



# GENERAL ORIENTATION



Lorem Ipsum



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# ORIENTATION **AGENDA**

1. Company History
2. Health and Safety Policies
3. Company Rules
4. Emergency Response
5. Rights and Responsibilities
6. Hazard Assessments
7. Behavior Based Observations
8. Personal Protective Equipment
9. W.H.M.I.S / GHS
10. Incident Protocol



# COMPANY



Ovis is celebrating its 47th year in business in 2023. We provide Demolition, Section 34 Demolition, Excavation and Backfill as well as Asbestos Removal Services to Calgary and the surrounding areas. The Company is a family owned and locally operated business with long standing relationships with individual clients, insurance companies, and consultants to complete jobs safely and professionally. We pride ourselves on having a large number of repeat customers who continue to trust us for all of their projects. The Company has a diverse and experienced team that specializes with in-fill house markets, but we undertake projects of almost any size from commercial demolitions to residential additions. We have tools, equipment, and a professional team to complete any project from start to finish.

*"We Love Breaking Things"*

The Company has been continuously voted as Southern Alberta's top choice for Demolition and Excavation Contractors.



# HEALTH & SAFETY POLICY

Our company is committed to providing a safe, healthy work environment for our workers, contractors, and visitors at all our operating offices or work locations.

*We achieve this by:*

- Ensuring all workers are trained for the work they are tasked with completing.
- Communicating all health and safety matters.
- Having leadership facilitate and take part in the health and safety meetings.
- Ensuring all personnel understand their responsibilities and are held accountable to them.
- But most important, by having senior leadership push for health and safety excellence.

*Should any sub-contractor not have a health and safety program, they must follow our health and safety Management System.*



# DRUG & ALCOHOL POLICY

Our organization **has a drug and alcohol policy and a zero tolerance for the use of drugs and alcohol while on duty.** We are committed to providing a safe work environment at all of our operations. All employees share the responsibility of maintaining a safe and productive work environment.

## WE EXPECT OUR EMPLOYEES TO:

- Arrive at work fit for duty.
- Conduct themselves in a safe and lawful manner while on duty or on company premises.
- Cooperate in the assessment of substance use problem, including taking an alcohol or drug test if required.





# FIT FOR DUTY



## Physical

Physical demands, vision, hearing, etc.



## Physiological

Fatigue, alcohol and drugs, workplace exposures.




## Psychological

Risk tolerance, emotional state, culture.




## Communication


Fatigue, alcohol and drugs, workplace exposures.



All workers have a responsibility to report to work in proper mental and physical condition to safely perform assigned duties.



Advise your supervisor if you feel your performance will be affected by your physical/mental condition, health, or other.



Advise your supervisor if you are taking prescription drugs or over the counter medication.

# HARASSMENT POLICY

## OUR COMPANY HAS A HARASSMENT POLICY

We are committed to maintaining a workplace that provides **every employee freedom from harassment and violence** in the course of employment.

Behavior by any employee that harasses, demeans or threatens will **NOT** be tolerated



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# HARASSMENT & DISCRIMINATION

We expect **everyone** to be respectful and caring towards others.

➤ We will not tolerate discrimination or harassment for any reason including, but not limited to:

Race, Nationality, Ethnic Origin, Colour, Religion, Age, Gender, Marital Status, Family Status, Disability (including physical & mental disability), or Sexual Orientation.

***Each person working on this site has the right to be:***

- Treated with respect and dignity.
- Respected for their talents and skills.
- Given equal treatment.

We all have the right to be here to earn a living for ourselves and our families.



***Give Respect  
to Get Respect!***



# PROGRESSIVE **DISCIPLINE** POLICY

In keeping with our belief that safety is a shared value, We have implemented a **Disciplinary Policy and Procedure** in order to maintain regulatory requirements, industry standards, and company rules.

## THIS POLICY WILL INCLUDE THE FOLLOWING:

- Verbal warning
- Written warning
- Suspension
- Termination



# COMPANY RULES

Drug and Alcohol – Zero Tolerance for use, consumption, possession, and sale.

All incidents/ Near Misses must be reported immediately.

Theft, vandalism, abuse or willful damage of company, client, or co-worker's property will not be tolerated.

Harassment and violence will not be tolerated.

Fighting and horseplay are cause for disciplinary action.

Possessing or using firearms, ammunition, or explosives is prohibited.



# COMPANY RULES

## CONTINUED

Smoking – Designated areas only

Seatbelts must be worn at all times when operating a vehicle.

PPE and clothing suitable to the work environment is mandatory.

The use of unsafe tools or equipment is prohibited.

All employees are expected to assist in keeping the work area free of garbage and debris.



# RESPONSIBILITIES

AS DEFINED BY OH&S

Canadian Occupational Health and Safety Act **“General Duty Clause”** states:

“Employers are required to provide their employees with a place of employment that is **“free from recognized hazards that are causing or are likely to cause death or serious harm.”**”



## OBLIGATIONS OF WORK SITE PARTIES:

Work site parties must provide health and safety information.

## WHAT ARE EMPLOYERS RESPONSIBLE FOR?

- Ensuring the health, safety and welfare of workers.
- Ensuring workers are aware of their rights and duties.
- Providing competent supervisors, training workers and preventing violence and harassment.
- Working with the joint worksite H&S committee and the H&S representative.



## SUPERVISORS

- Competent
- Protect
- Advice
- Report
- Prevent



## WORKERS

- Cooperate with their employer/supervisor
- Use all devices and wear all PPE
- Report unsafe or unhealthy conditions
- Refrain from any violence or harassment



## CONTRACTORS

- Ensure all employees do not endanger the health or safety of others on the work site.

# THREE BASIC RIGHTS

Every worker in Canada has **three basic rights** when at work.

DO YOU KNOW  
YOUR RIGHTS?

1

Everyone has a right to know, and be informed about, actual and potential dangers in the workplace

2

Right to participate in a Health and Safety Committee (HSC), or as a health and safety representative

3

Right to refuse unsafe or dangerous work

# NEW OR YOUNG WORKERS

*Did you know?*



Approximately 7,600 young workers aged 15 to 24 report on-the-job injuries each year.

New to industry, and young workers, are 60% more likely to be involved in an injury.

**Notify your supervisor immediately**

QUALIFIED & EXPERIENCED  
WORKERS NEED TO:

- Introduce yourself and offer advice or assistance.
- Review site H & S program with new worker.
- Demonstrate safe work practices.

Know where the new worker is, what they are doing, and work with them until you are satisfied the job will be carried out by them safely.

need to

- Recognize a worker's lack of experience.
- Understand the worker's unfamiliarity with site procedures and practices.
- Acknowledge the worker may need additional training.
- Realize that the worker is unfamiliar with site protocols.



- If you are new to an industry or have 6 months or less experience.
- Ensure you receive the necessary training and mentorship.

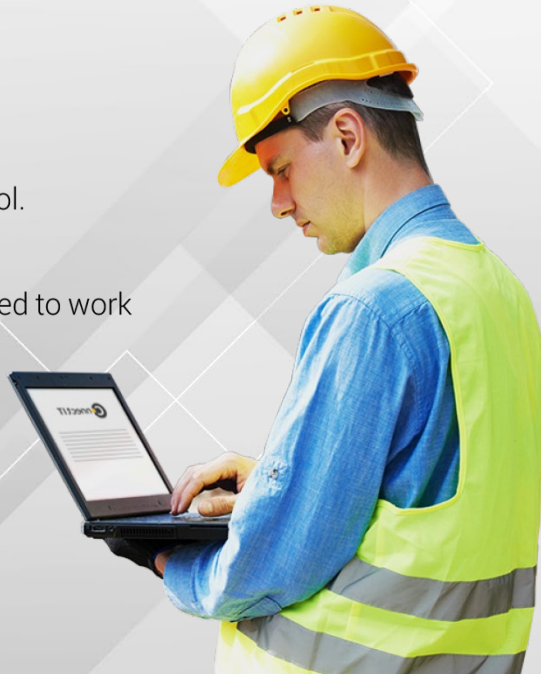


# TRAINING & COMPETENCE

All contractors and workers must have the proper training and understanding of the work they are tasked with completing, or be under the control of a competent supervisor.

## This includes:

- Hazard recognition and control.
- All equipment they are expected to work or operate.



## Work specific tasks such as:

- Ground disturbance activities.
- Fall protection.
- Confined space.
- Harassment and discrimination.
- Joint worksite health and safety.
- PPE Use.



# HAZARD ASSESSMENT

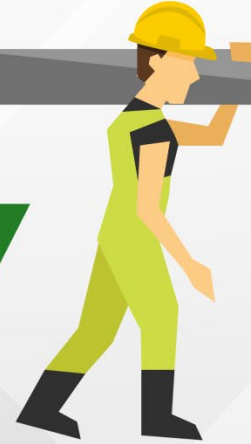
Everyone on the project site is expected to take part in the hazard recognition and control program.

This program includes **several forms of hazard assessment:**

## *A job hazard assessment (JHA):*

- Identifies hazards.
- Measures risk.
- Implement and monitor controls.

All workers must take part in the creation, and review of both the JHA and FLHA prior to completing any work on the project site.



## *A Field Level Hazard Assessment - FLHA (also called site-specific):*

- Performed before work starts, as conditions change, or when new tasks are added.
- Identifies location based hazards like overhead power lines, poor lighting, wet surfaces, extreme temperatures, or the presence of wildlife.
- Identifies hazards with the introduction of equipment and materials.

# BEHAVIOR BASED SAFETY

01. IDENTIFY CRITICAL BEHAVIORS

1



02. GATHER DATA

2



04. PROVIDE FEEDBACK

4

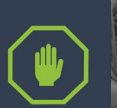


03. USE DATA TO REMOVE BARRIERS

3



# BEHAVIOR BASED SAFETY



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# BEHAVIOR BASED SAFETY

Behavior Based Safety is made up of 2 main categories:

## 01

### BEHAVIOR'S

- a) Safe Behavior
- b) Hazardous Behavior

## 02

### CONDITIONS

- a) Safe Condition
- b) Hazardous Condition



# PRACTICES AND PROCEDURES

All employees have access to these documents by logging into our safety management system and looking under practices or procedures on the toolbar.

➤ Safe Work **Practices** are:

Written methods outlining how to perform a task with minimum risk to people, equipment, materials, environment, and processes.

➤ Safe Job **Procedures** are:

Specific steps that guide a worker through a task from start to finish in a chronological order.

All employees are expected to review the Practices & Procedures that pertain to their work prior to conducting the task.




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# WORKING **ALONE**

A person is considered "alone" at work when they are working by themselves and cannot be seen or heard by another person.

 **There are many steps that can be taken to help ensure the safety of the lone worker:**

- Assess the hazards of your workplace.
- Talk to employees about their work.
- Avoid having a worker by them self whenever possible.
- Take corrective action to prevent or minimize the potential risks of working alone.
- Provide appropriate training and education.
- Report all situations, incidents or 'near misses'.
- Establish a check-in procedure.
- Schedule higher risk tasks to be done during normal business hours



# PERSONAL PROTECTIVE EQUIPMENT

PPE is the last line of defence against a potential injury.

The minimum mandatory PPE to be worn is:

- CSA approved hard hat.
- CSA approved safety glasses – with side shields.
- CSA approved work boots.
- Gloves, type dependant on task (refer to hazard assessment).
- Hearing protection



# EMERGENCY RESPONSE

What are your responsibilities?

- **Managers** – Resources, Materials, Equipment and Training.
- **Supervisors** – ERP, Testing of ERP, Ensuring it is understood.
- **Workers** – Understand the ERP, Participate in all ERP Training, Tests and Plans.





# INCIDENT & NEAR MISS REPORTING

Report all incidents or near misses immediately to your supervisor

What defines an "Incident" vs "Near miss", and why report them?

- An **"Incident"** is defined as: An unplanned, undesired event that hinders completion of a task and may cause injury, illness, or property damage, or some combination of all three in varying degrees, from minor to catastrophic.
- A **"Near Miss"** is defined as: An unplanned event that has the potential to cause, but does not actually result in human injury, environmental or equipment damage, or an interruption to normal operation.

**THESE INCLUDE, BUT ARE NOT LIMITED TO :**

- Injuries ( get first aid promptly.)
- Damage or contact.
- Vehicle incidents.
- Fires.
- Environmental incidents (spills, releases, etc.)

**WHY DO WE CONDUCT INVESTIGATIONS?**

- To fulfill any legal requirements as outlined in provincial or federal legislation.
- To determine the cost associated with an incident.
- To determine compliance with applicable regulations.
- To find out the root cause of incidents.



*We investigate looking for what systems need improvement to prevent the occurrence from happening again.*



THANK YOU

*PLEASE PROCEED TO THE TEST*