

HEALTH & SAFETY POLICY

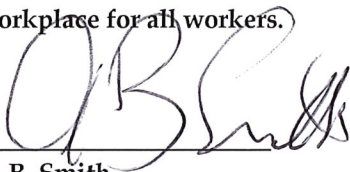
The Health and Safety of each employee is a priority of Homestead Land Holdings Limited.

Homestead Land Holdings Limited is committed to the Health and Safety of its workers. Homestead Land Holdings endeavours to protect all of its workers from injury or occupational disease by eliminating anticipated workplace hazards, providing protective devices, providing health and safety information and generally providing a safe place for all workers.

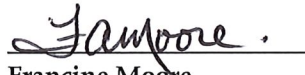
Supervisors and workers are a critical part of maintaining a safe workplace. Supervisors will be held accountable for the health and safety of the workers under their direction. Supervisors must ensure that workers receive adequate training and comply with the established legislative requirements and safe operating procedures. Supervisors are responsible for ensuring that all operational and protective equipment is in safe operating condition.

Workers are responsible for actively participating in health and safety training and applying the skills learned. Workers must work in compliance with all legislative requirements, and safe operating practices and procedures.

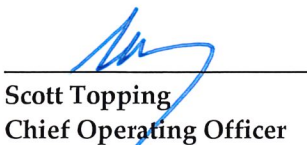
Management, supervisors, and employees must consider the following health and safety practices as a cost of doing good business. Homestead Land Holdings Limited is committed to maintaining a safe workplace for all workers.



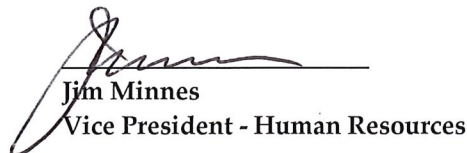
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Executive Chairman



Francine Moore
President



Scott Topping
Chief Operating Officer



Jim Minnes
Vice President - Human Resources

February 13, 2018
Date

Revised January 2018

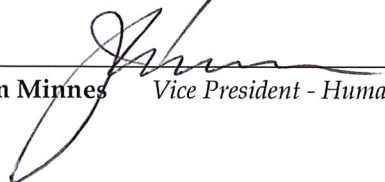
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Health and Safety Responsibilities

Approved By:



Scott Topping *Chief Operating Officer*



Jim Minnes *Vice President - Human Resources*

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HEALTH AND SAFETY

PURPOSE

The purpose of this document is to assign responsibilities for health and safety to various individuals within Homestead Land Holdings Limited.

SCOPE

This procedure applies to all Homestead Land Holdings Limited workers and contractors at all Homestead workplaces.

REQUIREMENTS

It is a requirement that:

- The employer shall take all precautions reasonable to protect the safety of Homestead Land Holdings Limited workers, and contractors.
- All Homestead Land Holdings Limited workers and contractors are required to understand and follow the responsibilities outlined in the Health and Safety Policy, Program and Procedures.

REFERENCES

- Ontario Occupational Health and Safety Act R.S.O. 1990
- Workplace Safety and Insurance Board Workwell Core and Safety Audit

DEFINITIONS

Act: Occupational Health and Safety Act R.S.O. 1990

Committee: a joint health and safety committee established under the Act

Competent Person:

a person who:

- (a) is qualified because of knowledge, training and experience to organize the work and its performance,
- (b) is familiar with the Act and the regulations that apply to the work, and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace

Constructor: a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer

Contractor: any person or entity contracted to or engaged to provide services to Homestead Land Holdings Limited

Director: an inspector under the Act who is appointed as a Director for the purposes of the Act

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- Employer:*** a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services
- Prescribed:*** prescribed by a regulation made under the Act
- Project:*** a construction project, whether public or private, including:
(a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
(b) the moving of a building or structure, and
(c) any work or undertaking, or any lands or appurtenances used in connection with construction
- Regulation:*** the regulations made under the Occupational Health and Safety Act R.S.O. 1990
- Supervisor:*** a person who has charge of a workplace or authority over a worker
- Worker:*** a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program
- Workplace:*** all places where Homestead business occurs and includes all:
a) Homestead buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks and driveways ("Company Grounds");
b) Homestead vehicles;
c) Off-site locations where business occurs;
d) Homestead sponsored functions and recreational or social events, whether taking place on Company Grounds or elsewhere; and
e) Travel for business

RESPONSIBILITIES**Employer:**

- The employer shall ensure compliance with all aspects of the Act and Regulations.
- The employer shall implement the Health and Safety Program and associated Policies.
- The employer shall ensure that all Industry Health and Safety Practices are implemented.

Supervisors:

- Supervisors shall ensure that all persons at a Homestead Land Holdings Limited workplace adhere to the Health and Safety Policy, Program and Procedures.

HEALTH AND SAFETY

Operations/Human Resources:

- The Operations and Human Resources Departments shall implement the Health and Safety Policy, Program and Procedures.
- The Operations and Human Resources Departments shall act as a resource for health and safety for all Homestead Land Holdings Limited workers.

Joint Health and Safety Committee:

- The JHSC shall comply with the Act and Regulations.
- The JHSC shall review all Health and Safety Policies.

Workers and Contractors:

- Workers and contractors shall comply with the Act and Regulations.
- Workers and Contractors shall comply with the Homestead Land Holdings Limited Health and Safety Policy, Program and Procedures.

TRAINING

The Operations and Human Resources Departments shall:

- ensure that all workers are trained with regard to the following:
 - o Health and safety responsibilities related to their position
 - o The Occupational Health and Safety Act and Regulations
 - o Other applicable legislation and guidelines
- ensure that training is kept current
- provide retraining for all authorized workers whenever there is a change in their job assignment, a change in condition, equipment or processes that present a new hazard, or when there is a change in the Health and Safety Responsibilities Procedure.
- additional retraining shall be conducted whenever an inspection reveals, or whenever there is reason to believe, that there are deviations from policies or procedures or if the worker's knowledge is inadequate

PROCEDURE

The Employer shall:

- ensure that equipment, materials and protective devices as prescribed are provided, used as prescribed, and maintained in good condition;
- ensure that measures and procedures prescribed are carried out in the workplace;
- provide information, instruction and supervision to a worker to protect the health or safety of the worker;

HEALTH AND SAFETY

- provide, upon request, information in the possession of the employer, including confidential business information, to a legally qualified medical practitioner and to such other persons as may be prescribed, in a medical emergency for the purpose of diagnosis or treatment;
- appoint competent supervisors;
- acquaint a worker or supervisor with any hazard in the workplace and in the handling, storage, use, disposal and transport, where applicable, of any article, device, equipment or a biological, chemical or physical agent;
- provide assistance and co-operation to a committee and a health and safety representative in the carrying out of any of their functions;
- take every precaution reasonable in the circumstances for the protection of a worker;
- post, in the workplace, a copy of the Act and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers;
- prepare and review at least annually a written health and safety policy and develop and maintain a program to implement that policy;
- provide a copy of the health and safety policy to all employees at the commencement of employment and annually thereafter;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker; and
- carry out such training programs for workers, supervisors and committee members as may be required.

Supervisors shall:

- ensure that a worker works in the manner and with the protective devices, measures and procedures required by the Act and the regulations;
- ensure that a worker uses or wears the required equipment, protective devices or clothing;
- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker; and
- take every precaution reasonable in the circumstances for the protection of a worker.

Operations and the Human Resources Department shall:

- regularly review all applicable legislation to identify required monitoring and surveillance programs;
- co-ordinate all monitoring and surveillance programs in consultation with the Joint Health and Safety Committees;
- respond to notifications of potential hazardous conditions and notify all workers through "Safety Bulletins";
- assess and determine the need for monitoring programs and/or preventive measures to be implemented;
- provide guidance, direction and advice on health and safety issues to all Homestead Land Holdings Limited workers;

HEALTH AND SAFETY

- co-ordinate and/or deliver health and safety training;
- maintain a comprehensive safety training documentation system in consultation with all departments and the Joint Health and Safety Committees;
- analyze statistical information related to workplace accident experience and identify significant trends and directions of workplace hazards and accidents;
- notify departments of significant trends and directions of workplace accidents through “Safety Bulletins”;
- maintain an inventory of current and past information regarding preventative measures; and
- assess and evaluate the effectiveness of current safety training and accident prevention programs in the workplace.

Joint Health and Safety Committee shall:

- meet and conduct activities as prescribed by the Act;
- meet and conduct activities as per the Terms of Reference for the Committee; and
- provide input into and review on an annual basis the Health and Safety Policy, Program and Procedures.

Workers and Contractors shall:

- work in compliance with the provisions of the Act and the regulations;
- work in compliance with the Homestead Land Holdings Limited Health and Safety Policy, Program and Procedures and Contractor Entry Agreement;
- use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn;
- report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker;
- report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows;
- report any accidents, injuries, occupational illnesses or incidents to his/her supervisor;
- not remove or make ineffective any protective device. In the event that the protective device must be removed or becomes ineffective it shall be replaced immediately;
- not use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker.

Visitors and Public:

- Visitors and general public will not be allowed to wander unescorted through areas that are normally restricted to employees.
- In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - o the supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of an employee; and
 - o any and all required personal protective equipment will be used by the visitor.

HEALTH AND SAFETY

- Visitors and public must report any accidents, injuries, occupational illnesses or incidents to their Homestead Land Holdings Limited contact immediately.

PROCEDURE REVIEW

This procedure has been created to establish a minimum safety standard for the workplace. If deficiencies are noted the procedure must be updated as soon as is practicable. Operations and Human Resource Departments, the Joint Health and Safety Committee and Senior Management will review all procedures and the Health and Safety Policy on an annual basis.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the Homestead Land Holdings Limited disciplinary procedure and will be based on the merits of the specific case.

REVISION/REVIEW HISTORY

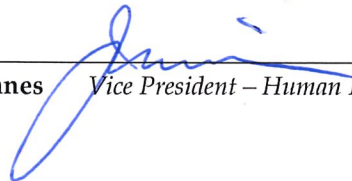
Number	Date	Revised By	Description of Revision
	10/05/05		Original
	18/01/2018	Health & Safety Team	Changes to original policy

General Site Safety and Standard Operating Procedures (SOP's)

Approved By:



Scott Topping *Chief Operating Officer*



Jim Minnes *Vice President – Human Resources*

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PURPOSE

- The purpose of this procedure is to provide all Homestead Land Holdings Limited workers and contractors with specific information and guidelines required for conducting safe and efficient work assignments while on work sites.

SCOPE

- This procedure applies to all Homestead Land Holdings Limited workers and contractors at all Homestead workplaces.

REQUIREMENTS

- It is a requirement that all workers comply with the Occupational Health and Safety Act and Regulations and Homestead Land Holdings Limited procedures.

REFERENCES

- Ontario Occupational Health and Safety Act R.S.O. 1990
- O. Reg. 851 for Industrial Establishments
- O. Reg. 213/91 for Construction Projects

DEFINITIONS

Act: Occupational Health and Safety Act R.S.O. 1990

Committee: a joint health and safety committee established under the Act

Competent Person:

a person who:

- (a) is qualified because of knowledge, training and experience to organize the work and its performance,
- (b) is familiar with the Act and the regulations that apply to the work, and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace

Constructor: a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer

Contractor: any person or entity contracted to or engaged to provide services to Homestead Land Holdings Limited

Director: an inspector under the Act who is appointed as a Director for the purposes of the Act

Employer: a person who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services

Prescribed: prescribed by a regulation made under the Act

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- Project:** a construction project, whether public or private, including:
- (a) the construction of a building, bridge, structure, industrial establishment, mining plant, shaft, tunnel, caisson, trench, excavation, highway, railway, street, runway, parking lot, cofferdam, conduit, sewer, watermain, service connection, telegraph, telephone or electrical cable, pipe line, duct or well, or any combination thereof,
 - (b) the moving of a building or structure, and
 - (c) any work or undertaking, or any lands or appurtenances used in connection with construction
- Regulation:** the regulations made under the Occupational Health and Safety Act R.S.O. 1990
- Supervisor:** a person who has charge of a workplace or authority over a worker
- Worker:** a person who performs work or supplies services for monetary compensation but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program
- Workplace:** all places where Homestead business occurs and includes all:
- a) Homestead buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks and driveways ("Company Grounds");
 - b) Homestead vehicles;
 - c) off-site locations where business occurs;
 - d) Homestead sponsored functions and recreational or social events, whether taking place on Company Grounds or elsewhere; and
 - e) travel for business

RESPONSIBILITIES

The employer is responsible to:

- ensure workers who go on job sites are trained in the General Site Safety Procedure and Standard Operating Procedures (SOP's);
- provide protective equipment and devices as prescribed;
- properly implement and periodically audit the General Site Safety Procedures, Standard Operating Procedures (SOP's) and;
- discipline when necessary to ensure authorized workers comply with this procedure.

Supervisors are responsible to:

- apply and enforce this procedure for all workers in the workplace;
- ensure that all required health and safety training is conducted;
- conduct job safety orientations as required; and
- ensure that all required protective equipment and devices are maintained and used as prescribed.

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The Operations and Human Resources Departments are responsible to:

- implement the General Site Safety Procedures and Standard Operating Procedures (SOP's);
- facilitate the annual JHSC review of the General Site Safety Procedures; and
- apply, audit and discipline compliance specific to this procedure.

The Joint Health and Safety Committee is responsible to:

- participate in an annual review of the General Site Safety Procedures and Standard Operating Procedures (SOP's); and
- act as a resource to workers in reference to the General Site Safety Procedures and Standard Operating Procedures (SOP's).

Workers and contractors are responsible to:

- comply with the General Site Safety Procedures and Standard Operating Procedures (SOP's);
- notify their Supervisor or contact person of any questions or concerns with Site Safety;
- notify their Supervisor or contact person of any contraventions of the Act or Homestead Land Holdings Limited Procedures;
- participate in safety training as required;
- provide input on the effectiveness of the procedure.

TRAINING

The Operations and Human Resources Departments shall:

- ensure that all workers are trained with regard to the following:
 - o Standard Operating Procedures (SOP's);
 - o General Site Safety Procedure; and
 - o Their health and safety responsibilities.
- ensure that training is kept current.
- arrange retraining for all authorized workers whenever there is a change in their job assignments, a change in condition, equipment or processes that present a new hazard, or when there is a change in the General Site Safety Procedure.
- conduct additional retraining whenever an inspection reveals, or whenever there is reason to believe, that there are deviations from policies or procedures or if the worker's knowledge is inadequate.

HEALTH AND SAFETY*STANDARD OPERATING PROCEDURES (SOP's)*

Standard Operating Procedures (SOP's) apply to all workers. These policies and procedures are designed to minimize the potential for injuries to all Homestead Land Holdings Limited workers and contractors.

The following applies to all projects and locations:

- All accidents (or injuries) shall be immediately reported to your supervisor.
- All unsafe acts, conditions, or defective equipment shall be reported immediately to your supervisor.
- Horseplay is strictly prohibited at all Homestead Land Holdings Limited workplaces.
- Eating or smoking on work sites is restricted to specifically designated areas.
- All Employees must not use, distribute or be impaired from alcohol or drugs while working or on call for or representing the Company as per the Substance Abuse Policy.
- No worker shall perform any work-related tasks including but not limited to the operation of motor vehicles or equipment, under the influence of alcohol or drugs.
- Safety and personal protective equipment is to be worn as directed by the project supervisor and the health and safety plan.
- Standard personal protective equipment for Homestead Land Holdings Limited construction sites includes CSA approved foot wear, hard hats, and safety glasses where applicable.
- Apply good housekeeping practices at all times.

HEALTH AND SAFETY

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HEALTH AND SAFETY**SOP 1****Personal Protective Equipment (PPE)**

- The supervisor is responsible for identifying the PPE required for a site. The type of PPE required will vary from site to site dependent upon the type and level of risk at the site.
- Workers shall wear PPE appropriate to the site and conditions at all times in accordance with the following guidelines:
 - o CSA approved acid footwear is to be worn at all times on construction sites and on all sites where there is a potential for foot injury.
 - o A slip resistant shoe with closed toe, closed heel and good support is to be worn on all sites. Footwear must be designed in such a way that it encases the whole foot and the shoe maintains in contact with the foot when walking. No flip-flops, slippers, etc. to be worn while on duty. Open toe(shoes are only permitted in offices but require a secure strap around the heel. Ice cleats to be worn by all workers responsible for clearing snow and/or ice.
 - o Puncture resistant gloves to be worn when handling garbage, recycling, materials with sharp edges, or knives/blades.
 - o Cut-resistant sleeves are to be worn when working with blades or during similar situations which could expose the forearms to cuts, i.e. – flooring and screening processes which involve the use of Exacto type blades.
 - o Hard hats are required in situations where there is a danger of workers being injured from falling objects or materials, falling, or striking one's head against an obstruction.
 - o Workers shall wear a safety vest when working in areas where mobile equipment is operating.
 - o CSA approved eyewear is required on sites where there is a risk for eye injury to the worker.
 - o Workers shall wear the appropriate type of hearing protection when in areas where workers are exposed to excessive noise levels.
 - o CSA approved respiratory protective equipment is required to be worn at all times by workers in areas designated as being dangerous to health and safety due to the presence of airborne contaminants. The supervisor will identify the types of respiratory protection required.
 - o Neoprene gloves, neoprene apron, face shield, and long pants are required when handling any pool chemicals.
- Safe work practices shall be followed and maintained by all workers, contractors and visitors while on project sites.

Jewelry, Ornaments, Loose Clothing

- Jewelry or ornaments such as rings, watches, bracelets, neck chains and earrings shall not be worn while working with moving machinery, power tools, and/or power equipment where the possibility exists for entanglement.

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- Long loose hair or “pony tails” will be secured and covered at all work locations where the possibility exists for hair to become caught in machinery, power tools and/or equipment or be contaminated by chemicals.
- Loose clothing and attire; i.e., shirt tails, sleeves, neck ties, scarves, etc., shall be secured to prevent entanglement in moving machinery, power tools, and/or other equipment.

SOP 2Workplace Hazardous Materials Information System (WHMIS)

- All workers have the right to know the hazardous properties of the chemicals to which they may be exposed.
- All workers will be informed of the hazards of the materials to which they may be exposed, through training and review of Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS) as provided by Homestead Land Holdings Limited.
- All workers are required to become knowledgeable in the WHMIS legislation and the generic Homestead Land Holdings Limited WHMIS training program.
- All WHMIS controlled substances used on Homestead Land Holdings Limited property and project sites are to have up to date MSDS/SDS readily available.
- All required workplace labels and supplier labels are to be visible and legible on WHMIS controlled substance product containers.

SOP 3Fall Protection

- No workers are to conduct work in areas where the risk of falling is greater than 3 metres unless they are “Working at Heights Certified”.
- Where a worker is exposed to falling more than 3 metres a CSA approved safety harness and lifeline with a fall arrest system secured to an approved anchor point so that the worker cannot fall freely for a vertical distance greater than 1.5 metres must be used and the worker must be Working at Heights Certified.
- Ensure ladders are firmly planted and secured prior to use.
- Do not leave floor openings or confined space hatchways unprotected or without barricades.
- Rooftop areas are not to be accessed during high wind or low visibility conditions due to weather. Emergency access only will be permitted.
- All staff are to remain a minimum of 3 meters away from rooftop edges at all times unless catwalks with railings are present or parapet walls that are a minimum of 1 meter in height are present.

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- If work or access is required within the 3 meters “no access” area, then all workers must be tied off to an approved anchor point and be Working at Heights certified.
- Ensure footing is stable. Watch for slip, trip and fall hazards. Spills and leaks are to be cleaned up immediately.
- Walk, don’t run.

Safety Belts, Harnesses and Lanyards

- Safety belts can only be used with a travel restraint system. Only harness, lanyard, self-retracting lifeline and shock absorbers can be used for fall arrest. All safety belts, harnesses and lanyards must be CSA-certified. Both the belt and the lanyard will carry a CSA label. Safety harnesses must be snug fitting and worn with all hardware and straps intact and properly fastened. Lanyards must be 16 millimeters (5/8”) diameter nylon or equivalent.
- The D-ring on the safety harness/belt should be in the center of the back. The lanyard should be secured to a rigid support or lifeline, preferably higher than waist level and be kept as short as possible (no more than 1.5 meters) to reduce fall distance. Every lanyard used with a fall arrest system must contain a shock absorber.
- Fall arrest and travel restraint equipment must be inspected regularly.
- Equipment must be replaced every 5 years, or immediately following the identification of a defect or after a fall occurs.

Lifelines

Vertical lifelines:

- can be 5/8” diameter synthetic rope with compatible rope grab; 5/8” diameter kernmantle rope with compatible rope grab; or 3/16” diameter Self-Retracting Lifeline (SRL) Independent Wire Rope Core (IWRC) wire rope, with a fall-indicating snap hook;
- used only by one worker at a time;
- free from any danger of chafing;
- free of cuts, abrasions and other defects;
- adequately secured to a fixed support and arranged so the worker cannot fall freely for a vertical distance of more than 1.5 metres;
- must reach the ground or a point above the ground that allows for safe exit and must have a stop to prevent the rope grab from running off the end;
- no workers are permitted to work from swing stages unless they have completed Suspended Access Equipment – User certification training.

SOP 4

Ladders

- Ladders shall be set up on a firm level surface. If the base is to rest on soft, uncompacted or rough soil, a mudsill should be used. Portable ladders shall be equipped with non-slip bases.

HEALTH AND SAFETY

- Ladders shall be tied off or otherwise secured to prevent movement.
- When a task must be performed with the worker standing on an extension ladder, the length of the ladder shall be such that the worker stands on a rung no higher than the third from the top.
- When climbing up or down, workers should always face the ladder.
- Ladders shall not be erected on boxes, carts, tables, scaffold platforms, or on vehicles.
- Ladders shall be set up one foot out for every three or four feet up.
- Ladders capable of conducting electricity shall not be stored or used so close to an energized electrical installation that they can make electrical contact with an energized conductor.
- All ladders erected between levels must be securely fastened, extend 90 centimeters above the top landing and afford clear access at top and bottom.
- Ladders with weakened, broken, bent or missing steps, broken or bent side rails; broken, damaged or missing non-slip bases; or otherwise defective parts shall not be used and should be tagged and removed from the site.
- Workers on a ladder shall not straddle the space between the ladder and another object.
- Three points of contact shall always be maintained when climbing up or down a ladder (two feet and one hand or one foot and two hands).

Working from Ladders

- A worker must wear a safety belt or safety harness with the lanyard tied off to either an approved anchor point or a lifeline whenever the work is:
 - o 3 metres or more above the floor, or
 - o Above operating machinery, or
 - o Above hazardous substances or objects, and
 - o Must be Working at Heights Certified.

SOP 5Materials Handling, Lifting

- When manual handling is required, dollies, trucks and similar devices shall be used where practical.
- Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Workers are encouraged to get help when performing lifting tasks that may be more than they can safely handle.
- The right way to lift is the easiest and safest. Take a firm grip, secure a good footing, place feet a comfortable distance apart; bend the knees; keep the back straight and lift with the leg muscles – do not twist your back.
- Use gloves or hand patches as required when handling sharp, rough, heavy or hot materials.
- Never carry a load so large that it obstructs vision or is too heavy to be safely lifted without assistance.

HEALTH AND SAFETY**SOP 6**Mechanical Lifting Devices

- Always use the correct machine for the job.
- Follow all manufacture's guidelines and instructions.
- Only trained and certified employees will operate cranes, booms, manlifts, forklifts, tow motors, etc.
- Do not operate adjacent to or underneath overhead power lines.
- Do not allow anyone to stand or pass under a suspended load.
- Do not allow yourself to be positioned as to be pinched or struck by a boom in the event of a mechanical failure or operator error.

SOP 7Machines and Machine Guarding

- Before starting machinery, opening valves, turning on switches, etc., check the safety of fellow workers that may be affected by your action. Ensure safety guards are in place. Never adjust or repair machinery while in motion. Lock out/tag out, bleed and/or block as required to prevent possible motion.
- Operate machinery and vehicles within the rated capacity and speeds, following all manufacturers' instructions.
- Never alter or remove safety devices such as guards, alarms, etc., from machinery.
- Report defective power tools or machinery to your supervisor immediately.

SOP 8Electrical Safety

- Only qualified, competent workers shall make electrical repairs or installations.
- At no time are Homestead workers to work on any electrical circuits or equipment that operates on 220 volts. Qualified, competent, licensed Homestead workers or external licensed contractors are to be utilized.
- Do not work on energized electrical equipment. De-energize, lock and tag out equipment prior to repair.
- Follow all manufacturers' instructions on specific operation of electrical equipment.
- Inspect all electrical equipment for defects prior to use.

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- Ensure electrical equipment is properly grounded. Use Ground Fault Circuit Interrupters (GFCI) on all equipment used in wet and outdoor locations.
- Keep electrical cords and equipment away from wet areas where possible. Do not use or handle power cords while standing in water.
- Use intrinsically safe equipment in areas where there may be a potential of flammable vapours.
- Do not work on aluminum wiring or Ground Fault Circuit Interrupters (GFCIs). Only certified electricians are to perform this work.

SOP 9Fire Protection

- Smoke only in designated areas. Obey “NO SMOKING” signs.
- Ensure flammable liquid containers are clearly labeled and stored properly in ventilated and approved areas.
- When transferring flammable, combustible or explosive materials from one container to another, the containers are to be in firm contact with each other or be bonded and grounded to prevent the accumulation of static charges.
- Store oily, fuel or solvent soaked rags in approved metal containers until they can be properly disposed.
- Immediately clean up any fuel spills.
- Turn off all ignition sources prior to refueling. Use extreme caution when refueling engines with hot surfaces.
- Do not wear nylon clothing or use equipment such as cameras, cell phones and pagers in areas of potentially high vapour concentrations.
- Ensure approved fire extinguishers are readily available.
- Use only intrinsically safe, explosion proof electrical equipment in potentially flammable areas.

SOP 10Job Safety Orientations

- The supervisor or designate shall conduct job safety orientations as required before work begins on projects.
- Job Safety Orientations shall be conducted when circumstances/hazards change significantly.
- Job Safety Orientations shall be attended by all of Homestead Land Holdings Limited workers and contractors on the project.
- The Job Safety Orientation shall outline the known and potential hazards on the project and controls to be used.

HEALTH AND SAFETY**SOP 11**Elevator Equipment

Upon noticing or reacting to an elevator occurrence:

- Get as much information as possible. If the elevator is stuck, check the location on the Lobby indicator, then go to that floor. Call to see if anyone is trapped inside. If yes, immediately call the elevator service company and tell them clearly that someone is trapped.
- Observe if the elevator door is open or closed. If open, carefully check the door sills to make sure no debris is blocking the door from closing
- If the door is open, check if the elevator is on service.
- Call the elevator company and report what you observed, i.e. elevator number 2 stuck on the 5th floor with the door open.
- The elevator company must fix the elevator before it can be used by the public
- If a person(s) is stuck in the elevator, clearly indicate that to the elevator answering service.
- Never try to open the elevator doors, or in any way try to help to fix the elevator or try to rescue someone. You can talk to the person inside the elevator through the closed door and help them to relax. Tell them that someone is on the way.
- Try to obtain an estimated arrival time from the elevator company and keep an eye on the time. You can call back again to verify the status of arrival.
- Never try to enter the hoist-way or machine room.
- Report any unusual noises, oil leaks or equipment operation to your Supervisor immediately.

Elevator Room Inspection

- All elevator rooms with unguarded governor cables, should have a demarcated safe zone and marked by a yellow line painted on the floor no less than 1 meter from the governor cables.
- Workers inside the elevator room must stay within the safe zone marked on the elevator room floor.
- All workers must adhere to any and all safety signage posted in the elevator rooms.
- Workers inspecting these rooms should be familiar with the regular sounds of the elevator room. Any water or oil leaks, garbage, burnt light bulbs, parts or trip hazards in the room must be identified during the inspection.
- Monitor the room temperature to ensure it is maintained between 10° C - 30°C at all times.
- Issues with the above noted items must be reported to the Building Manager or Property Manager to assess who will be responsible for the necessary cleanup and/or repair.
- Burnt light bulbs to be replaced within the designated safe zone should be changed by Homestead workers. Burnt lights outside the zone must be changed by a licensed elevator mechanic. The bulbs are to be supplied by Homestead.
- Where applicable, air conditioning filters must be removed and cleaned monthly to ensure efficiency of the elevator equipment as well as the air conditioning unit. When the air conditioner is outside the safe zone, the spare filter for the air conditioning unit is to be given to

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the elevator mechanic during their monthly visit. The mechanic is to replace the used filter with the cleaned filter.

- All maintenance logs are to be kept within the safe zone and reviewed to ensure the elevator mechanic has signed off their monthly inspections.
- Elevator rooms are to be locked at all times and contractors must sign in when arriving on site to obtain a key. Once repairs/maintenance is completed, the contractor must return the key, provide an update to Homestead workers and sign out.

SOP 12Snow blower Operation

- Understand operating instructions carefully. Know the controls so you can stop the motor or disengage the clutch quickly in an emergency.
- Only operate the equipment if you are competent to do so.
- Wear the personal protective equipment instructed by the owner's manual and the legislation.
- Wear proper footwear to improve footing on slippery surfaces and appropriate clothing for the weather.
- Maintain blower and attachments in good operating condition and use only the manufacturer's approved attachments.
- Inspect equipment periodically for loose connections, broken or badly worn shear pins and other parts.
- Ensure replacement parts are at least the standard of the original.
- Do not operate machines without guards. Replace them immediately when removed to make adjustments.
- Disengage clutch and shift into neutral before starting the blower.
- Adjust the collector housing to clear any debris.
- Walk slowly and maintain a good footing while keeping a firm grip on the handles.
- Turn slowly, particularly on slopes.
- Stay away from the discharge opening.
- If you hit an object, stop the blower and inspect the blower before continuing.
- Keep your hands and feet away from all moving parts of the snow blower.
- Do not make any adjustments with the blower operating.
- Do not run the blower indoors, except briefly while starting it. Warm up the snow blower outside, never in an enclosed environment.
- Do not clear the discharge chute while the blower is running. Turn off the engine and disconnect the spark plug wire, and use a tool to unclog the chute.
- Keep all bystanders at a safe distance and never allow children to operate a snow blower.
- Do not refuel a running or hot engine and do not refuel snow blowers inside a building.
- Do not smoke when refueling a snow blower.
- All combustible liquids must be stored in approved and clearly labeled containers.
- Run the blower for a few minutes when you are done and let the engine cool before storing the blower.

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- Never leave the snow blower unattended while it is running.

SOP 13Garbage Bin and Compactor Operations

- Before attempting to work on the compactor or disconnecting the bin, all power to the compactor is to be turned off and locked and tagged out.
- The garbage chute barrier is to be engaged so as to prevent debris from flying out of the chute area.
- A minimum of two workers are to be used at all times when moving garbage bins unless process deemed safe for one person by Assistant Vice President - Operations and/or Health & Safety Administrators/Trainers.
- Do not eat, drink or smoke when moving garbage bins.
- Wear gloves, appropriate footwear and eye protection.
- A full-face shield is to be worn when opening the window/side door of the compactor for cleaning, maintenance or checking the piston.
- Before moving the bin, inspect the area in its path for objects or people in the way and the nature of the terrain.
- Inspect the bin for sharp edges, dysfunctional wheels, debris falling out, etc.
- Push the bin rather than pull it and push using your leg and shoulder muscles, not your back.
- Move the bin by holding the side with the swivel caster.
- Avoid twisting your back.
- Use a bin buddy, tow motor or small tractor if available.
- Stay in control of the bin, but if the bin starts to get away from you, let it go. Do not try to stop it.
- Wash hands and any potentially contaminated items when finished moving the bin.

SOP 14Lockout/Tagout

- Determine all the switches, power sources, controls, interlocks and all other devices necessary to isolate the system.
- Notify affected workers.
- Shut down equipment using machine controls and normal shut down.
- Neutralize all energy sources.
- Turn off electrical power by opening or breaking the circuit, or removing fuses (in the event that locking out the power source is not feasible or reasonable, other precautions may be taken as long as they provide the same level of safety, i.e. Interlocks, E stops, control circuit devices, etc.). In all cases a worker must not be able to accidentally energize a circuit or system.
- Lower suspended parts to rest position wherever possible.

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- Block movable parts that might be affected by gravity or other forces.
- Lockout power.
- Place safety locks on disconnected switches in the "off" or "open" position. The key shall be kept with the person for the entire time the lock is in place.
- With all workers at a safe distance, verify that the equipment will not start. This measures the effectiveness of the lockout performed on the equipment.
- Push start buttons to verify that power is disconnected.
- Inspect each movable part to see if it's at rest.
- Once verification is complete return control switches to the off position.

Restarting

Once all work is completed:

- check to make sure all tools have been removed, guards have been replaced, other workers are safely out of the way, and affected workers have been notified.
- confirm that control switches are in the "off" or "neutral" position.
- remove each respective lock and tag and reconnect the power.
- test the machine.

LOCKOUT/TAGOUT – LIGHT FIXTURES/WALL SOCKETS

The preferred method of neutralizing energy sources is to lockout and tagout the fuse box in the apartment and/or the main electrical panel for the apartment. In the event that this is not feasible, the following procedure may be used:

- Notify affected persons, i.e. – tenant, co-workers
- Determine wall switch(s) used for fixture.
- Remove fuse from panel and apply tag to fuse box.
- Use voltage tester to confirm lack of energy – check that tester is working.
- Put wall switch in "on" position to verify that power is disconnected.
- Put wall switch(s) in "off" position and apply wall switch lockout.
- Use voltage tester to once again confirm lack of energy.
- Proceed with work.
- Use voltage tester to confirm lack of energy prior to recommencing work whenever you leave the area.

If all energy in a unit with a fuse box, is required to be neutralized:

- lock the apartment door;
- remove all fuses from the panel and put in a safe location;
- apply tag to fuse box; and
- inform all parties to keep door locked and not to replace fuses in panel until all work is complete.

HEALTH AND SAFETYOperation of Voltage Tester:

- Test the unit on a known live circuit before each use. Tone and flashing LED indicate the presence of voltage (50 VAC to 1000 VAC). If the unit does not function as expected on a known live circuit, replace the batteries (two 1.5 V batteries).
- Place the probe tip on or near the circuit or unit to be tested.

If, for some reason, you are unable to do a lockout, i.e. – due to wall sockets, use your tester prior to recommencing work every time you leave the area and return.

You must have completed Lockout/Tagout training and be deemed competent in order to work with electricity. If not comfortable working with electricity, have an electrician complete the work and inform your supervisor so he/she can arrange for training.

SOP 15Powered Lift Truck Safety

- Only trained operators shall operate powered lift trucks.
- All powered lift trucks shall meet the appropriate CSA Standard requirements.
- All modifications to a lift truck must be approved by the manufacturer or a professional engineer.
- Every lift truck shall be equipped with an operator-controlled horn, whistle, gong, or other sound-producing device, and the operator shall ensure that they are in working order.
- Wear required personal protective equipment.

Medical and Physical Condition of Operator

- Operators shall not operate lift trucks when taking medication that impairs vision, perception, or ability to safely operate a lift truck.
- Operators shall be medically fit including the following areas:
 - o Vision
 - o Hearing
 - o Physical fitness for the job

Hazard Identification

- The operator shall determine the hazards of the atmosphere and location.
- When internal combustion engine lift trucks are used in an enclosed space the ventilation must be adequate to keep contamination levels below the ACGIH Threshold Limit Values and Biological Exposure Indices, including the cab of the lift truck if provided.
- Noise levels in the area must be considered.

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- The following measures must be taken to maintain the safe operation of powered lift trucks within the facility:
 - overhead and side clearances (especially doors, docks, and aisles) must be adequate;
 - floors, aisles and passageways must be kept clear; and
 - ventilation must be adequate to ensure that there is no accumulation of vapours from the operation and refueling of the lift truck.

General Operating Practices

- Operators must report all accidents and incidents involving people, or property.
- Operators must not partake in horseplay or stunt driving.
- Operators must report any deficiencies or unsafe conditions.
- Repairs shall only be made after receiving appropriate approval.
- Never operate a lift truck with a passenger.
- Ensure that the required fire extinguishers are on the lift truck and are operational.
- The lift truck shall only be operated within the load limits of the specific piece of equipment.

Pre-operation Inspection

- The operator must complete the pre-operation inspection, and fill in the inspection log at the beginning of each shift and before operating the lift truck.

Start-up

- The operator must use the mounting procedure applicable to the class of the lift truck used.
- Always use the operator restraint system (seat belt or other applicable safety device) in the manner instructed.
- Place directional controls in neutral and apply the parking brake.
- Start the engine or turn the switch of the lift truck to the ON position.
- Monitor the gauges and instruments.

When traveling the Operator shall:

- operate according to manufacturers' instructions;
- observe all traffic and plant regulations;
- yield to pedestrians and emergency vehicles;
- not pass another truck traveling in the same direction at an intersection in blind spots or in other dangerous spots;
- slow down and sound the warning device at cross aisles and other locations where visibility is obstructed;
- travel with the load trailing if the load obstructs the forward view;
- make stops, starts, turns in smooth manner;
- slow down for wet slippery conditions;
- avoid running over loose objects;
- keep arms and legs in at all times;

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- be aware of overhead obstacles such as wires and piping;
- take extreme caution when forks are raised and loaded; and
- keep the load 6" from the ground surface and tilted back slightly when in transit.

When the operator must leave the operating position they shall:

- return controls to neutral;
- apply the parking brake;
- turn the key to off; and
- lower the forks until they are level with the ground, and use wheel chocks if necessary.

Shut Down:

- Bring the lift truck to a complete stop.
- Place directional controls in neutral.
- Apply the parking brake.
- Fully lower the load engaging means.
- Stop the engine.
- If left on an incline, the wheels shall be blocked.
- Turn the fuel source off.

Refueling:

- Shut the lift truck down.
- Never use open flames to check the liquid level in fuel tanks.
- Carefully clean up any spilled fuel or oil.
- Replace the fuel cap before restarting the engine.
- Liquid propane tanks must be handled and stored appropriately.
- Do not smoke or have open flames in the area when refueling.

Maintenance and Repairs:

- All maintenance and repairs shall be conducted by mechanics meeting prescribed requirements.

Inspections:

- A qualified mechanic shall carry out a planned inspection after approximately every 200 hours of operation (refer to manufacturers' specifications) or every 6 months.
- A qualified mechanic shall carry out an annual planned maintenance inspection after approximately 2000 hours of operation.
- A qualified mechanic shall conduct a lifting capacity inspection when a piece of equipment is obtained and on at least an annual basis.

HEALTH AND SAFETY**SOP 16**Small Tractor Safety

- Safe tractor operation guidelines include:
 - proper servicing;
 - completing the Tractor Operator's Inspection Report before use;
 - fuel storage and refueling practices;
 - correct speed;
 - not carrying passengers and proper hitching of implements;
 - turning off engine and/or power take-offs when not in use; and
 - keeping the shield and guards in place.
- Read operating instructions carefully.
- Only operate the equipment if you are competent to do so.
- Use the tractor only for its intended purposes.
- Wear the personal protective equipment instructed by the owner's manual.
- Wear sturdy, non-slip footwear.
- Wear tight fitting clothes.
- Ensure that the tractor is properly serviced.
- Check lubrication, fuel and water levels. Check the radiator fluid level when the tractor is cold.
- Inspect the tractor for worn or damaged parts. Never use an unsafe tractor. Report the defects and make arrangements for repairs.
- Maintain tractor and attachments in good operating condition.
- Ensure replacement parts are at least the standard of the original.
- Never refuel the tractor indoors. Do not store fuel indoors.
- Keep the refueling area free of weeds and other material that will burn.
- Never refuel the tractor while the engine is running.
- Never smoke or have any sources of flame near the tractor while refueling.
- Do not operate a tractor indoors, except for a brief period when starting the tractor if stored indoors. Be sure there is good ventilation.
- Never carry passengers.
- Engage the clutch gently. Do not use "jackrabbit" starts.
- Reduce speed before turning.
- Use caution when going up a hill.
- Never hitch to an axle or other high point.
- Stop the engine before getting off the tractor.
- Shut off the engine and any attachments before making adjustments.

HEALTH AND SAFETY**SOP 17**Safe Use of Hand Tools and Power Tools

- Use the right tool for the job.
- All tools must be used in accordance with the manufacturers' instructions. All tools must be maintained in a condition that does not endanger the safety of any worker.
- All electrical powered tools must meet CSA standards.
- All mechanically powered tools, machines and equipment rated at greater than 10 horsepower shall be inspected by a competent worker prior to being first used on a project, and at least once a year (or more frequently as recommended by the manufacturer).
- All tool users must be trained on the proper use of the tool including manufacturers' instructions (or suitable generic instructions).
- All personal protective equipment and devices (including guards) must be used.
- All cord connected power tools shall be properly grounded and double insulated.
- If electric tools are being used outside or in wet condition they must be protected by a ground fault circuit interrupter.
- Unplug electric tools before making any adjustments to the tool.
- Never cut off or bend back the ground pin on a three-prong plug and never use a two-prong cheater or adapter.
- Do not carry electric power tools by the power cord.
- Do not clean electric power tools with flammable or toxic solvents.
- Keep power cords clear of power tools when in use.
- Protect power cords from traffic.
- Suspend power cords over aisles and work areas to eliminate stumbling or tripping hazards.
- Do not tie power cords together as knots can cause shocks and short circuits. Loop the cords or use a twist lock.
- Ensure that the tool is turned OFF before you plug it in.
- Ensure that cutting tools, bits, etc. are kept clean, sharp and well maintained.
- Do not bypass the on/off switch and operate a power tool by connecting and disconnecting the power cord.
- No machine, tool or equipment shall be used while it is defective or hazardous. It must be fixed or replaced.
- Any defective or hazardous tool, machine or equipment must be removed and identified in a manner which will ensure it is not returned to service until it is repaired and made safe for use.
- Replacement parts for defective equipment shall have at least the same safety factor as the parts being replaced.

HEALTH AND SAFETY**SOP 18**Slip, Trip and Fall Safety

Types of falls:

- Trip-and-fall accidents: When pedestrians encounter a foreign object in their walking path.
- Stump-and-fall accidents: When a moving foot encounters an impediment in the walking surface, whether it is a tacky point on the surface or a defect that impedes the foot.
- Step-and-fall accidents: When the foot finds an unexpected failure or hole in the surface.
- Slip-and-fall accidents: When the interface of the shoe and the floor fails to support the walker's center of gravity over the base area.

Guidelines to prevent slips/trips and falls:

- Proper housekeeping is important. Keep floors free of clutter, cords and other material.
- Install anti-slip treads on stairs, if appropriate.
- Keep floors clean and dry.
- Wear slip-resistant footwear for good traction.
- Use handrails and walk carefully.
- Ensure that there is adequate lighting for the task.
- Clear snow and ice on walkways and entrances.
- Keep your eyes on the task that you are working on.
- Do not carry things that block your view of the path ahead.
- Ensure electrical and telephone cords do not cause a trip hazard.
- Keep sidewalks and floors in good repair.
- Equipment and materials should be placed in a secure position to prevent tripping hazards and positioned so they cannot fall on people.
- Do not use substitutes such as chairs and boxes to reach high shelves - only use approved ladders or step stools.
- If possible, avoid walking on freshly mopped and/or wet surfaces.
- If you see a slip or trip hazard, report it or take care of it immediately.

SOP 19Rooftop Telecommunications Equipment

- Industry Canada has ascertained that there is a minimal risk involved with standing directly in front of a rooftop telecommunications antenna
- In the event that you are on a rooftop with telecommunications equipment, do not stand or otherwise position yourself in front of, and at the height of, a telecommunications antenna.

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- All work is to be conducted so that no one is positioned directly in front of and at the height of, such an antenna.
- Rooftop Telecommunication Equipment signs shall be placed near entry to rooftop indicating when there is telecommunication equipment present.

SOP 20Type 1 Asbestos Work Procedures

These procedures are to be followed by Homestead employees and contractors performing the following work at Homestead managed buildings:

- Installing or removing ceiling tiles which are an asbestos-containing material, if the tiles cover an area less than 7.5 square metres and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- Installing or removing non-friable asbestos-containing material, other than ceiling tiles, if the material is installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if:
 - The material is wetted to control the spread of dust or fibres, and
 - The work is done only by means of non-powered hand-held tools.
- Removing less than one square metre of drywall in which joint-filling compounds that are asbestos-containing material have been used.

These Type 1 Asbestos Procedures assume the non-friable material can be removed with relatively little loose dry dust released. Generation of debris is permissible as long as the debris can be well wetted before being removed. If the work will release more than a trivial amount of dry loose dust, do not proceed further with work. The Building Manager or Property Manager will determine which of Type 1, 2 or 3 procedures are appropriate.

Equipment:

- All equipment must be on site before proceeding.

Asbestos designated HEPA Vacuum:

- Use of a vacuum is optional. Wet cleaning methods may be used in place of a HEPA vacuum. If a vacuum is used, it must be designated for asbestos use only and must be equipped with a high efficiency particulate aerosol (HEPA) filter. The vacuum must only be opened to be cleaned or dislodging of blocked objects in an enclosure following Type 2 procedures. The vacuum exterior should be carefully wet cleaned after each use or after each emptying.

Respirators:

- Respirators will be used by Homestead employees for all asbestos work. The employer will supply a half face respirator with P100 (HEPA) filters, with training on use and qualitative fit testing. Respirator must be used according to written procedures provided to worker and/or per training procedures. Filters must be changed after 16 hours of wear or sooner if breathing

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resistance increases as filters become damp. Respirator filters are to be disposed of as asbestos waste.

- No person using a respirator shall have facial hair that affects the seal between respirator and face.

Protective Clothing:

- The employer will supply Tyvek suits which will be disposed of as asbestos waste after use.

Other Equipment:

The following equipment will also be required to perform the work:

- 6 mil polyethylene to serve as a drop sheet.
- Pump sprayer with misting nozzle or alternative method to wet material.
- Labeled yellow asbestos waste bags (6 mil) - for all asbestos waste, disposable equipment, plastic, etc.
- Small tools and cleaning supplies - e.g. scouring pads, sponges, brushes, buckets, etc.

Other Protective Measures:

- Do not eat, drink or smoke in the work area.
- Upon leaving the work area, proceed to the washroom and wash all exposed skin on hands and face.

Scheduling of Work:

- Schedule work when occupants are absent. If persons are present, do not start work.
- If work is required on an emergency basis and the area is occupied, the Building Manager or Property Manager is to advise occupants to vacate area until work is complete and clearance is given to return.

Preparation:

- Before disturbing non-friable asbestos materials, cover floor (vinyl and ceramic tile excepted) and surfaces below work with polyethylene sheeting as appropriate to catch debris.
- Wherever dust on a surface is likely to be disturbed, pre-clean and remove using an asbestos designated HEPA vacuum or damp cloth.

Execution:

Removal of Vinyl Asbestos Floor Tile:

- Do not use electric powered scrapers.
- Wet material with amended water.
- Start removal by wedging a heavy-duty scraper in seam of two adjoining tiles and gradually force edge of one tile up and away from floor.
- Continue removal of tiles using hand tools, removing tiles intact wherever possible. When adhesive is spread heavily or is quite hard, it may prove easier to force scraper through tightly

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adhered areas by striking scraper handle with a hammer using blows of moderate force while maintaining scraper at 25° to 30° angle to floor. When even this technique cannot loosen tile, removal can be simplified by heating tile thoroughly with a hot air gun until heat penetrates through tile and softens the adhesive.

- When tiles are removed, place into asbestos waste receptor. Do not break into smaller pieces.
- After removal, scrape up adhesive remaining on floor with a hand scraper until only a thin smooth film remains. Where deposits are heavy or difficult to scrape, a hot air gun may be used. Deposit scrapings in the asbestos waste disposal bag. Do not dry scrape surface of adhering pieces of tile. Do not use powered electric scrapers.
- On completion of removal, vacuum clean floor with an asbestos designated HEPA vacuum or wet mop.
- Dispose of the mop head as contaminated waste. Alternatively, store this and other materials that cannot be cleaned in asbestos waste bags until next use (open only inside work area.)

Installing, Cutting, or Drilling Non-Friable Asbestos Materials:

- Work using power tools or power equipment must not be performed as Type 1 work.
- Where possible wet all materials to be disturbed. If wetting is not possible use Type 2 procedures.
- Immediately place waste in asbestos waste container. Clean area frequently during work with an asbestos designated HEPA vacuum or by wet methods.
- At completion of work, drop sheets to be disposed of as asbestos waste.

Removal of Other Non-Friable Asbestos Materials:

- The Type 1 procedures apply only to materials that can be removed intact, or in sections, without producing a pulverized or powdered waste. This method is most applicable to small quantities of lay-in ceiling tiles.
- When appropriate, wet all material to be disturbed with amended water.
- Undo fasteners necessary to remove material.
- Where sections are adhered to the substrate, wet material and use hand scraping to remove adhering material.
- Place removed material into asbestos waste receptor. Clean surrounding surfaces and asbestos work area frequently with an asbestos designated HEPA vacuum or with wet methods (i.e. damp cloth disposed of as asbestos waste after cleaning).
- Drop sheets shall be disposed of as asbestos waste.

Waste Transport and Disposal:

- Place waste into asbestos labeled disposal bag; seal with tape, clean the exterior of the bag with a clean cloth, and place into a second asbestos labeled disposal bag or a clear, see through bag, also to be sealed with tape.
- Provide a secure storage area at the site it was removed from, for holding minor amounts of asbestos waste in sealed containers. Garbage containers shall be labeled and assigned exclusively for asbestos waste.
- When waste is removed from site, collect the completed waste waybills from the disposal firm. For work performed by a contractor, the contractor will complete and provide to the Property

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Manager copies of a waste manifest. Waste generated by staff will be stored at a secure location until sufficient accumulates for a waste pick-up.

Emergency Procedures and Contacts

Fallen Debris or Damaged Material:

- Homestead staff may encounter fallen material that is suspected to contain asbestos. This may occur in locations where asbestos has been documented or in areas not included in the Assessment due to limited accessibility, etc.
- Building Management shall follow the protocol “Emergency Reaction in the Event of a Suspected Asbestos Spill” (Appendix B).
- In the event that Emergency Work must be undertaken, follow the procedures outlined in Appendix C – Work Practices for Emergency Work. All emergency situations shall be reported to the Property Manager as soon as possible. Consult your emergency contact list should your Property Manager not be available.

Disturbance of Previously Unidentified Friable Material:

- Previously unidentified friable materials may also be uncovered during demolition of finishes, walls, etc. during construction. The Building Manager shall follow the protocol “Emergency Reaction in the Event of a Suspected Asbestos Spill” (Appendix B).
- If the material contains asbestos, the Property Manager is to notify the local Ministry of Labour Office of the discovery. This is a regulated requirement.

Asbestos Work Practices:

The following sections briefly describe the standard operating procedures adopted for asbestos-related work. These meet or exceed the requirements of O. Reg. 278/05 and other regulatory requirements in effect on November 1, 2005.

These procedures are provided as a minimum standard for all asbestos work in Homestead Facilities. *No scheduled (non-emergency) Type 2 or Type 3 asbestos work will be undertaken by Homestead employees.*

Classification of Scheduled Work:

The Ministry of Labour Regulation classifies asbestos work into Types 1, 2, and 3 procedures, depending on the type of disturbance, the material being disturbed, and the extent of work. The Ministry of Labour also allows the use of Glove Bags for removal of asbestos-containing pipe insulation as a Type 2 operation.

Type 1 work:

- Installing or removing ceiling tiles which are an asbestos-containing material, if the tiles cover an area less than 7.5 square metres and are installed or removed without being broken, cut, drilled abraded, ground, sanded or vibrated.
- Installing or removing non-friable asbestos-containing material, other than ceiling tiles, if the material is installed or removed without being broken, cut drilled, abraded, ground, sanded or vibrated.

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- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if,
 - o The material is wetted to control the spread of dust or fibres, and
 - o The work is done only by means of non-powered hand-held tools.
- Removing less than one square metre of drywall in which joint-filling compounds that are asbestos-containing material have been used.

The procedures for Type 1 work are provided in Appendix C.

Homestead Land Holdings Limited workers are not to conduct or participate in any Type 2 or 3 work. Type 2 or Type 3 work is to be contracted to approved contractors only.

Type 2 Work:

- Removing all or part of a false ceiling to obtain access to a work area, if asbestos-containing materials are likely to be lying on the surface of the false ceiling.
- The removal or disturbance of one square metre or less of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of machinery or equipment or a building, aircraft, locomotive, railway car, vehicle or ship.
- Enclosing friable asbestos-containing material.
- Applying tape or a sealant or other covering to pipe or boiler insulation that is asbestos-containing material.
- Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area of 7.5 square metres or more and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if,
 - The material is not wetted to control the spread of dust or fibres, and
 - The work is done only by means of non-powered hand-held tools.
- Removing one square metre or more of drywall in which joint filling compounds that are asbestos-containing material have been used.
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if the work is done by means of power tools that are attached to dust-collecting devices equipped with HEPA filters.
- Cleaning or removing filters used in air handling equipment in a building that has sprayed fireproofing that is asbestos-containing material.
- An operation that:
 - Is not classified as a Type 2 operation (above)
 - May expose a worker to asbestos, and
 - is not classified as a Type 1 or Type 3 operation.

HEALTH AND SAFETY**- Glove Bag Work**

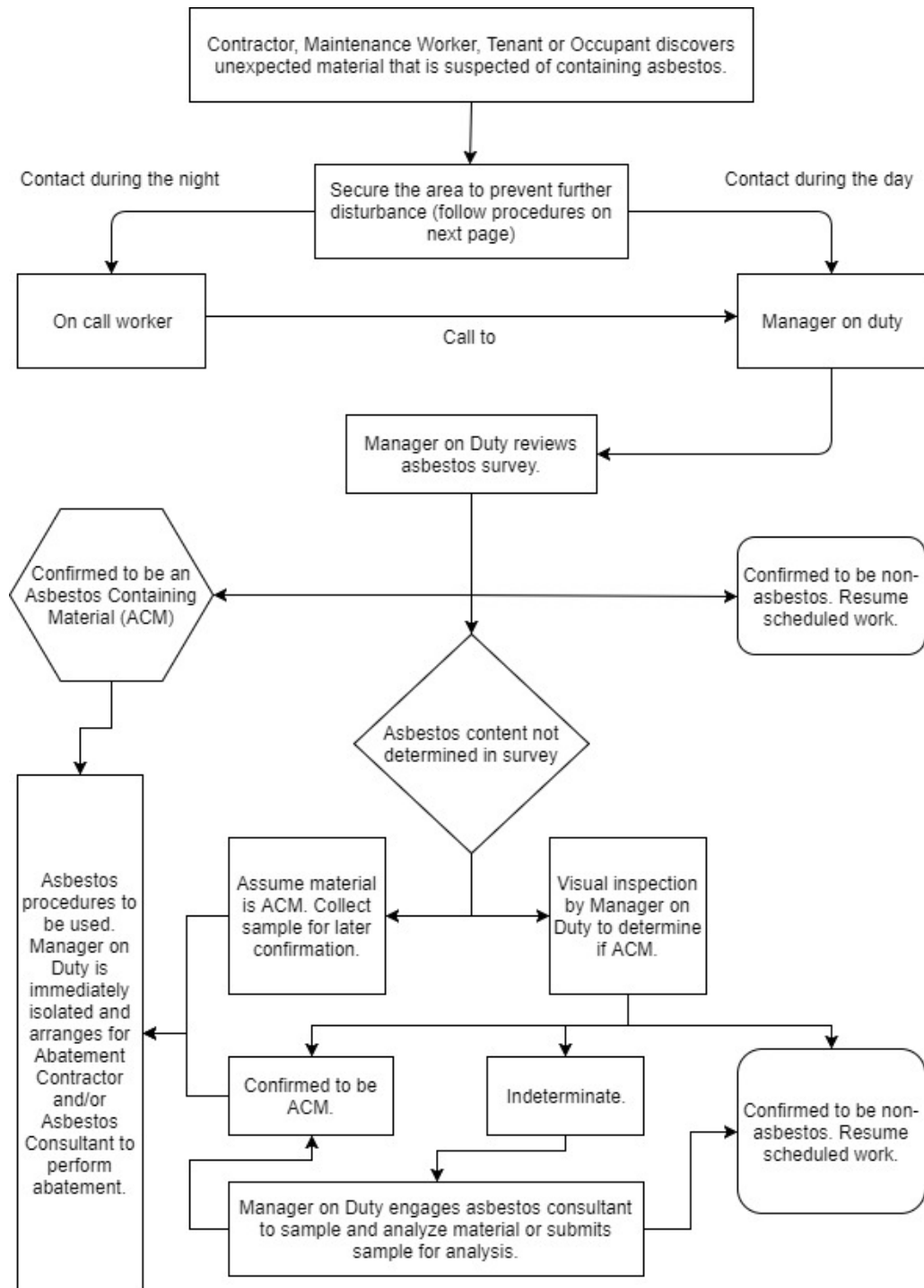
- The use of glove bags to remove insulation from a pipe duct or similar structure is classed as Type 2 work but it requires notification of the MOL if more than 1 square metre of ACM is removed.

Type 3 Work:

- The removal or disturbance of more than one square metre of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of a building, aircraft, ship, locomotive, railway car or vehicle or any machinery or equipment
- The spray application of a sealant to friable asbestos-containing material
- Cleaning or removing air handling equipment, including rigid ducting but not including filters, in a building that has sprayed fireproofing that is asbestos-containing material.
- Repairing, altering or demolishing all or part of a kiln, metallurgical furnace or similar structure that is made in part of refractory materials that are asbestos-containing materials
- Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material, if the work is done by means of power tools that are not attached to dust collecting devices equipped with HEPA filters
- Repairing, altering or demolishing all or part of any building in which asbestos is or was used in the manufacture of products, unless the asbestos was cleaned up and removed before March 16, 1986

HEALTH AND SAFETY

EMERGENCY RESPONSES AND NOTIFICATION IN THE EVENT OF ASBESTOS-SUSPECT MATERIAL DISCOVERED DURING MAINTENANCE OR CONTRACTED WORK OR REPORTED BY OCCUPANT/TENANT



HEALTH AND SAFETY**EMERGENCY REACTION IN THE EVENT OF SUSPECTED ASBESTOS SPILL**

If asbestos-containing materials or suspect materials have been disturbed improperly, follow these directions:

- Do not clean up, cover, move or contact asbestos-containing or suspect material. Cease work in the area and do not resume work that risks disturbing the suspect material. Workers are to leave the area and the Homestead Building Manager and Homestead Property Manager are to be notified immediately.
- Isolate the area by locking doors if this can be done without blocking emergency or fire routes.
- If it is not possible to safely isolate the area, the Building Manager will notify appropriate persons not to enter the area. If possible, post security or notices to prevent unnecessary access.
- The Building Manager will arrange to shut down ventilation systems to the affected area including supply, return and exhaust.
- The Building Manager will determine if asbestos is contained in the debris. If material cannot be confirmed asbestos-free by records or appearance, follow procedures below.
- The Building Manager will contact the Property Manager for further direction.
- If the material is confirmed or assumed to contain asbestos, the Building Manager and Property Manager are to contract an Asbestos Abatement Contractor to clean-up contaminated area using Type 2 Emergency Procedures in Appendix of this document.
- Enable ventilation systems after air monitoring or clean-up of ACM.

SOP 21**Health & Safety Representatives**

- A Health & Safety Representative is required at all sites with 5 or more workers.
- The Representative shall inspect at least part of the workplace each month in order to complete the inspection of the whole building within a calendar year.
- The building inspection form must be completed monthly and forwarded to the Admin person in the Branch Office. A copy will be forwarded to the Assistant Vice President - Operations, Joint Health & Safety Committee and the Health & Safety Administrators/Trainers.
- To identify situations that may be a source of danger or hazard to workers and to make recommendations or report his or her findings to the Assistant Vice President - Operations. Follow up required to ensure work completed.
- In the event of a critical injury or death in the workplace, the Health & Safety Representative may be required to assist the Joint Health & Safety Committee with an investigation.

HEALTH AND SAFETY

SOP 22First Aid

- Every work site shall, at all times, keep posted in a conspicuous location, WSIB's poster known as Form 82 respecting the necessity of reporting all accidents and receiving first aid treatment. Completed Emergency Response forms are to be posted in numerous conspicuous locations.
- Valid First Aid certificates indicating qualification of the trained worker(s) shall be posted.
- A record shall be kept of all circumstances respecting an accident/incident as described by the injured worker, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the worker and the date, time and nature of each first aid treatment given. First aid treatment and dispersion of first aid supplies is to be done by holder of a valid First Aid Certificate.
- The site's certified First Aid person shall inspect the contents of the first aid box at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date and their signature.
- First aid is to be given immediately. First Aid includes, but is not limited to: cleaning minor cuts, scrapes or scratches, treating minor burns, applying bandages and/or dressings, cold compress, cold pack, ice bag, splint, changing a bandage or a dressing after a follow-up observation visit and any follow-up for observation purposes only.
- Each site employing ***not more than five workers*** in any one shift shall have one person certified in Emergency First Aid/CPR and provide and maintain a first aid station with a first aid box containing as a minimum:
 - o A current edition of a standard First Aid Manual
 - o One card of safety pins
 - o Dressings consisting of – 12 adhesive dressings individually wrapped/ 4 sterile gauze pads 3 inches square/ 2 rolls of gauze bandage 2 inches wide/ 2 field dressings 4 inches square or 2 four-inch sterile bandage compresses/ 1 triangular bandage
- Each site employing ***more than five workers and not more than fifteen*** in any one shift shall have one person certified in Standard First Aid/CPR and provide and maintain a first aid station with a first aid box containing as a minimum;
 - o A current edition of a standard First Aid Manual
 - o One card of safety pins
 - o Dressings consisting of – 24 adhesive dressings individually wrapped/ 12 sterile gauze pads 3 inches square/ 4 rolls of 2-inch gauze bandage/ 4 rolls of 4-inch gauze bandage/ 4 sterile surgical pads suitable for pressure dressing individually wrapped/ 6 triangular bandages/ 2 rolls of splint padding/ 1 roll-up splint
- Each site employing ***more than fifteen workers and less than two hundred*** in any one shift shall provide and maintain a first aid station with a first aid box containing as a minimum:
 - o A current edition of a standard First Aid Manual
 - o 24 safety pins
 - o 1 basin

HEALTH AND SAFETY

- o Dressings consisting of – 48 adhesive dressings individually wrapped/ 2 rolls of adhesive tape 1 inch wide/ 12 rolls of 1-inch gauze bandage/ 48 sterile gauze pads 3 inches square/ 8 rolls of 2-inch gauze bandage/ 8 rolls of 4-inch gauze bandage/ 6 sterile surgical pads suitable for pressure dressings individually wrapped/ 12 triangular bandages/ splints of assorted sizes/ 2 rolls of splint padding
- Management shall ensure that the first aid station is at all times in the charge of a worker who:
 - o is the holder of a valid Emergency First Aid Certificate or its equivalent, and
 - o works in the vicinity of the station

SOP 23Musculoskeletal Disorder (MSD) Prevention

Management shall:

- provide the equipment, resources and training needed to comply with this standard
- ensure Supervisors know how to recognize MSD hazards and know what to do if a worker reports a concern
- ensure employees use equipment and protective devices properly
- ensure employees take breaks from repetitive, forceful tasks

Employees shall:

- participate in training provided by the Company
- report any signs and/or symptoms of MSD to their supervisor (discomfort, numbness, tingling, and/or pain)
- report any unsafe acts, hazards, equipment problems or any other unsafe tasks immediately to their supervisor
- cooperate with Accident/Incident investigations and with MSD hazard identification and assessment activities
- correctly use equipment provided by the employer and use appropriate body mechanics as per MSD prevention provided
- take rest breaks from repetitive, forceful tasks
- move around and occasionally change body positions
- go to Supervisor with questions, concerns, or requests for additional Ergonomics/ MSD hazard related training

Joint Health & Safety Committee/Health & Safety Administrators/Trainers shall:

- receive training on recognizing, assessing and controlling MSD hazards
- actively look for MSD hazards during activities such as workplace inspections and accident/incident investigations

HEALTH AND SAFETY

- develop recommendations to control MSD hazards, as appropriate

SOP 24Progressive Discipline

- Workers who fail to comply with government regulations and/or Homestead's Health & Safety policies, rules, procedures and practices may be subject to disciplinary action. Homestead would prefer to create and maintain a safe work environment through communication, cooperation, training. all supervisors are instructed to take immediate corrective and disciplinary action as required.
- The following are grounds for disciplinary action, which may include immediate termination without prior verbal or written warning (consult Human Resources prior to termination):
 - o deliberate/willful non-compliance with Occupational Health and Safety Regulations and/or Company policies
 - o possession of a weapon (i.e. – firearm)
 - o failure to abide by the Company's Substance Abuse Policy
 - o fighting/Harassment
 - o failure to abide by Fall Protection, Lockout & Tagout or other dangerous situations that violate life safety rules
- For other infractions of a less serious nature the following disciplinary steps will be taken:
 - o first offence – verbal warning
 - o second Offence – written notice through Violation of Health & Safety Procedure form or disciplinary letter
 - o third offence – immediate evaluation to determine appropriate disciplinary action, which may include suspension or dismissal. The evaluation will consider the seriousness of the employee's conduct, employment record, ability to correct the conduct, how his/her actions affect others, and other actions taken for similar conduct by other workers. The evaluation can be for accumulative infractions and not necessarily for the same offence.
- Supervisors are **required to document** all corrective and disciplinary actions (including verbal warnings). All warnings must include an explanation as to why the act, condition or procedure is unsafe or non-productive and how to avoid or correct it. A copy of the written evaluation and notice must be given to the worker, his or her supervisor and Manager for review and initialing, prior to being filed in the worker's file.
- The Company reserves the right to terminate or take other disciplinary action for reasons not explicitly stated in this policy.

HEALTH AND SAFETY**SOP 25**Early & Safe Return to Work

Human Resources shall:

- monitor the progress of the employee's return to work by maintaining communication with the employee and Supervisor and ensure medical follow-up is obtained as required
- liaise with the employee's treating agency and other agencies as required
- develop a modified duty program in consultation with the employee's Supervisor, treating agency and the employee in the event the employee requires modified duties

The Employee shall:

- report any occurrence of accident/injury immediately to their supervisor
- maintain regular contact with their supervisor and the Human Resources Associate
- communicate to their immediate Supervisor and the Human Resources any concerns or problems
- obtain the necessary forms from the treating agencies as may be required by the employer
- ensure that other scheduled rehabilitation activities such as physical therapy or doctor's appointments are continued while on modified duty
- co-operate with all requests for documentation as required by the WSIB and the employer

Immediate Supervisor shall:

- complete the standard Homestead "Report of Accident or Injury" form and forward it immediately to the Branch Administrator in the event of an accident or injury
- assist the Human Resources Associate in the development of a modified duty program in the event that a modified duties plan is required
- monitor the progress of the employee's return to work and maintain close communication with the Human Resources Associate

Branch Administration shall:

- immediately inform Assistant Vice President - Operations, Property Manager (if site staff involved) and email copy of "Report of Accident or Injury" to Property Manager, Assistant Vice President – Operations, Health & Safety Administrators/Trainers, Human Resources, Chief Operations Officer and Senior Vice President – Operations. They are to receive the report not later than 24 hours after the occurrence
- ensure management evaluates the compliance and effectiveness of this procedure at least annually using statistics and feedback. Information provided to Management and Joint Health & Safety Committee through activity reports and charts tracking accident, incidents and lost time injuries

HEALTH AND SAFETY**SOP 26**Removal of Minor Amounts of Mould

The first step in removing minor amounts of mould or mould spores is to clean the area with dish detergent and water while wearing the following personal protective equipment:

- A 3M6200 series half mask respirator with organic filter attached in order to avoid breathing in mould or mould spores
- Gloves that extend to the middle of the forearm (avoid touching mould or mouldy items with your bare hands)
- Eye protection in order to avoid mould or mould spores from entering the eyes
- Rinse with water then spray the area with bleach mixed with cold water at a ratio of 1 (bleach) to 10 (water). Let sit for 5 to 10 minutes.

The water or moisture problem should be rectified in order to ensure mould doesn't re-occur. Mould spores will not grow if moisture is not present. Revisit the site after cleanup to confirm there is no water damage or new mould growth. Large concentrations of mould (i.e. – behind walls) is to be dealt with by outside contractors.

SOP 27Dealing with Conflict and/or Violence

- Use calm body language – relaxed posture with hands unclenched, attentive expression, speak quietly and calmly.
- Arrange yourself so that the exit is not blocked.
- If exit is blocked, try to keep something such as a desk between you.
- Tell the person that you:
 - o do not like the tone of the conversation
 - o will not accept abusive treatment
 - o will end the conversation if necessary
- If the behaviour persists, end the conversation.
- Ask the person to leave the building or leave yourself.
- If the person does not agree to leave, remove yourself from the scene and inform your manager or supervisor immediately

If you feel threatened:

- Try to respectfully and calmly terminate the interaction in a non-threatening manner, if possible.

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- In a calm and non-threatening manner, clearly state that yelling, cursing, violence, etc. is unacceptable and will not be tolerated.
- Utilize support that is available (i.e. assistance from a bystander, leave the situation and contact the Manager for assistance and/or guidance, call 911).
- Do not return to the area if you believe the person poses a physical threat.

Always document any conflict in a clear and concise manner in the event that discipline or legal action is taken.

SOP 28Workplace Harassment Prevention

Homestead Land Holdings Limited is committed to providing a safe and healthy workplace in which all individuals are treated with respect and dignity. Harassment will not be tolerated from any person in the workplace. Please refer to our Workplace Harassment Prevention Policy in the policy section of the Standard Operating Procedure binder. A copy of the policy is to be posted on the safety board in every building.

SOP 29Workplace Violence Prevention

Homestead Land Holdings Limited is committed to providing a safe and healthy workplace free from actual, attempted or threatened violence. Homestead recognizes that workplace violence is a health and safety and human resources issue and will take every reasonable precaution to prevent workplace violence and to protect employees at the workplace. Please refer to our Workplace Violence Prevention Policy in the policy section of the Standard Operating Procedure binder. A copy of the policy is to be posted on the safety board in every building.

SOP 30Working in Heat

Please refer to the following for working on days when Environment Canada advises that air temperatures will exceed 30°C, the humidex reaches 35°C, Environment Canada reports a heat wave of

HEALTH AND SAFETY

three or more days of temperature of 32°C or more and/or Ontario Ministry of the Environment smog alert.

When working in hot conditions, the following steps can be taken:

- increase the frequency and length of rest breaks
- drink cool water frequently to stay hydrated
- schedule strenuous jobs to cooler times of the day
- minimize exposure to direct sunlight
- increase air movement with a fan if practical
- pregnant workers and workers with a medical condition or those taking certain medications – should discuss with their physicians about working in the heat
- recognize factors which may increase the risk of developing a heat related illness and the signs and symptoms of heat stress (see chart below)

Heat-Stress-related disorders

A summary of heat-stress-related disorders, causes, symptoms, treatment and prevention is presented in the table below.

	Cause	Symptoms	Treatment	Prevention
Heat rash	Hot humid environment; plugged sweat glands.	Red bumpy rash with severe itching.	Change into dry clothes and avoid hot environments. Rinse skin with cool water.	Wash regularly to keep skin clean and dry.
Heat cramps	Heavy sweating from strenuous physical activity drains a person's body of fluid and salt, which cannot be replaced just by drinking water. Heat cramps occur from salt imbalance resulting from failure to replace salt lost from heavy sweating.	Painful cramps occur commonly in the most worked muscles (arms, legs or stomach); this can happen suddenly at work or later at home. Heat cramps are serious because they can be a warning of other more dangerous heat-induced illnesses.	Move to a cool area; loosen clothing, gently massage and stretch affected muscles and drink cool salted water (1½ to 2½ mL salt in 1 litre of water) or balanced commercial fluid electrolyte replacement beverage. If the cramps are severe or don't go away after salt and fluid replacement, seek medical aid. Salt	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

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			tablets are not recommended.	
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Fainting	Fluid loss, inadequate water intake and standing still, resulting in decreased blood flow to brain. Usually occurs in unacclimatized persons.	Sudden fainting after at least two hours of work; cool moist skin; weak pulse.	GET MEDICAL ATTENTION. Assess need for cardiopulmonary resuscitation (CPR). Move to a cool area; loosen clothing; have the person lie down; and if the person is conscious, offer sips of cool water. Fainting may also be due to other illnesses.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Move around and avoid standing in one place for too long. Workers should check on each other to help spot the symptoms that often precede heat stroke.
Heat exhaustion	Fluid loss and inadequate salt and water intake causes a person's body's cooling system to start to break down.	Heavy sweating; cool moist skin; body temperature over 38°C; weak pulse; normal or low blood pressure; person is tired and weak, and has nausea and vomiting; is very thirsty; or is panting or breathing rapidly; vision may be blurred.	GET MEDICAL ATTENTION. This condition can lead to heat stroke, which can cause death quickly. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink; fan and spray with cool water. Do not leave affected person alone.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke.

Heat stroke	There are two types of heat stroke: Classic heat stroke may occur in older adults and in persons with chronic illnesses exposed to excessive	High body temperature (over 40°C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin (classic heat stroke) or profusely sweating (exertional heat stroke); a	CALL AMBULANCE. This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious.	Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the
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heat. When the body has used up its water and salt reserves, it stops sweating causing a rise in body temperature. Exertional heat stroke generally occurs in young persons, who engage in strenuous physical activity for a prolonged period of time in a hot environment and the body's cooling mechanism cannot get rid of the excessive heat. Heat stroke may develop suddenly or may follow from heat exhaustion.	fast pulse; headache or dizziness. In later stages, a person may pass out and have convulsions.		symptoms that often precede heat stroke.
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SOP 31

Working in Cold:

According to Environment Canada, exposed skin can freeze in ten (10) minutes when the temperature is -28°C or colder. Be sure to check the wind/chill temperature when preparing to work outside and exercise good judgment by following these guidelines in very cold weather:

- Carry a well charged cell phone or 2-way radio anytime you head outside. If an accident or injury occurs, you can call for help quickly.
- Clothing should be selected to suit the temperature, weather conditions (i.e. – wind speed, rain, snow), the level and duration of activity and the job.
- If the work pace is too fast or if the type and amount of clothing are not properly selected, excessive sweating may occur and the insulation of the clothing will decrease dramatically.

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- Multiple layers provide better protection than a single thick garment.
- The inner layer should provide insulation and be able to 'wick' moisture away from the skin to help keep it dry.
- In very cold weather headwear that covers the ears should be worn.
- Clothing must be dry. Moisture should be kept off clothes by removing snow prior to entering heated shelters and by opening the neck, waist, sleeves and ankle fasteners to allow perspiration to escape as the worker warms or if they enter a heated area.
- Cotton is not recommended as it tends to get damp or wet quickly and loses its insulating properties. Wool and synthetic fibres, on the other hand, do retain heat when wet.
- Footwear – Boots should be waterproof and insulated with a good tread. Running shoes do not provide adequate protection and can be slippery when wet.
- Prevent contact of bare skin with cold surfaces (especially metallic) below -7°C as well as avoiding skin contact when handling evaporative liquids such as gasoline, alcohol and cleaning fluids.
- If fine manual dexterity is not required, gloves can be used below 4°C and mittens in colder temperatures.

SOP 32Lead in Buildings

Lead is a designated substance and can be present in two distinct ways:

- It can be found in materials such as paints, coatings, mortar, concrete, solder and sheet metal
- It can be present in existing structures, building components and where lead was previously used in a manufacturing process

Activities of particular concern include:

- Abrasive blasting of structures coated with lead-based paints
- Application or removal of lead-containing paints

Health & Safety regulations require that if the owner of a building determines that lead is present they are to inform all potential contractors as part of the bidding process. In a similar way, contractors who receive this information are to inform other contractors and subcontractors who are bidding for work on the project.

Certified firms who use lead-safe work practices during renovations must complete any work in pre-1978 buildings.

HEALTH AND SAFETYClassification of Work:Type 1 Operations

- Application of lead-containing coatings with a brush or roller
- Removal of lead-containing coatings with a chemical gel or paste and fibrous laminated cloth wrap
- Removal of lead-containing coatings or materials using a power tool that has an effective dust collection system equipped with a HEPA filter
- Installation or removal of lead-containing sheet metal
- Installation or removal of lead-containing packing, babbitt or similar material
- Removal of lead-containing coatings or materials using non-powered hand tools, other than manual scraping or sanding
- Soldering

Type 2 Operations

- Welding or high temperature cutting of lead-containing coatings or materials outdoors. This operation is considered a Type 2a operation only if it is short-term, not repeated, and if the material has been stripped prior to welding or high temperature cutting. Otherwise, it will be considered a Type 3a operation
- Removal of lead-containing coatings or materials by scraping or sanding using non-powered hand tools
- Manual demolition of lead-painted walls or building components by striking a wall with a sledgehammer or similar tool

Type 3 Operations

- Welding or high temperature cutting of lead-containing coatings or materials indoors or in a confined space
- Burning of a surface containing lead
- Dry removal of lead-containing coatings or materials using power tools without an effective dust collection system equipped with a HEPA filter
- Removal or repair of a ventilation system used for controlling lead exposure
- Demolition or cleanup of a facility where lead-containing products were manufactured
- An operation that may expose a worker to lead dust, fume or mist that is not a Type 1, Type 2 or Type 3b operation

General measures and procedures for Type 1, Type 2 and Type 3 Operations:

- Washing facilities consisting of a wash basin, water, soap and towels should be provided and workers should use these washing facilities before eating, drinking, smoking or leaving the project
- Workers should not eat, drink, chew gum or smoke in the work area

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- Drop sheets should be used below all lead operations which produce or may produce dust, chips or debris containing lead
- Use wet methods wherever possible to keep down any dust
- Dust and waste should be cleaned up and removed by vacuuming with a HEPA filter equipped vacuum
- Clean up after each operation should be done to prevent lead contamination and exposure to lead
- Dust and waste should be cleaned up at regular intervals and placed in a container that is – *dust tight, identified as containing lead waste, cleaned with a damp cloth or a vacuum equipped with a HEPA filter immediately before being removed from the work area, removed from the workplace frequently and at regular intervals*
- The work area should be inspected daily at least once to ensure that the work area is clean; and
- Compressed air or dry sweeping should not be used to clean up any lead-containing dust or waste from a work area or from clothing

Measures and Procedures for Type 1 Operations:

Respirators should not be necessary if the general procedures above are followed. However, any worker who requests a respirator should be provided with a half-mask particulate respirator with a P-100 series filter.

Measures and Procedures for Type 2 Operations:**Preparation of the work area:**

For all Type 2 operations, signs should be posted in sufficient numbers to warn of the lead hazard. There should be a sign, at least, at each entrance to the work area. The signs should display the following information in large, clearly visible letters:

1. There is a lead dust, fume or mist hazard
2. Access to the work area is restricted to authorized persons
3. Respirators must be worn in the work area

SOP 33**Work Refusal**

A worker may refuse to work or do particular work where he or she has reason to believe that:

- any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;
- the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or

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- any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of Homestead's Health & Safety Policy and/or the Occupational Health & Safety Act or the regulations and such contravention is likely to endanger himself, herself or another worker.
- If the worker has legitimate concerns to his or her safety due to the fear of violence

Report of refusal to work:

- Upon refusing to work or do particular work, the worker shall promptly report the circumstances of the refusal to their supervisor and complete the work refusal form
- The supervisor shall investigate the report in the presence of the worker and in the presence of either a Joint Health & Safety Committee worker member, who shall be made available and who shall attend without delay, or Homestead's Health & Safety Administrators/Trainers.
- The findings of the investigation shall be recorded on the work refusal form and forwarded to the Assistant Vice President - Operations for immediate review.
- The Assistant Vice President - Operations along with the investigating team will make the assessment as to the legitimacy of the "Refusal to Work" and determine what, if any, steps are required to ensure safe return to work.
- If, following the investigation or any steps taken to deal with the circumstances that caused the worker to refuse to work or do particular work, the worker has reasonable grounds to believe that there is still a risk of danger to himself, herself or another worker, the worker may refuse to work or do the particular work and the employer or the worker or a person on behalf of the employer or worker shall cause a Ministry of Labour inspector to be notified thereof.

Investigation by Ministry of Labour inspector:

- An inspector shall investigate the refusal to work in consultation with the employer or person representing the employer, the worker, and either a Joint Health & Safety Committee worker member or Homestead's Health & Safety Administrators/Trainers.
- The inspector shall give his or her decision, in writing, as soon as is practicable, to the employer, the worker, and the Joint Health & Safety Committee worker member or Homestead's Health & Safety Administrators/Trainers.
- In the event that the inspector deems the work to be safe, non-compliance by the employee may be considered a performance issue, subject to discipline.

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STANDARD OPERATING PROCEDURE REVIEW (SOP's)

These procedures have been created to establish a minimum safety standard for the workplace. If deficiencies are noted the procedure must be updated as soon as is practicable. The Operations and Human Resource Departments, the Joint Health and Safety Committee and Senior Management will review this procedure on an annual basis.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by Homestead Land Holdings Limited disciplinary procedure and will be based on the merits of the specific case.

REVISION HISTORY

Number	Date	Revised By	Description of Revision
	10/05/05		Original
1	2/03/06	Don Bayne	Drugs and/or alcohol
2	3/20/06	Lindra Lalonde	Lockout/Tagout
3	1/12/07	Jim Minnes	Power Tools – Generic Manufacturer's Instructions
4	2/05/07	Lindra Lalonde	Footwear required for operating tractors and snow blowers
5	2/05/07	Lindra Lalonde	Moving compactor bins
6	3/12/07	Don Bayne	Rooftop Telecommunications Equipment
7	10/26/07	Scott Topping	Asbestos Management
8	1/11/08	Lindra Lalonde	Health & Safety Representatives
9	1/11/08	Lindra Lalonde	First Aid
10	1/11/08	Lindra Lalonde	Musculoskeletal Disorder Prevention
11	1/11/08	Jim Minnes	Progressive Discipline for Safety Violations
12	11/1/08	Jim Minnes	Early & Safe Return to Work Program
13	7/07/09	Lindra Lalonde	Removal of Minor Amounts of Mould
14	7/07/09	Jim Minnes	Dealing with Conflict and/or Violence
15	1/27/10	Jim Minnes	Dealing with Harassment
16	2/12/13	Jim Minnes	Workplace Harassment Prevention Policy
17	2/12/13	Jim Minnes	Workplace Violence Prevention Policy
18	3/12/13	Martin Woock	Elevator Room Inspection
19	2/05/14	Lindra Lalonde	Puncture resistant gloves and cut-resistant sleeves
20	1/13/15	Lindra Lalonde	Working in Heat
21	1/13/15	Lindra Lalonde	Working in Cold
22	2/23/15	Scott Topping	Lead in Buildings
23	11/09/15	Lindra Lalonde	Work Refusal