wrenches slipping, tire explosion
PPE Tools or Equipment Required: Safety glasses, gloves, steel toe boots, safety vest.
Additional Training and Guidance Documents: MB Workplace Safety and Health Act and Regulations, Part 6 Personal Protective Equipment, Part 8 Musculosketal Injuries, Part 15 Confined Spaces, Part 22 Powered Mobile Equipment, Use of floor jack

1) Without proper tools is unsafe to attempt to mount tires.
2) Follow machines manufacturer's recommendations for removing tire, wheel or rim assemblies
3) Regardless of how firm the ground appears, place sound wood blocks under jack.
4) Erect safety stand under the machine.
5) Handle tire and wheel or rim assembly carefully, some may be very heavy. Get assistance when needed.
6) Before mounting a tire, lubricate the tire bead, this will allow easier seating with less air pressure.
7) When using bead breakers and tire tools, keep fingers and feet clear of pinch points.
8) When inflating tires, use tire gauge.
9) Always ensure you to stand to one side and not in front or over the tire.

Written by: Tony Mohammed

Approved by:

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 13 2025
Date Revised: September 25, 2019

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Job Hazardous Areas and PPE Equipment and Recommendations

Room	Physical Identify	Hazard Type	Personal Protective Equipment and Other Recommendations
Electrical Room	Energized equipment	Electrical Hazard	Follow LOTO Procedures with appropriate PPE.
	Loud equipment running	Noise Hazard	Wear EAR PROTECTION and appropriate PPE.
	Materials in Storage	Trip Hazard	Watch placement of feet Maintaining Good Housekeeping
	Fixed vertical ladder	Fall Hazard	Follow Ladder Safety and Fall Protection Procedures
Maintenance Shop Room	Storage of Materials	Trip Hazard	Watch placement of feet Maintaining Good Housekeeping
	Sharp Edges/Pinch	Body Injury	Watch body placement. Be aware of surroundings. Wear long sleeves.
Equipment General Storage Area	Chemicals	Chemical Hazard	Wear appropriate PPE. Refer to MSDS Sheets. WHMIS
	Storage of Materials	Trip Hazard	Watch placement of feet Maintaining Good Housekeeping
Mechanical Room	Loud Equipment Running, Electrical Motors, Pumps, Fans	Noise Hazard	Review MSDS and follow O & M Procedure
	Energized equipment	Electrical Hazard	Follow LOTO Procedures with appropriate PPE.
	Moving Parts	Equipment Hazard	Watch body and hand placement and wear appropriate PPE- follow LOTO Procedures.
	Sharp Edges/Pinch	Body Injury	Watch body placement. Be aware of surroundings. Wear long sleeves.

Janitorial Room	Chemicals	Chemical Hazard	Wear appropriate PPE. Refer to MSDS Sheets. WHMIS
	Storage of Materials	Trip Hazard	Watch foot placement. Maintain Good House-keeping.
	Mop Sink	Slip Hazard	Utilize Wet Floor Signage. Mop up spilled liquids.
Garbage / Recycle Room	Hot surfaces/ Compressor	Burn Hazard	Watch body and hand placement and wear appropriate PPE.
	Storage of Materials	Trip Hazard	Watch foot placement. Maintain Good House-keeping.
	Compressor	Environmental/ Chemical Hazard	Compressor- Review MSDS
Elevator Mechanical Room(Freight) (or) Elevator Machine Room	Energized Equipment	Electrical Hazard	Follow LOTO procedure. Wear appropriate PPE.
	Hydraulic Fluid	Chemical Hazard	Wear appropriate PPE. Refer to MSDS Sheets.
	Sump Pit	Confined Space Hazard	Follow Confined Space Procedure.
	Loud Running Equipment	Noise Protection	Wear EAR PROTECTION and appropriate PPE
Sprinkler Room	Jutting out pipes	Trip Hazard	Watch foot placement. Maintain Good House-keeping.
	Energized Equipment	Body Injury Hazard	Jutting out pipes- Be aware of surroundings. Wear HEAD PROTECTION and appropriate PPE
Fan Room/ Roof Top Unit	Energized Equipment	Electrical Hazard	Follow LOTO procedure. Wear appropriate PPE.
	Moving Parts	Equipment Hazard	Watch body and hand placement and wear appropriate PPE- follow LOTO Procedures.

	Pipe Chase	Isolated Workspace Hazard	Pipe Chase- Tight workspace- Be aware of surroundings. Maintain two-way communication.
	Fixed vertical ladder	Fall Hazard	Follow Ladder Safety and Fall Protection Procedures.
	Overhead Barriers/ Low Head Room	Body Injury Hazard	Be aware of surroundings. Wear HEAD PROTECTION and appropriate PPE.
	Concrete Platforms/ pipes	Trip Hazard	Floor Pipes/ Raised Concrete- Watch placement of feet. Be aware of surroundings.
	AHU- tight workspace & Air differential	Body Injury Hazard	AHU- Tight workspace Air Differential- Watch body and hand placement. Follow LOTO Procedures.
Roof Access	Outside Conditions	Thermal Stress Hazard	Wear appropriate clothing for conditions.
	Limited communications May not be able to hear fire alarm.	Communication Hazard	Carry Cell Phone- Maintain two-way communication.
	No guard rails. Fixed vertical ladder	Fall Hazard	Extreme Caution Recommended- Follow Fall Protection and Ladder Safety Procedures.
	Wet/snowy roof surface	Trip/Slip Hazard	Watch foot placement- Be aware of surroundings.

Written by: Tony Mohammed

Approved by T. Mohammed

Date Created: January 31 2016
Date Reviewed: June 24 2022, Feb 27, 2025
Date Revised: September 24, 2019

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SAFE JOB PROCEDURE
ROOM INTEGRITY TESTING

Job Description: Air Movement Services workers routinely require to do pressure testing on rooms (basements). In this instance an extension cord is required or use of a portable fan.
Hazards Present: electrical injury, musculoskeletal injury, pinch points, heavy lifting
PPE Tools or Equipment Required: Safety glasses, boots, vest, hearing protection
Additional Training and Guidance Documents: Part 38 Electrical Safety 38.10 – 38.11 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairways and Ladders, First Aid Manual

1) Unload fan (model number FKD 10XL) which is attached to portable dolly with co-workers' assistance.
2) Transport fan to area worksite.
3) Upon entering a site an inspection of the work area and Pre Job Hazard Assessment is performed.
4) Complete any housekeeping, ensuring floor is dry and free from obstacles to set up extension cord.
5) Check extension cord for cuts, wear, exposed wires and cracks prior to each use. Extension cords are to be protected by approved ground fault protection. Ensure equipment requiring extension cord is in the OFF mode prior to plugging in.
6) Open entrance door to room and install poly over the opening, adhere with duct tape to the door jam
7) Install a 6" round collar in the poly to connect pressure test fan
8) Check fan guard to ensure proper placement.
9) Plug fan in using extension cord. Unroll cord to plug into the power supply (provided by others) ensuring full contact.
10) Turn a 115v to power test fan. A 6" round flex is connected to 6" round collar. The variable speed fan is adjusted from 0 cfm to 800 cfm to achieve room pressure of 10 to 60 pa. of positive pressure.
11) The 6" round flex duct is traversed using a pitot tube & manometer to determine leakage rate of the room
12) Upon job completion turn equipment **OFF** and unplug cord from power supply.
13) Remove extension cord from fan and roll up ensuring cord is secured in the bound position. Transport dolly to vehicle and load with assistance of co-worker
14) Should electrical injury occur have First Aid Manual.

Written by: Mat Saurette

Approved by:

Date Created: April 2 2025
Date Reviewed:
Date Revised:

SAFE JOB PROCEDURES REVIEW

Safe Job Procedure	Development		Reviewed/Revised		Reviewed/Revised		Reviewed/Revised		Reviewed/Revised		Reviewed/Revised	
	Date M/D/Y	By Whom	Date M/D/Y	By Whom	Date M/D/Y	By Whom	Date M/D/Y	By Whom	Date M/D/Y	By Whom	Date M/D/Y	By Whom
ENERGIZED TESTING & TROUBLESHOOTING	1/30/16	T.MOHAMMED	9/30/16	DM	8/28/17	MK	9/22/20	LP	08/17/23	KG		
LOCK OUT/TAG OUT	1/30/16	T.MOHAMMED	9/2/16	DM	8/28/18	LP	6/24/22	LP	2/5/25	LC		
CONFINED ENTRY	1/30/16	T.MOHAMMED	9/2/16	DM	8/29/17	KS	9/22/20	LP	8/17/23	LP		
WORKING ALONE	1/30/16	T.MOHAMMED	9/30/16	DM	8/29/17	LP/CM	9/22/20	LP	8/18/23	LP		
MANUAL LIFTING	1/31/16	T.MOHAMMED	9/2/16	DM	8/29/17	JN	9/22/20	LP	8/18/23	LP		
WHMIS/WHIPIS	1/30/16	KERI GLEDHILL	9/2/16	DM	8/29/17	KG	9/22/20	LP	8/18/23	KG		
FALL PROTECTION	1/30/16	T.MOHAMMED	9/30/16	DM	8/29/17	ME	9/20/20	LP	9/12/23	LP		
TRAVEL RESTRAINT	1/30/16	T.MOHAMMED	9/30/16	DM	8/29/17	LP	8/20/20	LP	9/12/23	LP		
JOB HAZARDS & PPE	1/30/16	T.MOHAMMED	9/30/16	DM	9/24/17	LP	6/24/22	LP	2/27/25	LC		
LADDER SAFETY	1/30/16	T.MOHAMMED	9/30/16	DM	8/29/17	LP	8/20/20	LP	9/11/23	LP		
MANLIFT	1/31/16	T.MOHAMMED	9/3/16	DM	8/29/17	LP	9/24/19	LP	8/25/20	LP	9/11/23	LC
SCAFFOLDING	1/30/16	T.MOHAMMED	9/30/16	DM	9/24/19	LP	6/24/22	LP	3/13/25	LC		
FALL PROTECTION EQUIPMENT INSPECTION PROCEDURE	1/31/16	T.MOHAMMED	9/30/16	DM	9/24/19	LP	6/24/22	LP	3/13/25	LC		
FALL ARREST RESUCE PLAN	1/30/16	T.MOHAMMED	9/30/16	DM	8/28/17	LP	8/20/20	LP	8/29/23	LP		
INSPECTION TO RECORD DATA ON HVAC EQUIPMENT	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LP		
AIRFLOW TESTING AND BALANCING	1/31/16	ERIK VAN RY	9/30/16	DM	8/29/17	ME	8/20/20	EVR	9/12/23	MS		
HYDRONIC TESTING AND BALANCING	1/31/16	PAUL HOITINK	9/30/16	DM	8/29/17	MK	8/20/20	PH	9/12/23	MS		
DUCT LEAKAGE PRESSURE TESTING	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
DEFECTIVE TOOLS	1/30/16	T.MOHAMMED	9/30/16	DM	4/15/19	LP	6/24/22	LP	3/13/25	LC		
HAND DRILL PROCEDURE	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
DRILL TEST HOLE IN DUCTWORK	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	PH	6/24/22	LP	9/12/23	LP		
EXTENSION CORD PROCEDURE	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
PULLEY CHANGE PROCEDURE	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
FIRE DAMPER TESTING	1/30/16	T.MOHAMMED	9/30/16	DM	8/28/17	LP	8/20/20	LP	9/12/23	LC		
PERSONAL PROTECTIVE EQUIPMENT FIT/CARE/USE	1/30/16	T.MOHAMMED	9/30/16	DM	8/28/17	LP	8/20/20	LP	9/12/23	LP		
HOUSEKEEPING	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
FIRE EXTINGUISHER	1/30/16	KERI GLEDHILL	2010-09-16	KG	9/25/19	LP	10/28/19	LP	6/24/22	LP	3/13/25	LC
COLD WEATHER CONDITIONS	1/30/16	T.MOHAMMED	9/30/16	DM	8/29/17	JN	8/20/20	LP	9/12/23	LP		
VEHICLE REFEULING	1/30/16	T.MOHAMMED	9/30/16	DM	8/29/17	LP	8/20/20	LP	9/12/23	LC		
MOTOR VEHICLE OPERATION	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
CHANGING TIRE	1/30/16	T.MOHAMMED	9/30/16	DM	9/25/19	LP	6/24/22	LP	3/13/25	LC		
FUME HOOD TESTING	6/25/18	D MILETTE	2/10/21	LP	2/08/24	LP						
ROOM INTEGRITY	4/2/25	M.SAURETTE										

COMPANY RULES

AIR MOVEMENT SERVICES LTD.
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GENERAL SAFETY RULES

1. Accidents, injuries or "near misses", regardless of their nature, shall be promptly reported to supervisors.

2. Approved hard hats shall be worn on the job by all personnel.

3. Clothing shall be appropriate to duties being performed. Long pants, a shirt and sturdy work shoes are the minimum requirements. No tank tops or tennis shoes.

4. Smoking is permitted only in designated areas. "Strike Anywhere" matches are prohibited.

5. Running is not permitted anywhere, except in the case of extreme emergency.

6. Safety glasses, goggles or face shields shall be worn when drilling, confined space or for other operations where eye protection is required.

7. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.

8. Power tools shall be operated only by authorized personnel, with guards furnished by manufacturer "in place"

9. All electrical hand tools shall be grounded or double insulated.

10. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for dismissal.

11. Riding on equipment is prohibited. No person shall ride any hook, hoist or other material handling equipment, which is used strictly for handling material and not specifically designed to carry riders.

12. Horseplay, fighting, gambling and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.

Air Movement Services reserves the right to administer whatever discipline is necessary to ensure Safety Rules and regulations are complied with. Supervisors have the authority to suspend an employee who willfully and knowingly disobeys our company rules. All infractions will be documented and a copy retained on file.

1. First infraction	-	Verbal Warning
2. Second infraction	-	Written warning
3. Third infraction	-	Sent home for a determined length of time (Without Pay)
4. Fourth infraction	-	Indefinite suspension and/or termination

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: November 2018
Reviewed: February 10, 2021
January 25 2024

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SAFETY POLICY

The personal safety, health and well-being of every employee of this company is one of our most important responsibilities and as such is an area of major concern to management.

We sincerely believe that good safety performance is one of the leading indicators of a well managed, efficient and profitable operation.

Our safety objective must be an honest zero accident frequency rate on a continuing basis for each and every employee.

In working towards achieving this goal our everyday attitudes must never reflect the misconception that accidents are an acceptable, unavoidable consequence of doing business. We will work in cooperation with employees to continue to develop, review and implement the safety and health program.

We realize that accident prevention is a shared responsibility and in order to achieve our goal all employees must work together to identify and eliminate or control the hazards present in our work environment.

In pursuit of this goal, the Company will go to any reasonable expense to:

- provide and maintain equipment to acceptable standards;
- develop safe work procedures and provide adequate supervision and instruction;
- make available special protective equipment and devices to help protect employees against particular hazards and to ensure that it is utilized.

It is the employee's responsibility to:

- carry out their activities in the most knowledgeable and safest manner thereby avoiding injury to themselves or fellow employees;
- to point out unsafe conditions and acts;
- to use all devices and wear all articles of clothing and personal protective equipment specified in Company Safety Rules, Safe Job procedures and the Workplace Safety and Health Act.

Any accident is a reflection that, somewhere, we have failed in our responsibilities. I, Tony Mohammed, trust that all of you will co-operate fully and join me in a personal commitment to make safety a way of life.

* The safety information in this policy does not take precedence over The Workplace Safety and Health Act or the Regulations.

T. Mohammed

TONY MOHAMMED, PRESIDENT

Date Created: January 30 2016
Date Reviewed: Sept 22, 2020
Date Revised: September 20, 2023
September 10, 2026

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CORRECTIVE ACTION POLICY & PROCEDURES

Air Movement Services is committed to ensuring all employees are treated fairly and consistently in the application of corrective discipline.
Employees who violate Company rules, procedures, and code of conduct must immediately be made aware of such violations.
Corrective Action of any form is a serious matter and therefore, it is vital that this policy be followed closely.

The employee improvement system is designed to accomplish the following:

a) Recognize good employees, thus instilling pride in their work with the Company;
b) Educate employees with regard to the acceptable level of performance and encourage employees to maintain or improve performance levels, and to recognize positively those employees whose performance level is acceptable or above standard;
c) Promote safety, reduce injuries, lower absenteeism and decrease costs through productivity.

Definitions:

Insolence	-Rude and/or disrespectful
Insubordination	-Disobedient
Obscene	-Offensive by accepted standards of morality and decency
Harassment	-See Harassment Prevention Policy & Procedures

Responsibilities:
Managers are responsible for the fair and consistent application of this policy.

Procedures
Grounds for Discipline:
Grounds for discipline include, but are not limited to:

- Theft or misappropriation of Company or fellow employee's property
- Dishonesty
- Insolence or insubordination
- Disobedience
- Conduct outside of working hours, which negatively affects Air Movement Services.
- Conflict of interest
- Intentional destruction, misuse or abuse of Company or fellow employee's property
- Falsification of records
- Assaulting or endangering others on Company premises
- Obscene or immoral conduct on Company premises
- Refusal to follow legitimate management directives
- Failure to report for work without notification or prior approval.
- Unacceptable performance standards
- Repeated, unwarranted lateness or absenteeism
- Deliberate violation of any Company policy
- Harassment
- Safety Infraction
- Violation of Client/Site Regulations

The above categories are not meant to be exhaustive and other situations may arise that require some type of corrective action.

Investigation
When corrective action is proposed a thorough investigation must be conducted. Witnesses are recorded and interviewed.

The supervisor must advise the employee concerned that the matter is undergoing investigation, and at each stage of the program the employee will be counseled to ensure the employee understand the consequences of his or her actions, what must be done to improve performance, and how to prevent further incidents in the future.

In the case of serious misconduct, the Employee should not be permitted to continue work until a full investigation has been completed. The Employee should be advised that they are immediately suspended and could be discharged.

All records and notes pertaining to the incident must be kept and forwarded to the individual's personnel file and attached to the Disciplinary Action Notice.

Factors Influencing Discipline

- ***Severity and Nature of the Offence:*** Conduct which would form ***just cause*** for discipline may range from arriving late for work to theft, sabotage, or safety violations. Where a serious offence has been committed, an investigation will be conducted and disciplinary actions may be applied. A recurrence of serious misconduct or more serious offences such as theft, assault, or falsification of work records will lead to further disciplinary action up to and including termination.

- ***The Employee's Previous Record:*** The following factors are to be considered in determining the appropriate penalty:

    - Previous occurrences
    - Previous discipline imposed
    - Length of service

- ***Previous Cases and Predictability:*** The manner in which the Company has treated similar offences in the past is an important factor in determining the appropriateness of the disciplinary action. This uniformity provides
  Employees with an indication of what to expect, and it provides the supervisor/management with guidance in determining the appropriate discipline.

- ***Reasonable Explanation from Employee:*** Corrective Action may not be required when a reasonable written explanation is provided and accepted.

- ***Provocation:*** Has the employee's behavior been provoked by actions of supervision or other employees?

- ***Employer Rules:*** Have all applicable rules been communicated to employees? The rules must be communicated clearly and reasonably, and applied consistently and fairly.

Procedure in Dealing with Disciplinary Problems

There are four steps of progressive disciplinary action that must be used in the enforcement of Company policies and working practices. The following disciplinary steps must be recorded on the DAN Form (Disciplinary Action Notice) that is attached at the end of this policy.

1. ***Verbal Reprimand***

Should be used to deal with minor infractions. It is a verbal statement to the employee that a rule has been violated, an explanation as to why the rule is important, and in the future, all such rules and working practices must be complied with. This reprimand will be recorded on a DAN.

2. ***Written Reprimand***

An official statement that unacceptable behavior has occurred. The written reprimand shall state that an employee has committed a violation of rules or working practices, and that further disciplinary action may be taken. This reprimand will be recorded on a DAN.

3. Suspension Without Pay

The final warning given to an employee to correct precious behavior prior to discharge. By the suspension, the Company is saying that if the employee commits further violations of Company rules or working practices, discharge will occur. Full consultation with management is required prior to discharge being initiated. Record of this suspension notice will be recorded on a DAN.

4. Termination

Termination is the final remedy for serious misconduct.

NOTE: While the principle of progressive discipline should be applied, circumstances may require immediate escalation to a higher penalty.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19 2025
Date Revised: April 22 2019

AIR MOVEMENT SERVICES LTD.
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TELEPHONE (204) 253-7456
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EMAIL airmove@shaw.ca

Disciplinary Action Notice

Employee Name: Workplace:

Date:

Disciplinary Action:

- ☐ 1. Verbal Warning
- ☐ 2. Written Warning
- ☐ 3. Sent home for a determined length of time (without pay)
- ☐ 4. Indefinite Suspension and/or Termination

Infraction:

☐ Safety Rules ☐ PPE ☐ Unsafe Use of Tools or Equipment

☐ Unsafe Practice or Procedure ☐ Insubordination ☐ Other

Comments:

Employee Signature: _____

Management Signature: _____

All infractions will be documented and a copy retained on file

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EMPLOYEE CONDUCT POLICY

All employees are expected to share in preserving and enhancing Air Movement Services image and reputation of integrity, credibility and honesty.

DEFINITIONS:

Integrity: The quality of having strong moral principles.
Credibility: The quality of being worthy of trust or belief
Professional Conduct: The quality of personal conduct that reflects the values of the Company and enhances the personal reputation of the individual.

RESPONSIBILITIES:

It is the responsibility of all employees to conduct themselves accordingly.

Employees" direct managers are responsible for reviewing unacceptable conduct with the employee and implementing corrective action when necessary in order to correct such conduct

PROCEDURES:

Air Movement Services expects all employees to maintain a level of personal conduct that will not reflect negatively on themselves nor on the reputation of the Company. Employees whose conduct compromises the integrity of the Company may face disciplinary measures and the possibility of dismissal.

No employee should act in any way which will diminish the credibility of any other employee, supplier, or other business contacts of the Company.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19 2025
Date Revised:

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Social Media Personal Use Policy

Intent

Air Movement Services strives to maintain a positive image in the community and has adopted this policy to ensure that our staff members are aware of their responsibility to maintain a positive image as a representative of our organization. Air Movement Services employees who maintain personal social media pages (for example, Facebook, LinkedIn, personal blog, Twitter, Instagram) are expected to comply with the guidelines set out within this policy.

Staff continue to act as representatives of this organization outside of regular business hours, and should conduct themselves appropriately.

Definitions

Social media: "Forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content" (Merriam-Webster Dictionary). These include but are not limited to Facebook, Twitter, LinkedIn, Snapchat, and Instagram.

General Guidelines

Employees who maintain personal social media pages or accounts must comply with the following guidelines as they relate to their association with Air Movement Services. Employees will be held accountable for what they write or post on social media or webpages. Inflammatory comments or unprofessional or disparaging remarks made about the organization, its employees, customers, vendors, or competitors may result in disciplinary action up to and including termination.

Employees should follow the guidelines below when making posts or comments on any social media site whether public or private.

Employees shall conduct themselves professionally both on and off duty. Where an employee publicly associates with the company, all materials associated with their page may reflect on the company. Please be advised that inappropriate comments, photographs, links, and so on should be avoided.

Posts involving the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential company information;
- Discriminatory statements or comments of a harassing or bullying nature regarding co-workers, management, customers, or vendors; and
- Defamatory statements regarding the company, its employees, customers, competitors, or vendors.

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Employees should not mention Air Movement Services on of their social media accounts as their place of work and avoid using the company name when making any post of any kind.

Employees who use these sites are prohibited from publishing any private organizational information or any negative comments regarding the organization therein.

Air Movement Services employees are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated company representative.

Company policies governing the use of copyrighted materials, corporate logos, and other forms of branding and identity apply to electronic communications. Employees are prohibited from using Air Movement Services protected materials (copyright material, branding, or logos) without prior express written permission.

Air Movement Services strictly prohibits the use of company-owned computer resources for illegal downloading or uploading of copyrighted materials without express written permission and authorization from the copyright holder.

This policy is not intended to interfere with the private lives of our employees, or impinge on their freedom of speech. This policy is designed to ensure that the image and branding of Air Movement Services are maintained, as well as the health and safety of employees.

Employees should abide by these guidelines whether they mention the company by name or not. Even if the name is not mentioned in a post, it is possible a link can be made back to Air Movement Services which can negatively affect the company's reputation. Where a link can be made between a negative or inflammatory post and the company, even if not named directly, the employee may be subject to disciplinary action.

Any employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.

Customer Use

Employees should also be aware that many customers and persons present on company property frequently use mobile phones and other devices to take photographs or make recordings. Employees should always represent the company positively and professionally so negative images are not posted on social media sites of customers or visitors.

Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action up to and including termination of employment.

Date Created: Jan 15 2021
Date Reviewed: March 19 2025
Date Revised:

Approved by:

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SMOKING IN THE WORKPLACE POLICY

To ensure a healthy work environment for employees and visitors, smoking of any kind including but not limited to cigarettes, marijuana or vaping, is not permitted indoors at any Air Movement Services facility or in Air Movement Services company vehicles.

RESPONSIBILITIES:

It is the responsibility of all employees to comply with this policy. Employees who disregard this policy will be subject to disciplinary action.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: February 10, 2021
March 19, 2025
Date Revised: October 17, 2018

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EMPLOYEE ATTENDANCE POLICY

Absent employees have a direct and negative impact on the efficiency of the organization. Consistent attendance is critical to Air Movement Services ability to achieve its mandate and objectives. Regular attendance is the responsibility of each employee and is a condition of employment.

To facilitate the smooth operation of the business and to avoid disruptions that impose unnecessary demands on other employees, Air Movement Services expects all employees to be at work during their normal working hours and to avoid unauthorized absences whenever possible.

DEFINITIONS:

Innocent Absenteeism: Absenteeism outside the control of the employee- e.g. death in immediate family

Culpable Absenteeism: Absenteeism within the control of the employee- e.g. Late for work- slept in

PROCEDURES:

To ensure that this policy is consistently applied throughout the Company, the following procedures are necessary:

- Management must ensure that every employee's absence from work is accurately recorded each and every day.
- Employees must attempt to, or as soon as reasonably practicable, contact management prior to regular starting time indicating the reason for absence and expected duration.
- After each absence Management will discuss the absence with the employee to determine if the reason is acceptable. If the reason is not acceptable, the employee will be told the absence is unauthorized and will be subject to the Corrective Action Policy and to progressive discipline should unauthorized absences continue.
- Management may at anytime request a verifiable written letter that confirms an absence for sickness, or bereavement, and explains any other person " innocent absenteeism's"

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised: September 27, 2019

AIR MOVEMENT SERVICES LTD.
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RULES & CODES OF BEHAVIOR RULES POLICY

A number of company rules must be highlighted before dealing with the general safety and trade rules:

- The companies Safety Policy is to be followed.
- Safety rules as laid down by the local authority will be strictly adhered to.
- Operators of vehicle and equipment shall have a valid and relevant drivers/operators license.
- For insurance purposes, company vehicles are for company use and worker's transportation only.
- Consumption of alcohol and/or banned substances during working hours, breaks, and at lunchtime is not permitted. Likewise, reporting for work while under the influence is not permitted. The Company Policy on Alcohol and Substance Abuse provides specific requirements and must be adhered to.
- All incidents are to be reported to the foreperson or supervisor immediately and the appropriate forms filled out by the end of the working day.
- Work areas are to be kept neat and tidy. At the end of each day the site is to be cleaned up, minimizing the visibility of our presence.
- Particular site and task requirements and regulations will be described by the foreperson/supervisor and will be adhered to.
- All employees on a jobsites will be provided with, where applicable, the company Safety Manual.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

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Use of Cellular/Wireless Device Policy

Definition	**Cellular Telephone/Wireless Device:** any mobile communication device that captures or transfers information for transmission over a wireless service provider's network. This includes but is not limited to cellular phones and personal digital assistants (e.g. Blackberry, Palm, PC devices).
Basic Principles	Staff members of the Air Movement Services are provided and/or compensated for the use of cellular telephones/wireless devices to aid in the performance of their work duties. Staff are to use these communications devices in a business-like, cost-effective, safe, ethical, and lawful manner.
General Operation/Use	The cellular/wireless devices MUST be maintained in working order and operable (on) at ALL times during your scheduled workday, unless instructed otherwise.
Use of Devices While Driving a Vehicle	For the safety of cellular/wireless device users, other employees and the general public, the use of cellular/wireless devices in a hand-held position (including text messaging) while operating vehicles is **PROHIBITED.** If it is necessary for staff to use a hand-held cellular/wireless device during working hours, while in a vehicle, the staff member must locate a lawfully designated area to safely park. *Staff should let incoming calls go to their voicemail and return the call when safe to do so (e.g. when safely parked).* Exceptions to this rule are when an employee is faced with an emergency situation such as a traffic accident, car trouble or if their personal safety is in jeopardy.
Responsibilities of the Authorized User **- *Appropriate use***	Authorized users must use cellular/wireless devices responsibly and comply with the following provisions of this policy: • Use devices in a sensible and cost effective manner. • Comply with all local, provincial and federal laws that apply in the area in which they are using the device. • Use proper cell phone etiquette and courtesy. • Keep the assigned cellular/wireless device secure/safe and protected from loss, theft or

Responsibilities of the Authorized User - *appropriate use*	unauthorized use. Do not leave the device unattended. • Report the loss or theft of a cellular/wireless device to Air Movement Services Management immediately. Arrangements will be made if a temporary cell phone is required (ex. while assigned cellular is being repaired, etc.). If a temporary cell phone is assigned, the user must inform the following individuals of the temporary cellular number in use: o front reception (administrative) staff in Winnipeg. • Ensure the integrity and security of Company and client information while using cellular/wireless devices for telephone conversation. • Return the cellular/wireless device to Air Movement Services Management when it is no longer required to carry out work assignments. Air Movement Services issued cellular/wireless devices are NOT to be used for: • out of province or out of country calls; excessive personal calls. *<u>Note</u>: employees are required to reimburse the company for costs associated with excessive personal incidental use (e.g. personal long-distance calls or additional monthly charges incurred because of personal use).* • a regular means of communication during personal time, including vacation • private commercial or consulting purposes (e.g. running a personal business); • placing inappropriate calls including obscene, harassing, or offensive calls; • any type of illegal purposes. Air Movement Services issued cellular/wireless devices with camera function are NOT to be used for the following non-exhaustive list of prohibited situations: o other people without their clear approval; o copyright protected documents, magazines, or other printed material; o sensitive, protected, or classified documents, floor plans, designs, etc.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised: September 25, 2019

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PERSONAL PROTECTIVE EQUIPMENT SAFETY POLICY

Purpose

The purpose of this policy is to minimize injuries to employees through the proper personal protective equipment.

Policy

It is the policy of this company, Air Movement Services Ltd; to have all employees use approved personal protective equipment where it is required. Generally, this will be prescribed by:

- WSH Act and Regulations
- Our Company Safety Rules
- To control a specific hazard

It is the responsibility of all company personnel to wear, ***at all times,*** CSA certified steel toe safety footwear and approved hard hats. All construction sites; commercial and industrial, require ,***at all times,*** PPE consisting of safety footwear, safety vest, approved hard hats and certified safety glasses.

It is the policy of this company, Air Movement Services Ltd. for all employees have readily available:

- Gloves	- Hearing Protection	- Safety Eyewear
- Fall Protection	- High Visibility Clothing	- Respirators(When required)

It is the responsibility of each employee to assure the protective equipment to be used is in good condition and if not, to replace or repair the equipment.

Air Movement Services Ltd, will supply each employee with (1) one only approved hard hat, (1) one only approved safety vest, (1) one only pair approved safety glasses, hearing protection, (1) one only pair of work gloves and (1) one only Fall arrest equipment.

CSA approved steel toe work boots and any lost safety equipment will be supplied by the employee.

Disciplinary Action

Air Movement Services reserves the right to administer whatever discipline is necessary to ensure and personal protective equipment is worn and regulations are complied with. Supervisor's have the authority to suspend an employee who willfully and knowingly disobeys our company rules. All infractions will be documented and a copy retained on file.

1. First infraction	-	Verbal Warning
2. Second infraction	-	Written warning
3. Third infraction	-	Sent home for a determined length of time (Without Pay)
4. Fourth infraction	-	Indefinite suspension and/or termination

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: February 15, 2018
Reviewed: February 10, 2021
March 19, 2025

PERSONAL PROTECTIVE EQUIPMENT POLICIES

AIR MOVEMENT SERVICES LTD.
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T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: February 15, 2018
Reviewed: February 10, 2021
March 19, 2025

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PPE Inspection and Maintenance Policy

Inspection and maintenance of basic personal protective equipment & specialized PPE requires cooperation between both the employee and Air Movement Services Ltd.

All Basic and Specialized PPE will be inspected yearly by employee, and be replaced as required.

All employees are responsible for inspecting their basic PPE & specialized PPE prior to each use as well as providing the proper care and maintenance as specified in training.

If any damage or replacement of PPE is required it is up to the employee to inform Management or Safety Administrator immediately.

*The safety information in this policy does not take precedence over The Workplace Safety and Health Act or Regulations. All employees should be familiar with The Workplace Safety and Health Act.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: August 31, 2017
Reviewed: May 27, 2026
September 21 2023

STANDARDS INFORMATION

SHEET

CSA Standard Z94.2-02
Hearing Protection Devices
- Performance, Selection, Care and Use

Scope and Application:

This standard describes performance and testing requirements for personal hearing protection devices. The hearing protectors covered in this standard include: communication headsets, earmuffs, earplugs, and helmets equipped with earmuffs. Noise exposed workers are those who are exposed to a noise exposure level greater than 85 dBA based on an 8-hour work day and 40-hour work week.

Definitions:

- **A-weighted sound level (dBA)** - is the frequency-weighted value of the sound level determined with a sound level meter and relates the sensitivity of the human ear to each sound frequency.
- **Attenuation** - is the reduction in sound pressure level at the ear when a hearing protector is worn.
- **Decibel (dB)** - is a unit of measurement to express sound pressure levels.
- **Earmuff** - is a type of hearing protector. Earmuffs have a headband and ear cups with a soft outer ring or cushion fitting tightly against the ear or sides of the head around the ear.
- **Earplug** - is a type of hearing protector worn in the external ear canal or in the concha against the entrance to the external ear canal.
- **Noise Exposure Level (Lex)** - is the normalized noise exposure over 8-hours.

Types of Hearing Protection Devices:

- **Earmuffs** - general and cap-mounted
- **Earplugs** - foam, premoulded, formable, custom-moulded, semi-insert
- **Helmets**

Specialized Hearing Protection Devices include:

- **Active protection devices** - noise-attenuating communication headsets; active noise reduction hearing protection devices and sound restoration hearing protection devices
- **Passive protection devices** - flat or uniform attenuation; frequency-sensitive protectors and amplitude-sensitive or level-dependent protectors

Hearing Protectors (are made of material that):

- can be cleaned and disinfected when shared by more than 1 person
- non irritating to the skin
- resistant to hair, skin oils and earwax
- do not lose their shape between temperatures at -7°C and greater than 50°C
- protectors for low and high temperature applications: do not lose their shape between temperatures at -20°C and greater than 50°C

General Requirements for hearing protection devices:

- used when administrative or engineering controls fail to reduce noise exposure to acceptable levels or are not practicable
- workers are trained on where, when, why and how hearing protectors should be used
- refresher training provided to workers on fit, care and maintenance of hearing protection devices every 2 years
- when sound exposure levels are greater than 105 dBA, workers wear both earplugs and earmuffs – double protection provides an additional 5 dB protection added to the highest attenuation of any single type of hearing protection device
- hearing protectors reduce noise exposures to ambient levels or below 85 dBA 8-hour, but not below 70 dBA
- refer to section 9.9.2 for the formulae to calculate the noise exposure level for 8-hour Lex, 8

(Over)

(cont'd)

- audiometric testing is required to monitor the hearing of exposed workers and to determine the effectiveness of the hearing protection device worn

Fit, Care and Use of Hearing Protection Devices:

- proper fitting technique recommended by the manufacturer for the selection of a hearing protection device
- the hearing protection device must make a tight seal in the ear canal or against the side of the head
- jewellery, hair or some types of clothing worn may interfere with the seal

Packaging information must include:

- attenuation Grade/Class of the hearing protection device
- the device is tested according to ANSI Standard S12.6, 1997, Method for the Measurement of Real-Ear Attenuation of Hearing Protectors
- a warning that a properly fitted hearing protection device will provide full attenuation
- the manufacturer's information

Signs in the Workplace:

- required in areas where noise levels are greater than 85 dBA
- a clear visible warning sign must be located at all entrances into the workplace
- text on the sign shall be in English and French and in the predominant language of the workplace
- signs shall include a pictogram, according to CSA Standard CAN/CSA-Z321-96, Signs and Symbols for the Workplace

This bulletin contains a summary of excerpts taken from the Standard, for general information purposes only. This bulletin is not reflective of the complete requirements that the Standard prescribes.

Note: *Manitoba Regulation M.R. 217/2006 Section 1.4 inconsistency:*
If there is an inconsistency between this regulation and a requirement contained in a publication, code or standard referenced in this regulation, the provisions in this regulation prevail.

SCHEDULE

(Section 7.4)

Maximum Duration of Exposure to A-Weighted Sound Pressure Levels in the Work Place

Column I A-weighted sound pressure level (dBA)	Column II Maximum duration of exposure in hours per employee per 24 hour period
87	8.0
88	6.4
89	5.0
90	4.0
91	3.2
92	2.5
93	2.0
94	1.6
95	1.3
96	1.0
97	0.80
98	0.64
99	0.50
100	0.40
101	0.32
102	0.25
103	0.20
104	0.16
105	0.13
106	0.10
107	0.080
108	0.064
109	0.050
110	0.040
111	0.032
112	0.025
113	0.020
114	0.016
115	0.013
116	0.010
117	0.008
118	0.006
119	0.005
120	0.004

SOR/91-448, s. 1; SOR/98-589, s. 8.

ANNEXE

(article 7.4)

Durée maximale d'exposition à divers niveaux de pression acoustique pondérée A au lieu de travail

Colonne I Niveau de pression acoustique pondérée A (dBA)	Colonne II Durée maximale d'exposition en heures par employé, par période de 24 heures
87	8,0
88	6,4
89	5,0
90	4,0
91	3,2
92	2,5
93	2,0
94	1,6
95	1,3
96	1,0
97	0,80
98	0,64
99	0,50
100	0,40
101	0,32
102	0,25
103	0,20
104	0,16
105	0,13
106	0,10
107	0,080
108	0,064
109	0,050
110	0,040
111	0,032
112	0,025
113	0,020
114	0,016
115	0,013
116	0,010
117	0,008
118	0,006
119	0,005
120	0,004

DORS/91-448, art. 1; DORS/98-589, art. 8.

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA

www.constructionsafety.ca

Hearing Protection

List noise hazards on site

Identify

existing & potential hazards

Many construction trades are overexposed to noise. In time, overexposure can damage your hearing.

Hearing loss prevents you from hearing other hazards on the job. It also causes problems in your personal life.

- It interferes with how you hear normal speech.
- It prevents you from socializing.
- It can cause high blood pressure.
- It is permanent.

Communicate & Control

- tell others about the hazards and control the risks

Hearing loss is preventable. The best prevention is hearing protection.

Noise is any unwanted sound. There are two types—continuous noise (air-conditioner) and impulse noise (gunshot).

Noise is measured in decibels (dB). For example, a quick-cut saw produces 115 decibels; a jackhammer, 110 decibels; a drill, 100 decibels.

Noise power doubles every time noise increases 3 decibels.

Think about that. When the noise level is 80 decibels and it goes up to 83, the noise is twice as loud.

In the same way, the noise level drops 3 decibels when you double your distance away from it.

Without hearing protection, your safe working limit for an 8-hour day with no other noise exposure is 80 decibels. This is the loudness of a room full of people.

When noise cannot be reduced or controlled, we need to wear hearing protection.

Lead by Example

- example is not the main thing in influencing others, it is the only thing

Identify tasks on site that require hearing protection.

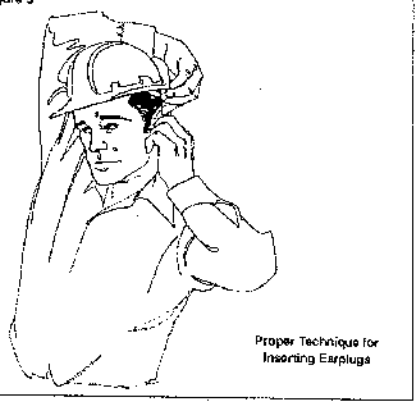
Review company policy and procedures regarding hearing protection.

Show two types of hearing protectors:

- ear plugs
- ear muffs

Show how to insert ear plugs:

Figure 5



Proper Technique for Inserting Earplugs

Reach one hand around back of head, pull ear upwards to straighten S-shaped ear canal, then insert plug with other hand according to manufacturer's instructions.

© Construction Safety Association of Manitoba & Construction Safety Association of Ontario

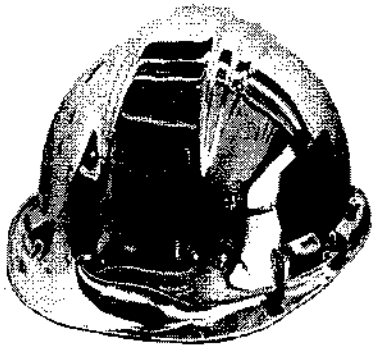
SAFE WORK MANITOBA

No. 199

Protective Headwear on Construction Project Sites

Potential hazard:

Construction project sites contain many hazards, many of which can cause head injuries. Head injuries may result from objects falling from above but can also occur from a side, front or rear impact. In addition, head injuries can result from workers contacting stationary objects, such as overhead pipes and protruding equipment. Failure to wear adequate head protection on construction sites can lead to serious injuries or death.



How to control the hazard:

Workers can significantly reduce the risk of head injuries by wearing protective headwear. Safety headwear may prevent injuries such as skull fractures, concussions, burns and electrical trauma. Due to the high risk of serious head injuries in the construction industry, **all workers on construction project sites in Manitoba must wear protective headwear.**

Workers on construction sites must provide their own protective headwear. The headwear must:

- be appropriate for the risk; and
- meet the specifications of CSA Standard Z94.1, *Industrial Protective Headwear – Performance, Selection, Care and Use* or ANSI Standard Z89.1, *American National Standard for Industrial Head Protection*

If necessary, the worker must also provide themselves with:

- a liner for the headwear to protect themselves from cold conditions, and
- a retention system to firmly secure the headwear if they are working in conditions that may cause the headwear to dislodge.

Construction project sites include the following types of projects:

The construction, demolition, repair, alteration or removal of a structure, building, complex, street, road, highway, pipeline, sewage system or electrical telecommunications or transmission line; the digging of, working in or filling a trench or excavation; and the installation, modification, repair or removal of any equipment or machinery.

Employers must consult with the worker to ensure the protective headwear is appropriate to the risks, is worn and maintained in accordance with manufacturer specifications, and is repaired or replaced if it is defective.

(see next page)

SAFE Work Manitoba contact information:
Winnipeg: 204-957-SAFE (7233)
Toll-Free: 1-855-957-SAFE (7233)
Publications and resources available at: [illegible]

SAFE WORK MANITOBA

Determining the Appropriate Headwear

The following factors should be considered when deciding on the type of protective headwear that a worker should be using: the nature of work performed, the possibility of top, side, front or rear impact, the possibility of electrical contact, and other protective devices worn (ex. hearing or eye protectors).

Note: "Bump Caps" are not approved for use on a construction project site.

Type 1

Type 1 headwear is appropriate when there is a risk for impact and penetration to the crown of the worker's head. Reversible headwear should be selected if a work procedure requires wearing the headwear backwards (i.e. welding).

Type 2

Type 2 headwear is appropriate when there is a risk of impact or penetration to the crown and/or lateral impact, where moving objects are present.

Each of the two types has three separate classes (E, G, C) that identify electrical ratings:

Class E – has 20,000 V electric current rating
Class G – has a 2,200 V electric current rating
Class C – has NO electrical current rating

Refer to the CSA and ANSI Standard Information Sheets and manufacturer specifications regarding instructions for proper fit and adjustment, cleaning, storage, service life and accessories for protective headwear.

Reference to legal requirements under workplace safety and health legislation:

- Personal Protective Equipment: Manitoba Regulation 217/2006 Part 6

Additional workplace safety and health information available at: safemanitoba.com

- CSA Standard Z94.1, *Industrial Protective Headwear – Performance, Selection, Care and Use*
- ANSI Standard Z89.1, *American National Standard for Industrial Head Protection*

Revised: September 2014
Last Reviewed/Revised: March 2011

STANDARDS INFORMATION

SHEET

CSA Standard Z94.1-05
Industrial Protective Headwear
- Performance, Selection Care and Use

Scope and Application:

This standard applies to protective headwear selection, care and use for industrial, construction, mining, utility and forestry sectors. It defines areas of the head to be protected, performance requirements for dielectric strength, impact attenuation, penetration resistance, stability, flammability and ignition. It does not apply to comfort, service life, appearance, bump caps, firefighter helmets, rescue helmets, crash helmets, sports helmets recreation helmets or riot control helmets.

Definitions:

- **Dielectric strength** - the ability of a material or a configuration of material to resist the passage of electric current.
- **Suspension**- part of headwear product that holds headwear in place during normal use.

Headwear Classification:

- Type 1 for impact and penetration to the crown only
- Type 2 for impact and penetration to the crown and laterally.

Each of the two types (1 and 2) has three separate classes, E, G and C. The three separate classes identify electrical ratings:

- Class E has 20,000 V electric current rating
- Class G has a 2,200 V electric current rating
- Class C has NO electrical current rating for each of the two types.

Headwear Selection is based on a hazard assessment conducted for the work situation and suitability with other equipment (e.g. hearing protection devices). The hazard assessment is based on observations, discussions with users, procedural reviews, and accident record reviews related to the equipment and procedure. The assessment shall be carried out by a qualified person and reviewed periodically. Where a hazard assessment is not carried out, a Type 2 Class E shall be selected because it has the highest level of dielectric (20,000V), crown (55 j) and lateral (30 j) protection.

- Type 1- crown only headwear - where it can be shown that there is no hazard related to lateral impact, reversible headwear should be selected if procedure requires wearing the headwear backwards (i.e. welding). Where high visibility headwear is required refer to CAN/CSA –Z96 for color and retro-reflective tape requirements.
- Type 2 - crown and lateral headwear - is for potential crown and lateral impact, where moving objects are present (medium to large manufacturing operations), construction and demolition sites, when the hazard assessment cannot determine the type.

Fitting chart matches head circumference to hat size. The air gap between the top of the head and the crown of the headwear is a shock absorption system for protection against impact. The suspension and nape strap shall be adjusted so headwear is *not worn* with peak pointing upward, with a baseball cap underneath or with nape strap at the front, in the case of reversed headwear. Diagram shows how headwear is to be worn. Accessories include non-metallic stickers 1/2 inch above the brim, bandanas, hair nets, welder's caps, and winter liners. Baseball caps interfere with the suspension system.

Inspect headwear *daily* for cracks, dents, cuts, gouges, signs of wear, exposure to heat or sun noted by appearance or color or finish (dullness, matte, chalk, and craze pattern). Headwear struck by an object should be replaced even with no noted signs of damage. Use of hair products, hair oils and perspiration, insecticides can affect suspension components. Inspect suspension system straps and clips for fraying, tears and cracks. If a Type 2 helmet has a damaged foam lining, replace the whole helmet.

(Over)

(cont'd)

Maintenance of headwear involves cleaning with mild soap (no solvent, abrasive or petroleum based products) and air dried without applying heat. Items should not be stored in between suspension and shell; components shall not be replaced with another manufacturer's component; components shall not be painted; no holes shall be made in the shell; nor shall it be decorated or stored in the rear window deck of a car where it is exposed to sunlight.

Design, Constructions and Requirements are outlined for materials to be resistant to exposure to environmental agents (perspiration, toiletries, cleaning agents, solar ultraviolet rays, extreme temperatures and rain), flame, ignition and to be known not to cause skin irritation. Components shall be designed so they cannot be assembled incorrectly or if assembled incorrectly they do not adversely affect its functions. Sampling, head form, environment, test line, sample conditioning (temperature, water immersion, solvent treatment, and aging) requirements are defined. The dielectric strength and impact attenuation testing requirements for sample preparation, apparatus set up, test methods, test voltages. The sample is dropped in guided free form, assembled on the head form.

Markings on the product include manufacturer's identity, model designation, "type", class, reverse orientation performance if applicable, year, month of manufacture, size range or size, explicit warning statement related to replacement after impact, no painting, no solvent, decals only if they are known *not to* affect adversely material characteristics and that modifications may reduce protective properties.

User Information shall include application, expected useful life, storage life, cleaning instructions, cautionary note on inappropriate modifications, limitations, capabilities, and adjustment instructions.

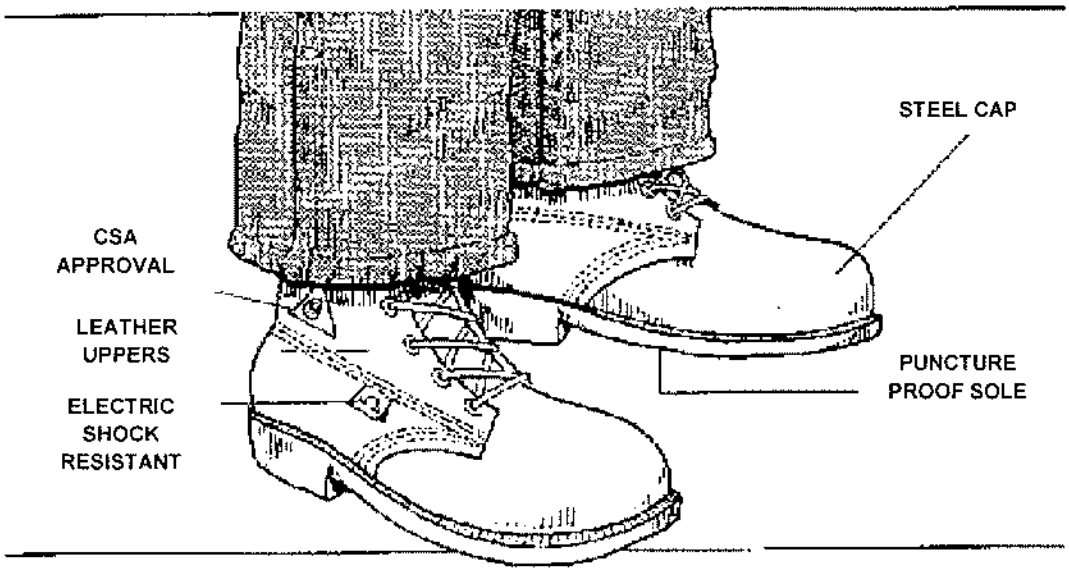
This bulletin contains a summary of excerpts taken from the Standard, for general information purposes only. This bulletin is not reflective of the complete requirements that the Standard prescribes.

Note: *Manitoba Regulation M.R. 217/2006 Section 1.4 inconsistency:*
If there is an inconsistency between this regulation and a requirement contained in a publication, code or standard referenced in this regulation, the provisions in this regulation prevail.

SAFE WORK MANITOBA

No. 102

Protective Footwear



Potential hazard:

Workers exposed to hazards such as falling objects, sharp objects, moving machinery, electrical contact, abrasives, and similar circumstances may be at risk of a foot injury.

How to control the hazard:

Protective footwear (safety shoes or boots) must be worn by all workers who may be exposed to the risk of a foot injury.

- There are many types and styles of protective footwear available and *it is very important to choose the right type of protective footwear for the job.* It is also important to get the right fit so the footwear is comfortable.
- The Canadian Standards Association (CSA) has specific design and testing requirements for protective footwear. The CSA's Guideline helps employers and footwear users to choose the proper footwear for their work environment and specific job functions (see next page). The CSA logo is only applied to footwear that meets the performance criteria.
- Protective footwear is manufactured as grade 1 or 2 type, depending on the strength of the protective toe cap. The footwear is marked accordingly and may also have sole puncture protection and electrical shock resistance. **(Only safety footwear identified as meeting the standard as shown on the next page can be considered proper protective footwear.)**

(see next page)

Protection Markings	Safety Features	Recommended Use
	Green triangle indicates sole puncture protection with a Grade1 protective toe to withstand impacts up to 125 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.6 m. Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For any industry, especially construction and heavy work environments where sharp objects, such as nails are present.
	Yellow triangle indicates sole puncture protection with a Grade 2 protective toe to withstand impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m. Sole puncture protection is designed to withstand a force of not less than 1200 Newtons (270 lbs) and resist cracking after being subjected to 1.5 million flexes.	For light industrial work environments requiring puncture protection as well as toe protection.
	Blue rectangle indicates Grade 1 protective toe without sole puncture protection. Grade 1 protective toe withstands impacts up to 125 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.6 m.	For industrial work environments not requiring puncture protection.
	Grey rectangle indicates Grade 2 protective toe without sole puncture protection. Grade 2 protective toe withstands impacts up to 90 Joules. Comparable to a 22.7 kg (50 lb) weight dropped from 0.4 m.	For institutional and non-industrial work environments not requiring puncture protection.
	White label with green fir tree symbol indicates chainsaw protective footwear. Protective features are designed into the boots to prevent a running chainsaw from cutting all the way through the boot uppers so as to protect the shins, ankles, feet and toes.	For forestry workers and others exposed to hand-held chain saws or other cutting tools.
	White rectangle with orange Greek letter omega indicates soles that provide resistance to electric shock. Such certified footwear contains a sole and heel design assembly that, at the point of manufacturing, has electrical insulating properties intended to withstand 18,000 Volts and a leakage current not exceeding 1 mA.	For an industry where accidental contact with live electrical conductors can occur. Warning: Electrical Shock Resistance deteriorates with wear and in wet environments.
	Yellow rectangle with green "SD" and grounding symbol indicates soles are static-dissipative. The outer soles are made from an antistatic compound, chemically bound into the bottom components, capable of dissipating an electrostatic charge in a controlled manner. The test criteria are 10^6 to 10^8 Ohms. Note that SD footwear without toe protection will not have sole protection certified by CSA.	For any industry where a static discharge can create a hazard for workers or equipment.
	Red rectangle with black "C" and grounding symbol indicates soles are electrically conductive. The outer soles are made from a conductive compound that is permanently bound to the bottom components to provide electrical grounding of each foot. Test criteria are 0 to 500,000 Ohms.	For any industry where static discharge may create a hazard of explosion.

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Reference to legal requirements under workplace safety and health legislation:

- Personal Protective Equipment: Manitoba Regulation 217/2006 Part 6.12 (1), (2), (3)

Additional workplace safety and health information available at: safemanitoba.com

Revised: September 2014
Last Reviewed/Revised: September 2008

STANDARDS INFORMATION

SHEET

CSA Standard Z195-02
Protective Footwear

Scope and Application:

This standard addresses two grades of toe impact protection; sole plate performance; metatarsal protection; electric-shock protection;sole flexation; conductivity; and chain saw protection for protective footwear. It also applies to static dissipative footwear with and without toe impact resistance. Electrical flash, flame protection, fire fighter, spiked climbers footwear and riot boots are not covered in this standard.

Definitions:

- **Conductive footwear** - a boot or shoe with a sole made from a conductive compound chemically bound to the bottom components, for permanent control to electrically ground the foot.
- **Electric shock resistant sole** – a sole and heel design and method of attachment to the footwear that at the point of manufacturing had electrical insulating properties.

Design Requirements include:

- protective toe caps to be incorporated into footwear during construction,
- protective soles to cover the maximum area of sole including the heel,
- metatarsal protectors to cover complete dorsum of foot and be an integral part of footwear,
- heel is to be higher than ball of foot,
- electric shock resistant footwear to have a sole and heel not penetrated by conductive material,
- chain saw protective footwear to have a steel toe cap no less than 1.6 mm in thickness, and
- static-dissipative footwear and conductive footwear shall meet test specific requirements.

Performance requirements are outlined for protective toe cap to withstand fracture at specified energy/velocity of a strike and protective sole to withstand a force of 1200 N, and 1.5 million flexes. In addition, toe cap, sole and metatarsal protection shall be corrosion resistant. Electric shock resistant footwear shall withstand a test potential of 18kV 60 Hz for 1 minute, with no discharge to the ground, and current leakage shall not exceed 1 mA according to test methods. Static-dissipative footwear shall be in the range of 1 million and 100 ohms in 5 seconds and conductive footwear in the range of 0 to 500,000 ohms in 5 seconds. Chainsaw footwear shall prevent a chainsaw from cutting all the way through the boot and through toe cap.

Testing details for manufacturers include that testing be carried out on new specimens selected at random, conditioned for temperature and humidity, for toe cap resistance the striker have mass of 22.7 kg falling in a guide tube on guide rails, impact energy be determined in joules (j) by $E=1/2mv2$, where m is the mass of the striker, v the velocity in meters/second. Test requirements are defined for sample preparation and test procedures and the plasticine cylinder measured to establish results. The protective sole is subjected to a sole pin penetration test; each pin is limited to 200 tests. Test equipment and procedures are also outlined for sole flexing, electric shock resistant footwear, static dissipative footwear, conductive footwear and chain saw footwear.

Footwear Categories relate to 6 applications:

- Grade 1 having sole and toe protection with an impact resistance of 125 joules
- Grade 2 having sole and toe protection with an impact resistance of 90 joules
- Electric shock resistant footwear
- Static-dissipative footwear
- Conductive footwear
- Chainsaw protective footwear.

(Over)

(cont'd)

Markings shall be permanently and conspicuously placed on at least one shoe or boot of the pair. The information shall include manufacturer's name, trade mark or trade name, certification agency's identification number and the month and year of manufacturing. The certifying agency is to be identified on the label itself.

A labeling system is established in the standard to easily identify the classes of footwear. The labels are shown and described in a chart for each class of footwear:

- green triangle for Grade 1
- yellow triangle for grade 2
- white rectangle and ohm symbol for shock resistant
- red rectangle for static-dissipative
- white rectangle with a tree symbol for chainsaw protective

In addition, a five-place alpha-numeric code shall be permanently in place inside the footwear to identify the protection class by number and letter:

- 1 or 2 (for grade 1 or 2)
- P or 0 (puncture resistant)
- M or 0 (metatarsal resistant)
- E, S or C (shock resistant, static-dissipative or conductive)
- X or 0 (chain saw) (for example 1 P M E X)

Slip resistance is addressed in appendix A. Design factors outlined for consideration when selecting slip-resistant soles include shape of sole, tread, shape of heel, softness and hardness of the sole. Work environment considerations include type of flooring, floor finish, dry wet surfaces, temperature of air and floor.

Charts and diagrams are included for tests requirements and procedures and for marking labels and foot parts.

This bulletin contains a summary of excerpts taken from the Standard, for general information purposes only. This bulletin is not reflective of the complete requirements that the Standard prescribes.

Note: *Manitoba Regulation M.R. 217/2006 Section 1.4 inconsistency:*
If there is an inconsistency between this regulation and a requirement contained in a publication, code or standard referenced in this regulation, the provisions in this regulation prevail.

STANDARDS INFORMATION

SHEET

CSA Standard Z94.3.1-02
Protective Eyewear: A User's Guide

Scope and Application:

This standard provides recommendations for proper selection of protective eyewear relative to the hazard or activity, including laser safety. It does not apply to dress eyewear even if it is identified as impact resistant. Impact resistance of safety eyewear shall meet the CAN/CSA-Z94.3 Industrial Eye and Face Protectors standard.

Manufacturer's of safety eyewear must ensure:

- CAN/CSA-Z94.3 standard for impact resistance is met,
- the lens is not pushed through the frame,
- the manufacturer's trademark, level of shade protection and certifying agency's logo is on the lens and frame or body,
- eyewear has side protection, and
- standard dimension requirements are met and eyewear is tested as a complete protector.

Properties and applications are outlined for various lens material (glass, polycarbonate and plastic), lens color (clear, tinted, photochromatic, polarized, filter lenses, specialty lenses) and lens coating (anti-scratch, anti-fog, anti-reflective, ultraviolet).

Laser protective eyewear is related to the type of laser and corresponding wavelength. Laser power determines the laser class (Class I, II, IIIa/ IIIb or IV laser) and optical density requirements for continuous wave laser. For pulsed laser energy pulse, duration and rep rate must be known. The standard outlines the eyewear requirements for the various classes of laser:

- Class I and II laser - safety eyewear is not required,
- Class III laser - safety eye wear should be worn,
- Class IV laser - safety eyewear must be worn for direct and scattered radiation.

Safety Eyewear Classes:

- Class 1 (A, B) – Spectacles – 1A side protectors, 1B side protectors and radiation protection
- Class 2 (A, B, C) - Goggles – 2A direct ventilated goggles, 2B non-ventilated goggles, 2C direct and non-ventilated with radiation protection
- Class 3 - Welding Helmets
- Class 4 - Welding Hand Shields
- Class 5 (A, B, C, D) - Non-Rigid Helmets (hoods) – 5A impact resistant window, 5B dust, splash, abrasive material protection, 5C radiation protection, 5D high heat applications
- Class 6 (A, B, C) - Face Shields – 6A impact and splash protection, 6B radiation protection, 6C high-heat application
- Class 7 (A, B, C, D) - Respirator Facepieces – 7A impact and splash protection, 7B radiation protection, 7C loose-fitting hoods and helmets, 7D loose-fitting with radiation protection.

Contact lenses are not recommended (referenced from CAN/CSA – Z 94.3 Industrial Eye and Face Protectors) in an industrial setting for hazardous work. If contact lenses are worn, eye protection is required.

Selection Guide recommends protectors based on the nature of the hazard and /or activity. In order to ensure eye protection, potential hazards must be identified and the appropriate type of eyewear selected, maintained and worn.

Proper fit is a firm but not too tight fit, as close to the eye as possible without hitting the lashes and should never interfere with body movement. Safety eyewear is not to be shared with others.

Care and Maintenance involves daily checks, cleaning, replacing or repairing pits or scratched parts, labeling with the user's name, never altering or modifying and storage.

This bulletin contains a summary of excerpts taken from the Standard, for general information only. This bulletin is not reflective of the complete requirements that the Standard prescribes.

Note: *Manitoba Regulation M.R. 217/2006 Section 1.4 inconsistency:*
If there is an inconsistency between this regulation and a requirement contained in a publication, code or standard referenced in this regulation, the provisions in this regulation prevail.

SAFE WORK

SAFE: SPOT THE HAZARD / ASSESS THE RISK / FIND A SAFER WAY / EVERYDAY

No. 154
April 2009

Eye and Face Protection

Potential hazard:

Workers exposed to hazards such as flying objects and particles, splashing liquids, molten metal, and various types of radiation may be at risk of serious face or eye injuries.

How to control the hazard:

Eye and face injuries can be prevented by:

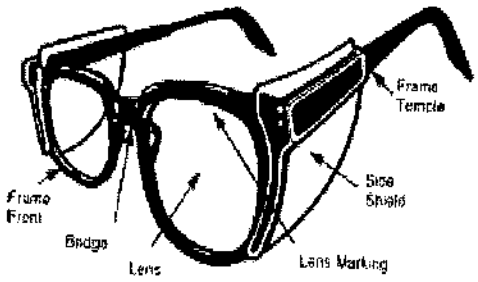
- Eliminating or controlling the hazard at its source through the use of **engineering controls**
- Using approved **personal protective equipment** (PPE)

Using these control methods together provides maximum worker protection.

Engineering Controls:

Employers must first try to eliminate or control the hazard at its source with engineering controls. For example, placing protective housing around laser sources to prevent laser beams from reaching workers' eyes.

Personal protective equipment (PPE):



When a hazard to the eyes or face cannot be eliminated by the use of engineering controls, suitable PPE must be worn according to the type of work being done (see table on pg 3).

What you need to know:

- The chosen eye or face protector must meet the requirements of the Canadian Standards Association standards CSA - Z94.3 "Eye and Face Protectors" and CSA-Z94.3.1 "Protective Eyewear: A User's Guide".
- Prescription glasses with glass lenses do **not** meet the impact requirements under CSA-Z94.3.1.
- Eyewear with prescription lenses other than glass must:
  - have lenses with a minimum thickness of 3.0 mm (1/8"), unless they are manufactured to meet the requirements of the standard.
  - have lenses that meet the size requirements specified in the standard
  - be equipped with permanently attached or removable side shields.
- Approved eye protection must be worn over prescription glasses that do not meet the above requirements.
- Contact lenses are **not** a substitute for proper eye and face protection.
- Eye and face protectors must be available in a range of eye, bridge and temple sizes to meet the needs of individual workers.
- Employers must provide approved emergency eyewash facilities at any workplace where there is a risk of eye injury from exposure to hazardous chemical substances (See Safe Work Bulletin #104).

- **Reference to legal requirements under workplace safety and health legislation:**
  - Personal Protective Equipment: Manitoba Regulation 217/2006 Part 6
- **Additional workplace safety and health information available at: www.safemanitoba.com**
  - SAFE Work Bulletin #104: Emergency Eyewash Equipment
  - CSA Standard Z94.3, *Eye and Face Protectors*
  - CSA Standard Z94.3.1, *Protective Eyewear: A User's Guide*

(See over)

Workplace Safety and Health Division Contact Information:

Winnipeg: (204) 945-3446
Toll-Free: 1-866-888-8186 (Manitoba only)
24-Hour Emergency Line: (204) 945-0581

Publications/resources available at: www.safemanitoba.com

Manitoba

CLASSIFICATION OF HAZARDS AND RECOMMENDED PROTECTORS

Hazard groups	Nature of hazard	Hazardous activities involving but not limited to	Spectacles Class 1		Goggles Class 2			Welding helmet Class 3	Welding hand shield Class 4	Face shields Class 6			Non-rigid hoods Class 5			
			A	B	A	B	C			A	B	C	A	B	C	D
A	Flying objects	Chipping, scaling, stonework, drilling; grinding, buffing, polishing, etc; hammer mills, crushing; heavy sawing, planing; wire and strip handling; hammering, unpacking, nailing; punch press, lathe work, etc	X		X	X				X			X	X		
B	Flying particles, dust, wind, etc	Woodworking, sanding; light metal working and machining; exposure to dust and wind; resistance welding (no radiation exposure); sand, cement, aggregate handling; painting; concrete work, plastering, material batching and mixing	X		X	X				X			X	X		
C	Heat, sparks, and splash from molten materials	Babbiting, casting, pouring molten metal; brazing, soldering; spot welding, stud welding; hot dipping operations		X			X				X	X			X	X
D	Acid splash; chemical burns	Acid and alkali handling; degreasing, pickling and plating operations; glass breakage; chemical spray; liquid bitumen handling				X				X				X		
E	Abrasive blasting materials	Sand blasting; shot blasting; shotcreting				X				X				X		
F	Glare, stray light (where reduction of visible radiation is required)	Reflection, bright sun and lights; reflected welding flash; photographic copying	X		X	X				X			X	X		
G	Injurious optical radiation (where moderate reduction of optical radiation is required)	Torch cutting, welding, brazing, furnace work; metal pouring, spot welding, photographic copying		X			X				X				X	
H	Injurious optical radiation (where large reduction of optical radiation is required)	Electric arc welding; heavy gas cutting; plasma spraying and cutting; inert gas shielded arc welding; atomic hydrogen welding														

Chart based on Canadian Standards Institute Z94.3.1 Industrial Eye and Face Protectors, Appendix A.
This table cannot encompass all of the various hazards that may be encountered. In each particular situation, thorough consideration should be given to the severity of all the hazards in selecting the appropriate protector or combination of protectors..

Note: Highlighted areas are recommendations for protectors. Class 1 and Class 2 protectors shall be used in conjunction with recommendations for Classes 3, 4, 5, and 6 protectors. The possibility of multiple and simultaneous exposures to a variety of hazards shall be considered in assessing the needed protection. Adequate protection against the highest level of each of the hazards should be provided. [This table cannot encompass all the various hazards that may be encountered. In each particular situation, thorough consideration should be given to the severity of all the hazards when selecting the appropriate protector or combination of protectors.] The practice of wearing protective spectacles (Class 1 B) with filter lenses under welding helmets or hand shields is strongly recommended, to ensure impact and flash protection to the wearer when the helmet or lift front is raised or the shield is not in use. Protectors that meet the requirements for ignition and flame resistance are not intended to provide protection in environments that expose the user to open flame or high-energy arcs.

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA

www.constructionsafety.ca

Eye Protection

List eye hazards on site

_____

_____

_____

_____

_____

_____

_____

Identify

In construction we do too many jobs without protecting our eyes. Just think of the eye hazards in our work:

- flying dust and grit
- welding arcs
- sparks and slag from welding and cutting
- abrasives from sandblasting
- chemical splash
- pipe and wire sticking out of walls
- ties and wire hanging from ceilings
- sun and wind.

We've all had dust and dirt in our eyes. Some of us have been hit in the eye by chips of wood, concrete, and stone.

A little bigger, a little faster—these particles could leave us with limited sight or none at all.

Communicate & Control

You've only got one pair of eyes. Make them last a lifetime.

Wearing the right protection can prevent most eye injuries.

Basic protection is safety glasses with sideshields. Look for the CSA logo on the frames, whether the glasses are prescription or non-prescription. For welding, eye protection must also be marked with the shade number.

- Don't wear contact lenses on site. Dust and other particles can get under the lens. If you must wear contact lenses for medical reasons, wear appropriate eye protection as well.

- Keep your safety glasses on when you wear other protection such as a welding helmet or faceshield. Why? Because when you lift up the visor or shield you may still be exposed to flying chips, dust, or other hazards.

- Eye protection must be matched to the hazard. Goggles that protect you from dust may not protect you from splash or radiation.

- Eyewear should fit snugly.

- Clean dirty lenses with water or a lens-cleaning solution to float the dirt away instead of scratching it into the lenses.

- Get your eyes checked every couple of years to make sure that problems haven't developed or gotten worse.

Lead by Example

Take a look at eye protection used by your crew. Point out any cracked or broken frames and scratched or pitted lenses that should be replaced.

Review the company policy on providing and replacing eyewear.

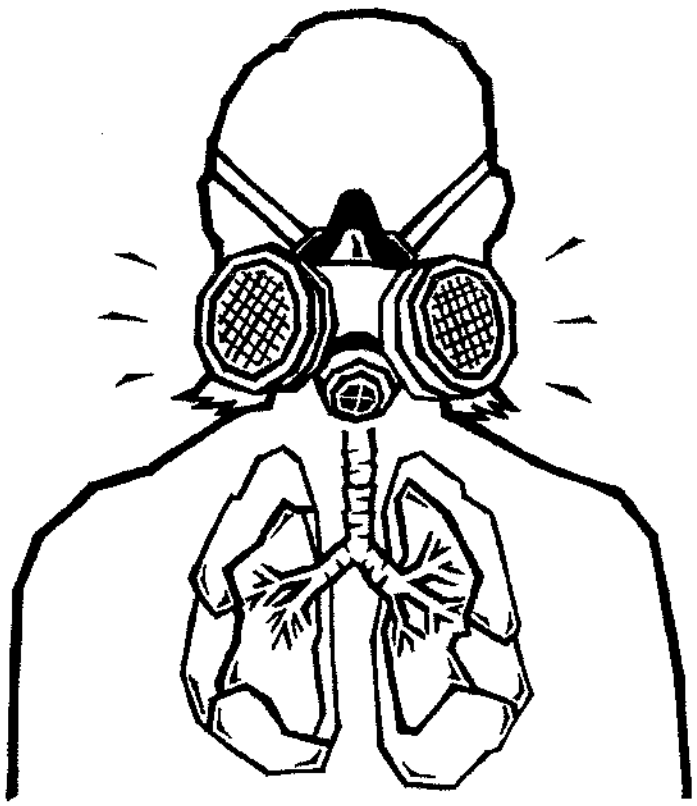
Review any special requirements for welding helmets, sandblasting hoods, faceshields, etc.

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA

CONSTRUCTION SAFETY EDUCATION PROGRAM

#22

RESPIRATORY PROTECTION



This education program provides a guideline for proper use of respiratory protection. It is intended to give contractors and workers practical information relating to the use of respirators.

This education program contains general information. For specific regulatory requirements, please consult the appropriate Workplace Safety Health Act & Regulation concerning safe use of respiratory protection or the Workplace Safety and Health Act, and the Canadian Safety Association Standards (CSA).

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PROPER RESPIRATORY PROTECTION IS ONE OF THE FUNDAMENTAL REQUIREMENTS WHEN DEALING WITH HAZARDOUS CHEMICALS.

IT'S THE LAW!

WORKPLACE SAFETY HEALTH ACT & REGULATION 6.15(1) (2)

6.15(1) An employer must ensure that respiratory protective equipment provided to a worker is:

(a) appropriate for the risk to which the worker is or may be exposed, as determined by the employer;

(b) selected, used and maintained in accordance with CAN/CSA-Z94.4-02, *Selection, Use, and Care of Respirators*;

(c) of proper size, and that it makes an effective seal to the facial skin of the worker where a tight fit is essential to its proper functioning;

6.15(2) An employer must ensure that a worker using the respiratory protective equipment:

(a) is adequately trained by a competent person in the proper fit, testing, maintenance, use and cleaning of the equipment and in its limitations;

(b) is able to test, maintain and clean the equipment;

(c) is able to use the equipment safely; and

(d) inspects and tests the equipment before each use.

WHAT DOES THIS MEAN TO YOU?

EMPLOYERS MUST:
* Identify any hazard(s) in the workplace
* Tell those who may be affected by the hazard(s) present
* Do something to eliminate, control, or reduce the risk
  I.e. provide training and issue personal protective equipment

WORKERS HAVE:
* The right to refuse dangerous work
* The right to know about the hazards of the job
* The right to participate in their own health & safety training
* The responsibility to wear and take care of personal protective equipment issued by their employer

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RESPIRATORY PROTECTION

There are TWO basic types of respiratory protective devices.
They each have UNIQUE applications:

- those that PURIFY air already present – to be used if you KNOW that the hazard present can be safely filtered (refer to MSDS).

- those that SUPPLY breathing air – to be used when you DON'T know the hazard present OR when filter cartridges cannot reduce the hazard to a safe level.

AIR PURIFYING RESPIRATORS:

Classifications:

- Particulate removing filters
- Gas and vapor removing cartridges
- Combination particulate and gas/vapor removing respirator

*** NOTE: The filter chosen is SPECIFIC to the hazard(s) present.
REFER TO MSDS WHEN CHOOSING FILTER CARTRIDGES.
Filter cartridges are to be REPLACED daily, or sooner, if they are no longer effectively controlling the hazard.

SUPPLIED AIR RESPIRATORS:

SCBA (Self Contained Breathing Apparatus)
(I.e. Scott Air Pak)
Combination supplied air / air purifying respirator
Combination supplied air / SCBA respirator
Emergency Escape Respirators



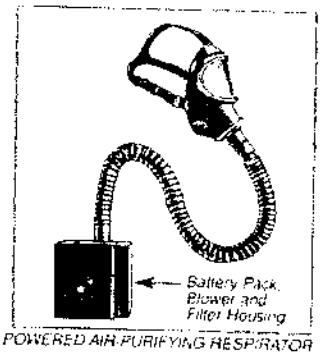
Types of respirators:

- Disposable dust respirator
- Mouth-bit respirator
- Quarter mask respirator
- Half mask respirator
- Full face respirator

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RESPIRATOR SELECTION CRITERIA

* Air Contaminants Present
* Concentration of Contaminants Present
* Environmental Factors
* Compare Respirator Features with Needs
* Worker Consideration



POWERED AIR-PURIFYING RESPIRATOR

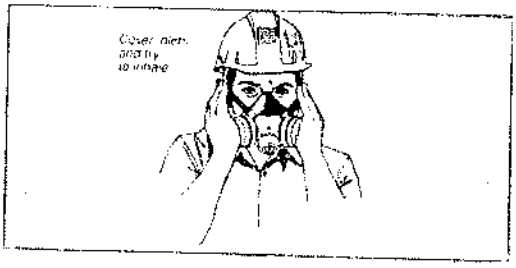
CLEANING / MAINTENANCE / STORAGE

- Must be dismantled and disinfected
- Degradation of respirator must be prevented
- Regular inspections
- Stored in an uncontaminated, cool, dry environment

FIT TESTING

A proper fit is critical in order for the respirator to protect the wearer.

The seal of the respirator MUST be checked EACH time respiratory equipment is used and BEFORE entry into a hazardous atmosphere.


NEGATIVE PRESSURE FIT TEST


POSITIVE PRESSURE FIT TEST

THREE METHODS OF CHECKING THE FACEPIECE SEAL:

1) Irritant or Odorous Test Agent

The respirator wearer is subjected to a non-toxic irritant or odorous agent. If the wearer is not able to detect penetration of the test agent, then the seal on the respirator is satisfactory. NOTE: The respirator should be equipped with cartridges that are appropriate for the test agent used.

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Each time an individual dons a particulate (dust mask) or elastromeric (half or full face respirator) he or she must do their own fit check to determine that the respirator is working properly. The steps below outline positive and negative pressure fit checks for various respirators.

Positive Pressure Fit Check
Elastomeric Respirators
(half and full mask)

Place the palm of your hand over the exhalation valve cover and exhale gently.

If the facepiece bulges slightly and no air leaks are detected between your face and the facepiece, a proper fit has been obtained.

If air leakage is detected, reposition the respirator on your face and/or readjust the tension of the elastic straps to eliminate leakage.

Repeat all of the above steps.

Never enter a contaminated area if you cannot fit check your respirator.

Negative Pressure Fit Check
Elastomeric Respirators
(half and full mask)

Place the palm of your hand over the open area of the cartridges.

Inhale gently.

If the face piece collapses slightly, a proper fit has been obtained.

If air leakage is detected, reposition the respirator on your face and/or readjust the tension of the elastic straps.

Repeat all of the above steps.

Never enter a contaminated area if you cannot fit check your respirator.

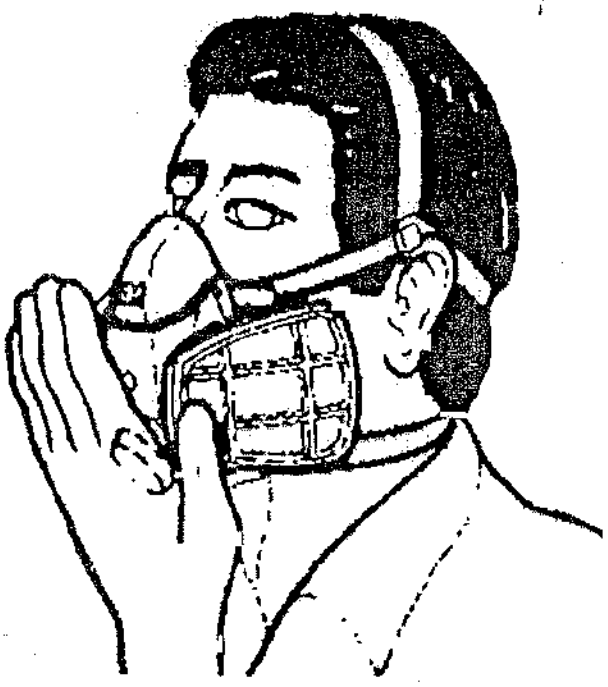


Image taken from 3M training manual

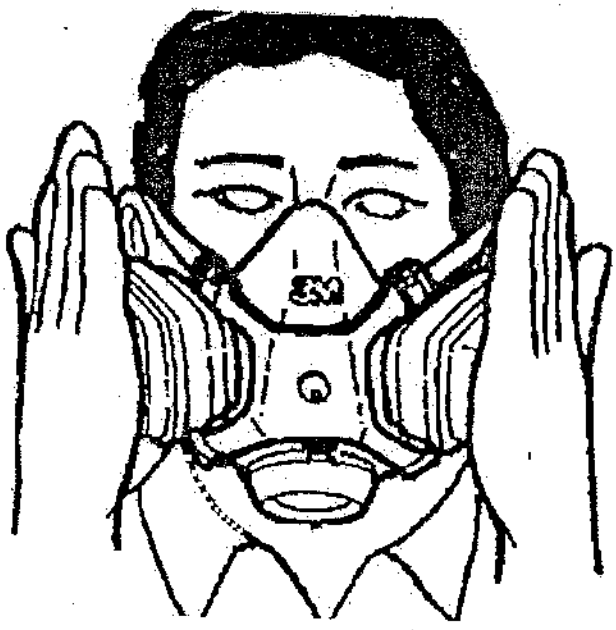


Image taken from 3M training manual

CLEANING A RESPIRATOR

When cleaning any type of respirator, follow the manufacturer's recommendations.

General cleaning procedures include the following steps:

- Remove all component parts. This includes filters, cartridges and canisters. Disassemble face pieces, valve assemblies or hoses as required.
- Wash components in 50°C/121°F water with a mild detergent.
- If the detergent used does not contain a sanitizing agent, it is recommended that the respirator be immersed for two minutes in one of the following:

  Hypochlorite solution (50 ppm chloride) or 1ml of bleach per litre of water.
  Aqueous iodine solution (50 ppm iodine) or 0.8 tinture of iodine per litre of water.

- Rinse components thoroughly in clean, warm, running water. Drain.
  Thoroughly rinsing the components is a necessity. Detergents that dry on face pieces can cause dermatitis or may cause the deterioration or the rubber or corrosion of any metal parts.
- Components of the respirator should be hand dried with a clean, lint free cloth or air dried.
- Reassemble the respirator, visually inspecting each piece. Replace filters, cartridges and canisters as required.
- Test the respirator to ensure that all components are working properly.

Do not use any solvents, alcohols or products that contain lanolin when cleaning a respirator.

INSPECTION

All respirators need to be inspected before and after each use.

Emergency use respirators should be inspected after each use and at least monthly.

An inspection includes:

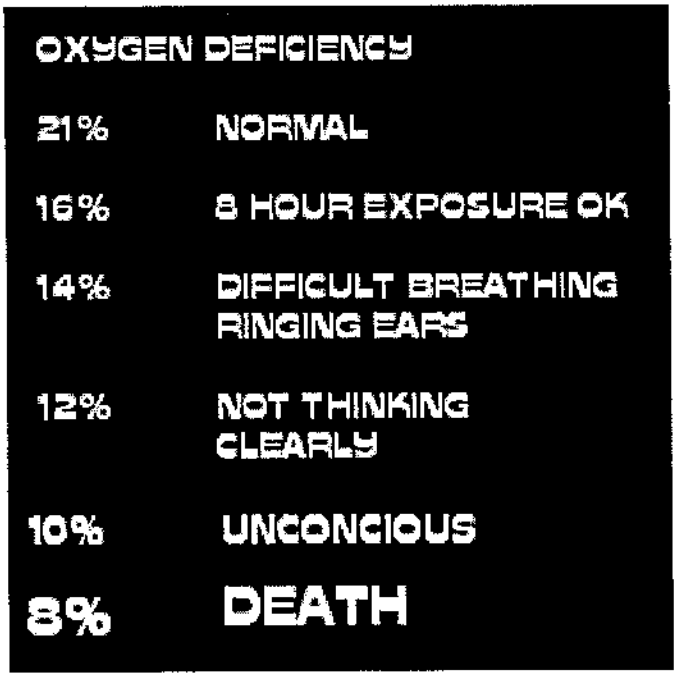
- Checking respirator function.
- Confirming the tightness of connections.
- Checking the condition of various component parts including the face piece, head straps, valves, connecting tube, cartridges, canisters or filters. For SCBA this would include checking the regulator and warning devices.
- Replace all cracked or warped parts with original parts. Repairs to respirators should done by trained individuals.
- Maintain records of dates and findings for personal and emergency use respirators

Defective respirators should be immediately taken out of service and supervisors should be notified.

STORAGE

Respirators must be stored properly to protect against damage or contamination. Respirators should be stored away from dust, sunlight, extreme temperatures, excessive moisture, vermin and damaging chemicals. It must be stored in a manner that prevents deformation.

RMSG Offices recommend storing respirators flat in a ziploc bag, clearly labeled with an individual's name.



Flammable materials like clothing and hair will burn very rapidly in an oxygen-enriched atmosphere. Unattended or leaking oxygen lines or cylinders can increase the oxygen concentration to unsafe levels and should be recognized as hazards. The following chart shows the effects of various oxygen concentrations on humans.

Carbon Monoxide

Carbon monoxide is a toxic, colorless, odorless, combustible gas that is slightly heavier than air, and it will migrate to a lower level. A by-product of combustion, it can be found in almost every industry. Carbon monoxide inters our bloodstream through the lungs. It has an extreme affinity for the hemoglobin in our bloodstream of about 200-300 times that of oxygen. As a result, carbon monoxide quickly replaces oxygen in our bloodstream and causes asphyxiation. In high concentrations of carbon monoxide, a worker may collapse with little or no warning and thus be unable to aid himself.

Carbon monoxide (CO) is found around petroleum fuelled heaters and internal combustion engines. It has no odor.

Workers must not be overexposed to carbon monoxide gas caused by running mobile equipment in enclosed and poorly ventilated areas. Such areas must be provided with ventilation systems capable of maintaining carbon monoxide levels at or below the permissible concentrations.

Petroleum fuelled burners are frequently used to heat construction sites. Special attention must be given to provide adequate air for combustion and ventilation to remove the carbon monoxide.

Potential Effects of Carbon Monoxide Exposures		
PPM*	**Effects and Symptoms**	**Time**
25	Permissible exposure level	8 hours
200	Slight headache, discomfort	3 hours
400	Headache, discomfort	2 hours
600	Headache, discomfort	1 hour
1000-2000	Confusion, headache, nausea	2 hours
1000-2000	Tendency to stagger	1 ½ hours
1000-2000	Slight Palpitation of the heart	30 minutes
2000-2500	Unconsciousness	30 minutes
4000	Fatal	Less than 1 hour
These values are approximate and vary as to the individual's state of health and his physical activity.		

Carbon monoxide cannot be filtered out of the air breathed using simple air purifying respirators fitted with a chemical absorbing cartridge. Proper full facepiece and canister type respirators must be made available to and used by workers, where required.

Hydrogen Sulfide

Hydrogen sulfide is a toxic, colourless, combustible gas that is heavier than air. It is formed by the decomposition of organic plant and animal life by bacteria. Hydrogen sulfide poisons a person by building up in the blood stream. This toxic gas paralyses the nerve centres in the brain which control breathing. As a result, the lungs are unable to function and the individual is asphyxiated.

With properties like this there is no question why the allowable exposure level is a low 10 P.P.M. for eight hours. Hydrogen sulfide can be found in oil and gas refining and production, sewers, pulp mills and a variety of industrial processes. Hydrogen sulfide is easily detected by a strong "rotten egg" odour in low concentrations. However, relying on this odour to warn of the presence of hydrogen sulfide can be very dangerous in certain conditions. High concentrations can rapidly paralyse the sense of smell. Even low concentrations desensitize the olfactory nerves, after prolonged exposure, to the point that an individual may fail to smell the presence of the gas even if the concentration suddenly increases.

HYDROGEN SULFIDE GAS

PPM		
30	STRONG ODOUR OF	ROTTEN EGGS
100	LOSS OF SMELL IN 2-15 MIN.	
200	COUGHING, RED EYES	
300	RAPID LOSS OF SMELL	
600	UNCONSCIOUS IN 30 MINUTES	
800	RAPID UNCONSCIOUSNESS	
1000	INSTANT UNCONSCIOUSNESS	
2000	DEATH IN A FEW MINUTES	

With a combined hazard base with those three listed, there is no wonder that combined space work presents some problems. Just an oxygen level of 12% will deprive a worker of the ability to make decisions. If that person had to take two steps to safety, to fresh air, they will probably not take those two steps; another fatality, another inquest, another family without a loved one.

As of yet we have not considered the last of the required tests by the Act.

Explosive Mixtures

Explosive mixtures can be generated by a large number of sources, for example:

1. Methane Gas being generated by decomposing organic matter.
2. Toxic, explosive fumes being generated by industrial processes.
3. Flammable products finding their way into the sewer system from leaking underground storage tanks.
4. Chemical spills.

The reason for testing is obvious.

The test equipment must **NOT** be calibrated to alarm at a level above 10% L.E.L. (lower explosive limit). This L.E.L. is the lowest level of fumes that will support combustion.

You may notice that the other three elements have an "allowable exposure limit". This is not the case with explosive atmospheres—there is no allowable exposure limit for a potential explosion.

This hazard must be cleared before any attempt at confined entry is tried. Common methods are to flush with water, ventilate with fresh air and above all try to determine the source of the contaminate. Do not smoke—restrict access—warn workers and general public in the vicinity. If there is no change in the test values, call the Fire Department.. **DO NOT ENTER.**

SUMMARY

STANDARDS INFORMATION

SHEET

CSA Standard Z94.4-02
Selection, Use and Care of Respirators

Scope and Application:

This standard specifies requirements for the proper selection, use and care of respirators. The purpose is to protect respirator users from a known or potential respiratory hazard in their working environment. The standard also outlines the components for an effective respiratory protection program. This standard does not address the selection of respirators for use against infectious agents or nuclear biological chemical agents. .

Definitions:

- **Air-purifying respirator** - a respirator with an air-purifying element (i.e. filter, canister, cartridge), which removes specific air contaminants by passing ambient air through the element
- **Atmosphere-supplying respirator** - a respirator which supplies the respirator user with gas/breathing air from an independent source of the ambient atmosphere
- **Fit test** - the use of a quantitative or qualitative method to evaluate the fit of a particular model, make and size of respirator on an individual.
- **Qualitative fit test (QLFT)** - a pass/fail test method that relies on the individual's *sensory response* to detect a challenge agent to assess the respirator fit
- **Quantitative fit test (QNFT)** - a test method that uses an instrument to assess the *amount of leakage* into the respirator to assess respirator fit
- **Seal test** – a positive and negative pressure seal check used to determine if the respirator is properly seated to the face of the user.
- **Respiratory protection** - provided to protect the user from inhaling a hazardous contaminant, when:
  - administrative or engineering control measures are not adequate or practicable
  - while control measures are being implemented
  - during a shutdown for repair, maintenance or emergency

Respiratory Protection Program must be in written form and be prepared by the employer. The program shall include:

- Roles and responsibilities of individuals administering the program
- Hazard assessment
- Selection of appropriate respirator
- Respirator fit testing
- Training
- Use of respirators
- Inspection, maintenance, cleaning and storage of respirators
- Health surveillance of respirator users
- Program evaluation
- Record keeping

Selection of Respirators is based on:

- a systematic review of the hazards
- an understanding of the current regulatory standards/guidelines
- manufacturer's information on the types of respirators and the limitations to ensure that the appropriate respirator is selected.

Hazard assessment identifies:

- the contaminants present in the workplace
- warning properties, concentration and physical state
- appropriate occupational exposure limit(s)
- routes of entry into the body
- if the atmosphere is oxygen-deficient
- if a particulate hazard is present

(Over)

(cont'd)

- the potential for any oil to become airborne
- if conditions are immediately dangerous to life or health
- if skin or eye absorption occurs
- any irritation characteristics

Accepted Respirators:

1. *atmosphere supplied respirators* – supplied-air; self contained breathing apparatus; combination of supplied air and auxiliary self contained air supply
2. *air-purifying respirators* – non powered/powered respirators; gas masks
3. *special use respirators* – supplied air suits; escape only respirators.

A qualified person establishes a change-out schedule for the replacement of air-purifying elements of respirators. Change-out may include good warning properties, breathing resistance and maximum use time.

Respirator Fit-Testing:

- quantitative or qualitative test
- seal test is *not* a substitute for quantitative or qualitative fit test
- used to select the appropriate size and model of respirator
- done after a health surveillance evaluation and prior to initial use
- repeated:
    1. at least every 2 years,
    2. when there is change in the respirator face piece, or
    3. when a user's physical condition changes which may affect the fit of the respirator.
- the fit test is done only if the user is clean shaven where the face piece seals to the skin

Cleaning and Sanitizing shall be done according to the manufacturer's instructions. Disposable respirators are disposed of after use as directed by the manufacturer's instructions.

Limitations are those restrictions, warnings, cautions and prohibitions imposed by the manufacturers, certification and testing agencies, regulatory authorities and the employer on the care, use and maintenance of the respirator.

This bulletin contains a summary of excerpts taken from the Standard, for general information purposes only. This bulletin is not reflective of the complete requirements that the Standard prescribes.

Note: *Manitoba Regulation M.R. 217/2006 Section 1.4 inconsistency:*
If there is an inconsistency between this regulation and a requirement contained in a publication, code or standard referenced in this regulation, the provisions in this regulation prevail.

SAFE WORK MANITOBA

No. 189

Protective Gloves

Hand protection is designed to protect the hands against a wide variety of hazards in the workplace.

To ensure that the appropriate hand protection is selected and used, both employers and workers must assess the type and severity of all hazards in their work environment.

Workers must be provided with and use suitable hand protection when engaged in work which may constitute a hazard to the hands.

GUIDE TO SELECTION OF SKIN PROTECTION

HAZARD	DEGREE OF HAZARD	PROTECTIVE MATERIAL
Abrasion	Severe Less severe	- Reinforced heavy rubber, staple reinforced heavy leather - - Rubber, plastic, leather, polyester, nylon, cotton
Sharp edges	Severe Less severe Mild with delicate Work	- Metal mesh, staple-reinforced heavy leather, Kevlar-steel mesh - Leather, terry cloth (Aramid fiber) - Lightweight leather, polyester, nylon, cotton
Chemicals and Fluids	Risk varies according to the chemical, its concentration, & time of contact among other factors. Refer to the manufacturer or product MSDS.	**Dependant on chemical.** Examples include natural rubber, neoprene, nitrile rubber, PTFE (polytetrafluoroethylene), Teflon, Viton, polyvinyl chloride, polyvinyl alcohol Saranex, 4H, Barricade, Chemrel, Responder.
Cold		Leather, insulated plastic or rubber, wool, cotton
Electricity		Rubber-insulating gloves tested to appropriate voltage with leather outer-glove (CSA Z259.4).
Heat	High temperatures (over 350 degrees C) Medium High (up to 350 degrees C) Warm (up to 200 degrees C) Less warm (up to 100 degrees C)	- Asbestos, Zetex - Nomex, Kevlar, neoprene-coated asbestos, heat resistant leather with linings - Nomex, Kevlar, heat resistant leather, terry cloth (Aramid fiber) - Chrome-tanned leather, terry cloth
General Duty		Cotton, terry cloth, leather
Product Contamination		Thin-film plastic, lightweight leather, cotton, polyester, nylon
Radiation		Lead-lined rubber, plastic or leather

(see next page)

SAFE Work Manitoba contact information:
Winnipeg: 204-957-SAFE (7233)
Toll-Free: 1-855-957-SAFE (7233)
Publications and resources available at: safemanitoba.com

SAFE WORK MANITOBA

The accompanying guide to the selection of skin protection is based on the Canadian Centre for Occupational Health and Safety (CCOHS).

Factors to remember about skin and hand protection

Since there are many hazards, hand protection can be provided in a variety of ways: finger guards, cots and thimbles, hand pads, mitts, and gloves.

- Choose hand protection that adequately protects from the hazard(s) of a specific job and adequately meets the specific tasks involved in the job (such as flexibility or dexterity).
- Follow the manufacturer's instructions for care, decontamination, and maintenance of gloves.
- Be aware that some materials may cause reactions in some workers such as allergies to latex. Offer alternatives where possible.
- Ensure the gloves fit properly.
- Ensure all exposed skin is covered by gloves. Gloves should be long enough so that there is no gap between the glove and sleeve.
- Do not wear gloves with metal parts near electrical equipment.
- Do not wear gloves that may come into contact with a moving part of a machine i.e.: table or band saw.
- Do not use worn or torn gloves.
- Clean gloves as instructed by the supplier.
- Inspect and test gloves for defects before using.
- Test all rubber or synthetic gloves for leaks by inflating them.

Reference to legal requirements under workplace safety and health legislation:

- Personal Protective Equipment: Manitoba Regulation 217/2006 Part 6

Additional workplace safety and health information available at: safemanitoba.com

Revised: September 2014
Last Reviewed/Revised: December 2008

BODY PPE

- Needed when work presents a potential for contamination or injury to other parts of the body such as legs, arms, back, chest.
- Examples of hazards:
- Heat
- Splashes
- Hot/cold metals and liquids
- Impacts
- Sharp objects
- Chemicals
- Electrical work
- Radiation

TYPES OF BODY PROTECTION

- Lab coats
- Aprons
- Chemical resistant sleeves
- Tyvek suits
- Coveralls

FACE PPE

- Needed when work presents the potential of causing facial injury from physical, chemical, or radiation agents.
- Examples of hazards:
- Contents under pressure
- Splash hazard
- Flying objects/particles
- Electrical work

TYPES OF FACE PROTECTION

- Face shield

DONNING FACE PPE

- Safety goggles or goggles must always be worn under a face shield.
- Once goggles are in place, position face shield over face and secure on brow with headband.
- Adjust to fit comfortably.

MAINTENANCE

PROGRAM POLICY

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

TELEPHONE (204) 233-7456
FAX (204) 237-4789
EMAIL airmove@shaw.ca

Maintenance Program Policy

All tools, equipment and vehicles shall be properly maintained so as to reduce risk of injuries to employees or damage to property.

Supervisor shall ensure that all preventative maintenance is carried out by qualified personnel, according to established schedules and that records are maintained.

All employees shall regularly check all tools and equipment that they are working with and shall take out of service any tools or equipment that poses a hazard due to a need for repair by attaching a "Defective Equipment Tag" identifying the defect. All necessary repairs are to be conducted by a qualified person.

To accomplish our maintenance program goals, an inventory of all equipment and vehicles will be kept and updated. The results of any repairs or pre job inspections will be documented on the "Vehicle Inspection Checklist" or "Defective Tool Tag" program form.

The supervisor shall be responsible for the application of the maintenance program in his/her area of responsibility.

EQUIPMENT MAINTENANCE SCHEDULE:

- Vehicles – 5000 km or as manufacturers specifications.
- Fall Protection equipment – annually
- Hard Hats – quarterly
- All other PPE or Equipment – pre use

*The safety information in this policy does not take precedence over The Workplace Safety and Health Act or Regulations. All employees should be familiar with The Workplace Safety and Health Act.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised: September 27, 2019

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SAFE JOB PROCEDURE
DEFECTIVE TOOLS

Any tool found to be defective must be immediately tagged with a **Defective Equipment Tag** and locked up to eliminate further use.

These tags are stored in lunchroom on wall where miscellaneous test sheets are kept.

Workers are required to have tags readily available should a tool become defective while on a jobsite.

Notify the Manager to arrange for repair or replacement and disposal.

Written by: Tony Mohammed

Approved by T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 13 2025
Date Revised: April 5, 2019

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DEFECTIVE TOOL FORM

DATE REPORTED: _____

DEFECTIVE TOOL TAGGED AND REPORTED TO MANAGEMENT

NAME OF WHO REPORTED TO: _____

TOOL: _____

REASON TOOL DEFECTIVE: _____

_____

_____

TECHNICIAN NAME: _____

SIGNATURE: _____

TO BE FILLED OUT BY OFFICE

IS THE TOOL REPAIRABLE: _____

IF SO, BY WHO or WHAT COMPANY THAT IS DOING REPAIRS:

_____

IF NOT, DESTORIED DATE: _____

COMMENTS:

MANAGEMENT SIGNATURE: _____

DANGER

DEFECTIVE EQUIPMENT
DO NOT USE

SIGNED BY:_____

DATE:_____

DANGER

DEFECTIVE EQUIPMENT
DO NOT USE

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

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VEHICLE MAINTENANCE PROCEDURE

Weekly

Check tire pressure

- See inside of drivers door for proper tire pressure
- Place tire gauge over valve stem until you hear air.
- Read tire gauge.
- If tire pressure is low add air using proper air tank or compressor.

Check oil level

- Open hood of vehicle
- Pull out oil dipstick
- Check level of oil on dipstick.
- If level is low, add manufacturers recommended oil to engine.

Check fluids (transmission, coolant, brake)

- Transmission – open hood of vehicle.
- Pull out transmission fluid dipstick.
- Check level of fluid on dipstick.
- If level is low, add manufacturers recommended fluid to transmission using a funnel.

Check that all lights are working and replace broken or burned out bulbs.

- turn ignitions to on position
- turn headlights on
  - get out of vehicle
  - walk around vehicle
  - if any of the lights are not working, replace bulb(s)
- turn left turn signal on
  - get out of vehicle
  - walk around vehicle, checking to see if left turn signal is working
  - If any lights are not working, replace bulb(s)
- turn right signal on
  - get out of vehicle
  - walk around vehicle, checking to see if right turn signal is working.
  - if any if the lights are not working, replace bulb(s)
- to check brake lights, get a person to help you
  - place foot on brake pedal
  - ask person that is helping to walk around vehicle, and check to see if lights are working.
  - if any of the lights are not working, replace bulb(s)

Monthly

- Check for cracked or split spark plug wires, cracked radiator hoses or loose clamps & corrosion around battery terminals.
- Check windshield wipers
- Check seatbelts
- Check for problems with brakes
  - on straight, flat traffic free stretch of road rest hand lightly on steering wheel and apply brakes gradually. If vehicle swerves, brakes may need adjustment.
- Check wheel alignment
  - on straight, flat traffic free stretch of road rest hand lightly on steering wheel and drive at an even speed. If vehicle pulls to one side, vehicle may need a wheel alignment.

Every 5,000 kms- Vehicle needs to have oil changed with oil that is Recommended by manufacturer.

Annually	- Check air filters
10,000 kms	- Rotate tires
160,000 kms	- spark plugs should be changed
160,000 kms	- spark plug wires should be changed

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised: September 25, 2019

Month: License Plate #

Inspector: Vehicle Make/Model:

WEEKLY VEHICLE INSPECTION CHECKLIST

General Information	Week 1		Week 2		Week 3		Week 4		Week 5	
Date of Inspection										
Odometer Reading										
Insurance Documents										
Safety Items	Good	Poor	Good	Poor	Good	Poor	Good	Poor	Good	Poor
Fire Extinguisher										
Safety Manual										
First Aid Kit										
Headware										
Harness										
Lanyard										
Shovel (winter time)										
Vehicle Safety	Good	Poor	Good	Poor	Good	Poor	Good	Poor	Good	Poor
Tire Condition										
Front Windsheild										
Side Windows										
Ladder Secure										
Mirrors										
Tailights										
Windshield Wipers										
Seat Belts										
Vehicle Condition	Clean	Unclean	Clean	Unclean	Clean	Unclean	Clean	Unclean	Clean	Unclean
Exterior Cleanliness										
Interior Cleanliness										
Damage (unreported/reported)										
SPECIFICS MONTHLY	Good Condition		Poor Condition		Other comments:					
Radiator Hose										
Clamps										
Battery Terminals										
Brakes										
Wheel Alignment										

Equipment Log

Employee	Comments	Date		
Flowhood				
Flowhood/Manometer Charger				
Manometer (Include Serial No.)				
Amprobe				
Tachometer				
Pitot Tubes				
Rotating Vane				
Drill				
Lockout / Tagout - Lock & Tag				
Other Hand Tools (please list)				
PPE EQUIPMENT:				
Hard Hat (Include CSA Date)				
Safety Glasses				
Vest				
Steel Toe Boots				
Gloves				
Harness (Include Serial No.)				
Lanyard				
Steel Cable				
Hearing Protection				
Rope				
VAN EQUIPMENT				
Ladder (list size & by van ID)				
Fire Extinguisher				
Safety Manual (AMS)				
First Aid Kit				
Act & Regulations Book (WSH)				

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

TELEPHONE (204) 233-7456
FAX (204) 237-4789
EMAIL airmove@shaw.ca

ANNUAL FALL PROTECTION

HARNESS INSPECTION

Inspected By: _____ Date: _____

Serial Number: _____ Final Rating ☐ OK ☐ Needs Repair ☐ Replace

WEBBING

Inspection Procedures:	What to Look For:
1. Grasp the webbing with hands 6" – 8" apart. 2. Bend the webbing in an inverted "U". 3. Follow this procedure the entire length of the webbing. 4. Inspect both sides of webbing.	o Frayed Edges o Cuts o Broken Fibers o Burns o Pulled Stitches o Chemical Damage

D-RINGS / BACK PADS

Inspection Procedures:	What to Look For:
1. D-Ring should pivot freely. 2. Inspect D-Ring back pads for damage.	o Distortion o Cracks o Rough or Sharp Edges o Breaks

ATTACHMENT OF BUCKLES

Inspection Procedures:	What to Look For:
1. Give special attention to attachment of buckles and D-ring.	o Unusual Wear o Frayed/Cut Fibers o Distorted Buckles or D-Rings

TONGUE /GROMMETS

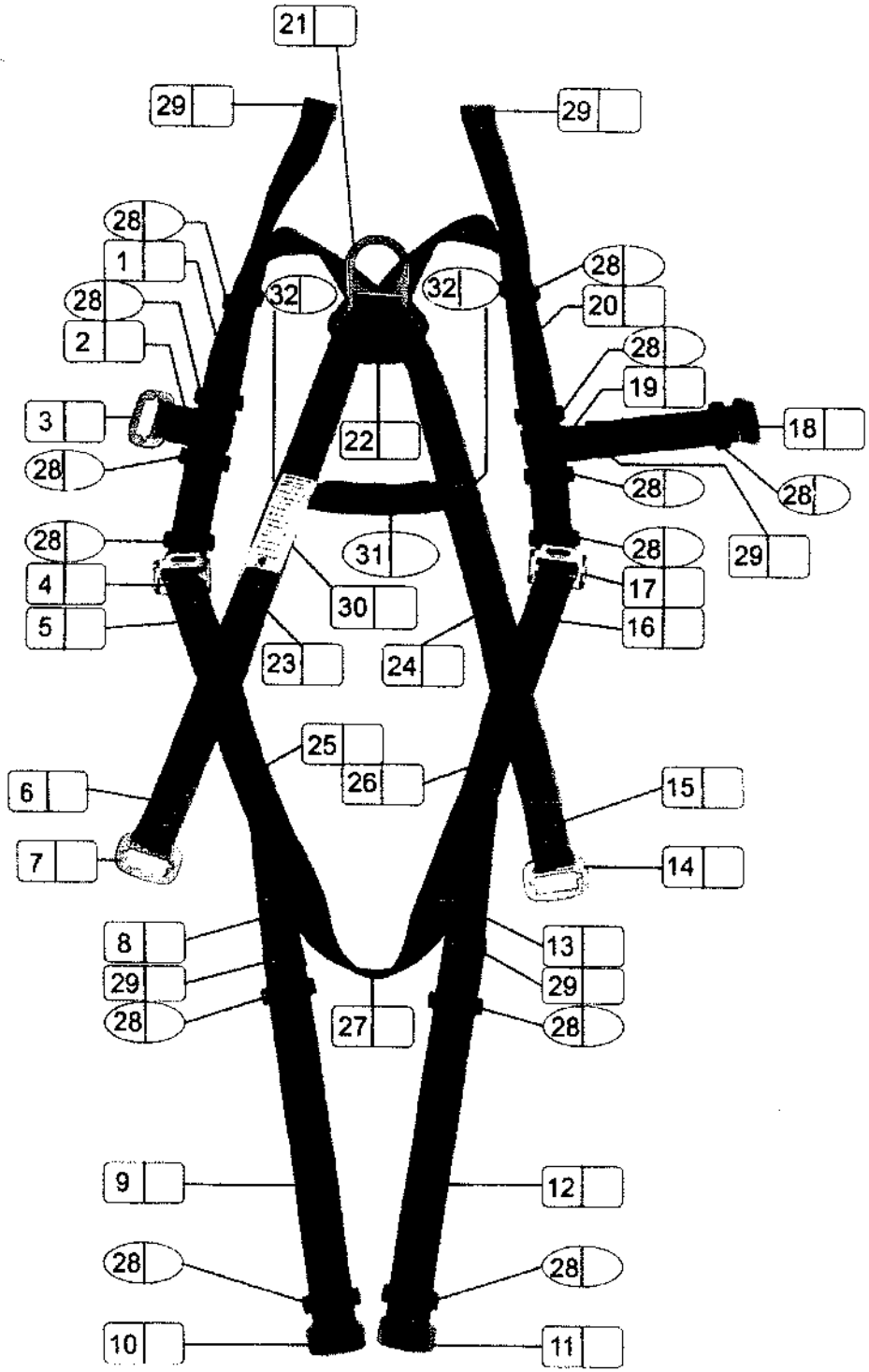
Inspection Procedures:	What to Look For:
1. Heavy wear area. Pay special attention.	o Loose distorted or broken grommets o Webbing should NOT have additional punched holes

TONGUE BUCKLE

Inspection Procedures:	What to Look For:
1. Heavy wear area. Pay special attention.	o Loose distorted or broken grommets o Webbing should NOT have additional punched holes

FRICTION AND MATING BUCKLES

Inspection Procedures:	What to Look For:
1. Give special attention to corners and attachment points of center bar.	o Buckle Distortion o Are outer and center bars straight

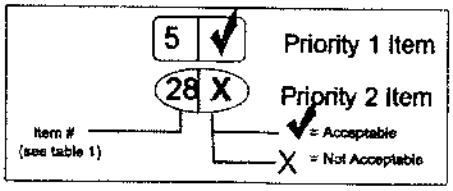


INSPECTOR IDENTIFICATION	
NAME:	LOCATION:
SIGNATURE:	DATE:

Note: The above table is intended as a guide only, any inspector must be competent, and use good judgement in evaluating a harness or other piece of fall protection equipment. If there is any doubt or questions as to the condition of an item remove it from service!

TABLE 2
INSPECTION GUIDE
FULL BODY HARNESS MODEL 101

ITEM NUMBER	NAME/DESCRIPTION	PRIORITY
1	Shoulder strap	1
2	Stitching	1
3	Buckle	1
4	Adjustable roller buckle	1
5	Stitching	1
6	Stitching	1
7	Buckle	1
8	Stitching	1
9	Leg strap	1
10	Buckle	1
11	Buckle	1
12	Leg strap	1
13	Stitching	1
14	Buckle	1
15	Stitching	1
16	Stitching	1
17	Adjustable roller buckle	1
18	Buckle	1
19	Stitching	1
20	Shoulder strap	1
21	Dorsal D-ring	1
22	D-ring back pad	1
23	Stitching	1
24	Stitching	1
25	Stitching	1
26	Stitching	1
27	Sub-pelvic strap	1
28	Belt keeper (multiples)	2
29	Stitching - end pattern	1
30	CSA Product labels	1
31	Back strap	1
32	Stitching - back strap	1



Summary

	# of 'x's	Maximum Allowed	Pass (P) or Fail (F)
P1		0	
P2		3	
Results: Pass only if		P +	P

Final Rating

Name:_____ Inspection Date:_____
Manufactured Date:_____

1. Is the safety helmet made date still readable?
2. Is the shell clean from any dirt, oil, dust, etc?
3. Are there any signs of dents, cracks, penetration, brittleness or deterioration found on safety helmet shell?
4. Do you find any defect on the brim/peak?
5. Is there any cracks on the inside head support?

PASS or FAIL

Signature: _____

Name:_____ Inspection Date:_____
Manufactured Date:_____

6. Is the safety helmet made date still readable?
7. Is the shell clean from any dirt, oil, dust, etc?
8. Are there any signs of dents, cracks, penetration, brittleness or deterioration found on safety helmet shell?
9. Do you find any defect on the brim/peak?
10. Is there any cracks on the inside head support?

PASS or FAIL

Signature: _____

Name:_____ Inspection Date:_____
Manufactured Date:_____

11. Is the safety helmet made date still readable?
12. Is the shell clean from any dirt, oil, dust, etc?
13. Are there any signs of dents, cracks, penetration, brittleness or deterioration found on safety helmet shell?
14. Do you find any defect on the brim/peak?
15. Is there any cracks on the inside head support?

PASS or FAIL

Signature: _____

TRAINING

&

COMMUNICATION

AIR MOVEMENT SERVICES LTD.
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TRAINING & EDUCATION POLICY

Training Policy

Education and training are a vital component of incident and accident prevention, legislation and our safety program. All that is reasonably practical is done to ensure all employees are competent for the task assigned. All training will be recorded and kept on file for future reference and the organization of any needed refresher training. Training records are review at minimum annually.

Employees must participate and apply the training received.

- **Do not attempt a job that you are not competent with or cannot do safely.**
- **ASK YOUR SUPERVISOR.**

At minimum, all employees will receive, and participate fully in:

- Company and Safety Program Orientations
- Toolbox Talks
- Job Specific Training documented and provided by Supervisor or Qualified person.

Company Orientation

Upon Employment, prior to the assignment of any task, new employees will receive a company and safety orientation by a member of Management or a Safety Administrator using the form provided in our company safety manual.

Toolbox Meetings

Air Movement Services provides Toolbox Meetings (Safety Meetings) to discuss work methods/procedures, identify/control hazards and promote safety. The Supervisor or designee will conduct regular Toolbox Meetings on jobsites which have 5 or more workers. At a minimum Toolbox talks will be conducted on a biweekly basis. Crew members must sign the meeting form. Minutes from the Toolbox Meetings will be forwarded to Management and the Safety Administrator for review.

Quarterly Safety Meetings

Once every four months, all Air Movement Services workers will attend a meeting to discuss Health & Safety issues. Meetings will be arranged by the Safety Administrator and conducted by the President or designate. Minutes will be approved by the President, Safety Administrator or Safety Rep. The files will be maintained by the Safety Administrator.

Safety Administrator and Management

Monthly meetings will be conducted to discuss and resolve health and Safety issues and required training that are relevant to the companies workplace. The composite and functions of the Safety Administrator will review with the President and maintain the files.

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: April 8, 2019
Reviewed: March 25, 2022
March 19, 2025

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Safety Orientation Checklist

Employee Name: _____ Date: _____

	Yes	No	N/A
Review of Company Safety Policy & General Safety Rules	☐	☐	☐
Disciplinary Procedures	☐	☐	☐
Review of Employee Rights & Responsibilities / Legislation	☐	☐	☐
Emergency Procedures:			
Emergency Exits	☐	☐	☐
Muster Point	☐	☐	☐
Reporting of ALL Incidents/Near Misses (Forms)	☐	☐	☐
Shown Location of:			
First Aid Kit	☐	☐	☐
Fire Extinguishers	☐	☐	☐
Telephones and Emergency Phone Numbers	☐	☐	☐
Safety Bulletin Boards	☐	☐	☐
Office Copies of AMS Safety Manual, WHS Acts & Regulation & MSDS	☐	☐	☐
Complete Emergency Contact Form	☐	☐	☐
Copy of Drivers License	☐	☐	☐
WHMIS Training	☐	☐	☐
Requirement of Personal Protective Equipment	☐	☐	☐
Review Safe Work Practices & Safe Job Procedures	☐	☐	☐
Review Critical Tasks	☐	☐	☐
Hazard Assessments & Work Alone Procedures	☐	☐	☐
Toolbox Talks Requirements	☐	☐	☐
Introduction to:			
Management	☐	☐	☐
Safety Representatives and Administrator	☐	☐	☐
First Aid Personnel	☐	☐	☐

Employee: _____ **Management:** _____

Safety Admin: _____ **Safety Rep:** _____

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HEALTH & SAFETY MEETING MINUTES

DATE:

MEMBERS PRESENT:

NAME	SIGNATURE	NAME	SIGNATURE

ABSENT: _____

OLD BUSINESS:

NEW BUSINESS & GENERAL DISCUSSIONS:

INCIDENTS:

NEXT MEETING DATE:

REVIEW & ACCEPTANCE OF MEETING MINUTES:

WORKER: _____ MANAGEMENT_____ SAFETY ADMIN _____

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R2J 1M2

REPORT OF EDUCATION PROGRAM MEETING

EMPLOYER

WORKSITE LOCATION | JOB NO.

MEETING LENGTHS 15 MINUTES ☐ 30 MINUTES ☐ | DATE

SUBJECT(S) DISCUSSED

SUGGESTIONS / RECOMMENDATIONS

ACTION TAKEN

NAMES OF WORKERS PRESENT AT MEETING

SUPERVISORS SIGNATURE | SIGNATURE (WORKER REP.)

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REPORT OF EDUCATION PROGRAM MEETING

EMPLOYER

WORKSITE LOCATION | JOB NO.

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SUBJECT(S) DISCUSSED

SUGGESTIONS / RECOMMENDATIONS

ACTION TAKEN

NAMES OF WORKERS PRESENT AT MEETING

SUPERVISORS SIGNATURE | SIGNATURE (WORKER REP.)

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INSPECTIONS

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INSPECTION POLICY

As part of our hazard identification program, inspections of the worksite and work activities shall be conducted.

- At minimum Formal inspections shall be conducted by the manager or designate with assistance of Site Safety Representative on a monthly basis using the form provided in our safety manual.

- At minimum a formal inspection shall be conducted by the manager or designate at the facility or jobsite on a weekly basis for all jobs lasting 3 days or longer.

All personnel will continuously be on the lookout for hazards and if practicable, controlled immediately. Personnel are to inform their supervisor or lead hand if the hazard cannot be controlled immediately as well as informing others that may be affected.

All corrective actions shall be written and kept on file, with completed inspections posted or made readily available so others may read them. If any identified hazard cannot be controlled within a reasonable time period, the supervisor or lead hand shall seek direction form Air Movement Services Ltd. Management or Safety Coordinator/Representative for appropriate action.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, The Workplace Safety and Health Act and its Regulations.

Written by: Tony Mohammed

Approved by T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised: September 27, 2019

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Jobsite Inspection Checklist

Job # **Location:** **CONDUCTED BY:**	**Customer Name:** **Date:**

Supervisor: _____ **Management:** _____ **Safety Rep:** _____

Items to Review: ☑ OK ☒ Need Action (list the specific hazard and mark in the chart below)

People	*Equipment*	*Materials*	*Environment*
❑ Unsafe Acts	❑ Ladders	❑ Housekeeping	❑ Noise
❑ Unsafe Work Procedure	❑ Scaffolds	❑ Controlled Products	❑ Ventilation
❑ Improper Tool Use	❑ Power Tools	❑ MSDS Sheets	❑ Lighting
❑ Improper Equipment Use	❑ Adequate Supply of PPE	❑ Storage / Stacking	❑ Temperature
❑ Not using PPE	❑ Fire Extinguisher	❑ Rough Edges	❑ Ice / Snow
❑ Not following Safety Rules	❑ First Aid Supplies	❑ Heavy Material	❑ Slip / Trip Hazards
❑ Operator Authorization	❑ Electrical	❑ Safety Bulletin Board	❑ Sanitation

SEVERITY

1 **Immediate Danger** (death, disaster)
2 **Serious (major injury or damage)**
3 **Minor** (non-serious injury or damage)
4 **Negligible** (first aid or less)
5 **Not Applicable**

PROBABILITY

A **Probable** (immediately or soon)
B **Reasonably Probable (eventually)**
C **Remote** (could at some point)
D **Extremely Remote** (not likely)

Item #	Identified Hazard	Hazard Ranking	Control	Action By	Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Hazard identified should be ranked and controlled in priority. Inspection reports should be posted and communicate to employees as soon as practicable, at minimum – during next toolbox talk.

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Office/Shop Inspection Sheet

Safety Bulletin Boards		**Emergency Equipment**	
Are they clean and readable?		Is all fire extinguishers regularly certified and inspected monthly?	
Are previous safety meetings posted?		Available in various spots through out the office?	
Is the next meeting date posted?		First Aid Kits maintained and inspected monthly?	
Floors		Available in various spots through out the office?	
Is there loose material, debris, worn carpeting?		**Lighting**	
Are the floors slippery, oily or wet?		Are lamp reflectors clean?	
Equipment		Are bulbs missing?	
Are ladders well maintained and safe to use?		Are any areas dark?	
Are they stored safely?		**General**	
Is the furniture in good repair and safe to use? Look for:		Are materials neatly and safely piled?	
- chairs that are in poor repair		Are passageways and work areas clear of obstructions?	
- sharp edges on desks and cabinets		Are electrical or telephone cords exposed in areas where employees may become entangled?	
Hazardous Products		Are paper and waste properly disposed of?	
Are there any hazardous products (e.g., products regulated by WHMIS/WHPIS)?		Are desk and file drawers kept closed when not in use?	
- If yes, are the products properly labelled?		Are office accessories stored appropriately?	
- If yes, is there a corresponding safety data sheet (SDS) for each product?		Are filing stools or wastebaskets placed where they might be tripping hazards?	
Sanitation		Are file cabinets loaded with the heaviest items in the bottom drawers?	
Are washrooms and food preparation areas clean?		**Notes & Recommendations:**	
Are the following provided adequately?			
- toilets			
- water (drinkable)			
- lunchrooms			
Are measures in place to prevent the spread of disease?			
Inspector:		Date:	

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UPDATED: Oct 19 2026

Diarized Inspections, Reviews & Training

Safe Work Practices -	Every 3 Years
Safe Work Procedures –	Every 3 Years
CPR/ First Aid -	Every 3 Years- CPR & first aid renewal required January 2029
Fall Protection Equipment -	Before each use & Inspected Annually
Hard Hat-	Quarterly
Emergency Contact Info -	Yearly
Fire Safety Evacuation Drills -	Yearly - Drill completed
Legislative Changes -	Reviewed Annually
Respirators -	Before each use
First Aid Kits -	Monthly
Fire Extinguishers Inspections -	Monthly – Serviced/Recharged Yearly
Vehicle Weekly Inspection -	Weekly or Monthly if vehicle solely used by one person
Meetings -	Safety – every 3 months or sooner if needed.
Jobsite Inspections -	Monthly & if on Jobsite for over 3 consecutive days.
Office/Shop Inspection -	Yearly
Toolbox Talks -	15 min weekly or 30 min bi weekly (under these legislative requirements. Toolbox talks will be completed as discussions for jobsite/procedures)

INCIDENT INVESTIGATION

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

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INCIDENT INVESTIGATION POLICY

Incident investigations are an integral component of our company safety program and shall be conducted to determine the case of an incident in order to implement corrective action to prevent future occurrences.

At minimum, all incidents are to be reported immediately to management, with an initial investigation report completed within 24 hours. Depending on the severity of the incident, a detailed investigation by management and a workplace safety representative shall be completed within 3 working days. A complete Investigation of the dangerous condition will be exercised for any Right to Refuse Work reporting. The completed investigation will be forwarded to Air Movement Services Ltd. Management for review and recommendation immediately upon completion.

Report immediately to management, initial investigation report within 24 hours:

- Right to Refuse reports.
- Personal injury requiring first aid
- Incidents resulting in less than $500.00 property damage
- Incidents that could have resulted in an accident (near miss)
- Incidents that have the potential for occupational illness or environmental damage.

Report immediately to management, detailed investigation with 3 days:

- Personal injury requiring medical aid from a health care professional
- Incidents resulting in more than $500.00 property damage
- Incidents that result in a fire or explosion

By regulation, all serious personal injuries; collapse of structure or explosion must be immediately reported to the WSH Division (see procedures for reporting).
All incidents and the corrective action shall be discussed with the workforce as soon as practicable, at minimum within one week of the incident.

Management, Safety and Health Representatives and Employees will abide by our company safety manual, the Workplace Safety and Health Act and it's Regulations.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

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INCIDENT REPORT PROCEDURES

Required Materials : caution tape or signs, barricades, or markers, incident and witness reports, camera, measuring tape.
Additional Documents Training: MB Workplace Safety & Health Act & Regulations: Part 5 First Aid

- REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR IMMEDIATELY. ALL CRITICAL INJURIES AND SERIOUS INCIDENTS ARE TO BE REPORTED TO THE SUPERVISOR/ MANAGER AND WSH IMMEDIATELY.
- Absolutely no information is to be given to the public, news media nor should any documents be signed without the prior approval of the Manager.

PROCEDURES TO BE FOLLOWED AT THE SCENE OF AN INCIDENT:

1. Stop and shut down all equipment and extinguish fires if applicable/possible in area of injured person.
2. Call safety rep/supervisor or foreman. Person to person contact is required; voicemail messages are insufficient.
3. Safety rep, supervisor or foreman to initiate response procedure, call 911 and WSH if required.(See Reporting Serious Incidents to WHS Division Procedure)and notify Management.
4. Ensure that equipment involved is not moved and incident /accident scene is not disturbed. make safe
5. In case of injury, allow personnel trained in First Aid to take care of casualty victim as soon as possible.
6. Ensure the casualty is not moved unless a greater and imminent danger will arise by leaving them in original position and location.
7. If the site is remote or hard to locate, have someone go out to the street or roadway to flag in the ambulance
8. Upon ambulance arrival, inform and assist medical personnel as required.
9. Be alert at the scene take notes and pictures. Document events and collect incident statements as soon as possible.
10. Complete and submit the Incident Report within 24 hours of the incident.
11. After assessment and statements have been taken, follow instructions from your Supervisor/Management.

PROCEDURES TO BE FOLLOWED BY WORKER(S)/PATIENT INVOLVED IN INCIDENT

1. When it is possible to do so, the patient will obtain a doctor report form to be filled out by doctor and be returned to employer within 3 working days.
2. Once able to, the injured person will check in with manager regularly by telephone is case information is needed regarding the accident.
3. All dangerous occurrences, even those that do not involve injury or property damage must be reported to the Workplace Safety and Health Representative.

PROCEDURES TO BE FOLLOWED AT THE SCENE OF A VEHICLE INCIDENT

1) Carry out the procedures above as required. Complete all details on the Incident Report Form and Diagram of Scene sheet.
2) Call police and report accidents over $1000 or those involving personal injury.
3) Obtain: License plate number(s), other driver's name and address, other driver's insurance company's name and policy number, vehicle owner's name and other vehicles description (make, type, color, etc.).
4) Identify, write up and sketch the incident scene on form provided or on whatever is available.
5) Obtain name, address and phone number(s) of any witnesses.
6) Make no statements to any party other than the investigating police, Air Movement Services staff or our company insurance representative; keep statements short and factual.
7) Complete and submit the Incident Report within 24 hours of the incident.

PROCEDURES FOR REPORTING SERIOUS INCIDENTS TO WHS DIVISION

If one of the following types of serious incidents occurs, management will inform the WHS Division by telephone of the incident providing the information requested:

- A death, or serious injury
- Fracture of a major bone (skull, spine, pelvis, arm, leg, hand or foot,
- Amputation (arm, leg hand, foot finger or toe)
- Loss of sight
- Internal hemorrhage
- Third degree burns
- Unconsciousness resulting from concussion
- Asphyxiation or Poisoning
- Cuts requiring hospitalization (overnight stay) or time off work
- Any injury resulting in paralysis
- Any other injury likely to endanger life or cause disability
- When electrical contact results in a worker(s) being transported to hospital
- When burns result in a worker(s) being transported to hospital.
- When a fire or flood results in a worker(s) injury.
- When the failure of an atmosphere- supplying respirator results in a worker(s) injury.

That involves:

- A collapse or structural failure of a building, tower, crane, hoist, temporary construction support system or excavation
- Explosion, fire or flood, an uncontrolled spill or escape of hazardous substance, or
- The failure of an atmosphere- supplying respirator.

Information that needs to be provided:

- Name and address of each person involved in the incident, The employer or any other employers involved and each person who witnessed the accident.
- The apparent case of the incident and the circumstances that gave rise to it.

If you realize that any of the above information you provided was incorrect or incomplete, you must immediately contact the Workplace Safety and Health Branch again with the new information.

Do not disturb the scene of the incident:

- The incident scene must be preserved for at least 24 hours after the Workplace Safety and Health Branch has been notified.
- No equipment or materials involved in an incident may be altered or moved, unless the injured person is trapped or needs to be freed or to avoid creating additional hazards.

CONTACT NAMES AND PHONE NUMBER TO CALL IN EMERGENCY

TONY MOHAMMED	(204) 227-9259	DAWN MOHAMMED	(204) 227-7919
RAY LAFRENIERE	(204) 227-0008	MAT SAURETTE	(204) 232-0868
GAIL CRAWFORD	(204) 799-0394	PAUL HOITINK	(204) 797-7146
LOUISE CRETA	(204) 996-5767	KERI GLEDHILL	(204) 995-5609

TO REPORT SERIOUS INCIDENTS, WHS DIVISION

Winnipeg: (204) 957- SAFE (7233) Toll free: 1-855- 957- SAFE (7233)

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: September 11, 2017
Date Revised: June 24 2022
March 19, 2025

INCIDENT REPORT

The Workers Compensation Board Requires Notice of Injury Requiring
Medical Attention to Employee(s) Within 5 Business Days
Have completed reports to the AMS Safety Admin within 24 hours

Employee Name: _____ Employee Signature: _____

Job Number: _____ Location: _____

Date of Incident: _____ Time: _____ am/pm

Date Reported: _____ Time: _____ am/pm

Immediate On Site Supervisor _____

Witness of Incident: _____

1) Did the incident result in personal injury or hospitalization? ☐ Yes ☐ No

2) Did the incident involve property or equipment damage ☐ Yes ☐ No

To Whom? _____ To What? _____

3) Severity of Injury ☐ Minor ☐ Medical Aid ☐ First Aid Only ☐ Lost time ☐ Fatality

4) Was first aid rendered? ☐ No ☐ Yes By Whom _____

5) Was outside emergency assistance required? ☐ No ☐ Yes

Medical Facility _____ Doctor's name: _____

6) Part of body injured: _____

7) Nature of Injury: _____

_____

8) What happened to cause the injury and/or damage? Direct/Indirect? (Show drawings or photographs – use reverse for additional details) _____

_____

9) What defective or unsafe condition(s) of tools, equipment, machinery, work area contributed to the incident. _____

_____

10) Corrective actions taken at worksite.

_____

_____

11) Recommended action to prevent similar incidents from occurring.

_____

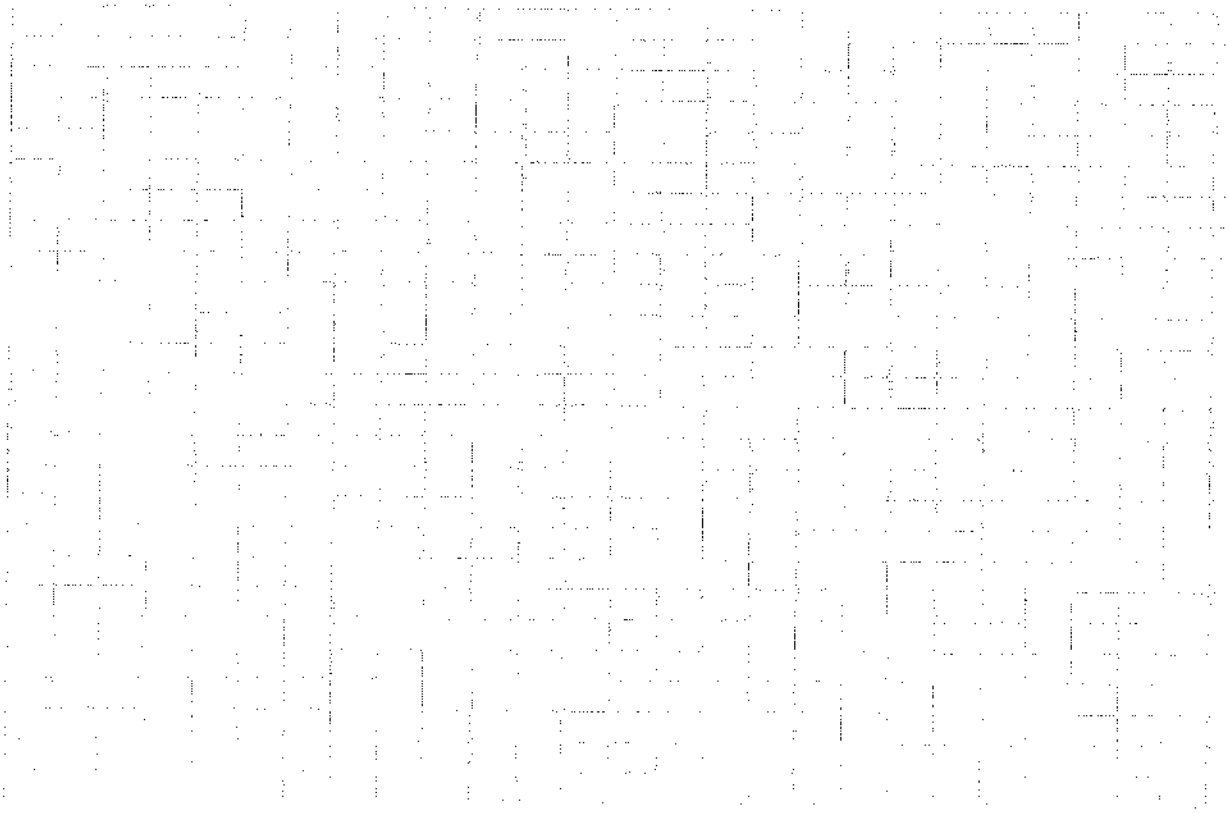
_____

12) Probability of reoccurrence ☐ Frequent ☐ Occasional ☐ Rare

REV 10/2023

13) Date Toolbox Talk Completed: _____

Diagram of Scene (if needed):



To be Completed by Safety Admin

1) To your knowledge, has the worker had previous similar injuries? ☐ Yes ☐ No (provide details if yes)

_____

2) Was any individual who does not work for you totally or partially responsible for injury or property damage? ☐ Yes ☐ No (provide details if yes)

_____

3) Recommendations for preventing recurrence:

_____

Safety Admin Signature _____ Date _____

Employer Work Representative: _____ Date _____

Worker Representative: _____ Date _____

Employer Co-Chair Member: _____ Date _____

Management Signature _____ Date _____

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HAZARD/NEAR MISS REPORT

Employee name: _____

Date of Occurrence: _____ Time of Occurrence: _____

Reported to: _____

Date Reported: _____

Time Reported: _____ a.m. _____ p.m.

Incident Location: _____

Potential Incident Type: ___ Injury ___ Unsafe Act ___ Vehicle

___ Equipment/Property ___ Environmental

BRIEF DESCRIPTION OF SITUATION (WHAT, WHERE, WHEN, HOW)

_____

_____

_____

SUBSEQUENT ACTION TAKEN/TO BE TAKEN (CONFIRMATION BY SUPERVISOR)

_____

_____

_____

RECOMMENDATIONS TO PREVENT RECURRENCE

_____

_____

_____

Observation Reported by: _____

Corrective Action completed/approved: _____ Yes _____ No

Reviewed by (Supervisor): _____

Responsible for Action: _____

Date Reviewed: _____ Date Completed: _____

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

TELEPHONE (204) 233-7456
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INCIDENT REPORTING FLOWCHART

WORKER
- Reports Incident to Supervisor/Management
- Notifies WCB immediately if a work related injury occurs

SUPERVISOR
- Complete Incident Forms with Worker (provide injury details/cause & Recommendations to prevent recurrence)
- Ensures appropriate treatment is administered to worker ie: first aid, transportation to medical facility
- Contacts Management or Safety Administrator as soon as possible

24 hour reporting timeframe
- Personal Injury/First Aid
- Potential occupational illness/environmental damage
- Near Miss
- Less than (>) $500.00 property damage.

IMMEDIATE reporting timeframe
- Right to Refuse (complete investigation **immediately**) see "Conducting Investigations" & "Incident Report Procedures" in Investigation Section 10 of AMS safety manual
- < $500.00 property damage.
- Fire or explosion
- By regulation ALL serious injuries (See "Procedures for Reporting Serious Incidents" to WHS Division)

MANAGEMENT
- Review Incident form and recommendations
- Ensure preventative actions are complete
- Note any additional comments
- Sign off report
- Detailed Investigations completed within 3 working days with Safety Administrator.
- ALL incidents & corrective action discussed with workforce at minimum within 1 week.
- Communicates with WCB

SAFETY ADMINISTRATOR
- Forwards approved report(s), as required by local legislation, to the government agencies requesting this type of documentation

WORKPLACE SAFETY & HEALTH
- By regulation report ALL serious incidents
- SEE REPORTING SERIOUS INCIDENTS TO WHS DIVISION PROCEDURES

Date Created: January 30 2016
Date Reviewed: September 14, 2026
August 17 2023
Date Revised:

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CONDUCTING INVESTIGATIONS

The person or team conducting an investigation into an accident should proceed as follows:

1. Take control of the scene.
2. Ensure that any injured persons are cared for
3. Ensure that no further injury or damage occurs
4. Get the "big picture" of what happened
5. Examine equipment/materials involved
6. Collect and safeguard any physical evidence
7. Take photographs of the scene
8. Interview people involved documenting the date, time and their name, address and employer, obtaining written statements when appropriate
9. Analyze all the available information to determine the causes
10. Look for causes where "the system failed the worker", not only for those where "the worker failed the system".
11. Determine what corrective action will prevent recurrence;
12. Complete the report

Note: Incident investigations are not conducted to fix blame. They are conducted to prevent recurrence.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

SAFE WORK MANITOBA

No. 119

Reporting serious incidents

When a serious incident occurs at a workplace, the employer is required to notify the Workplace Safety and Health Branch **immediately**, by the fastest means of communication available.

What is a serious incident?

A serious incident is defined as one:

- in which a worker is killed
- in which a worker suffers:
  - an injury resulting from electrical contact
  - unconsciousness as the result of a concussion
  - a fracture of his or her skull, spine, pelvis, arm, leg, hand or foot
  - amputation of an arm, leg, hand, foot, finger or toe
  - third degree burns
  - permanent or temporary loss of sight
  - a cut or laceration that requires medical treatment at a hospital (as defined in *The Health Services Insurance Act*)
  - asphyxiation or poisoning
- that involves:
  - the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
  - an explosion, fire or flood, an uncontrolled spill or escape of a hazardous substance, or
  - the failure of an atmosphere-supplying respirator.

What information needs to be provided?

When reporting an incident, the following information should be provided:

(a) the name and address of each person involved in the incident
(b) the name and address of the employer, or any other employers involved
(c) the name and address of each person who witnessed the incident
(d) the date, time and location of the incident
(e) the apparent cause of the incident and the circumstances that gave rise to it.

If you realize that any of the above information you provided was incorrect or incomplete, you must immediately contact the Workplace Safety and Health Branch again with the new information.

The scene of the incident must not be disturbed:

The scene of an incident must be preserved for at least 24 hours after the Workplace Safety and Health Branch has been notified. No equipment or materials that were involved in an incident may be altered or moved, unless it is necessary to free an injured or trapped person or to avoid creating additional hazards.

(see next page)

Reporting serious incidents contact information:

Phone:	204-957-SAFE (7233)
Toll-free in Manitoba:	1-855-957-SAFE (7233)

A safety and health officer is available 24 hours a day, 7 days a week to respond to your emergency calls.

Reference to legal requirements under workplace safety and health legislation:

- General Duties: Workplace Safety and Health Regulation, M.R. 217/2006, Part 2

Additional workplace safety and health information available at: safemanitoba.com

Revised: May 2017
Last Reviewed/Revised: December 2014

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RETURN-TO –WORK POLICY

Air Movement Services will make every reasonable effort to provide suitable (temporary) modified work to any employee unable to perform their regular duties. This may include a modification of the employee's original position, and remuneration providing an alternate position, providing a training course, or a combination of the above. The Return to Work Program is designed as a temporary measure intended to bridge the gap between injury and return to full duties. Only work that is considered to be suitable, meaningful and productive shall be considered for use in the modified work program. These jobs must comply with legislative jurisdictional requirements.

The modified duties will not normally last longer than **(4-12 weeks**) Extensions to this period will be considered on an individual basis.

It is expected all injured/ill workers will cooperate by accepting alternate or modified work that is within their skills and abilities.

Lost Time Injuries

In the event that the nature of the injury results in time off work, the employee will contact management to advise them of the length of expected absence, begin to discuss return to work and any anticipated accommodation that may be necessary upon return.
The employee will maintain telephone and /or personal contact with Management on a weekly basis for the first five weeks and suitable intervals beyond this time. The employee is responsible for keeping management advised of any changes in his or her physical condition. When possible the employee should talk or meet with management following his or her medical or health appointments. Both the employee and management are responsible for maintaining contact with WCB as necessary.

Return-to -work

A Physician's Medical Report is required in order for the injured employee to qualify as being fit to return to work. When the injured employee is fit to return to work an individual return to work plan is to be developed by the injured worker together with management.

The goal of the company's RTW program is to assist the employee to make a safe and timely return to pre-injury duties. It is expected that the injured employee will increase the proportion of the pre-injury duties during the course of the program.
Management is responsible for meeting with the employees at the start of the RTW plan. Meetings between these individuals will then occur on a weekly basis or more frequently as necessary. The employee will be provided time to attend any appointments for related treatment. If upon the conclusion of the Modified Work Program, the employee is not capable of returning to pre-injury employment, the WCB will be contacted.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

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PHYSICIAN'S MEDICAL REPORT

Dear Doctor:

Air Movement Services Ltd. has developed a Return to Work Program to assist our employees who are injured or ill. This program is intended to permit a safe and timely return to work. The work assignments are designed to suit the employee's current needs and will not expose the employee to any conditions which might aggravate the injury, or cause re-injury. The physical demands of the modified duties are attached. You are requested to complete a Functional Abilities Form (FAF).

Employee Name _____ Date of Accident _____

PHYSICIAN'S STATEMENT

(To be completed only if FAF is not available – employer responsible for cost of completion of this form only)

a) Employee may return to work at once without restrictions. ☐ YES ☐ NO

b) Employee may return to work on _____to modified duties with restrictions as follows:

_____
_____
_____
_____

Duration of Restriction: _____(days, weeks)

c) If unable to return to work, your professional opinion on a possible return to work date and course of treatment
planned._____
_____
_____
_____
_____

Physician Name: _____ Telephone: _____

Address: _____

Signature: _____

Thank you for your co-operation.

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EMPLOYEE NOTICE – Suitable Employment

Employee's name: _____ Date: _____

We are pleased that you are returning to suitable employment following your accident. We are providing you with information in order to facilitate your safe return. Working together will ensure that your return to work is safe, timely and supports your full recovery.

As discussed in our meeting on _____, we recognize your present medical restrictions (as outlined below by the physician's medical report) and agree to provide suitable employment based on these restrictions.

1. _____
2. _____
3. _____
4. _____

Your co-operation in the following is expected:

1. If you are experiencing any problems with assigned tasks, please discuss with your supervisor.
2. Your continued safety and recovery is our first concern. If you are asked by a fellow employee to assist in a task, which you are not medically capable of doing, explain your restrictions and ask that they request assistance from supervision.
3. If you are on prescribed medication, please inform your manager immediately as to the types, dosage, so that appropriate documentation is maintained and so that we can make fully informed decisions on your Return to Work plan that takes the nature of your medication into account. You are responsible for ensuring that you have adequate supply of your prescribed medication and follow your doctor's instructions regarding its use a in order to participate with us in helping you return to work in a safe manner.
4. Every effort must be made by you to attend work. If you are unable to do so, you must notify your Supervisor.

Please report to _____at _____am./pm on _____, for appropriate duties which have been designed around what you , your physician and Air movement have agree you can perform.

Employee Signature _____

Management Signature_____

Rev 10/3/19

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Return to Work Plan – Progress Chart

NAME: _____ JOB POSITION: _____

PROGRAM GOAL: _____

START DATE: _____ PROGRAM LENGTH: _____

Day (1):

Week (2) – Goal :

Week (3) – Goal :

Week (4) - Goal:

Week (5) – Goal :

Week (6) – Goal :

Week (7) - Goal:

Week (8) – Goal :

Week (9) – Goal :

Week (10) - Goal:

Week (11) – Goal :

Week (12) – Goal :

Conclusion - Recommendations:



WORKPLACE SAFETY AND HEALTH
EVERYONE'S RESPONSIBILITY

The Workplace Safety and Health Act supports every worker's right to a safe and healthy workplace. It assigns responsibility to each person in the workplace for creating and maintaining a safe and healthy workplace, to the extent that they have the authority and ability to do so. Everyone has a personal and shared responsibility to work together co-operatively to prevent workplace injuries and illness.

General Duties under the Act

Employers: Because they have the greatest degree of authority and control over the operations of the workplace, employers have the greatest degree of responsibility for workplace safety and health. *Employers' legal safety and health responsibilities include:*

- Taking necessary precautions to ensure the safety. health and welfare of workers;
- Providing and maintaining a safe workplace, equipment, tools and systems;
- Ensuring all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection;
- Providing workers with competent supervision;
- Providing the necessary training to protect workers' safety and health before they begin a new job;
- Taking necessary precautions to ensure that other persons are not exposed to safety or health risks due to the activities of the workplace;
- Consulting and cooperating with the workplace safety and health committee or representative;
- Cooperating with other people on workplace safety and health matters.

Supervisors have the responsibility and authority to oversee a group of workers within a workplace. *The legal safety and health duties of supervisors' include:*

- Taking necessary precautions to protect the safety and health of workers under their supervision;
- Ensuring that workers comply with safety and health procedures and use safety equipment, clothing, and devices;
- Advising workers of safety and health hazards in the work area;
- Cooperating with the workplace safety and health committee or representative;
- Cooperating with other people on workplace safety and health matters.

Workers are responsible for their own actions or inaction. *Workers' legal safety and health responsibilities include:*

- Taking reasonable care to protect themselves and others who may be affected by their actions or omissions;
- Proper use of safety equipment, clothing, and devices;
- Cooperating with the workplace safety and health committee or representative;
- Cooperating with other people on workplace safety and health matters.

Contractors are described under the Act as persons who hire an employer or self-employed person on contract and direct their activities. *Contractors' legal safety and health duties include:*

- Taking necessary precautions to ensure that activities and hazards within their control do not create a safety and health risk;
- Cooperating with other people on workplace safety and health matters.

Prime Contractors are required on construction projects where more than one employer or self-employed person are involved. *The legal safety and health responsibilities of prime contractors include:*

- Coordinating, organizing and overseeing the work on the project to ensure the safety and health of workers and others who may be affected by activities on the project (this includes coordinating the safety and health programs of employers working on the project);
- Setting up an effective system to ensure everyone working on the project fulfills their legal safety and health responsibilities;
- Cooperating with other people on workplace safety and health matters.

Self-Employed Persons are responsible for their own actions or inaction. *Their legal safety and health duties include:*

- Taking necessary precautions to ensure that their activities do not create a safety and health risk to themselves or others who may be affected by their activities;
- Cooperating with other people on workplace safety and health matters.

Owners of buildings or land used as a workplace have *legal safety and health responsibilities which include:*

- Taking necessary precautions to ensure that property under their control does not create a risk to safety and health;
- Cooperating with other people on workplace safety and health matters.

Suppliers' *legal safety and health duties include:*

- Taking necessary precautions to ensure that tools, equipment and other materials supplied to a workplace are safe when used according to instructions provided;
- Cooperating with other people on workplace safety and health matters.

Workplace Safety & Health Committees and Representatives play an important role by providing input and advice to employers on safety and health matters, however they are not responsible for managing safety and health in the workplace.

- Employers are required to establish a safety and health committee in workplaces with 20 or more workers;
- In workplaces with 10 to 19 workers (or on a construction project), employers are required to designate a worker as the safety and health representative;
- Prime contractors are required to establish a project safety and health committee on construction projects expected to last more than 90 days where 20 or more workers are expected to work.

The legal responsibilities of committees and representatives include:

- Making safety and health recommendations to the employer;
- Dealing with safety and health concerns of workers;
- Participating in developing and promoting of safety and health precautions, as well as safety and health education and training programs;
- Conducting regular workplace inspections;
- Participating in safety and health investigations;
- Cooperating with other people on workplace safety and health matters.

For specific requirements, please refer to the Workplace Safety and Health Act (W210).

No. 230

SAFE Work and the Supervisor

Your Responsibilities

Workers rely on their supervisors the most for training and direction on safety and health. Supervisors need to know that most serious incidents happen during a workers' first year on the job. Supervisors must be competent and trained to address work-related hazards.

Supervisor Responsibilities

A supervisor is a person who:

- is in charge of a workplace
- has authority over a worker
- implements management's policies
- directs the work of others.

Supervisors must ensure that:

- everything is being done to protect the safety and health of workers
- workers follow safe work procedures and safety and health laws
- workers use all devices and wear all personal protective equipment as required by the employer and by law
- workers are told of the safety and health risks for the area in which they are working
- workers who move to another area or to a different activity must be given a safety and health orientation and/or training as required before they begin their new work.

Employer Responsibilities

- **Orientation** – Workers must be given the name and contact information of their supervisor to report unsafe conditions at the workplace. This information must be included in every new worker's safety and health orientation.

- **Training** – An employer must ensure that supervisors are given and/or have the proper education, experience and knowledge for their job. At times, supervisors are given their positions because they are good at what they do. This does not mean that supervisors know how to instruct workers and manage the day-to-day activities of others, nor does it mean they will effectively manage workplace safety and health issues. Employers must teach supervisors the specific skills and knowledge they need to be effective, so that supervisors can train other workers on safe work procedures for the tasks they supervise.

- **Strong safety and health policies** – Companies must have strong safety and health policies to ensure supervisors fully understand and put into practice company policies and procedures.

(see over)

- **Senior management commitment** – Supervisors need to rely on senior management for training and safety and health policies to be effective. Top level management must make safety and health visible within the organization to show that they are serious when it comes to the safety and health of workers.

Tips to think about when considering a supervisory position or when already a supervisor

- Supervisors have the right to ask employers for information and for a written safety and health orientation program that can be used with new workers to cover the basics in a consistent way.
- What supervisors need to know varies with different jobs or industries. Supervisors will train new workers more effectively if they ask questions about specific hazards and written safety procedures.
- Different people learn differently and a "one-size-fits-all" approach for all workers may not be effective.
- Supervisors should watch workers do their work to check that they understand their training. Most new workers are trying to "fit in" with new co-workers and they are only able to absorb so much information.
- Supervisors should encourage all workers to ask questions. New workers often try to impress their supervisors and do not want to appear as though they have not understood something.
- Supervisors should assign a mentor to a new worker: this is strongly recommended. This can help ease the process of "fitting in" and will allow workers to focus on the safety and health aspects of their new job. However, experienced and professional workers do not always follow the rules. They have often integrated bad practices into their day-to-day activities and are not always aware that they are doing them.
- Supervisors should ask for a copy of their written workplace safety and health program (which is required in workplaces with 20 or more workers) and familiarize themselves with the contents. This program symbolizes an employer's commitment to safety and health.

Reference to legal requirements under workplace safety and health legislation:

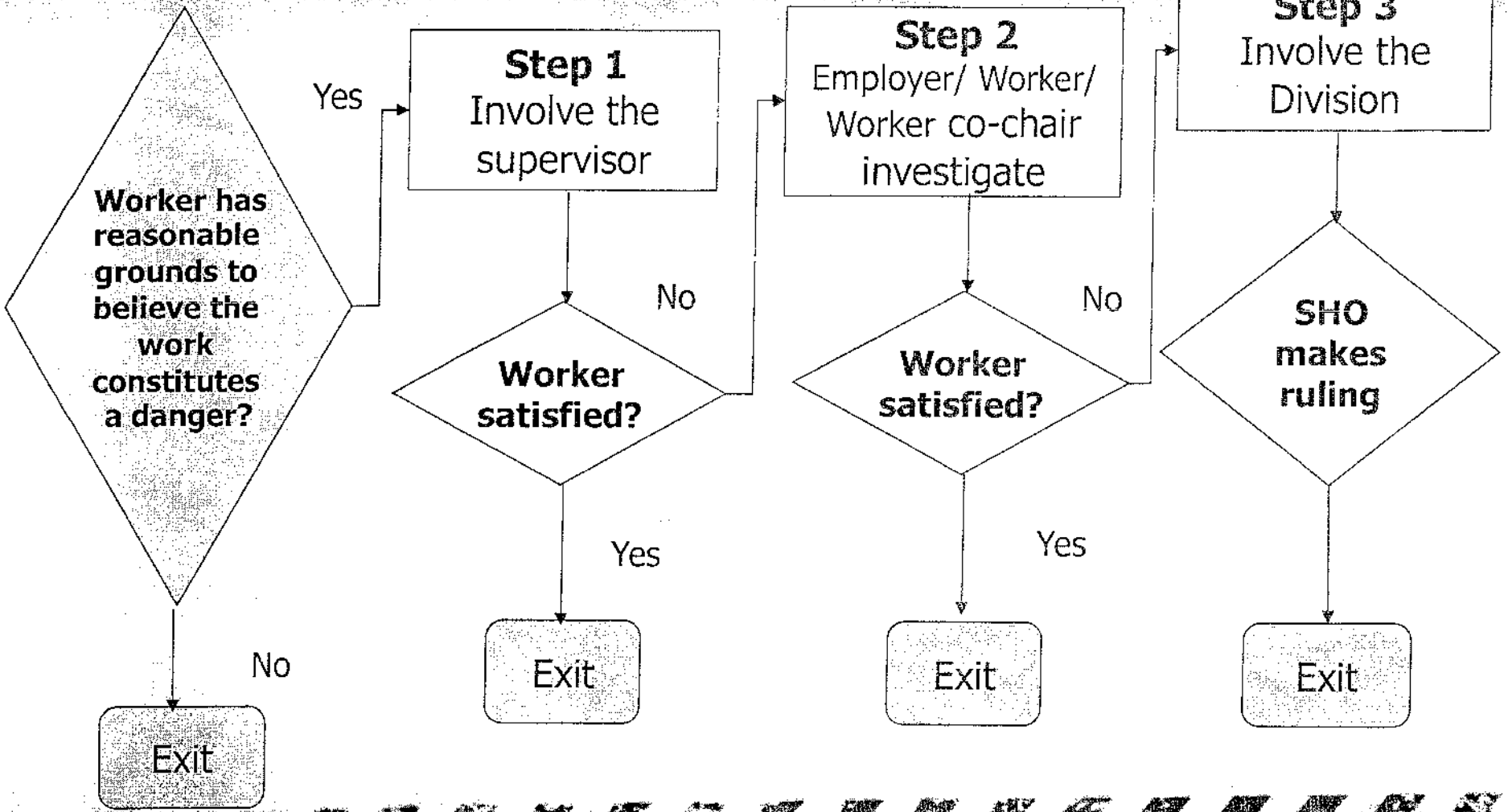
- Manitoba Workplace Safety and Health Act, W210
  - Section 4.1, Duties of supervisors
- Manitoba Workplace Safety and Health Regulation, M.R. 217/2006
  - Part 2, General Duties

Additional workplace safety and health information available at safemanitoba.com

Revised: June 2016
Last Reviewed/Revised: June 2016

CONSTRUCTION SAFETY ASSOCIATION OF MANITOBA

Right to Refuse



SAFE WORK MANITOBA

No. 193

Your right to refuse dangerous work

Workplace safety and health is everyone's concern and everyone's right

Hazards in the workplace

Have you ever come across work involving safety and health hazards that were not normal for the job? You must immediately report hazards and dangerous conditions to your supervisor in order to prevent workers from becoming injured or ill. In most cases, the situation is solved by removing the hazard. If the situation is not corrected, you can exercise your right to refuse work.

What is the right to refuse?

Under the law, (*The Workplace Safety and Health Act*), you have the right to refuse work for anything that you reasonably believe is a danger to your safety and health or the safety and health of others. This could be something you believe will cause immediate and serious, or long term effects on your safety and health or the safety and health of others.

Remember... you cannot be disciplined for exercising your right to refuse in good faith and you are entitled to the same wages and benefits that you would have received had the refusal not taken place. Your employer may re-assign you temporarily to alternate work while the situation is being remedied. Stay at your workplace for your normal working hours unless your employer gives you permission to leave.

What is dangerous work?

"Dangerous" work generally means: work involving safety and health risks that are not normal for the job.

What are the steps involved?

Step 1 – Report the dangerous condition

Report immediately to your employer, supervisor, or to any other person in charge at the workplace, giving your reasons for refusing to work. If the matter is solved to your satisfaction, go back to work. If the employer does not correct the dangerous condition, go to Step 2.

Step 2 – Involve the safety and health committee, representative or another worker

If the employer does not correct the dangerous condition immediately, the person who received the report of refusal to work (or a person designated by them) must inspect the dangerous condition in the presence of the refusing worker and one of the following persons:

- If there is a safety and health committee in the workplace, the worker co-chair, or if they are unavailable, a committee member who represents workers;
- The workplace safety and health representative; or
- If there is no safety and health committee member or representative available, another worker selected by the worker who is refusing to work.

If this inspection results in the matter being solved to your satisfaction, go back to work. If the dangerous condition is still not remedied, go to Step 3.

(see next page)

Step 3 – Contact the Workplace Safety and Health Branch

If, after the inspection in Step 2, the dangerous condition has not been removed, any of the persons present during the inspection may notify the Workplace Safety and Health Branch by calling 204-957-SAFE (7233) in Winnipeg or 1-855-957-SAFE (7233) outside of Winnipeg. The notification of the right to refuse is given high priority within the branch to resolve (a safety and health officer is available 24 hours a day, 7 days a week to respond to emergencies). A safety and health officer will investigate the matter promptly and decide whether the job situation or task the worker has refused is dangerous to the safety or health of the worker or any other worker or person at the workplace.

If the officer decides that the job situation or task the worker has refused is dangerous to the safety or health of the worker or any other worker or person at the workplace, they will provide the refusing worker, each committee co-chairperson, or the representative, and the employer with a written report stating their findings. They will also issue improvement orders or stop work orders to the employer as necessary to correct the dangerous condition.

If the officer decides that the work being refused is not dangerous, they will inform the employer and the refusing worker of that decision in writing, and inform the worker that he or she is no longer entitled to refuse the work.

Appealing an officer's decision

Anyone directly affected by an officer's decision may appeal it to the Director of Workplace Safety and Health. A notice of appeal must list any persons interested in the appeal, and the Director must give those listed in the appeal the opportunity to provide information on the appeal. The Director will then make a decision about the appeal, and provide written reasons for the decision to those affected. The decision of the Director may be appealed to the Manitoba Labour Board.

Re-assigning refused work

Employers must ensure the following have taken place before assigning work that has been refused for safety and health reasons to an alternate worker:

- The employer has provided the alternate worker with a written copy of the reasons for the first worker's refusal, information on the worker's right to refuse dangerous work and the reason why the task does not present a danger to the safety and health of the alternate worker, another worker or any person.
- In addition, where practicable, the worker who has refused work has advised the alternate worker of the work refusal and the reasons for it.
- An inspection of the dangerous condition has occurred and remedial action has been taken to correct the condition.

Reference to legal requirements under workplace safety and health legislation:

- Workers' Rights: Workplace Safety and Health Act W210 – Section 2
- Appeals: Workplace Safety and Health Act W210 – Section 37
- Right to Refuse Dangerous Work: Workplace Safety and Health Act W210 - Section 43

Additional workplace safety and health information available at: www.safemanitoba.com

- Bulletin 231: Worker rights and responsibilities
- Right to refuse template for employer
- FAQ: What work can I refuse?
- General responsibilities fact sheet

Revised: December 2014
Last Reviewed/Revised: January 2014

EMERGENCY PREPAREDNESS

AIR MOVEMENT SERVICES LTD.
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EMERGENCY PREPAREDNESS POLICY

Air Movement Services will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that our employees are given a site orientation to ensure they are aware of:

- Location of emergency equipment
  - First aid supplies
  - Fire extinguishers
- Location of communication device and contact numbers for contacting outside assistance.
- Location of MSDS sheets
- Emergency phone numbers

Written by: Tony Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

Approved by: T. Mohammed

AIR MOVEMENT SERVICES LTD.
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Emergency Response Site Procedures

Hazards Present: Serious injury, Potential death, fire/explosion, burns,
PPE: Steel toed boots, eye, hand protection, hard hat, reflective vest
Additional Documents Training: Fire drill training, Fire Extinguisher Training MB Workplace Safety & Health Act & Regulations: Part 4 General Workplace Requirements, Part 5 First Aid, Part 6 Personal Protective Equipment, Part 18 Fire and Explosive Hazards, Part 35 Workplace Hazardous Materials Information Systems, Part 36 Chemical and Biological Substances.

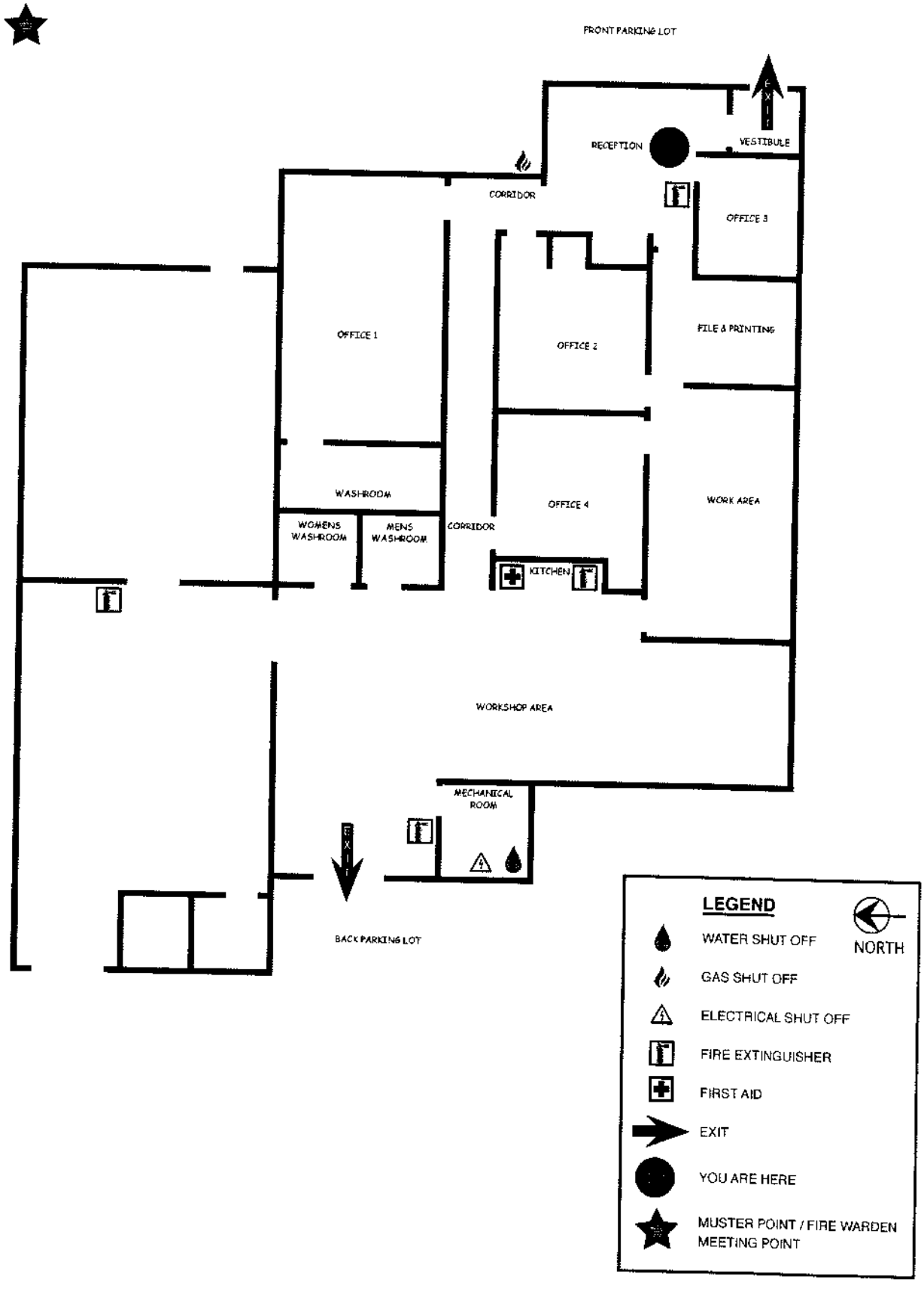
1. Notify supervisor/office
2. Supervisor will:
   - Coordinate control
   - Shut down operations if necessary
   - Alert all workers
   - Contact emergency workers or designate someone to do so.
3. Perform First Aid on persons who may require it.
4. Follow evacuation procedure if necessary
5. Stay calm and follow supervisor direction.
6. Following emergency, cooperate with any investigation questions and fill out a report.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

AIR MOVEMENT SERVICES
EMERGENCY EVACUATION PLAN



AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

TELEPHONE (204) 233-7456
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Emergency Response Plan – Site Specific

The following information will be confirmed by the Foreman/Supervisor; prior to commencement of work activities:

File : _____

Contractor (Name, Contact Information):

Name: _____

Site Contact: _____

Phone # for _____

Site Address:

_____

Emergency Facilities - Location

1. First Aid Kit Location _____

2. Fire Extinguisher _____

2. Hospital _____

Muster Point – Location:

1. _____

2. _____

First Aiders – On Site:

1. _____

2. _____

Date Completed: _____

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Fire Alarm Office Emergency Procedures and Response Plan

Hazards Present: Inhalation of smoke, Inhalation of chemicals/toxins, Inhalation of carbon monoxide, burns
Additional Documents Training: Fire drill training, Fire Extinguisher Training MB Workplace Safety & Health Act & Regulations: Part 13.5 Emergency Exits, Part 19 Fire and Explosive Hazards

This Emergency Evacuation Plan has been prepared to ensure orderly and complete evacuation of the Company Office Building whenever an emergency or Fire notification occurs. The primary objectives of this evacuation plan are to ensure that:

- **First Priority: Protection of Life**
  - The first priority is to ensure that action is taken to protect the safety, health and welfare of ALL building occupants.
- **Second Priority: Prevent Spread of the Hazard**
  - The second priority aims to ensuring action is taken to contain hazard and minimize the risk of its spreading or being released into the environment.
- **Third Priority: Save Assets in the Affected Area**
  - The third priority is to prevent personal and company assets from being damaged.
- **Fourth Priority: Return to Normal Operations**
  - The fourth priority is resume normal operations as quickly as possible.

General Building Evacuation Procedure

Upon Fire notification, all building occupants are responsible to evacuate immediately by nearest available exit to MUSTER POINT/FIRE WARDEN (near back lane exit on West Side of Building). Follow instructions of the Fire Marshalls. Building occupants are also responsible for ensuring that their visitors/clients follow evacuation procedure described herein, and leave the building along with other occupants.

Evacuation Instructions

Whenever you are informed of a general building emergency, all building occupants must follow the instructions of the Building Fire Marshall. A generalized guideline as follow:

1. Do not panic.
2. Do not ignore Emergency notification
3. Leave the building immediately via the nearest available exit (see posted floor evacuation diagram/map).
4. Proceed to the designated emergency muster point.
5. Report to your Fire Marshall at the assembly point to be checked off as having evacuated safely; also report of any knowledge you may have of missing persons.
6. Do not go back to your office area for any reason.
7. Follow all instructions and directions for the Building Fire Warden and Fire Marshall.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised: September 25, 2017

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BUILDING FIRE WARDEN (Position held by Gail Crawford)

The Building Fire Warden will ensure the Company is prepared to implement Emergency Evacuation Procedures. General responsibilities will include the preparation and coordination of the following:

- Building Evacuation Plan is developed and maintained.
- Evacuation diagrams are developed and posted.
- Evacuation drills are conducted at least once a year.
- Inspections of exit paths (including exit doors) are performed regularly.
- All necessary repairs of components for exit path are reviewed.

The Building Fire Warden shall determine the nature of an emergency and decide on appropriate action. If an emergency is declared, the Building Fire Warden shall initiate the emergency procedures; which should include the following actions:

- Ensure that the appropriate emergency service has been notified;
- Ensure that the Area Fire Marshalls are advised of the situation;
- Initiate evacuation of the building/workplace;
- Brief emergency service personnel on their arrival and thereafter act on the instructions of the emergency services' senior officer.
- Being available to, or organizing Area Fire Marshalls at all times during an emergency evacuation
- Organizing and instructing the Area Fire Marshalls
- Prominently displaying evacuation procedures and plans
- Maintaining a Fire Marshall listing

AREA FIRE MARSHALLS (Position held my Keri Gledhill)

Area Fire Marshalls are responsible to control the emergency procedures for the office area. Emergency procedures should include the following actions:

- Ascertain the extent of the emergency;
- Assist people in immediate danger;
- Raise alarm; notify other Building Fire Warden;
- Attempt to extinguish fire if safe to do so (P.A.S.S.);
- Implement evacuation of their workplace; perform methodical search of their area to ensure that all persons have been notified of emergency and have, or are leaving, the workplace to the emergency muster point;
- Perform role call to confirm individuals in your area have evacuated the building
- Notify Fire Warden that all individuals are accounted for or details of those that are not
- Prevent persons from entering the building during evacuation by placing a staff member at their exit.
- Communicate and follow directions of the Building Fire Warden;

Evacuation Protocol - R.A.C.E.R.

Rescue: Try to rescue any personnel in immediate danger if it is safe to do so.
Alarm: Notify the building Fire Warden.
Confine: Close all doors that would aid in the spread of fire or toxic fumes.
Evacuate: Evacuate the building, and ensure your area is vacated to the emergency Muster Area.
Report: Perform role call; document all persons in your area have evacuated the building, and advise the Fire Warden your area is vacated.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
Date Revised:

FIRE SAFETY PLAN / EVACUATION REPORT

DATE:_____ Start Time: _____ ALL Evacuated: _____ Return:_____

Fire Marshalls Present: Keri ☐ Gail ☐

Reason for Evacuation: Fire ☐ Gas Leak ☐ Drill ☐

Other:_____

Evacuation Information

How were building occupants notified to exit the building? _____

Was any emergency equipment required (first aid, fire extinguisher etc)?

_____

☐ Did all occupants exit the building?

☐ Did they use the nearest exits?

☐ Did all occupants immediately report to the muster area?

☐ Did Fire Marshalls immediately confirm all occupants accounted for?

☐ Were all interior doors closed prior to exiting?

☐ Did the evacuation go according to plan?

Other comments and/or clarification:

_____

_____

Recommendations to Improve: _____

_____

_____

Fire Marshall:_____ **Management** _____ **DATE:**_____

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Fire and The Use of Portable Fire Extinguisher's Safe Job Procedure

Job Description: Fighting a fire
Hazards Present: burns, fire hazards
PPE Tools or Equipment Required: Safety glasses, gloves, boots, hard hat, Multi Purpose Dry Chemical Extinguisher suitable for Class A, B and C fires
Additional Training and Guidance Documents: Workplace Hazardous Materials Information Systems WSH and Act Manitoba Regulation 217/006 Part 6 Personal Protective Equipment, Part 13 Entrances, Exits, Stairway

Fighting the Fire:

Type of Fire	Fighting the Fire
A	**Soak the fire completely- even the smoking embers.**
B	**Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.**
C	**Use short bursts on the fire. When electrical current is shut Off on a Class C fire, it can become a Class A fire, if materials around the electrical fire are ignited.**
D	**Follow manufacturers instructions.**

Specific types of fire extinguishers and their uses:

Water	Multi Purpose Dry Chemical	Chemical Foam	Compressed Gas
- Pressurized pump type **- Cools fire** **- Use on Class A fires** **- Do not use on electrical fires**	-Stored pressure type - Smothers fire with layer of powder - Use on Class A B and C fires	**-Aqueous film forming foam (AFFF) type** **- Smothers fire with foam** **- Use on Class A and B fires**	- Halon, CO2 types - Smothers fire with gas - Use on Class B and C fires

Using the wrong extinguisher to fight a fire can have serious results. For example, if a water based- extinguisher is used on a flammable liquid (Class B fire), the fire may flare up, spread and cause personal injury to the user and others.

General Precautions:

1) Fire extinguisher caps shall not be interchanged.
2) Water or water extinguishers shall not be used on electrical fires.
3) Dry chemical recharge materials shall be stored in a dry location.
4) Dry chemical shall be blown from the extinguisher hose after use, by turning the extinguisher upside down and squeezing control lever.
5) Straight steam of water shall not be placed on hot oil or steam lines or other normally hot surfaces.
6) All extinguishers shall be inspected at regular intervals and shall be tagged with the date of inspection and /or refill.

MEMBER OF THE ASSOCIATED AIR BALANCE COUNCIL
AIR & FLUID TESTING & BALANCING•INDOOR AIR QUALITY TESTS•HVAC COMMISSIONING•SOUND LEVEL TESTING•SYSTEM TOUBLESHOOTING & SURVEYS

7) All extinguishers shall be promptly refilled after use.
8) The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with a sweeping motion.
9) All instructions of the manufacturer as to the recharging of the extinguisher and its maintenance shall be followed.

Procedure for Extinguisher Use When a Fire Has Been Discovered:

- Sound the alarm and start to evacuate.
- Call the fire department
- If fire is small, call for assistance, and attempt to extinguish.
- If fire is large do not endanger yourself attempting to extinguish it, and leave the area.

Tips for safe extinguisher use:

- Test that the extinguisher works before you approach the fire
- Protect yourself at all times.
- Take care, speed is essential but it is important to be cautious.
- Keep your back to the exit at all times and stand 6 to 8 feet away from the fire.
- Follow the 4-step P-A-S-S procedure.

P **Pull the pin, release the lock latch or press the punch lever.**
A **Aim the nozzle at the base of the fire.**
S **Squeeze or press the trigger.**
S **Sweep the extinguisher from side to side.**

If the fire does not go out immediately or the extinguisher appears to be getting empty, leave the area at once. Back out with the lever squeezed and the nozzle pointed at your feet. This will protect you until you are out of the area.

Maintenance:

Extinguishers must be properly maintained to ensure that they work when needed and they are safe to use.
Adequate maintenance of extinguisher's consists of regular inspections, recharging as needed. Records are to be kept of all maintenance work carried out, including inspections.

Inspections:

Fire extinguishers must be inspected at least once a month either by the site supervisor or the safety coordinator, which shall include the following:
It is in working order, It is not damaged, The ring pin is in place
It is fully charged, The seal is intact, Hose is not cracked or corroded.
The inspection tag that is attached to the extinguisher will record the inspection.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
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First Aid Injury PROCEDURES

1. In the event of a minor injury, report the accident to your supervisor and obtain First Aid from qualified personnel.
2. Record injury on the First Aid Record Form.
3. Complete Incident report and WCB forms if required.
4. Preform an investigation and make recommendations on prevention.
5. Report any further discomfort following the injury.

Written by: Tony Mohammed

Approved by: T. Mohammed

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Confined Entry Accident Procedures

Hazards Present: Claustrophobia, Inhalation of chemicals/toxins, Potential death, Asphyxiation
PPE: Fall arrest and quick retrieval, Hardhat, eye, ear, hand and foot protection,
Additional Documents Training: MB Workplace Safety & Health Act & Regulations: Part 5 First Aid, Part 6 Personal Protection Equipment, Part 15.8 Confined Spaces, Confined Space Training, First Aid, CPR, Rescue Responders

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR
BE AWARE OF WSH ACT AND REGULATION REPORTING

1. Stop and clear all work in vicinity and ensure that no workers enter the confined space.
2. Ensure trained confined space standby team is present or call 911.
3. Secure the site against further danger or injuries.
4. Designate a worker to wait for emergency responders and lead them to accident area.
5. Hoist injured worker to surface.
6. Commence First Aid until relieved of responsibilities
7. Begin accident investigation.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
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SAFE JOB PROCEDURE
FALL ARREST RESCUE PLAN

Description of Work:

Workers at Air Movement Services are HVAC testing and balancing technicians. Some jobs require working at heights requiring a fall arrest system. This work involves testing mechanical systems at heights which require a ladder to access. Workers do not work on slopped roofs. All workers who wear fall protection equipment must demonstrate operational competency and must be trained and deemed competent. All workers will be trained in Rescue Plan Safe Work Procedures. Secondary worker or supervisor will accompany worker should an incident occur. Should a worker fall and an arrest system be activated an emergency procedure will proceed. Refer to WSH W21 10/02 Part 14, section 14.2 (3) (c). **NOTE: Research indicates that suspension can result in unconsciousness followed by death in less than 30 minutes ** EVEN IN THE ABSENCE OF TRAUMA.**

Job Description:

Mechanical testing in locations requiring a fall protection/travel restraint system requiring emergency procedures should a fall occur.

PPE:

harness, lanyard, Safety vest, Safety footwear, Safety Hard Hat,

Task/Activity:	Potential Hazards	Hazard Control Procedures
1. Be aware of fall distance to floor	a) muscuskeletal injury b) death	a) measure point of worker feet on platform to lower level, including ground level, floor, platforms, material, equipment or structures.
2. Observe any work material beneath area	a) same as above	a) consider height of materials when determining lanyard length
3. Be aware of rescue equipment location to reach suspended worker and get them down.	a) rescue delayed b) muscuskeletal injury	a) locate extension ladder, man-lift or elevating work platform. b) cell phone is accessible to call 911
4. Worker falls and is suspended	a) harness exert pressure on leg veins reducing blood to heart b) worker loses consciousness in as few as c) harness keeps worker in upright position, regardless of consciousness. d) death	a) communicate with fallen without injury worker to assess consciousness and potential injury. b) utilize equipment to reach suspended worker and get them down quickly, (goal within 5 minutes). c) Phone Manager to notify
5. Worker falls and is suspended unconscious	a) harness exert pressure on leg veins reducing blood to heart b) death	a) call 911 IMMEDIATELY b) notify on site personnel. c) speak to fallen worker to attempt at consciousness and communication. d) Phone Manager e) Stay with fallen worker until emergency personnel arrive

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Reviewed: August 29, 2023
May 19, 2026
Revised: August 28, 2017

STATISTICS AND RECORDS

AIR MOVEMENT SERVICES LTD.
51-B SPEERS ROAD, WINNIPEG, MANITOBA R2J 1M2

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RECORD & MAINTAIN SAFETY DOCUMENTATION POLICY

In order to recognize hazards and monitor the success of our Safety Program, reports, records and other performance measures must be reviewed. Analysis of these statistical reports will provide information regarding what elements of the entire program need attention and improvement, and will assist in the prevention of accidents and injuries.

In addition to Hazard Assessment Procedures already in place, it is Air Movement Services Ltd. policy to perform annual reviews of the following performance measures:

- Hazard and near miss reports
- Incident reports & investigations
- Lost time injury reports *
- Safety Meeting minutes & Toolbox talks
- Fire Extinguisher & First Aid Logs
- New Hire orientations & Training
- Disciplinary actions
- Job Site Inspections
- PPE Maintenance & Inspections
- Monthly safety stats

* Refers to an injury where the direct result keeps an employee off work for more than one full day*.

To review data from these sources, it is necessary to establish a system to document, maintain and keep records on all injuries, accidents, near misses, Lost time Injures, fatalities and other incidents that occur on all projects.

ROLES AND RESPONSIBILITIES

Worker	• Report all accidents, incidents, first aid occurrences, lost time injuries and equipment damage to project supervisor
Supervisor	• Record all accidents, incidents, first aid occurrences, lost time injuries, equipment damage, WSH reports and Safety minutes and make available on the project. • Send all relevant health and safety information to Air Movement Services Ltd. office. • Coordinate first aid response, accident investigation or other follow up performed for all action items
Safety Admin	• Maintain records of orientation, project inspections, safety audits, near misses, incident reports, WSH reports and any follow up actions. • Compile a monthly and an annual report on all health and safety activities and occurrences on a project. • Prepare safety Meeting Material and recorded minutes.
Management	• Monitor injury frequency rates. • Ensure follow up performed for all action items and investigations • Ensure appropriate actions are taken following review of quarterly project safety data report.

Written by: Tony Mohammed

T. Mohammed

Approved by:

Date Created: January 30 2016
Date Reviewed: June 24 2022
March 19, 2025
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LEGISLATION

AIR MOVEMENT SERVICES LTD.
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LEGISLATIVE POLICY

All personnel will take every reasonable precaution to protect the safety, health and welfare of themselves and others. All work is to be conducted in accordance with the minimum standards outlined in the Workplace Safety and Health Act and Regulation.

Management; Supervisors; Worker Safety and Health Representatives and Employees will be informed of their legal duties and responsibilities and are expected to participate and apply safe work practices in accordance with applicable legislation.

A copy of the Workplace Safety and Health Act (W210) and the Manitoba Regulation (MR 217/2006) will be available on site. A copy of our safety manual and applicable legislation will be readily available at Air Movement Services Ltd. Office, in the Supervisors vehicle and/or directly on the jobsite for all employees to read and/or refer to.

In addition, Air Movement Services will develop the following guidelines in accordance with legislation:

- Hearing Conservation Program will be implemented for work areas where exposure to noise is in excess of 85 dBA.
- No employee will work alone unless a Working Alone Procedure is developed between the employee and supervisor – a system of contact is to be developed and adhered to.
- Lock-Out / /Tag –Out procedure must be developed if performing any type of work in which the release of energy could inadvertently start up or cause injury to a worker.
- Where forklifts or sensitive equipment is used, applicable training/certification will be provided / verified prior to startup.
- Any person working with or in the proximity of a controlled product will receive WHMIS training prior to start up.
- For all tasks which pose the potential for a musculoskeletal injury, a risk assessment will be conducted and appropriate control measures to eliminate, reduce or control injury to workers will be implemented.
- All employees are entitled to work in an environment free of harassment/violence.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 31 2016
Date Reviewed: June 24 2022
March 25 2025
Date Revised:

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Rights & Assignment of Responsibility and Accountability for Safety

1. **The Right to Know**- Every worker has the right to know about the identified hazards in his or her workplace. Information regarding every aspect of the Health & Safety Program must be passed on to workers.

2. **The Right to Participate-** Every worker has the right to participate in safety meetings when it concerns his/her safety at a work site. This may be as a member of the Joint Occupational Health & Safety Committee or in a site-specific meeting (i.e. Toolbox). The primary purpose is to involve workers and their employers in the exchange of safety information.

3. **The Right to Refuse**- Every worker has the right to refuse to do work when there is reasonable grounds for believing that the act is likely to endanger the worker, or the health and safety of any other person.

4. **The Right to Protection from Reprisal** - Every person who is an employee has a right to exercise their rights under the WSH act without being penalized by their employers. Protection from reprisal is a fundamental right and the cornerstone of developing and maintaining a positive safety culture. It is crucial that workers feel safe when raising safety & health issues or exercising safety & health rights.

Owner/ Manager

- Provide a safe workplace
- Provide leadership by personal example
- Establish and maintain a safety program
- Ensure compliance with WSH Legislation
- Ensure regular inspections are carried out and documented.
- Ensure proper training of employees
- Ensure proper PPE is available
- Ensure accidents are investigated
- Ensure injuries are reported to WCB

Supervisor/ Lead hand

- Provide leadership by personal example
- Ensure compliance with WSH Legislation
- Regularly inspect equipment & document
- Identify Hazards
- Tell others about the hazards
  - Workers
  - Prime Contractor
  - Others affected
- Identify and address Policy breaches.
- Control or eliminate hazards
- Provide appropriate training
- Provide safety education & document
- Ensure PPE is worn as required
- Enforce safety rules
- Conduct inspections
- Conduct investigations
- Resolve Right to Refuse situations

Worker Safety Rep

- Administrate and Manage Health & Safety Program.
- Provide leadership by personal example.
- Assist in worker safety issues
- Assist in identification of:
    - Hazards
    - Inspections
    - Investigations
- Assist in the control or elimination of hazards.
- Assist with Training requirements.
- Establish & conduct random project Inspections to ensure compliance and provide document reports for the above.
- Suggest and advise of PPE requirements and/or purchase
- Conduct toolbox safety talks for crew
- Participate with Prime Contractor safety committee and ensure others are aware of issues

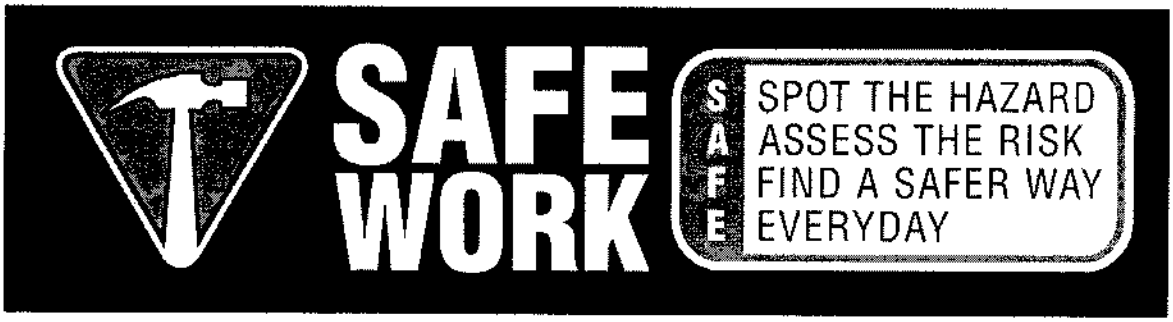
Workers/Employees

- Report hazards or unsafe conditions
- Correct hazards or unsafe conditions
- Report all injuries and incidents
- Comply with company rules
- Wear required PPE
- Follow instructions and training received
- Use tools and equipment as intended
- Participate in toolbox talks
- Make safety suggestions
- Set a good example

T. Mohammed

TONY MOHAMMED, PRESIDENT

Date Created: January 30 2016
Date Reviewed: February 10, 2021
February 6, 2024
Date Revised: September 20, 2023



WORKPLACE SAFETY AND HEALTH
EVERYONE'S RESPONSIBILITY

The Workplace Safety and Health Act supports every worker's right to a safe and healthy workplace. It assigns responsibility to each person in the workplace for creating and maintaining a safe and healthy workplace, to the extent that they have the authority and ability to do so. Everyone has a personal and shared responsibility to work together co-operatively to prevent workplace injuries and illness.

General Duties under the Act

Employers: Because they have the greatest degree of authority and control over the operations of the workplace, employers have the greatest degree of responsibility for workplace safety and health. *Employers' legal safety and health responsibilities include*

- Taking necessary precautions to ensure the safety, health and welfare of workers;
- Providing and maintaining a safe workplace, equipment, tools and systems;
- Ensuring all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection;
- Providing workers with competent supervision;
- Providing the necessary training to protect workers' safety and health before they begin a new job;
- Taking necessary precautions to ensure that other persons are not exposed to safety or health risks due to the activities of the workplace;
- Consulting and cooperating with the workplace safety and health committee or representative;
- Cooperating with other people on workplace safety and health matters.

Supervisors have the responsibility and authority to oversee a group of workers within a workplace. *The legal safety and health duties of supervisors' include:*

- Taking necessary precautions to protect the safety and health of workers under their supervision;
- Ensuring that workers comply with safety and health procedures and use safety equipment, clothing, and devices;
- Advising workers of safety and health hazards in the work area;
- Cooperating with the workplace safety and health committee or representative;
- Cooperating with other people on workplace safety and health matters.

Workers are responsible for their own actions or inaction. *Workers' legal safety and health responsibilities include:*

- Taking reasonable care to protect themselves and others who may be affected by their actions or omissions;
- Proper use of safety equipment, clothing, and devices;
- Cooperating with the workplace safety and health committee or representative;
- Cooperating with other people on workplace safety and health matters.

Contractors are described under the Act as persons who hire an employer or self-employed person on contract and direct their activities. *Contractors' legal safety and health duties include:*

- Taking necessary precautions to ensure that activities and hazards within their control do not create a safety and health risk;
- Cooperating with other people on workplace safety and health matters.

Prime Contractors are required on construction projects where more than one employer or self-employed person are involved. *The legal safety and health responsibilities of prime contractors include:*

- Coordinating, organizing and overseeing the work on the project to ensure the safety and health of workers and others who may be affected by activities on the project (this includes coordinating the safety and health programs of employers working on the project);
- Setting up an effective system to ensure everyone working on the project fulfills their legal safety and health responsibilities;
- Cooperating with other people on workplace safety and health matters.

Self-Employed Persons are responsible for their own actions or inaction. *Their legal safety and health duties include:*

- Taking necessary precautions to ensure that their activities do not create a safety and health risk to themselves or others who may be affected by their activities;
- Cooperating with other people on workplace safety and health matters.

Owners of buildings or land used as a workplace have *legal safety and health responsibilities which include:*

- Taking necessary precautions to ensure that property under their control does not create a risk to safety and health;
- Cooperating with other people on workplace safety and health matters.

Suppliers' *legal safety and health duties include:*

- Taking necessary precautions to ensure that tools, equipment and other materials supplied to a workplace are safe when used according to instructions provided;
- Cooperating with other people on workplace safety and health matters.

Workplace Safety & Health Committees and Representatives play an important role by providing input and advice to employers on safety and health matters, however they are not responsible for managing safety and health in the workplace.

- Employers are required to establish a safety and health committee in workplaces with 20 or more workers;
- In workplaces with 10 to 19 workers (or on a construction project), employers are required to designate a worker as the safety and health representative;
- Prime contractors are required to establish a project safety and health committee on construction projects expected to last more than 90 days where 20 or more workers are expected to work.

The legal responsibilities of committees and representatives include:

- Making safety and health recommendations to the employer;
- Dealing with safety and health concerns of workers;
- Participating in developing and promoting of safety and health precautions, as well as safety and health education and training programs;
- Conducting regular workplace inspections;
- Participating in safety and health investigations;
- Cooperating with other people on workplace safety and health matters.

For specific requirements, please refer to the Workplace Safety and Health Act (W210).

SAFE WORK MANITOBA

No. 201

Your Responsibilities For Safety and Health in the Workplace

The Workplace Safety and Health Act supports every worker's right to a safe and healthy workplace. It assigns responsibility to each person in the workplace for creating and maintaining a safe and healthy workplace, to the extent he or she has the authority and ability to do so. Everyone has a personal and shared responsibility to work together to prevent workplace injuries and illness. The main duties of the various types of people in the workplace are listed below.

Employers

Since they have the greatest degree of authority and control over the operations of the workplace, employers have the greatest degree of responsibility for workplace safety and health. Employers' legal safety and health responsibilities include:

- Taking necessary precautions to ensure the safety, health and welfare of workers
- Providing and maintaining a safe workplace, equipment, tools and systems
- Ensuring all workers and supervisors are aware of hazards in the workplace as well as the precautions necessary for their protection
- Providing workers with competent supervision
- Providing all new workers with a safety and health orientation
- Providing the training necessary to protect workers' safety and health before they begin a new job
- Taking necessary precautions to ensure that other people are not exposed to safety or health risks due to the activities of the workplace
- Consulting and co-operating with the workplace safety and health committee or representative
- Co-operating with other people on workplace safety and health matters.

Supervisors

Supervisors have the responsibility and authority to oversee a group of workers within a workplace. The legal safety and health duties of supervisors include:

- Taking necessary precautions to protect the safety and health of workers under their supervision
- Ensuring that workers comply with safety and health procedures and use safety equipment, clothing and devices
- Advising workers of safety and health hazards in the work area
- Co-operating with the workplace safety and health committee or representative
- Co-operating with other people on workplace safety and health matters.

Workers

Workers are responsible for their own actions or inaction. Workers' legal safety and health responsibilities include:

- Taking reasonable care to protect themselves and others who may be affected by their actions or omissions
- Proper use of safety equipment, clothing and devices
- Co-operating with the workplace safety and health committee or representative
- Co-operating with other people on workplace safety and health matters.

(see over)

SAFE Work Manitoba contact information:
Winnipeg: 204-957-SAFE (7233)
Toll-Free: 1-855-957-SAFE (7233)
Publications and resources available at: [illegible]

SAFE WORK MANITOBA

Contractors

Contractors are described under the *WSH Act* as persons who hire an employer or self-employed person on contract and direct their activities. Contractors' legal safety and health duties include:

- taking necessary precautions to ensure that activities and hazards within their control do not create a safety and health risk
- co-operating with other people on workplace safety and health matters.

Prime Contractors

Prime contractors are required on construction projects where more than one employer or self-employed person is involved. The legal safety and health responsibilities of prime contractors include:

- co-ordinating, organizing and overseeing work on the project to ensure the safety and health of workers and others who may be affected by activities on the project (including co-ordinating the safety and health programs of employers working on the project)
- setting up an effective system to ensure everyone working on the project fulfils their legal safety and health responsibilities
- co-operating with other people on workplace safety and health matters.

Self-Employed Persons

Self-employed persons are responsible for their own actions or inaction. Their legal safety and health duties include:

- taking necessary precautions to ensure their activities do not create a safety and health risk to themselves or others who may be affected by their activities
- co-operating with other people on workplace safety and health matters.

Owners

The owners of buildings or land used as a workplace have legal safety and health responsibilities that include:

- taking necessary precautions to ensure that property under their control does not create a risk to safety and health
- co-operating with other people on workplace safety and health matters.

Suppliers

The legal safety and health duties of suppliers include:

- taking necessary precautions to ensure that tools, equipment and other materials supplied to a workplace are safe when used according to instructions provided
- co-operating with other people on workplace safety and health matters.

Workplace Safety & Health Committees and Representatives

Committees and representatives play an important role by providing input and advice to employers on safety and health matters. However, they are not responsible for managing safety and health in the workplace.

- Employers are required to establish a safety and health committee in workplaces with 20 or more workers.
- In workplaces with 5 to 19 workers, employers are required to designate a worker as the safety and health representative.

(see next page)

- Prime contractors are required to establish a project safety and health committee on construction projects expected to last more than 90 days where 20 or more workers are expected to work.
- All seasonal workplaces where 20 or more workers are expected to work for at least 90 days must have a safety and health committee.

The legal responsibilities of committees and representatives include:

- making safety and health recommendations to the employer
- dealing with the safety and health concerns of workers
- participating in the development and promotion of safety and health precautions, as well as safety and health education and training programs
- conducting regular workplace inspections
- conduct safety and health investigations
- co-operating with other people on workplace safety and health matters.

Reference to legal requirements under workplace safety and health legislation:

- Duties of Workplace Parties: Workplace Safety and Health Act W210 Parts 4, 5, 6 and 7

Additional workplace safety and health information available at: safemanitoba.com

Revised: December 2015
Last Reviewed/Revised: March 2014

AIR MOVEMENT SERVICES LTD.
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EMAIL airmove@shaw.ca

Safety Committee Terms or Reference

1. Name:

Air Movement Services Health & Safety Committee

2. Members of Safety Committee

Tony Mohammed – Company President

Ray Lafreniere – Company Vice-President

Louise Creta - Safety Admin Keri Gledhill – Safety Rep

All Technicians Safety Worker Rep

3. Purpose of the Committee

Our purpose is to promote awareness of safety issues and ensure that there is a two-way relationship between management and workers to identify and resolve health and safety problems. We ensure Air Movement Services meets occupational health and safety legislation requirements.

4. Duties and Functions of the Committee

(a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding and managing those situations.

(b) Deal with complaints relating to the occupational health and safety of workers.

(c) Consult with workers and the management on issues related to occupational health and safety. Make recommendations for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.

(e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.

(f) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.

(g) When necessary, request information from the employer about known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.

(j) Carry out any other duties and functions prescribed by the Regulations.

5. Meetings

(a) The committee will meet quarterly. A Monthly meeting will occur between the safety Admins and management, which all members are welcome to attend.

(b) Special meetings, if required, will be held at the call of the management.

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two years from the date of the OHS Committee meeting to which they relate. Records will be kept by the Safety Admin.

6. Agendas and Meeting Reports

(a) The safety admin will prepare and distribute an agenda to members prior to the meeting.

(b) The committee will promptly post a copy of the report of each meeting on the safety bulletin board.

7. Review

These terms of reference shall be reviewed committee members every three (3) years.

Written by: Louise Creta

Approved by: T. Mahmood

Date Created: October 16, 2018
Date Reviewed: February 10, 2021
Date Revised: April 1 2025

No. 221

Workplace Safety and Health Representative Checklist

Workplaces with five to 19 workers are required to have an elected worker safety and health representative. A worker representative acts on behalf of workers not associated with the management of the workplace. He or she works in co-operation with an employer safety and health representative to perform the same duties as a safety and health committee. The following checklist briefly summarizes information about how the worker representative is chosen and his or her role with respect to workplace safety and health.

Worker Representative

- ✓ Must not be associated with management of the workplace.
- ✓ In a unionized workplace, selected/elected in accordance with union constitution.
- ✓ In a non-unionized workplace, democratically elected by the workers.
- ✓ Term of office is normally two years. At term-end, a representative is eligible for re-election.

Employer Representative

- ✓ Appointed by the employer.

Competently Trained Representatives

- ✓ Once elected, both the worker and the employer safety and health representative must be competently trained to perform their duties as a representative. Competently trained representatives demonstrate an employer's commitment to workplace safety and health, and provide guidance to workers and employers on safety and health matters. Competent training of representatives includes knowledge of safety and health rights, roles and responsibilities, and knowledge of tasks they may be required to perform as a safety and health representative. Each workplace is unique. The training needs of safety and health representatives vary according to workplace requirements.

For the Employer

- ✓ Meet with the worker representative on a regular basis – at least every three months.
- ✓ Respond in writing to the worker representative's recommendations within 30 days, including short- and long-term control measures used to address the recommendations.
- ✓ Allow the worker representative to meet with the employer during regular working hours.
- ✓ The worker safety and health representative is entitled to take time off from regular work duties in order to carry out the required duties of a safety and health representative:
  - √ One hour to prepare for meetings with the employer.
  - √ Time required to attend each meeting.
  - √ Time required to attend safety and health training in accordance with *The Workplace Safety and Health Act*, Section 44, as approved by the employer.
  - √ Time required to carry out other assigned duties of a committee member or representative.

(see over)

SAFE Work Manitoba contact information:
Winnipeg: 204-957-SAFE (7233)
Toll-Free: 1-855-957-SAFE (7233)
Publications and resources available at: safeworkmb.com

- ✓ The employer shall pay the worker representative at the worker's regular or premium pay, as applicable, for all time spent carrying out the duties of a representative.
- ✓ Post a safety and health bulletin board in a prominent place, for the exclusive use of safety and health representatives, in connection with safety and health subjects.
- ✓ Consult and co-operate with safety and health representatives.
- ✓ Provide representatives with paid safety and health education leave equal to the greater of 16 hours or the number of hours the worker normally works during two shifts.
  - √ Workers must be paid for the greater of the number of hours spent at training or the regularly worked number of hours during a shift.
- ✓ Advise the representatives of the planned introduction of new equipment, new operating procedures or new chemicals or other substances and materials.

Safety and Health Bulletin Board

- ✓ Must be located in a prominent place.
- ✓ Post the names of worker and management representatives and their term of office expiry dates.
- ✓ Post scheduled dates of meetings, the agenda for each meeting and a copy of each meeting's minutes.
- ✓ Post items from Manitoba Workplace Safety and Health and safety and health items of interest to the workplace.

Duties and Responsibilities of Safety and Health Representatives

- ✓ Inspect dangerous conditions and/or call a special meeting to resolve any concerns.
- ✓ Protect the anonymity of complainants who request it.
- ✓ Notify complainants of any decisions or recommendations made to management relating to their concerns.
- ✓ Notify all workers at any site where the work is determined to be dangerous.
- ✓ Worker and management representatives should inspect the entire workplace and its operations at regular intervals, and should resolve any safety or health concerns identified during the inspection.
- ✓ Worker and management representatives are responsible for jointly investigating incidents and dangerous occurrences at the workplace.
- ✓ Periodically assist the employer in determining the types of hazards that may be encountered in the workplace.
- ✓ Meet with the employer on a regular basis (at least every three months) and post the agenda of these meetings on the designated safety and health bulletin board.
- ✓ Review the safety of new equipment, materials and processes, and make recommendations accordingly.
- ✓ Hold plant or office meetings/discussions/presentations/tool box talks with staff to discuss, critically evaluate and get input on safety and health matters.
- ✓ Distribute and display safety and health information and educational materials relevant to the workplace.

Work with Safety and Health Officer

- ✓ Worker safety and health representatives may be required to accompany a Safety and Health Officer during any inspection or investigation. They may be joined by the management representative or designate.
- ✓ Both representatives/designates shall be present during discussion of Workplace Safety and Health inspection or investigation reports and shall sign the report to indicate they have read it.

(see next page)



- ✓ Contact Workplace Safety and Health *Client Services* if you are unable to resolve an issue and would like assistance in finding a solution.
    - √ Winnipeg: 204-957-SAFE (7233)
    - √ Toll-free (in Canada): 1-877-957-SAFE (7233)
    - √ E-mail: wshcompl@gov.mb.ca

Reference to legal requirements under workplace safety and health legislation:

- Workplace Safety and Health Committees and Representatives: *Workplace Safety and Health Act* W210 Sections 40 and 41
- Workplace Safety and Health Committees and Representatives: Manitoba Regulation 217/2006 Part 3 (Includes February and August 2011 amendments)

Additional workplace safety and health information available at: safemanitoba.com

Revised: January 2016
Last Reviewed/Revised: April 2014

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OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS FOR CONTRACTED WORK

PURPOSE:

Air Movement Services Ltd. has no higher priority than safety and health, and requires all contracted parties to place the same level of priority on safety and health during the execution of the Air Movement's work.

The purpose of this policy is to ensure that all construction and maintenance work undertaken by contracted parties of Air Movement Services Ltd. will be undertaken in a safe manner in consideration of all hazards present, or associated with the work performed, in complete compliance with the Workplace Safety and Health Act and its Regulations.

Contractual Clauses

The following clauses will be deemed to be included in the contract between Air Movement and the successful contractor.

- Contractor must be COR Certified or holds a current Safety Program Registration issued by the Construction Safety Association of Manitoba
- Contractor is aware of and acknowledges its legal duties and responsibilities as an employer under sections 4 and 7.4 (if applicable) under the Workplace Safety and Health Act and shall ensure that the services provided are carried out in accordance with the Act and all applicable Regulations
- Contractor shall ensure that its employees, agents and subcontractors are properly qualified, trained and competent to perform the services
- Contractor shall ensure adequate supervision and worker safety representation as outlined in the Act
- Contractor shall allow Air Movement Services the right to inspect and audit site conditions and all pertinent safety performance records for the purpose of measuring adherence to Air Movement's safety and health objectives and compliance with the contractual obligations herein (* however, it is clearly understood that this will not be deemed to be relating to execution or coordination of contractor activities. For greater certainty, the contractor is the sole person responsible for the execution and coordination of work.)
- Contractor acknowledges that failure to comply with Air Movement's safety and health requirements shall be cause for either immediate termination or suspension of the work until the deficiency, in Air Movement's sole opinion is rectified, at no cost to Air Movement Services. In either case without prejudice to Air Movement's rights to remedies or damages for such failure.

_____
Sub Contractor Company

_____
Name & Position

_____
Date

_____
AMS Management Signature

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AIR MOVEMENT SERVICES LTD.

CONTRACTOR COMPLIANCE DECLARATION

With respect to the objects and purposes of ensuring, so far as reasonably practicable, that all construction and maintenance work undertaken by contracted parties of Air Movement Services Ltd. will be undertaken in a safe manner, the following declaration must be signed and submitted.

Submitted To: _____

Company Name: _____

Address: _____

_____

CSAM Safety Program Information

COR Certification # _____ Safety Program Registration # _____

DECLARATION

As required by all employers in the province of Manitoba, I have obtained current copies of the Workplace Safety and Health Act (W210) and WSH Regulation (MR 217/2006).

As required by all employers in the province of Manitoba, I will ensure workers are supervised by a competent supervisor, familiar with the WSH Act and Regulation.

As required by all persons in the province of Manitoba, I will share required information with the prime contractor, and those affected, necessary to identify and control existing and potential hazards. Pre-job hazard assessment will be available on request.

As required by all contractors will procure all hazardous products with the intent of managing the health and safety of all workers working with those products. This will include but is not limited to ensuring that all hazardous products as well as building materials where risks have been identified are accompanied by appropriate Safety Data Sheets (SDS) and safe work procedures.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

My company has obtained coverage through the Workers Compensation Board of Manitoba (WCB) and will remain in good standing with the WCB for the duration of the project.

Print Name: _____ Signature: _____

Print Title: _____ Date: _____

Rev- OCT 2025

AIR MOVEMENT SERVICES LTD.
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ATTENTION ALL SUBTRADES

SAFETY PROCEDURE

All work that will be done for Air Movement Services Ltd. Will have to comply with Workplace Safety and Health regulations with no exceptions. Any subgrade not complying with these regulations will be asked to leave the site until the issues have been resolved.

1) All subtrades must attend a job site orientation with the General Contractor before starting any work on site.
2) Subtrades must attend our toolbox talks, or safety meetings. If not, the subtrade, having a crew of 2 or more, must do their own weekly or bi-weekly meeting and submit a copy to Air Movements foreman or to Air Movements office.
3) Proof of WCB clearances and liability insurance is required before coming on site.
4) All subtrades to provide a list of their employees that will be working on our site along with their qualifications.
5) All subtrades must train workers in the correct usage of all required personal protective equipment and safe work procedures and proof of this training to Air Movement Services is to be made available upon request.
6) Notify Air Movement Services site safety rep and the site foreman if work is likely to create a hazard as soon as possible. A Job Hazard Assessment shall be completed before work is to commence and a copy submitted to our site foreman.
7) All accidents/incidents and near misses must be documented and reported to Air Movement Services site safety rep immediately.
8) All subtrades that do not follow our safety policies will face disciplinary action. First, they will be issued documented verbal warning, then a written reprimand, and the third infraction will result in removal from site.
9) Job site inspections are to be done by our site foreman and are to be signed by any worker on site.
10) Daily Pre Hazard Assessments are to be filled out and made available upon request.
11) All subcontractors must maintain a fully stocked first aid kit on site, as well as an inspected fire extinguisher, as required.
12) MSDS sheets must be on site or given to Air Movements Services site safety rep for all controlled products brought on the jobsite.

We recognize that the responsibilities for safety and health are shared thus we encourage and expect complete, pro-active participation by everyone. Sacrificing safety for the sake of expediency will not be acceptable.

To the best of my knowledge, I and my company employees meet the minimum safety training requirements as outlined in Manitoba's Workplace Safety and Health Legislation.

Subtrade Name	Safety Rep
Job Name	Air Movement Services File #
Phone	Fax
Signature	Date

THIS FORM MUST BE RETURNED WITH YOUR CONTRACTOR COMPLIANCE DECLARATION & OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS FORM

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SUB-CONTRACTOR ORIENTATION

The site supervisor for EVERY Sub-Contractor must receive this orientation and ensure he/she conducts an orientation with all his/her workers coming on site

Sub Contracting Company: _____ Date: _____

Introduction
- ☐ COR Certification or equivalent
- ☐ Company Commitment to Safety

Introduction to:
- ☐ Prime Contractor
- ☐ Site Supervisor
- ☐ Worker Safety Representative
- ☐ Technicians
- ☐ WHS Acts & Regulation 2015 Copies

Emergency Planning
- ☐ First Aid kit
- ☐ First Aid Personnel
- ☐ Fire Extinguisher

Personal Protective Equipment REQUIRED AT ALL TIMES
- ☐ Safety Boots/Shoes
- ☐ Hard Hats

Personal Protective Equipment REQUIRED as needed
- ☐ Fall Protection
- ☐ Hearing Protection
- ☐ Safety Glasses
- ☐ Respirators
- ☐ Other:_____

ON SITE SAFETY FORMS REQUIRED

Safety Forms Submitted PRIOR to Start-up (to office)
- ☐ Compliance Declaration
- ☐ Subtrade Safety Form
- ☐ OSH Form
- ☐ MSDS Sheets
- ☐ Employee training qualifications (WHMIS, Fall Protection...)
- ☐ WCB Clearance & Liability insurance

Safety Forms Submitted WEEKLY
- ☐ Jobsite Inspection
- ☐ Toolbox Talk

Forms Submitted IMMEDIATELY
- ☐ Near Misses
- ☐ Incident or Accident
- ☐ STOP Work Order (WSH Division)
- ☐ IMPROVEMENT Order (WSH Division)

_____ Sub Contractor Supervisor Signature

_____ Orientation Conducted By:

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OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS FOR CONTRACTED OFFICE WORK

PURPOSE:

Air Movement Services Ltd. has no higher priority than safety and health, and requires all contracted parties to place the same level of priority on safety and health during the execution of the Air Movement's work.

The purpose of this policy is to ensure that all construction and maintenance work undertaken by contracted parties of Air Movement Services Ltd. will be undertaken in a safe manner in consideration of all hazards present, or associated with the work performed, in complete compliance with the Workplace Safety and Health Act and its Regulations.

Contractual Clauses

The following clauses will be deemed to be included in the contract between Air Movement and the successful contractor.

- Contractor must be COR Certified or a Company committed to safety.
- Contractor is aware of and acknowledges its legal duties and responsibilities as an employer under sections 4 and 7.4 (if applicable) under the Workplace Safety and Health Act and shall ensure that the services provided are carried out in accordance with the Act and all applicable Regulations
- Contractor shall ensure that its employees, agents and subcontractors are properly qualified, trained and competent to perform the services
- Contractor shall ensure adequate supervision and worker safety representation as outlined in the Act
- Contractor shall allow Air Movement Services the right to inspect and audit site conditions and all pertinent safety performance records for the purpose of measuring adherence to Air Movement's safety and health objectives and compliance with the contractual obligations herein (* however, it is clearly understood that this will not be deemed to be relating to execution or coordination of contractor activities. For greater certainty, the contractor is the sole person responsible for the execution and coordination of work.)
- Contractor acknowledges that failure to comply with Air Movement's safety and health requirements shall be cause for either immediate termination or suspension of the work until the deficiency, in Air Movement's sole opinion is rectified, at no cost to Air Movement Services. In either case without prejudice to Air Movement's rights to remedies or damages for such failure.

_____
Sub Contractor Company

_____
Name & Position

_____
Date

_____
AMS Management Signature

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Safety Orientation Checklist
Sub Contractor Office Staff

Employee Name: _____ Date: _____

	Yes	No	N/A
Review of Company Safety Policy & General Safety Rules	☐	☐	☐
Disciplinary Procedures	☐	☐	☐
Review of Employee Rights & Responsibilities / Legislation	☐	☐	☐
Emergency Procedures:			
Emergency Exits	☐	☐	☐
Muster Point	☐	☐	☐
Reporting of ALL Incidents/Near Misses (Forms)	☐	☐	☐
Shown Location of:			
First Aid Kit	☐	☐	☐
Fire Extinguishers	☐	☐	☐
Telephones and Emergency Phone Numbers	☐	☐	☐
Safety Bulletin Boards	☐	☐	☐
Office Copies of AMS Safety Manual, WHS Acts & Regulation & MSDS	☐	☐	☐
Complete Emergency Contact Form	☐	☐	☐
Copy of Drivers License	☐	☐	☐
WHMIS Training	☐	☐	☐
Requirement of Personal Protective Equipment	☐	☐	☐
Review Safe Work Practices & Safe Job Procedures	☐	☐	☐
Review Critical Tasks	☐	☐	☐
Hazard Assessments & Work Alone Procedures	☐	☐	☐
Signed OSH for Office Work	☐	☐	☐
Introduction to:			
Management	☐	☐	☐
Safety Representatives and Administrator	☐	☐	☐
First Aid Personnel	☐	☐	☐

Employee: _____ **Management:** _____

Safety Admin: _____ **Safety Rep:** _____

MANITOBA SUPPLEMENT

AIR MOVEMENT SERVICES LTD.
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VIOLENCE PREVENTION POLICY

Air Movement Services is committed to providing a safe work environment for all staff. Management recognizes the potential for violence or threats against staff. Actions have been taken to identify possible sources of violence and to implement a violence prevention program to eliminate or minimize risk.

Violence is Against the Law

Canada's Criminal Code prohibits violence. You have a right to live and work without being subjected to violence. This policy outlines what to do if you are subjected to threats or violence at work, or if you, as a manager or employee, become aware of a violent situation.

What Constitutes Violence

Violence is defined as the attempted or actual exercise of physical force against a person and any threatening statement or behavior that gives anyone reason to believe that physical force will be used against them.

Employee Rights and Responsibilities

Employees are entitled to work free from violence.

Employees are responsible for working together in a professional manner and resolving issues in a non-violent manner. Employees are to bring issues to their supervisor, if they cannot be mutually resolved.

Employees must report incidents of violence to their supervisor. They must also cooperate in the investigation of a violent incident. Anyone who gives evidence or information in an investigation or is involved in the process must keep this information confidential, except when it is necessary to deal effectively with the issue.

Employees who have been the victim of violence will be:

- Encouraged to get medical help
- Given the opportunity to be examined by a physician
- Provided with transportation if required

Company Responsibilities

The company must ensure, as much as reasonably practical, that no employees are subjected to violence in the workplace.

Management will take corrective action with anyone under his or her direction who subjects an employee to violence.

Management will not disclose the name of a complainant or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint.
- Required to take corrective action.
- Required by law.

Steps to eliminate or minimize the risk of violence

Employees are to take reasonable precautions when dealing with the public. In the event an employee feels threatened, they are to remove themselves from the situation as soon as safely possible. In the event an employee is working alone they are to follow the company working alone procedure.

Reporting Incidents of Violence

Employees must promptly report incidents or threats and attempted or actual violence encountered in the workplace to their immediate supervisor. In emergency situations the employee is to contact 911 immediately. Supervisors are to report all incidents of violence to the company's chief safety office.

Investigating Incidents of Violence

The Chief Safety Office will investigate the incident and report back to management. The complainant will be asked to meet with management at which time they will be presented with a written report of the results of the investigation. The company will take disciplinary action against any employee who is found to be involved in a violent incident in the workplace

The violence prevention policy is not intended to discourage or prevent anyone from exercising any other legal rights under any other law.

Written by: Tony Mohammed

Approved by: T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
Date Revised: September 27, 2019
April 1 2025

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ALCOHOL & DRUG ABUSE PREVENTION POLICY

Air Movement Services is committed to providing a safe work environment for all staff. Being under the influence of alcohol or other drugs on company property or customer facilities is prohibited. The use, possession, distribution or sale of illegal or unauthorized drugs on company property or customer facilities by employees or others is prohibited, as is the unauthorized use or possession of alcoholic beverages. Abuse of drugs, whether illegal prescription or non-prescription, or the abuse of other substances is considered grounds for dismissal. This policy applies to all employees.

DEFINITIONS

Alcohol

Alcohol refers to beverages regulated and defined by the government and includes beer, wine and spirits. Other products such as mouthwash, cough syrups etc., may also contain an alcohol base, so caution must be used wen taking any medications in combination with these other products.

Drugs – Illegal, Prescription and Non-prescription:

Illegal drugs are those which, if you are found in possession of, would violate the Criminal Code of Canada and/or the Controlled Drug and Substance Act. Illegal drugs include Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine and Proxphenes.

Prescription Drugs are those prescribed by a doctor. The misuse of these drugs includes:

a) Taking amounts that exceed the prescribed amount.
b) Taking the medication improperly (i.e. with alcohol)
c) Taking other person(s) medication
d) Taking medication for the reasons other than for the intended purpose.

Non-prescription Drugs and Other Substances are misused for the purpose of creating a psychoactive effect (to get high). This included intentional inhalation of gasoline, solvents, paint thinners, adhesives, aerosols, etc.

RESPONSIBILITES:

Supervisors are responsible for ensuring a safe working environment and enforcing the alcohol & drug abuse policy.

The President / Vice President participates in determining corrective action in the case of violation of the company policy.

PROCEDURES:

Testing

Air Movement Services will not, as a rule, test for these substances on a continuing basis, but advise you that the use or possession of the above noted substances, while at work or prior to reporting to work or being unfit for work due to the use of these substances, is a major breech of company policy and is grounds for immediate dismissal from our company.

If prescription medication is required, under the direction of a physician, that has the potential for any level of impairment, drowsiness or reduced consciousness, it must immediately be report to the supervisor. The supervisor must ensure that the environment that the worker is working in is safe.

The use of illegal drugs, alcohol, medications and other substances can significantly impair a person's ability to work in a safe manner.

Some buyers of construction services and Provincial / State Safety Regulations require testing for drugs and alcohol for safety sensitive work and some locations may deem this a Bona Fide Operational Requirement (BFOR) prior to working on their premises. Please be advised that if testing is required in these cases, you will be required to submit to a drug and alcohol test as outlined in their policy before you are allowed to work on the premises.

Policy Violations

The supervisor has been given the responsibility to enforce the alcohol & drug abuse policy.

If the supervisor feels that there is a reason to believe that a worker is under the influence of drugs and/or alcohol, or that a worker is in an unfit state to perform the work assignments in a safe manner due to the use or after effects of drugs and/or alcohol use, the worker will be asked to stop working immediately and may require to submit to a drug and alcohol test prior to their return to work.

Any actions will be discussed with the person violating the policy, the supervisor and a member of senior management prior to deciding a course of action. If the worker is represented If the worker is represented by a trade union, a representative of the union will be invited to attend the process. Any test must be conducted as soon as possible after the alleged violation. If a drug and/or alcohol test confirms the presence of any alcohol exceeding the legal limit or illegal drugs, the worker's employment may terminated immediately. Any other substances uncovered by the test, which exceed accepted levels, will result in further medical inquiries.

Where a client has a policy that exceeds the Air Movement policy the more stringent shall apply.

Professional Assistance for Alcohol & Drug Abuse

Any employee who requests professional assistance for a problem with drugs, alcohol, medications or overall substance abuse will be directed to a facility that specializes in the problem area and will be granted a leave of absence for the purpose of obtaining treatment.

Reason to believe

Can include, but is not limited to:

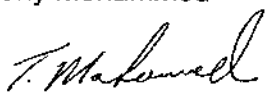
1. Visual confirmation by one or more witnesses that drugs and/or alcohol are being used contrary to this policy
2. The discovery of drugs, alcohol, drug paraphernalia or unprescribed drugs in an area that can be associated with (an) individual(s).

3. Character or personality changes observed by one or more witnesses such as, slurred speech, balance problems, the smell of alcohol on a worker's breath, extreme drowsiness, incoherent response to questions, the arrest and conviction of drug or alcohol related offenses while on Company premises, disruptive behavior or horseplay.
4. Failure to observe safe work practices on a repeated basis.

Site/Work Specific Policies

Specific safety policies that apply to specific site/work operations can and will be developed as required.

Written by: Tony Mohammed

Approved by 

Date Created: January 30 2016
Date Reviewed: February 10, 2021
February 6, 2024
Date Revised: October 17, 2018

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HARASSMENT PREVENTION POLICY

Air Movement Services is committed to providing a safe and respectful work environment for all staff and customers. No one may be harassed and no one has the right to harass anyone else, at work or in any situation related to employment with his or her organization. This policy is a step toward ensuring that our workplace is a respectful and safe place for all of us, free from harassment.

What is Harassment

There are two main types of harassment. One type includes inappropriate conduct in any form about a person's:

- Age, race
- Creed, religion
- Sex, sexual orientation
- Marital status, family status, economic status
- Political belief, association or activity
- Disability, size, weight, physical appearance
- Nationality, ancestry or place of origin

A second main type relates to what is sometimes referred to as "bullying" behavior that may involve:

- Repeated humiliation or intimidation that adversely affects a worker's psychological or physical well being.
- A single instance so serious that it has a lasting, harmful effect on a worker.

Harassment may be written, verbal, physical, a gesture or display, or any combination of these. It may happen once, but often happens repeatedly.

What is not Harassment?

Reasonable actions by managers or supervisors to help manage guide or direct workers or the workplace are not harassment. Appropriate employee performance reviews, counseling, or discipline by a supervisor or manager is not harassment.

Employee Rights and Responsibilities

Employees are entitled to work free of harassment.

Employees have the responsibility to treat each other with respect. We ask that any employee who experiences harassment or sees another person harassed report it to their immediate supervisor.

Employees are responsible to co-operate in the investigation of a harassment complaint. Anyone who investigates or gives evidence in a complaint investigation is asked to keep details confidential until the investigation is complete.

All employees have the right to file a complaint with the Manitoba Human Rights Commission.

Company, Manager, and Supervisor Responsibilities

The company must ensure, as much as possible, that no employee is harassed in the workplace.
The company will not threaten discriminatory action against a worker for exercising a right under or carrying out a duty in accordance with an Act or regulation.

Management will take corrective action with anyone under his or her direction who harasses another person.

Management will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is:

- Necessary to investigate the complaint
- A part of taking corrective action
- Required by law

The company, it's managers, and supervisors are responsible for keeping a safe work environment, free of harassment. If you are a manager and you become aware of harassment you must do everything in your power to stop it, whether or not a complaint is made. Courts presume that employers and managers are responsible for being aware Of harassment in their organization and may penalize them accordingly.

Managers or supervisors who ignore harassment leave themselves and the company open to legal consequences, therefore will be subject to disciplinary action.

Reporting Incidents of Harassment

If you are harassed, the first thing to do is tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing. If you feel unable to deal with him or her directly, you can speak to your immediate supervisor. Supervisors are to report all incidents of harassment to the company's Management or Safety Administrator.

Investigating Incidents of Harassment

The Safety Administrator will investigate the incident and report back to management. The complainant and alleged harasser will be required to attend separate meetings with management at which time they will be presented with a written report of the results of the investigation. The company will take disciplinary action against any employees who has been involved in harassing behavior in the workplace.

The harassment prevention policy is not intended to discourage or prevent anyone
From exercising their legal rights

Written by: Tony Mohammed

Approved by T. Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022,
Feb 27 2025,
Date Revised: September 27, 2019

AIR MOVEMENT SERVICES LTD.
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HEARING CONSERVATION POLICY

Air Movement Services will ensure initial noise exposure assessment is completed on the workplace using a dosimeter provided by the Construction Safety Association of Manitoba. Results of the noise exposure assessment shall be kept on file by management.

Should the average level of noise workers are exposed to over an 8 hour period be above 80 dBA, Air Movement Services shall be informed about the hazards of the level of noise and on the request of the worker, provide a hearing protector that complies with CAN/CSA Standard- Z94.2-02 and given information about the selection, use and care of the hearing protector. Where noise levels are in excess of 85 dBA hearing protection must be worn.

When required training will be provided on all types of hearing protection.

Reference WSH regulation regarding Hearing Conservation and Noise Control for specific requirements.

Written by: Tony Mohammed

Date Created: January 30 2016
Date Reviewed: June 24 2022
April 1 2025
Date Revised:

Approved by: T. Mohammed

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TRAINING & EDUCATION POLICY

Training Policy

Education and training are a vital component of incident and accident prevention, legislation and our safety program. All that is reasonably practical is done to ensure all employees are competent for the task assigned. All training will be recorded and kept on file for future reference and the organization of any needed refresher training. Training records are review at minimum annually.

Employees must participate and apply the training received.

- **Do not attempt a job that you are not competent with or cannot do safely.**
- **ASK YOUR SUPERVISOR.**

At minimum, all employees will receive, and participate fully in:

- Company and Safety Program Orientations
- Toolbox Talks
- Job Specific Training documented and provided by Supervisor or Qualified person.

Company Orientation

Upon Employment, prior to the assignment of any task, new employees will receive a company and safety orientation by a member of Management or a Safety Administrator using the form provided in our company safety manual.

Toolbox Meetings

Air Movement Services provides Toolbox Meetings (Safety Meetings) to discuss work methods/procedures, identify/control hazards and promote safety. The Supervisor or designee will conduct regular Toolbox Meetings on jobsites which have 5 or more workers. At a minimum Toolbox talks will be conducted on a biweekly basis. Crew members must sign the meeting form. Minutes from the Toolbox Meetings will be forwarded to Management and the Safety Administrator for review.

Quarterly Safety Meetings

Once every four months, all Air Movement Services workers will attend a meeting to discuss Health & Safety issues. Meetings will be arranged by the Safety Administrator and conducted by the President or designate. Minutes will be approved by the President, Safety Administrator or Safety Rep. The files will be maintained by the Safety Administrator.

Safety Administrator and Management

Monthly meetings will be conducted to discuss and resolve health and Safety issues and required training that are relevant to the companies workplace. The composite and functions of the Safety Administrator will review with the President and maintain the files.

T. Mohammed

TONY MOHAMMED- PRESIDENT

Created: January 30, 2016
Revised: April 8, 2019
Reviewed: June 24 2022
March 31, 2025

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CRITICAL TASKS

1. Confined Space
2. Elevated Work (scaffolding, ladders & fall protection/travel restraint)
3. Lifting
4. Working Alone
5. Lock out / Tag out
6. Energized Testing and Troubleshooting
7. WHMIS

Note: Please see Section 3 and 4 of AMS Safety Manual for the Written Practices and Procedures

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Musculoskeletal Injury Prevention Directive

The prevention of musculoskeletal injury (MSI) is a requirement of Manitoba Regulation 217/2006 Part 8.

A musculoskeletal injury is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain or inflammation that may occur to a worker in a workplace.

Signs and Common Symptoms of MSI

It is important for employers and workers to recognize and address the early signs and symptoms of MSIs. Signs and Symptoms of a MSI can be but not limited to swelling, redness, difficulty moving a particular body part, numbness, tingling or pain.

If a worker experiences signs or symptoms of a MSI, the must inform a supervisor and seek further medical attention if needed. The supervisor will then bring it to the committee

Risk Assessment & Control

Identifying MSI hazards and assessing the likelihood of injury must be included in your prework hazard assessment and jobsite inspections. First the worker must try to eliminate the hazard. If not possible the hazard must be minimized. Personal protective equipment (PPE) and clothing to limit a MSI can be used such as knee pads to perform work on their knees. All safe job Procedures & Safe work Practices should be followed to minimize any risk of a musculoskeletal injury.

Supplemental References: Manitoba Safe Work Musculoskeletal Injury Prevention June 2010

Written by: Louise Pierrard

Approved by:

Date Created: September 22 2023
Date Reviewed: August 28 2026
Date Revised:

SAFE WORK

SPOT THE HAZARD
ASSLSS THE RISK
FIND A SAFER WAY
EVERYDAY

EVERYONE'S RESPONSIBILITY



Musculoskeletal Injury Prevention

Safety and Health Program Supplement

June 2010

Manitoba
Building for the Future

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The prevention of MSI is a requirement of Manitoba Regulation 217/2006 Part 8.

8.1(1) When an employer is aware, or ought reasonably to have been aware, or has been advised, that a work activity creates a risk of musculoskeletal injury, the employer must:

(a) ensure that the risk is assessed; and

(b) on the basis of the assessment, implement control measures to eliminate or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

8.1(2) The control measures may include one or more of the following:

(a) providing, positioning and maintaining equipment that is designed and constructed to reduce or eliminate the risk of musculoskeletal injury;

(b) developing and implementing safe work procedures to eliminate or reduce the risk of musculoskeletal injuries;

(c) implementing work schedules that incorporate rest and recovery periods, changes to workload or other arrangements for alternating work;

(d) providing personal protective equipment in accordance with Part 6 (Personal Protective Equipment).

8.1(3) An employer must:

(a) monitor the effectiveness of any control measure implemented to eliminate or reduce the risk of musculoskeletal injury; and

(b) where the monitoring identifies that a risk of musculoskeletal injury is not being or has not been eliminated or reduced, implement further control measures, where it is reasonably practicable to do so.

8.2 An employer must ensure that every worker who may be exposed to a risk of musculoskeletal injury:

(a) is informed of the risk and of the signs and common symptoms of any musculoskeletal injury associated with the worker's work; and

(b) receives instruction and training respecting any control measure implemented by the employer.

Introduction

Musculoskeletal injuries (MSI) are currently the most frequently recorded injury type for workers in Manitoba, and account for more than 50% of time-loss injuries in Manitoba. Investigations show that injuries happen more often in workplaces that do not have effective safety and health programs.

The purpose of this guide is to assist workplaces in integrating musculoskeletal injury (MSI) prevention into their Workplace Safety and Health Program. This guide is written so the information contained in each section can be directly inserted into the existing program.

A complete Workplace Safety and Health Program consists of the elements listed below. Highlighted are the six parts where Musculoskeletal Injury prevention is to be included.

- Write a policy that demonstrates your commitment
- **Identify and control hazards**
- Identify people and resources required to deal with emergencies
- Prepare a statement of responsibilities
- **Workplace inspections**
- Develop plans to control chemical and biological hazards
- Develop procedures to safeguard contracted employer(s) or self-employed person(s)
- **Developing a training plan for workers and supervisors**
- **Develop a procedure to investigate incidents, dangerous occurrences, and refusals to work**
- **Develop a strategy to involve workers**
- **Regularly evaluate and revise your program**

Section 1: Understanding Musculoskeletal Injuries

What is a Musculoskeletal Injury?

A "musculoskeletal injury" is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue, including a sprain, strain or inflammation that may occur to a worker in a workplace.

To better understand what occurs, it is helpful to understand how ligaments, muscles and tendons can become injured.

A **sprain** occurs when a ligament stretched beyond its normal length. Ligaments are similar to supporting wires and connect bones together at the joints. Ligaments are strong and do not stretch much, providing strength and stability to a joint and protecting it against unwanted movement.

A **strain** is the stretching or tearing of a muscle or tendon. Muscles are designed to shorten and lengthen causing the bones to move. Every muscle in the body attaches to bone via a tendon.

Signs and Common Symptoms of MSI

It is important for employers and workers to recognize and address the early signs and symptoms of MSIs. Manitoba's Workplace Safety and Health Regulation requires employers to ensure that every worker who may be exposed to a risk of MSI is informed of the risk and of the signs and common symptoms of any MSI associated with the worker's work."

A *sign* of MSI can be observed, such as: *swelling, redness, difficulty moving a particular body part.*

A *symptom* of MSI can be felt but cannot be observed, such as: *numbness, tingling, pain.*

If a worker experiences signs or symptoms of a MSI, the supervisor must be informed and the worker should report to the first aid attendant and seek further medical attention. Signs and symptoms of MSI may appear suddenly from a single event, or they may appear gradually over time.

Workers must be trained:

- Not to ignore early signs and symptoms of MSI.
- How to properly report their signs and symptoms
- To seek treatment to prevent the injury from getting worse.

Section 2: Identify Hazards

W210 7.4(5)(b); MR 217/2006 sec 2 1. 2.2

The Workplace Safety and Health Act and Regulations support every worker's right to a safe and healthy workplace. The duty for creating and maintaining a safe and healthy workplace falls on every person in the workplace, to the degree of their authority and ability. As employers have the greatest degree of control over the workplace, they also have the greatest legal responsibility for safety and health.

The first step in reducing the risk of MSI is identifying those jobs which cause MSI. Helping the employer to identify and assess MSI hazards is an important function of the Workplace Safety and Health Committee. This section describes how the Workplace Safety and Health Program and Committee work best to decrease the risk of workers from suffering a MSI, and may be included in chapter 2: "Identifying and Controlling Hazards", of the existing Workplace Safety and Health Program.

Hazard Identification and Assessment

The safety and health of workers depends on cooperation between the Workplace Safety and Health Committee, employer, workers, and others to identify, assess and control hazards. Use the following steps to identify and assess MSI and other workplace hazards:

1. Collect information about the hazards
2. Assess the risk
3. Set priorities
4. Communicate information about the MSI hazards and risks to workers and supervisors

Once MSI hazards have been identified, effective control measures must be developed and put in place.

1. Collect information

Collect information regarding MSI from sources such as:

- Injury statistics – Reviewing the internal and WCB injury statistics will point to tasks or areas within the workplace that have an increased risk of MSI. Identify tasks with for strains/sprains and pulls/tears.
- Worker physical discomfort surveys *(Included in the appendix)*
- Interviews:

  Workers often know or suspect what hazards are present and where they occur in workplace tasks. Ask workers the following questions;

1) "Where in your body are you sore/tired at the end of a shift or by morning coffee?"
2) "What part(s) of your job/task causes you to feel sore/tired?"
3) "What do you think can be changed about the job/task to reduce this soreness/fatigue?"
4) "How long has this soreness/fatigue been going on, and has it gotten worse, better, or remained constant?"

- Associations – Many provide training and can recommend appropriate publications from trusted sources such as the Canadian Centre for Occupational Safety and Health, Institut de recherche Robert-Sauvé en santé et en sécurité du travail (IRSST), l'Association paritaire pour la santé et la sécurité du travail du secteur affaires sociales (ASSTSAS), etc.
- Suppliers and manufacturers – Equipment manuals, users' guides, and hazard warnings often provide vital hazard information.
- Workplace Safety and Health Officers and Ergonomists can provide valuable recommendations. The WS&H Division delivers free MSI prevention training on a regular basis and has MSI educational videos available for loan.
- Legislation – The regulations and related guidelines are an excellent starting point for identifying and controlling hazards.
- Unions – Many unions provide safety and health training and information about hazards to their members.

2. Assess the risk

Once a hazard is identified, the next step is to perform a risk assessment. The risk assessment describes what aspects of the job may cause injury. It is important to note that a risk assessment does not need to be complex to be complete.

A risk for musculoskeletal injury is something a worker does that increases exposure to:

- Awkward/sustained postures,
- Repetitive movements
- Forceful exertions
- Vibration
- Mechanical compression
- A limitation on the worker's motion and/or action
- Contact Stress

If the source of the MSI risk is identified by workers familiar with the task and the employer, no further assessment is needed. A more detailed risk assessment is required where there is uncertainty or disagreement about the amount or source of the risk. In general, risk assessments involve ongoing observations. Look for any factors that could contribute to the risk.

Consider the following during risk assessment:

- Is there a history of MSI for workers performing this task?
- Were hazard controls implemented following the most recent injury?
- Are the hazard controls in place and being used properly?
- Work processes and design; Does the requirements of the job expose workers to MSI risk?
- Work schedules and job cycle times; Is there time for workers to pause when they feel tired or sore?
- Do worker body movements involve awkward or sustained postures
- Does the weight or shape of the tools used increase the amount of effort the worker must exert to hold, move or operate the tool?
- Is training delivered at the start of employment, or when a new task is assigned, with refreshers at regular intervals?
- Is consistent supervision present?

Risk

Risk describes the odds that a MSI hazard will cause harm. It refers to the probability and severity of potential incidents. Risk management is intended to be proactive, thus potential injuries in addition to those already reported should be considered

Several variables are used to determine the severity of a MSI risk includes:

1) Probability that a MSI hazard will cause harm
2) Severity of the MSI hazard
3) Frequency of exposure to the MSI hazard

Probability

Probability is the chance that a hazard will cause harm. In terms of musculoskeletal injury, probability can be categorized from highest (1) to lowest risk (4) using the following chart:

Probability	
1	**Likely** (musculoskeletal injuries have occurred to workers performing this task and are an ongoing concern)
2	**Probable** (workers have reported some pain or discomfort as a result of this task)
3	**Possible** (workers are exposed to MSI hazards on a daily basis but no reports of pain/discomfort)
4	**Remote** (the hazard could cause harm, but is unlikely to do so)

Severity

Severity is the seriousness of the harm that could result from exposure to a musculoskeletal injury risk factor. The harm experienced by workers is often difficult to see by the untrained eye, but is nonetheless significantly affecting the worker. Severity can be categorized from highest (1) to lowest (4) using the following chart:

Severity	
1	**Long-term disability** (a MSI requiring intensive medical attention, including surgery)
2	**Lost Time Injury** (a MSI requiring time away from work which may require physical therapy to correct, i.e. physiotherapy, massage therapy, chiropractic care, etc.)
3	**Reportable injury, no lost time** (workers reporting noticeable fatigue, and/or soreness by the end of the shift)
4	**Minor** (no injury and/or discomfort)

Frequency

Frequency is how often a worker is exposed to the hazard. The more frequent the exposure to a hazard, the greater the chance of a worker suffering an injury. Frequency can be described highest (1) to lowest (4) using the chart below:

Frequency	
1	**> 75%** of the day
2	**50% - 75%** of the day
3	**25% - 50%** of the day
4	**< 25%** of the day

Risk Assessment

The combination of identifying MSI hazards and assessing the likelihood of injury is called risk assessment. Risk analyses can help committee members and the employer in setting priorities. Normally, hazards with the highest risk that affect the most workers should receive the highest critical rating and therefore the greatest attention.

The example below shows one method of determining the MSI risk for a workplace task using numbers obtained from the preceding charts.

TASKS	POTENTIAL LOSS	Severity	Probability	Frequency	Total*	Critical Rating**
Carrying stock from cart to platform	Back injury	2	2	2	6	2

*Total of Severity, Frequency and Probability

**

Total	3 – 4	5 – 6	7 – 8	9 – 10	11 – 12
Critical Rating	1	2	3	4	5

Understanding the Critical Rating
1 – Most critical
5 – Least critical

Detailed Risk Assessment

In cases where the risks are not obvious, or not agreed upon by workplace parties, a more detailed MSI risk assessment is required.

Detailed risk assessments may include:

- Manitoba Ergonomics Risk Factor Checklist *(Web link in the appendix)*
- Ontario Musculoskeletal Disorder Checklist *(Web link in the appendix)*
- Revised N.I.O.S.H. lifting equation
- American Conference of Industrial Hygienists – MSI prevention standards
- MSI assessment reports prepared by consultants

3. Set priorities

In addition to section 2.1 of this document, some methods of determining priorities for MSI prevention activities in the workplace include:

1. Using the formula (Risk priority= Probability x Severity x Frequency), where a critical rating of "1" signifies a top priority;
2. Reviewing past injury statistics to identify tasks with the greatest number or severity of MSI;
3. Identifying critical, or bottleneck, positions where a MSI may significantly impact the performance of the organization; or
4. Using information previously obtained from a risk assessment.

Considering the current rate of MSI often exceeds all other types of injury in Manitoba workplaces, MSI risks should rank at the top of the list.

4. Communicate information

Early detection and reporting of MSIs may prevent the injury from progressing further if medical attention is sought and changes are made to the worker's job. MSI prevention efforts require communicating hazard information to workers and supervisors. Ensuring that workers and supervisors have a good understanding of MSI hazards leads to better hazard identification and better recommendations for hazard control.

- Workers must be aware of MSI hazards and control measures in the workplace in order to protect themselves.
- Workers have the right to know about the signs and symptoms of MSIs.

Workplace safety and health committees can help the employer communicate MSI prevention information. To do this, committee members should:

- Post information such as: signs and symptoms of MSI, minutes of committee meetings and meetings with the employer, the results of inspections, summaries of workplace monitoring, warning signs, and hazard labels.
- Discuss risks for MSI with workers, supervisors and managers.
- Hold meetings to discuss MSI concerns.
- Help the employer to arrange worker training and education.
- Keep workers informed about the status of their concern.
- Ensure the critical job inventory, job hazard analyses and safe work procedures refer to MSI hazards and controls.

Section 3: Controlling Hazards

W210 7.4(5)(b); MR 217/2006 sec 2.1, 2.2

Effective MSI prevention requires a good understanding of the hazard identification and MSI risk assessment. This section describes how to use the assessment to develop hazard control measures, and may be integrated into chapter 2: "Identifying and Controlling Hazards", of your existing Workplace Safety and Health Program.

Controlling an MSI hazard involves removing the hazard, or at least reducing the likelihood that the hazard may cause an injury. Effective MSI prevention must meet four requirements:

1. It must adequately prevent the hazard from causing harm.
2. It must protect everyone who could be harmed by the hazard.
3. It must not create new hazards, or negatively impact production and quality.
4. It must not create a hazard to the environment or the public outside of the workplace.

To be proactive in MSI prevention, an employer should:

- Train managers, supervisors and workers to recognize risks for MSI.
- Give supervisors the training and resources to ensure workers follow MSI hazard controls *(As discussed in Section 5 of this guide).*
- Communicate the Workplace Safety and Health Policies through the management structure. Ensure everyone understands his or her duties.
- Build MSI prevention into all aspects of the organization such as:
    - Work Planning and Design:
        - Consider the adjustability and placement of equipment, machines, workstations, and tools to create a smooth work flow and minimize physical effort.
        - Avoid awkward and sustained postures by planning work to 'fit the worker.'
        - Build in job-rotation schedules, and ensure that appropriate work-rest schedules are incorporated in the work-cycle. *(Discussed later in this section)*
    - Tendering:
        - Choose from contractors and suppliers who successfully demonstrate their commitment to MSI prevention *(Chapter 7 of the Safety and Health Program).*
        - Adjustability in products and workstations is valuable when it permits workers to avoid awkward and/or sustained postures.
    - Purchasing:
        - Considering risks for MSI when making purchasing decisions.
        - Purchasing in bulk often results in heavy or awkward material handling situations.
        - 'One-size' does not fit all workers.

- Training:
  - Recognizing risks for MSI and early reporting of MSI signs and symptoms is an important aspect of MSI prevention. *(As discussed in Section 5)*
  - Training in the proper usage of MSI control measures is a requirement of the Workplace Safety and Health Regulation 217/2006 8.2(b)
  - Workers should encourage each other to avoid exposure to MSI hazards.
- Maintenance:
  - Properly maintained equipment, tools and machines reduces worker exposure to the risks for MSI.
  - Develop and implement preventative maintenance schedules.
  - Review maintenance schedules regularly to ensure their effectiveness.

Technical steps in hazard control

As a first step in hazard control, determine if hazards can be controlled at their sources (where the problems are created). If this is not realistic, place controls between sources and workers. The closer a control is to the source of the hazard, the better. A combination of hazard controls often works well.

a) Control at the source

Elimination – First, try eliminating the hazard. Engineering out a hazardous job, tool, process, body position, or machine is the best way to protect workers.

Substitution – Example: Many older hand tools tend to be bulky and awkward. Consider substituting these tools with newer ones that are better designed.

Redesign – The layout of the workplace, workstations, work processes, tools, and jobs can often be redesigned to prevent risks for MSI. For example, containers can be redesigned to reduce the effort required to hold and lift them. Carts should be redesigned to allow the worker to push rather than pull them.

Automation – There are some tasks that are simply too damaging for the body to perform. These include extremely laborious / monotonous work. Wherever possible, a worker-operated machine should be used to reduce the physical exertion required by the worker.

b) Control at the level of the worker

Housekeeping, repair and maintenance programs:

- Keeping aisles clear may reduce awkward postures and tripping hazards,

- Maintaining tools, equipment and machinery including regular maintenance for vibrating hand-tools,
- Wheeled carts require a regular maintenance schedule to ensure workers aren't required to use extra force.

Administrative controls:

- New policies,
- Improving or clarifying safe work procedures,
- Specifying the body movements (biomechanics) workers will use,
- Educating workers and supervisors on the signs and symptoms of MSI.
- Modifying work schedules to reduce the time workers are exposed to a hazard,
- Implementing job rotation schedules to control MSI hazards due to repetitive work,

Notes on modifying work and rotation schedules:

- Rotation within a shift gives working muscles variety and rest
- Select jobs requiring the use of significantly different muscle groups for workers to rotate through.
- Adjusting work schedules to include rest breaks, mini-breaks (30-60 second), and stretch breaks, in order to reduce fatigue and "let the blood come back" to working muscles.
- If a worker sits during work, sitting down during a break is not, for example, a rest for the working muscles in the lower-back.

Personal protective equipment (PPE) and clothing – Personal protective equipment is much less effective in reducing MSIs than any other control measure since it does not directly address the hazard. It must be used properly and consistently to be effective.

Examples of PPE for MSI prevention include:
• High quality knee pads for workers required to perform work on their knees. This includes maintenance personnel, carpet layers, and pipe-fitters.
• Anti-vibratory gloves.

Review

The employer is responsible for ensuring that workplace MSI hazards are identified, assessed, appropriately controlled, and appropriately addressed via the Workplace Safety and Health Program. Workers have the 'right to know' and must be informed about the MSI hazards they may encounter and trained in how to reduce their risk.

The employer is expected to consult and involve the workplace safety and health committee in the hazard control process. Likewise, the committee is expected to work constructively with the employer to maintain a safe and healthy workplace. Helping the

employer identify, assess and control hazards is one of the most important roles of the committee or worker representative within the internal responsibility system.

Documenting the effectiveness of hazard controls in your committee minutes is part of the monitoring and evaluation process *(As discussed in section 8 of this guide)*.

(More "review" points)

- Education for everyone in the workplace on MSI hazards will result in more effective hazard identification and better suggestions for job improvement.
- Worker and supervisor interviews are one of the simplest ways to identify hazards and control measures.
- Safe work procedures must include MSI hazard controls.
- Supervisors must be educated on, and prepared to reinforce MSI prevention measures. This education must include how to use proper body mechanics.
- Best practices in controlling MSI hazards involve physical changes to the work along with changes in work practices. The closer a control is to the source of the hazard, the more effective it will be.
- Risk assessments aid in the prioritization of safety and health activities in the workplace.

Key Additions to the Safety and Health Program

- Collect information regarding MSI hazards
- Perform risk assessments to determine MSI risk
- Implement a method for communicating MSI risks and information to workers and supervisors
- Give supervisors the resources to ensure workers use MSI hazard controls.

Section 4: Workplace Inspections

W210 7.4(5)(e); MR 217/2006 sec 2.4(1)(2)

Inspections are one of the most common and effective tools for identifying problems for correction before potential MSIs occur. Be sure to include MSI prevention in your regular workplace inspections. Inspections should also be used to encourage, and draw attention to, good safety and health practices including proper body movements. Include information developed from this section into chapter 5: "Schedule Inspections" of your existing workplace safety and health program.

Generally speaking, there are two types of inspections: Informal inspections and Formal, planned inspections.

Informal inspections – This is the on-going awareness of safety and health hazards and controls as workers do their jobs; basically speaking, this is people being aware of their work environment and those in it reporting a workplace hazard. They should understand how, and be strongly encouraged to report hazards since workers are often the first to recognize issues.

Two important aspects for encouraging MSI hazard reporting;

1. Taking concerns seriously, and
2. Keeping workers informed about the status of corrective action (when and how the correction will be made, or why the corrective action has been delayed or denied). Note: *The Workplace Safety and Health Act* 41.1(2) states:

> *"If an employer receives written recommendations from the committee or representative identifying anything that may pose a danger to safety or health of any person, the employer shall respond in writing to the committee or representative no later than 30 days after receiving the recommendations unless the employer implements all of the recommendations within 30 days of receiving the recommendations."*

Informal inspections should be performed by:

- Workers
- Supervisors
- Managers

Formal, Planned inspections – A Formal Inspection is a planned walk through or examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices. Formal Inspections help focus attention on change, and help solve problems before they cause MSIs.

Consider including the following in your workplace inspections:

1. **General MSI hazard recognition** – Safe Work Bulletin #247 "Recognizing MSI risks" is designed for the quick review of work activities in flagging tasks for further assessment. *(Included in the appendix)*
2. **Biomechanics (Body Movements)** – Pay special attention to the body movements that workers choose. Remember that safe work procedures call for specific body movements to reduce the exposure to awkward or sustained postures. It is important that supervisors are aware and thoroughly understand the proper body movements described in the safe work procedures. Supervisors must be prepared to encourage and monitor their use.
3. **Maintenance of Machines, Tools, Carts, etc.** – Using poorly maintained equipment will require workers to exert more force, thereby increasing their risks for MSI. Make sure that regular maintenance schedules exist and are being followed. These inspections help prevent equipment and machinery failure through early detection of problems and by setting priorities for servicing, adjustment, repair and replacement.
4. **Housekeeping** – Good housekeeping can minimize/eliminate slips, falls, and awkward postures due to walking or trip hazards which aid in the prevention of MSI. Housekeeping inspections should be done often by workers, maintenance personnel, and supervisors. They should focus on both the cleanliness and orderliness of the work area.
5. **Mechanical compressions** – Workers will often add padding when the hard or sharp edges of tools, machines and equipment press into their bodies and cause pain. This temporary padding indicates the presence of a mechanical compression hazard and requires proper hazard controls.

Ask these questions during all follow-up inspections:

- Have the implemented controls solved the problem?
- Has the risk posed by the original MSI hazard been eliminated or reduced?
- Have any new hazards been created?
- Are monitoring processes adequate?
- Have workers been adequately informed about their risk of injury and the proper use of control measures
- Do orientation and training programs incorporate implemented control measures?
- Are workers using control measures?
- Are further control measures required?

These questions have been included in the appendices for your convenience.

Monitoring the Effectiveness of Controls

Sometimes MSI hazard controls do not work as well as expected. Therefore, the Workplace Safety and Health Program must have a written plan to monitor the effectiveness of the implemented control measures.

Review

- Inspections are one of the most effective means of identifying hazards and monitoring the effectiveness of control measures.
- Observing body movements is very important and requires more time than a simple walk-through.
- Including MSI hazards during regular inspections will generate greater MSI awareness in the workplace.

Key Additions to the Safety and Health Program

- Include MSI prevention in the inspection process, with special attention to mechanics.
- Develop an internal system for collecting and addressing MSI hazard reports.
- Develop a procedure to follow-up with workers who make hazard reports

Section 5: A Training Plan for Workers and Supervisors

W210 7.4(5)(h)

What is Training?

Training means more than simply providing information. It requires a practical demonstration by the trainer and a successful return demonstration by the trainee. The return demonstration will ensure that the skill or knowledge related to the job has been learned and understood. Legal diligence requires the workplace to maintain records of a) who was trained, b) what information was provided in that training, and c) a monitoring plan to ensure that workers and supervisors are using the training.

Safety and health education and training is critical to the Workplace Safety and Health Program and to preventing MSIs. Information obtained in this section can be included in chapter 8: "Develop a Training Plan" of your existing Workplace Safety and Health Program.

MSI prevention training for workers and supervisors should include;

- Signs and common symptoms of MSI, and
- Use of control measures implemented by the employer to reduce the risk of MSI, and
- Proper body movements during work to reduce the risk of MSI, and
- Safe material handling, including lifting, carrying, pushing, and pulling, and
- Updated safe work procedures.

Where practicable, body movement training should be hands-on, using real workplace examples.

Workers should be taught proper body mechanics and MSI prevention for their job as part of their comprehensive training and;

- At the commencement of employment, and
- When reassigned or transferred to a new job, and
- When new equipment, processes, or procedures are introduced, and
- When they are regularly observed using improper bio movements, and
- When planning for non-routine or irregular tasks.

Regular review and retraining regarding MSI prevention;

- is required for both workers and supervisors, and
- should not be seen as an unpleasant task, but as an opportunity for improvement, and

- is needed when supervisors or workers observe others performing work incorrectly, and
- must be included in the Return to Work Program

It is beneficial to develop a procedure for supervisors so that they will be able to identify and recommend workers for re-training.

Review

- Body movement training is most effective when it is hands-on and uses actual workplace examples.
- Supervisors must receive at least the same training as workers, if not more, to ensure effective supervision.
- Training regarding proper body movements and MSI hazards is required when a worker begins a new job, and when a new piece of equipment or new process is introduced to the workplace.

Key Additions to the Safety and Health Program

- Develop training for workers and supervisors on signs and common symptoms of MSI, use of control measures, proper body mechanics, and safe material handling.
- Develop a procedure to provide regular review and re-training for MSI hazards of job functions.

Section 6: Investigating Incidents

W210 7.4(5)(i); MR 217/2006 sec 2.9

Investigations of incidents provide valuable information needed to prevent reoccurrence. Information obtained from this Section can be incorporated into chapter 9: "Investigating incidents, Dangerous Occurrences, and Refusals to work", of your existing Workplace Safety and Health Program.

The term **'incident'** describes both time-loss injuries and dangerous occurrences where an injury has nearly occurred. A MSI reported to the WCB or a worker reporting signs and symptoms of MSI are both considered to be incidents. Investigate incidents of MSI with the same procedures and resources as any other safety or health related incident.

Incidents of MSI may be difficult to link to a specific event, since they may have developed gradually over time due to exposure to specific risk factors. Whether the MSI developed gradually or from a single event, a hazard assessment and a review of the safe work procedures (control measures) are required by Manitoba Workplace Safety and Health Regulation as follows:

8.1(1) When an employer is aware, or ought reasonably to have been aware, or has been advised, that a work activity creates a risk of musculoskeletal injury, the employer must
(a) ensure that the risk is assessed; and
(b) on the basis of the assessment, implement control measures to eliminate or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

Key Additions to the Safety and Health Program

- MSIs are considered incidents under the Workplace Safety and Health Act and Regulations and trigger investigations similar to any other workplace injury, illness or near miss.
- MSI incident investigations use the same procedures, resources, and skills as any other safety and health incident.

Section 7: Involving Workers

W210 7.4(5)(j)

The most successful Workplace Safety and Health Programs prevent MSIs by educating and involving workers. Workers tend to have a great deal of knowledge about MSI hazards and potential solutions without even realizing it. A worker performing a job daily who regularly experiences soreness and/or fatigue has likely considered what is stressing their body and how the physical job design or work procedure might be improved.

Ask workers the following questions to determine their exposure to risks for MSI;

1) Where in your body are you sore or tired at the end of a hard day?
2) What aspect of your job makes you feel sore or tired?
3) How long has this been going on for?
4) What do you think could be changed to reduce your soreness or fatigue?
5) Do your symptoms improve with a good nights sleep or on the weekend?
6) How long after you start work do your symptoms start?

A good worker participation strategy will minimize the risk of a MSI incident or work refusal occurring in the workplace. The safety and health program functions best with the support of everyone, from senior managers to new workers. This section may be included in chapter 10: "Involving Workers" of your existing Workplace Safety and Health Program.

Everyone must know:

- Their role in the safety and health program.
- Their rights and responsibilities under the Manitoba Workplace Safety and Health Act and Regulations.
- How to report/deal with MSI concerns.
- How to suggest improvements in the Workplace Safety and Health Program.
- Their concerns and suggestions will be taken seriously.
- They will not be subjected to reprisals from participating in MSI prevention.

Key Additions to the Safety and Health Program

- Workers are included in Workplace Inspections *(As discussed in Section 4)*

Section 8: Evaluating the Program

W210 7.4(5)(k)

Musculoskeletal injuries are currently the single largest source of lost-time in Manitoba workplaces. The evaluation process should therefore ensure that the Workplace Safety and Health Program is effective in the area of MSI prevention. Incorporate this section into chapter 11: "Evaluate the Program" of your existing Workplace Safety and Health Program.

The Workplace Safety and Health Act W210, section 7.4(5)(k) states that, at the minimum, the Program as a whole must be reviewed and revised every three years. However, reviews and revisions to the Program should occur on an ongoing basis and include:

1) Changes in the workplace that may increase the risk of injury, including MSI (increased production demands, introduction of new technologies, changes in production methods).
2) Problems that have been identified through inspections, early reporting of concerns, audits, and investigations.
3) Identification of better ways to perform work with recommendations provided to the employer by the Workplace Safety and Health Committee.

The objective of the review procedure is to ensure that your program works through the effective implementation of MSI hazard controls.

Questions to consider during the review:

- Are workers and supervisors trained on and made familiar with the Workplace Safety and Health Program?
- Do they know how to access the written Program?
- How common are MSIs in your workplace?
- How does your Workplace MSI rate compare with that of others in your industry? (This information is available from your Case Manager at the Workers Compensation Board of Manitoba)
- Are risks for MSI considered when purchasing, using and installing tools, equipment, and machinery?
- Can existing tools, equipment, and machinery be modified to include modern MSI hazard controls?
- Are tools, equipment, and machinery adequately maintained and serviced?
- Do supervisors understand the proper body movements that are used when workers perform their jobs?
- Are written policies, procedures, and plans followed and if so, are they effective?

- Are supervisors properly prepared and equipped to handle workers who are repeatedly observed using improper body mechanics?
- Are workers and supervisors involved in setting safety and health objectives and measurements?
- Does everyone understand what is expected?
- Are people rewarded for excellence in safety and health performance as they are for excellence in other areas?
- Is the organization prepared to ensure managers, supervisors, and workers carry out their responsibilities?

These questions have been included in the appendices for your convenience

Section 9: Appendicies

Web-Based Resources

Safe Work Manitoba website

http://www.safemanitoba.com

British Columbia - Workers Compensation Board ergonomics page

http://www2.worksafebc.com/Topics/Ergonomics/Home.asp

Washington State - ergonomics ideas bank

http://www.lni.wa.gov/Safety/Topics/ReduceHazards/ErgoBank/default.asp

Ontario - MSD Risk Assessment Checklist

http://www.iapa.ca/documents/MSD_2006%20_Prevention_Toolbox.pdf

Inspection Checklist

- Do safe work procedures contain information on MSI prevention, and include body movements?
- Are workers observed using improper body movements?
- Are machines, jigs, and workstations properly adjusted to permit good working posture?
- Are workers familiar with the signs and common symptoms of MSI and how to report pain and/or discomfort?
- Are workers using MSI prevention control measures?

Action List

Identify Hazards
- Jobs with a history of MSI have been marked for assessment
- Assessments have been performed on jobs
- Priorities have been set
- Workers have been made aware of their exposure to MSI hazards

Controlling Hazards
- Safe work procedures have been updated to include MSI hazard controls
- Jobs containing MSI hazards are being modified or are scheduled to be modified
- A method of communicating information regarding MSI hazards and risks to workers and supervisors has been developed

Workplace Inspections
- MSI prevention has been included in the inspection process, with a specific focus on body movements
- An internal system for collecting and addressing MSI hazard reports has been developed
- A procedure to follow-up with workers who make hazard reports has been developed

A Training Plan for Workers and Supervisors
- Supervisors have been trained:
  - On the demonstration and encouragement of proper body movements that workers are expected to use
- Workers have been trained:
  - On the use of proper body movements
  - Not to ignore early signs and symptoms of MSI.
  - How to properly report their signs and symptoms
  - To seek treatment to prevent an injury from getting worse.

Investigating Incidents
- MSIs are recognized as incidents by workplace parties
- MSI incident investigation uses the same procedures, resources, and skills as any other safety and health incident.

Involving Workers
- Workers are involved in workplace inspections
- Workers are interviewed regarding their knowledge of MSIs

SAFE WORK

SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

No. 247
November 2008

Recognizing MSI Risks

This bulletin is written to assist you in identifying risks for Musculoskeletal Injury (MSI) in a particular task. Including workers who perform the task in this risk identification process will increase the accuracy.

How to use this form:

Step 1: Read the MSI hazards definitions below.

Step 2: Choose a task that contains MSI hazards and observe workers performing the task.

Step 3: Record the title and a description of the task at the top on the reverse side of this page.

Step 4: For each hazard listed indicate the body part(s) exposed and what aspect of the task creates the hazard.

Step 5: For each hazard, consult with the workers performing the task and circle the perceived risk presented by the hazard as either: Low (L), Medium (M), or High (H).
Low – not likely to cause injury; Medium – may cause injury; High – likely to cause injury

Step 6: Discuss the results of this form with the workplace safety and health committee to determine what actions are to be taken in order to eliminate or reduce the risk of workers suffering an MSI.

MSI Hazards

Repetitive Motion: Performing the same sequence of actions for an extended period of time with little or no change in the muscles used (i.e. working the same station on an assembly line).

Forceful Exertion: Performing an action that has the potential to overload the body tissues (i.e. moving a heavy object).

Sustained or Awkward Posture / Limitation on Motion or Action: Work elements (tools, workstations, processes, etc.) that cause the worker to adopt body positions that increase the stress on the joints or soft tissues of the body (i.e. twisting the upper body, over-reaching, bending forward at the waist, bending the wrist).

Vibration: The direct transfer of repeating (back and forth) movements of a machine, or tool, to the body. Vibration occurs as hand-arm (i.e. using a vibrating hand tool for prolonged periods) or whole-body vibration (i.e. vibration transmitted though a vehicle cab to the operator's body).

Mechanical Compression: External pressure on the soft tissues, either at high forces and/or for prolonged periods of time (something hard, i.e. a tool or the edge of a workstation, pressing into a part of the body).

Task _____ Completed by _____

Description _____ Date _____

MSI Risk	Source(s) of Hazard	Body Part(s) Affected	Degree of Risk
Repetitive Motion			L M H
Forceful Exertion			L M H
Awkward or Sustained Posture			L M H
Vibration			L M H
Mechanical Compression			L M H

SYMPTOMS SURVEY

Please answer all questions truthfully and to the best of your ability.

1. Date: _____ / _____ / _____ (Month / Day / Year) 2. Name: _____ (Optional)
3. Job Title: _____
4. Department: _____ 5. Shift: _____
6. Describe the type of work you perform in this job and the amount of time each day spent on these activities.

   Tasks: _____ Time: _____

   _____ _____

   _____ _____

Personal Information

7. Height: _____ feet and inches, or _____ cm
9. Gender: ☐ female ☐ male
10. Which hand is your dominant hand? (please check one): ☐ left ☐ right ☐ either
11. How long have you worked in your **current** position?
    - ☐ Less than 3 month
    - ☐ 3 months to 1 year
    - ☐ 1 year to 5 years
    - ☐ 5 years to 10 years
    - ☐ Greater than 10 years
12. How often are you **mentally** exhausted after work?
    - ☐ Never
    - ☐ Occasionally
    - ☐ Often
    - ☐ Always
13. How often are you **physically** exhausted after work?
    - ☐ Never
    - ☐ Occasionally
    - ☐ Often
    - ☐ Always
14. Have you ever had any pain or discomfort during the last year that you believe is related to your work?

    Yes ☐ No (if **NO**, ***stop here***)

15. If **YES**, for each body part described in the boxes on the reverse side of this page, please indicate:
    - How often you have discomfort in each body part
    - The severity of discomfort
    - Whether the pain interferes with your ability to do your job
    - On which side of the body the discomfort is felt

For each area with 'Pain' or 'Severe Pain', or in which 'Discomfort' is felt 'Always', please indicate what you think may have caused the problem, and check either 'yes' or 'no', to indicate whether you have suffered a previous injury to this body part.

BODY PART	PREVIOUS INJURY	POSSIBLE CAUSE OF PROBLEM
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	

PHYSICAL DISCOMFORT SURVEY

Please note: 'pain' may include aches, stiffness, numbness, tingling or burning sensations

NECK

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

SHOULDERS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

ELBOWS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

UPPER BACK

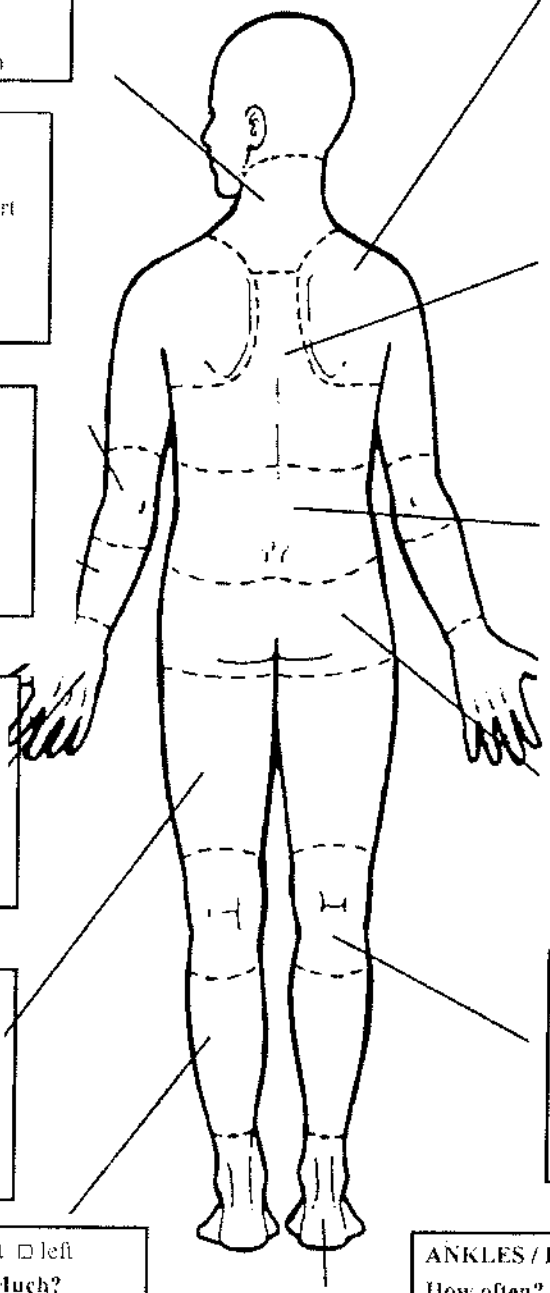
How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

FOREARMS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

LOWER BACK ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain



WRISTS/ HANDS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

HIPS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

THIGHS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

KNEES ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

LOWER LEGS ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain

ANKLES / FEET ☐ right ☐ left

How often?	How Much?
☐ Never	☐ No Discomfort
☐ Occasionally	☐ Discomfort
☐ Often	☐ Pain
☐ Always	☐ Severe Pain