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## EMPLOYEE HEALTH & SAFETY POLICY



# Dunmac General Contractors Ltd.

## **HEALTH & SAFETY PROGRAM OUTLINE**

Dunmac General Contractors Ltd. has developed and maintained a written Health & Safety Program.

The program contains 12 key elements:

- Section 1 Policy & Responsibilities
- Section 2 Hazard Assessment
- Section 3A Safe Work Practices
- Section 3B Job Procedures
- Section 4 Rules
- Section 5 Personal Protective Equipment
- Section 6 Maintenance Program
- Section 7 Training & Safety Meetings
- Section 8 Inspections
- Section 9 Investigations
- Section 10 Emergency Preparedness
- Section 11 Records & Statistics

Dunmac General Contractors Ltd. is concerned about employee safety on the job site; therefore, we carry out our work in the safest manner possible, backed by good work practices and common sense. Our goal is a healthy, injury free work environment.

# Dunmac General Contractors Ltd.

## **POLICY & RESPONSIBILITIES**

### **Section 1**

A safety policy statement signed by the management attests their recognition that a safety program is an essential part of the operation. The safety policy outlines the organizations philosophy, assigns responsibilities for safety, and assures compliance with legislative requirements relating to health and safety. In addition, a disciplinary and appeal procedure is the place as positive reinforcement for those individuals who intentionally disregard safe work practices.

## **HAZARD ASSESSMENT**

### **Section 2**

Hazard assessment is a means of making workers constantly aware of potential safety hazards on the job site. Early recognition of problem areas enables us to eliminate or minimize the potential effects of the foreseeable hazard.

## **SAFE WORK PRACTICES**

### **Section 3A**

Everyone wants to get the job done “right”. To most people in our industry, that means on time, on budget, and to the customer’s satisfaction. But a major part of getting job done “right” is also getting it done safely. Safe work practices are ways of controlling hazards and doing jobs with a minimum of risk to people and property.

## **JOB PROCEDURES**

### **Section 3B**

Job procedures are step by step instructions on how to complete the operation of potentially hazardous functions. From equipment and material used, to the personal protective equipment that is required, the smallest detail can cause a potential hazard to all workers. Dunmac ensures that workers are schooled on the proper way to effectively and safely complete a task.

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## **RULES**

### **Section 4**

Rules and regulations are designed to help reinforce Dunmac's safe job site policy. Adherence to strict guidelines, combined with other sections of the safety manual, heighten employee awareness and minimize potential hazards.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Section 5**

A personal protective equipment policy statement signed by management attests the importance of utilizing the personal protective equipment available to each worker. The personal protective equipment policy outlines the organization's responsibilities as well as the worker's responsibilities for safety equipment, and assures compliance with legislative requirements relating to safety.

## **MAINTENANCE PROGRAM**

### **Section 6**

A policy statement signed by management ensures all tools and equipment are to be maintained in a condition that will reduce the risk of injury or damage to property. Preventive maintenance is to be carried out the qualified personnel according to schedules and records are maintained.

## **TRAINING & SAFETY MEETINGS**

### **Section 7**

Training for employees is accomplished through orientation, on-the-job training and specialty training as required. In addition, safety meetings involving all employees are held on a regular basis.

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## **INSPECTIONS**

### **Section 8**

It is the policy of this company to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace. Informal inspections conducted by

supervisors will be done on an ongoing basis. As well, formal inspections conducted by the management will be done at each facility or job-site on a regularly scheduled basis.

## **INVESTIGATIONS**

### **Section 9**

An incident investigation policy ensures that all incidents/accidents are reported to superintendents and management. Investigations are carried out to identify the underlying cause of the event. By determining the cause, corrective actions can be implemented to prevent reoccurrence.

## **EMERGENCY PREPAREDNESS**

### **Section 10**

Emergency procedures are in place to deal with emergency situations that may arise on our job-sites. Management will provide the time and resources to ensure that properly qualified personnel are on each job site and require active participation from all employees. First aid and safety equipment are readily available, as well, all emergency phone numbers are posted. As part of all job orientation, each employee is made aware of the locations of these items.

## **RECORDS & STATISTICS**

### **Section 11**

Record keeping is an extremely important part of the safety policy. These records provide a ready reference of policy activities and results. They provide the information necessary to assess the policy and make necessary modifications. There are regulatory requirements by both Worker's Compensation Board and Occupational Health & Safety. Adherence to record keeping can be a proud demonstration of our safety achievements. Examining records will help management in determining trends and setting priorities for future safety program measures.