



PARAGON

Our Name Stands For Excellence

Company Safety Manual

Paragon Ventilation | Paragon Ventilation - Calgary
Paragon Mechanical | Paragon Mechanical - Calgary | Amtech

PARAGON

OPERATING PRINCIPLES

- 1 To respect the dignity and inherent rights of the individual human being in all dealings with people.
- 2 To maintain high moral and ethical standards and to reflect honesty, integrity, reliability and forthrightness in all relationships.
- 3 To reflect the tenets of good taste and common courtesy in all attitudes, words and deeds.
- 4 To serve fairly and in proper balance the interests of all groups associated with the business – customers, stockholders, employees, suppliers, community, neighbors, government and the general public.

PROJECT INFORMATION

EMERGENCY PHONE: _____

PROJECT OFFICE PHONE: _____

SUPERINTENDENT: _____

GENERAL FOREMAN: _____

EMPLOYEE SAFETY REP: _____

WORK SHIFT: _____ TO: _____

OTHER INFO:

POLICY STATEMENT

Paragon is committed to providing and maintaining a workplace where the risk of loss to employees, property and the public, are controlled or eliminated.

Employees of Paragon, specifically line management, are responsible and accountable for the compliance with legislative, and company and industrial standards. Management personnel shall ensure the proper job training, including personal protective equipment, is communicated to personnel prior to the commencing of any new tasks. Employees shall use the training to carry out their task in a manner which incorporates safety and quality.

By utilizing the principles of Safety and Loss Prevention into each individual task, Paragon employees can achieve the goal of an injury and accident free workplace.

October 22, 2015

Date



Ken Hawes - President

October 22, 2015

Date



Al Breitzkreuz - Secretary Treasurer

Paragon is an active participant in the conservation and preservation of our environment.

To achieve this goal of environmental protection, Paragon provides employees with proper protective equipment as well as training on the responsible handling and disposal of controlled products. On projects which contain an environmentally sensitive task, a trained on-site, designate is provided to enforce company procedures and government legislation.

Through use of engineering controls and employee training, Paragon remains committed to protecting the environment.

October 22, 2015

Date



Ken Hawes - President

October 22, 2015

Date



Al Breitzkreuz - Secretary Treasurer

Notes

Notes

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1.0 OCCUPATIONAL HEALTH AND SAFETY ACT

- All personnel must understand their obligations under the provincial Health and Safety Act and be aware of the regulations contained in the act.
- This information is contained in the Occupational Health and Safety Regulations, available from all project superintendents.

1.1 EMPLOYEE RESPONSIBILITIES

Each employee is expected to perform his job in the safest possible manner in order to protect the well-being of himself and fellow workers. The Safety Program is designed for the protection of each employee. Acceptance of the rules and regulations for safe operations is of vital importance in the success of the entire accident prevention effort. Responsibilities include the following:

- Familiarizing themselves and complying with Safety Legislation and Regulations.
- Familiarizing themselves and complying with the safe work practices and safe work procedures as outlined in the company safety manual.
- Each employee must learn the proper and safe way to do his job. He must ask the foreman or supervisor about any aspect of his job in which there may be a doubt.
- Use all personal protective equipment provided as deemed necessary for safe execution.
- Take no unnecessary chances or short cuts.
- Report all inquiries, no matter how minor, to the foreman or supervisor and obtain immediate first aid attention if needed.
- Report all unsafe conditions which may be observed.
- Cooperation in any incident/accident investigation procedure so that the cause may be determined and appropriate corrective actions can be taken.

1.2 SUPERINTENDENT/SUPERVISOR RESPONSIBILITIES

- Ensure that safety regulations, safe work practices and operating instructions are correctly applied.
- Conduct a New Employee Orientation to ensure employees understand the hazards and safety regulations of the job.
Ensure tools and equipment provided are safe and suitable for the job.
- Take action in case of deliberate infractions of safety rules and regulations.
- Ensure that a worker works in a manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Ensure that a worker uses or wears the equipment, protective devices or clothing, that Paragon requires to be worn.

2.0 HAZARD ASSESSMENT

Health hazards, occupational factors or illness, arising in and from the work place, which may cause impaired health and well being, sickness or significant discomfort and inefficiency must be identified, monitored and controlled.

2.1 HAZARD IDENTIFICATION

The overall hazard assessment process is comprised of four basic elements including:

- Recognizing hazards or hazard potential
- Identifying the hazard(s)
- Evaluating the loss potential
- Controlling potential loss

2.2 HEALTH HAZARD

Occupational health hazards are generally divided into four categories, which include:

Chemical Hazards

Chemical compositions, which come in contact with the human body causing harm, are known as Chemical hazards. These chemicals may consist of mists, vapors, gases, dusts, and liquids.

Physical Hazards

Physical hazards causing harm or adverse effects to the human body include radiation, noise, temperature extremes, barometric extremes, illumination, vibration, lasers, humidity extremes, dusts and microwaves.

Biological Hazards

Mold, viruses, bacteria, fungi, parasites, insects, snakes, plants and animals, which may cause adverse effects to the human body, are classified as biological hazards.

Ergonomic Hazards

Physical disorders and stress which cause harm to the human body resulting from poor work posture, improper manual handling of material, improper seating support, fatigue, monotony and improper work/rest cycles are considered ergonomic hazards.

3.0 PARAGON SAFE WORK PRACTICES AND JOB PROCEDURES

Based on legislation, Paragon has developed extensive Safe Work Practices and Job Procedures, which will be applied to each task assigned to you and your co-worker.

The following list is a summary only and is not all-inclusive. For the complete list, see the Safety Binder located outside the shop foreman's office.

- Material Handling, Storage and Disposal
- Lockout and Tagging
- Ladders
- Scaffold
- Welding
- Fire Protection
- Cleaning Solvents and Flammable Products
- Tools-Hand & Power
- Grinding
- Cable Clips and Clamping Wire Rope
- Use of Compressed Air
- Power line Hazards
- Propane
- Motor Vehicles, Mechanized Equipment
- Signs, Signals and Barricades
- Use of an Airless Sprayer
- Floor/Wall Openings and Stairways
- Electrical
- Install Thermal systems Insulation and Building Materials Remove and/or Contact Procedures
- Fiberglass & Mineral Wool Products Handling Procedures
- Ceramic Fiber
- Spray Application Use in Insulation
- Use of the Spray Unit
- Storage, Handling and Distribution of Material
- Use of Mastics
- Use of Adhesives
- Lead Abatement, Removal, and/or Contact Procedures

4.0 GENERAL SAFETY REQUIREMENTS

- Each employee shall learn the proper safe way to do his/her job. Foreman and supervisors shall supply training on new tasks which workers are unfamiliar with.
- Use and maintenance of required personal protective equipment is mandatory.

- Plan your task so “chances” or “shorts cuts” are removed from the completion of the task.
- Report all injuries or incidents to your foreman or supervisor immediately for corrective measures.
- Report all unsafe conditions which may be observed, to your supervisor.
- Cooperate in any accident/incident investigation procedure so that cause may be determined and appropriate corrective action can be taken.
- Suggestions for improving the safety performance should be reviewed with the foreman or supervisor.
- All Federal, Provincial and Local regulations along with company and client procedures and policies shall be practiced.
- Firearms and weapons are not permitted on/or within Paragon’s property or areas of responsibility.
- No radios shall be allowed on any job sites.
- Beards or excess facial hair are not permitted on projects where respirators or breathing apparatuses are used.
- Fighting, horseplay, practical jokes or otherwise interfering with other workers may be cause for dismissal.
- Housekeeping is considered part of every task; therefore each employee is responsible for his/her work area.
- Clothing must be appropriate for the task being performed. (ie. No loose fitting clothing around moving machinery.)
- Defective tools and equipment shall be removed from service and discontinued until a qualified person makes repairs.
- Theft, vandalism or any other abuse or misuse of company property is grounds for dismissal and/or criminal charges.
- Cellular phones are not permitted in work areas.
- Company policy forbids the sexual/physical harassment of any employee by creating an intimidating, hostile or offensive working environment by such conduct.
- Personnel shall obey all directions listed on scaffold tags.
 - Green - Scaffold Ready for use
 - Yellow - Caution: Incomplete
 - Red - Do Not Use

4.1 ENFORCEMENT OF HEALTH & SAFETY RULES

Compliance with company and legislative safety standards is necessary to maintain a safe and healthy work environment. As with any program, corrective disciplinary measures may be required to deal with non-compliance issues.

The following are guidelines for disciplinary action resulting from safety infractions expecting in reference to the Alcohol and Drug policy.

- *On first offence*, employee will be given a written warning.
- *On second offence*, employee will receive a written notification and meet with his/her Foreman and supervisor.
- *On third offence*, employee’s employment will be terminated.
- IF THE SAFETY VIOLATION IS OF A SERIOUS NATURE, EMPLOYMENT MAY BE TERMINATED WITHOUT NOTICE

5.0 PERSONAL PROTECTION EQUIPMENT

Paragon will provide at the time of hire 1 hardhat, 1 pair of safety glasses, and 1 reflective traffic vest at no cost to the employee. It shall be each employee’s responsibility to maintain the safe use of these items. Replacement will be the employee’s responsibility.

5.1 HEAD PROTECTION

Head protection will be worn on all construction operations in which there is a possibility of injury from impact, falling or flying objects, or from electrical shock and burns. Hard hats shall be CSA or A.N.S.I approved Class B and marked as approved. Hard hats should be visibly checked for defects daily.

5.2 EYE AND FACE PROTECTION

Employees shall use eye and face protection equipment at all times. This includes all areas on/or within Paragon’s property or areas of responsibility, and under any circumstance when machine operation present potential eye or face injury from physical, chemical, or radiation agents.

If an employee requires eye protection and needs to wear prescription glasses, goggles or shields will be provided which accommodate the need for prescription glasses. Equipment should be kept in a clean, well-maintained condition. Metal-rimmed glasses are not permitted.

5.3 RESPIRATORY PROTECTION

In all cases where employees are exposed to potentially harmful fumes, gases, dusts, and similar contaminants, employees will be provided with proper respiratory protective equipment.

- All respirators shall be inspected regularly and maintained in proper condition.
- Each employee shall be trained in the proper use, limitations, and maintenance of respiratory equipment.
- Respirators shall be stored in a clean, convenient, sanitary location.
- Respiratory Protection Program is located in section 5.3 of the Paragon Safety And Loss Prevention Manual.

5.4 HEARING PROTECTION

Wherever employees are exposed to an uncontrolled noise level, which the Occupational Exposure Limits outlined below, hearing protection devices will be provided.

Occupational Exposure Limits (O.E.L.)

Maximum Permitted Duration (Hours Per Day)	Sound Level (dBA)
16.....	80
8	85
4.....	90
2.....	95
1.....	100
1/2.....	105
1/4.....	110
1/8.....	115
0.....	>115

5.5 HAND & WRIST PROTECTION

Gloves shall be worn at all times, and the company will provide gloves as deemed necessary for material cutting, shaping and handling. Gloves should be selected according to the specific work to be performed. Gloves and wristlets will also be provided for protection for both hot and cold temperature extremes.

5.6 FOOT PROTECTION

Employees will supply and wear CSA approved, Class 1 protective footwear, including ankle protection. In an explosive environment, worn steel-toed boots where metal is showing shall not be permitted on site.

5.7 COVERALLS

- Employees will be required to supply and wear coveralls while handling insulation.
- When required, Nomex coveralls shall be supplied and worn complete (zippers done up, full sleeves) by all Paragon employees.
- Insulator coveralls shall, at no time be allowed inside the employees lunchroom.
- Coveralls shall be maintained in good condition to prevent loose or torn sections. Damaged coveralls are not permitted on Paragon projects.

5.8 FALL PROTECTION

- Provincial Regulations shall be consulted for use restrictions and exemptions of Lifelines, Lanyards and Safety Harnesses.
- Employees working 3 meters or more above ground level unprotected from a potential fall (i.e. Guardrails) shall wear a five-point safety harness with either safety ropes or lanyards.
- The safety rope or lanyard must be:
 - No longer than 2 meters
 - Tied off to prevent falls of more 1.5 meters and where possible, tied to a structure above the work area to minimize the fall distance.
 - Attached to a structure that will withstand the impact of a falling worker (ie.,ten times the worker's body weight)

Individuals working on a swinging-type (mobile) scaffold must tie their rope to a lifeline. The lifeline will be fastened to the top of the tank, chimney or building where the worker is working, and drop free to the ground, (protect the lifeline from sharp edges).

6.0 MAINTENANCE PROGRAM

- The operator of any mobile equipment, including trucks, shall be directly responsible for the safe operation of that equipment and be in possession of a valid operators permit or certificate. When the operator has reasonable cause to believe that the equipment or the load is hazardous, he/she shall report those defects and conditions affecting the safe operation of the equipment to his supervisor or other authorized persons.
- The operator of any hand or power tools and equipment shall be directly responsible for the safe operation of that equipment. When there is cause to believe that the equipment has become hazardous or unsafe for use, it shall be tagged "out of service" and sent in to the shop for repair or servicing with a report stating the deficiency.

7.0 TRAINING AND SAFETY MEETINGS

7.1 SAFETY ORIENTATION TRAINING

The objective of the safety orientation program is to provide all workers with consistent safety information; education and training sufficient for them to develop and acquire the knowledge and awareness to protect themselves and others from injuries.

Each person must know and understand their job related activities, duties and responsibilities prior to commencement of work.

If any worker is in doubt concerning their safety roles or responsibilities, they should contact their respective first line supervisor for clarification before commencing or continuing any work-related activities.

Each person must also have a clear understanding of company expectations with respect to health and safety.

7.1.1 SAFETY TRAINING

High standards of safety performance and loss prevention are achieved primarily through education and training. Training initiatives are divided into three groups: management training, supervisor training and employee training.

7.1.1.1 WORKER TRAINING

Training requirements for each worker will be determined and identified by the supervisor (s).

7.2 PROJECT SAFETY COMMITTEE OBJECTIVES

The goal of the safety committee is to prevent accidents and injuries. The prime objective is to develop and promote safe work practices and make recommendations to improve the health and safety on the project. By discussing procedures prior to undertaking difficult, complex or dangerous work, safety risk can be reduced. If an accident does occur, the committee must take the necessary action to prevent recurrence. To meet this objective, the committee needs the cooperation of managers, supervisors and workers. Project safety committee meetings will be held once a month.

7.3 TOOL BOX SAFETY MEETINGS

The purpose of the toolbox safety meeting is to provide timely information on safety items, which relate to project activities. Weekly toolbox meetings are conducted by foreman and provide an important communication link to each crew.

At the toolbox meetings, the foreman reviews hazardous procedures associated with the project.

Guidelines for the conduct of the toolbox safety meeting are as follows:

- All members of the crew shall attend. Each member must sign the toolbox safety meeting form. Anyone missing must be informed about the important items.
- The toolbox safety meeting will be held at least weekly.
- Topics for discussion should pertain to safety and loss prevention matters only.

8.0 INCIDENTS/ACCIDENTS

8.1 DEFINITIONS

An **incident** is an unintended event that, under different conditions would have resulted in harm to people or damage to property or equipment. An incident is a “close call” or near accident, often called a “Near Miss”.

An **accident** is an unexpected or unintended event that results in injury, loss or damage to people, property or equipment.

8.2 REPORTING PROCEDURE

All incidents/accidents must be reported immediately. Employees shall report all incidents/accidents to their immediate supervisor, who will report directly to the superintendent for investigation proceedings to begin. Each investigation will evaluate the primary and secondary causes in order to establish and implement control measures to reduce the potential of recurrence.

8.2.1 FIRST AID AND MEDICAL TREATMENT

1. Report injuries IMMEDIATELY, no matter how minor, to your supervisor. Treatment will be given and the incident will be recorded. Should later medical treatment be needed, you will have fulfilled your obligations.
2. You must notify your supervisor prior to leaving the jobsite because of injury or illness, whether personal or work related.
3. If you get outside medical treatment for a work-related injury or illness, you must notify your supervisor IMMEDIATELY.
4. Never move an injured or seriously ill person unless necessary, to prevent further injury. Non-trained personnel should not administer first aid. Know your limits. Do only what you are qualified to do.

8.3 EMERGENCY EVACUATION

Personnel may be informed of an evacuation by means of:

- Word of mouth
- Plant alarm
- Repeated crane whistle

All personnel working on the project will be required to observe the following procedure in the event of an evacuation of the project.

Upon Notification:

- All work is to be stopped.
- All loads to be lowered if possible.
- Equipment and emergency sources to be shut down.

- All employees to proceed to the nearest designated emergency point.
- Employees to report to supervisor for a name check-off (Foreman will assist in name check-off).
- Site security measures to be established in the area as necessary to keep non-essential people well back (for obvious safety reasons).
- Work to be resumed only the direction of the project superintendent (Where work permits have been issued, they must be validated).

9.0 MODIFIED WORK PROGRAM

It is the policy of Paragon to accommodate injured employees by participating in a Modified Work Program.

The Modified Work Program has been designed, implementing the principles of modern ergonomics, to accommodate the limitations of the injured employees so they recover from their loss of function, while earning full wages.

This program will be available at the discretion of Paragon as applicable, and as prescribed by a physician.

All project supervision shall participate in the maintenance of the program by observing the prescribed limitations of the employees involved.

10.0 ALCOHOL AND DRUG POLICY

In order to maximize the safety of our workers, Paragon has implemented an Alcohol and Drug Policy developed by the Construction Owners Association of Alberta (COAA)- copies are available for reference upon request. Each individual employed with Paragon is a critical team player; therefore, where an employee is in need of assistance due to personal problems, that individual shall be referred to the applicable government, or volunteer organization to receive the necessary assistance to fully recover.

11.0 STANDARD WORKING HOURS

Paragon's standard working hours are from 7:30 AM to 4:00 PM, Monday to Friday. The office must approve any variation to these hours.

A 10 minute coffee break shall be taken at 9:30 AM

A 30 minute lunch break will be taken at 12:00 Noon

A 10 minute coffee break will be taken at 2:30 PM

If, for any reason, you are unable to be at work, you must **phone** the office prior to the start of your shift in order for us to facilitate your absence.

12.0 FIRE PREVENTION AND PROTECTION

12.1 FIRE PREVENTION EQUIPMENT

- Fire fighting equipment must be used only for its intended purpose.
- Do not block access to fire fighting equipment or material. Access to fire extinguishers must be kept open.
- Know the location of the fire extinguishers in your working area.
- Fire extinguishers, which have been used, shall be removed from the area and returned to lockup.

12.2 SOLVENTS/GASOLINE

The use of solvents, gasoline or similar materials capable of giving off hazardous vapors at normal atmospheric temperatures is forbidden for cleaning: clothing, motors, engines, or other equipment. Use approved type-cleaning agents only. Consult your supervisor.

12.3 FLAMMABLE WASTE AND SPILLS

Observe good housekeeping practices at all times and keep your work area free of combustible materials. Dispose of all flammable wastes quickly and efficiently in approved metal containers.

12.4 ELECTRICAL EQUIPMENT

All electrical equipment to be intrinsically safe.

Group Fault Circuit Interrupters. All 120 volt, single phase, 15 or 20 ampere receptacle outlets on construction sites, which are not part of the permanent wiring of the building or structure and which are in use by employees, must have approved ground-fault circuit interrupter for personal protection.

12.5 AEROSOL CANS

Aerosol cans should not be left in operating areas. They are a potential fire/explosion hazard.

13.0 MISCELLANEOUS

13.1 VEHICLES

- All trucks shall be kept clean inside and out at all times. Remember that it is the company's image that you are presenting and not your own.
- When refueling, the oil shall be checked each time.
- All flat tires shall be repaired immediately.
- All trucks shall be locked in the yard at the end of the day.
- If you are going to be late returning to the yard, you are to phone the shop to make arrangements to have it put away.

13.2 TRAFFIC VIOLATIONS

- All parking tickets **MUST** be handed into the office immediately.
- Any traffic offences or violations shall be the responsibility of the driver.

13.3 DRIVING OF COMPANY VEHICLES

- Our expectation is that all company vehicles are driven according to traffic laws, and in a safe and courteous manner. Any employees who do not will be held accountable for their actions.
- NO driver under the age of 25 is to drive any company vehicle unless approval from management has been provided. In the event of a Journeyman/Apprentice working together, the Journeyman will be required to drive the company vehicle.
- There is inherent danger in using a hand-held cell phone while driving. Whenever possible, cell phone use while driving should be deferred until you arrive at your destination. When it is not possible to wait, it is our expectation that you first pull over before continuing the conversation.
- Our insurance company will be requesting regular driver's abstracts, and will be notifying us of any "problem" drivers:
 - Employees with a serious conviction (impaired driving, careless driving, driving while suspended) will be immediately disqualified from driving a company vehicle.
 - Employees with 4 moving violations (speeding tickets or at-fault accidents) in the preceding 3-year period will be disqualified from driving any company vehicle.
 - Employees who have a questionable driving record may also be disqualified from driving a company vehicle.
- Any employee who drives a company vehicle, or is on company business whatsoever, while under the influence of alcohol or narcotics will be immediately disqualified from driving a company vehicle, and may also be considered for dismissal.
- Any safety concerns regarding the company vehicle are to be immediately reported to the employee's supervisor, and appropriate steps taken to ensure the continued safe operation of the vehicle.
- Any driver involved in an accident with a company vehicle, regardless of fault, must remain at the scene of the accident and obtain the following information:
 - The name, address, and driver's license number of each driver. In addition, the name of any passengers, and any witnesses to the accident.
 - The name of the owner of the other vehicle, if different from the other driver.
 - License plate number of every vehicle involved in the accident.

- The name of the Insurance Company, the policy number, and the expiration date of insurance for every vehicle involved in the accident.
- A diagram of the accident scene.
- The employee's immediate supervisor must be notified of all accidents as soon as possible, along with the appropriate authorities.

13.4 DISTRACTED DRIVING LAW IN EFFECT

Alberta's Distracted Driving law came into force on September 1, 2011. The law applies to cars, trucks, vans, motorcycles, recreational vehicles, truck tractors, farm vehicles and bicycles. It restricts drivers from:

- using hand-held cell phones
- texting or e-mailing (even when stopped at red lights)
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
- entering information on GPS units
- reading printed materials in the vehicle
- writing, printing or sketching
- personal grooming (brushing and flossing teeth, putting on makeup, curling hair, clipping nails or shaving)
- applies to all roads in both urban and rural areas of the province
- the fine for this offence is \$287

Tickets for this offence are issued to the driver of the vehicle and not the registered owner. Distracted driving convictions do not appear on driver's abstracts that are publicly available through registry agent offices. Also, for carriers authorized to operate commercial vehicles, these convictions do not appear on the carrier profile.

Drivers engaged in any of the identified activities can be charged, even if their driving performance doesn't appear to be affected. If a driver commits a moving violation while distracted, they would receive two tickets – one for distracted driving and one for the moving violation.

Under the Traffic Safety Act, an emergency vehicle includes, police service vehicles, fire response units, ambulances and gas disconnection units. Drivers of emergency vehicles are able to use hand-held communication devices or other electronic devices only when acting within the scope of their employment.

Activities that are not specifically restricted under the law are:

- using a cell phone in hands-free mode – the device is not held in the driver's hand and is activated by voice or a single touch to the device
- using an earphone – if it is used in a hands-free or voice-activated manner
- drinking beverages – coffee, water or pop
- eating a snack
- smoking
- talking with passengers
- listening to a portable audio player – as long as it is set up before you begin driving
- calling emergency services such as 9-1-1 with a hand-held cell phone
- using two-way radios or hand-held radios (also known as CB radios) when a driver is required to remain in contact with one's employer, such as when escorting oversized vehicles or when participating in search, rescue and emergency management situations
- permitting the display screen of the following:
 - a GPS navigation system – as long as the system is affixed to the vehicle and programmed before you begin driving or the system is voice activated. You cannot hold the unit or manually enter information while driving
 - a collision avoidance system
 - a gauge, instrument, device or system that provides information about the vehicle's systems or the vehicle's location
 - a dispatch system for transporting passengers
 - a logistical transportation tracking system that tracks vehicle location, driver status or the delivery of goods for commercial purposes
 - an alcohol ignition interlock device

If a driver violates a new distracted driving provision and an existing provision in the Traffic Safety Act it would be up to the discretion of the officer as to if one or both charges would apply.

13.5 TOOLS

- All company tools that are in your possession must be locked up in your gang box when not in use.
- All tools that **are not** used in your day-to-day requirements are to be returned to the shop for the use of others.
- No power tools are to be left in the trucks overnight. They are to be brought into the shop nightly for safekeeping.
- Any loss or theft of company tools is to be reported to the office immediately.

- Ladders are not to be left on job-sites unattended, they must be returned to the shop. If you do not have a truck, phone the shop to request them to be picked up.
- **Employee's tools will be the sole responsibility of the employee.**

13.6 MATERIALS

- All materials and supplies for a job must be requested on a production card.
- No one is to enter the storage rooms, or storage areas, without prior authorization.
- When returning materials from job-sites, they are to be placed in the designated areas.
- All materials that are returned from a job must be credited to the job on a production card.
- Place your garbage in the proper place.
- All packing slips must be turned in daily.

When you need to purchase goods at suppliers, you must phone the office for authorization, prior to the transaction.

14.0 W.H.M.I.S (Workplace Hazardous Materials Information System)

W.H.M.I.S provides a means to make information readily available to all workers concerning hazardous materials used in the workplace.

W.H.M.I.S consists of 3 parts:

14.1 LABELING

- All employees must be familiar with the different types of labeling and symbols.
- Suppliers Label, which must be applied to all controlled products sold.
- Work Site Label, which must be applied to all containers into which controlled products have been put.
- W.H.M.I.S Hazard and Personal Protection Symbols (See Appendices).

14.2 M.S.D.S (MATERIAL SAFETY DATA SHEETS)

- MSDS's information stations are located in the projects office, and on special projects are located in the superintendent's truck.
- MSD sheets will be provided for all controlled products.
- The M.S.D.S. provides hazard information on controlled products.

14.3 TRAINING

- All employees are required to have W.H.M.I.S. training.

W.H.M.I.S HAZARDOUS SYMBOLS

A Compressed Gas



B Flammable and Combustible



C Oxidizing Material



D Poisonous and Infectious Material

1. Material causing immediate and serious toxic effects



2. Material causing other toxic effects



3. Biohazardous infectious material



E Corrosive Material



F Dangerous Reactive Material



G Health Hazard



SOFT METRIC CONVERSIONS

MM	INCHES	MM	INCHES	
50	2	850	34	
75	3	900	36	
100	4	950	38	
125	5	1000	40	
150	6	1050	42	
175	7	1100	44	
200	8	1150	46	
225	9	1200	48	
250	10	1250	50	
300	12	1300	52	
350	14	1350	54	
375	15	1400	56	
400	16	1450	58	
450	18	1500	60	
500	20	1550	62	
550	22	1600	64	
600	24	1650	66	
650	26	1700	68	
700	28	1750	70	
750	30	1800	72	
800	32			


CONVERSION TABLES

To Change	To	Multiply By
English	Metric	
Inches	Millimeters	25.4
Inches	Centimeters	2.54
Inches	Meters	0.0254
Feet	Meters	0.3048
Miles	Kilometers	1.609347
Square Inches	Square Centimeters	6.452
Square Feet	Square Meters	0.0929
Cubic Inches	Cubic Centimeters	16.3872
Cubic Feet	Cubic Meters	0.02832
Pounds	Kilograms	0.45359
Ounces	Grams	28.3495
Pounds per Sq. Inch	Kilograms per Sq. Centimeter	0.0703
Tons	Kilograms	907.185

Metric	English	
Millimeters	Inches	0.03937
Centimeters	Inches	0.3937
Meters	Inches	39.37
Meters	Feet	3.281
Kilometers	Miles	0.62137
Square Centimeters	Square Inches	0.1550
Square Meters	Square Feet	10.7649
Cubic Centimeters	Cubic Inches	0.061
Cubic Meters	Cubic Feet	35.314
Kilograms	Pounds	2.2046
Grams	Ounces (avoirdupois)	0.03527
Kilograms per Sq. Centimeter	Pounds per Sq. Inch	14.223


CRANE OPERATIONS HAND SIGNALS

STOP SIGNALS



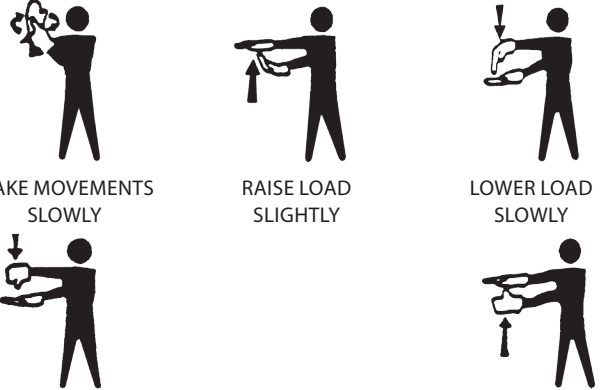
STOP EMERGENCY STOP DOG EVERYTHING

TELESCOPING BOOMS



SHORTEN BOOM EXTEND BOOM

SLOW SIGNALS



MAKE MOVEMENTS SLOWLY RAISE LOAD SLIGHTLY LOWER LOAD SLOWLY

LOWER BOOM LIGHTLY RAISE BOOM SLOWLY

Notes

ACKNOWLEDGEMENT FORM

I, _____, *NAME OF EMPLOYEE*, hereby acknowledge that I have received and understood The Paragon Safety Handbook and will perform my daily tasks safely within the guidelines outlined within this handbook. I will use this handbook as a reference tool in the event that I am unsure or unaware of the Safety rules, procedures or policies applicable to all tasks that I conduct.

Name (please print)

Signature

Date

Project

Facilitator's Signature

If you do not understand the information in this handbook in its entirety, please ask your orientation facilitator for assistance.

Everyone benefits from your knowledge and compliance with this handbook.

Thank you for your commitment to safety.



Ken Hawes - President



Al Breitzkreuz - Secretary Treasurer

I have on this day received a copy of Paragon's Company Safety Manual which has been explained to me by an official representing Paragon. Also, I agree to use the proper personal protective equipment as recommended by Paragon. I shall also take reasonable care to protect the health and safety of myself and other workers and shall cooperate with my employer for the purpose of protecting the health and safety of myself and other workers.

Printed Name

Date

Signature

Signature for Paragon Ventilation,
Paragon Mechanical, Amtech
Paragon Ventilation (Calgary),
or Paragon Mechanical (Calgary)



HEAD OFFICE: 7220 - 48 Street, NW
Edmonton, AB T6B 2Y8
P: 780-465-2931
F: 780-466-4958
www.paragon.ca

Employee: _____ Phone Number: _____

Address: _____

Date of Hire: _____ Date of Orientation: _____

IN CASE OF ACCIDENT CALL:

Name: _____ Phone Number: _____

Address: _____

First Aid: Yes No Qualifications: _____

Certificate #: _____ Expiry Date: _____

TOPICS REVIEWED

Company Safety Policy: Yes No
Employee's Responsibilities
for Safety: Yes No
General Safety Rules: Yes No
Orientation Booklet Received: Yes No
Reporting Unsafe
Acts/ Conditions/ Accidents: Yes No

Emergency Numbers for
Job Site Received Yes No
Personal Protective Equipment:
Hard Hat: Yes No
Work Boots: Yes No
Gloves: Yes No
Safety Glasses: Yes No

WHMIS # _____