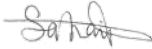
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 2.4: Site Specific Hazard Assessment Procedure		
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SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

PURPOSE

The purpose of this procedure is to reduce frequency and/or severity of incidents by providing information resources and guidance to assist in developing consistent site-specific health and safety plans (SSSP) for large projects. SSSP(s) document specific controls required to mitigate known hazards through anticipation of foreseeable site-specific conditions and safety requirements prior to mobilizing to site.

The procedure provides a framework for consistent hazard identification, mitigation, and communication used to plan and carry out legislative, customer and Health and Safety Management System (HSMS) requirements. In addition, the plan outlines roles, responsibilities for planning and communications.

DEFINITIONS

OHSMS:

Occupational Health and Safety Management System

Site-Specific Safety Plan (SSSP):

A standard formal safety plan specific to a jobsite

SCOPE

This procedure applies to all projects expected to last more than three (3) months.

The objective for a SSSP is to achieve the highest degree of safety possible through work planning hazard identification and risk mitigation specific to the conditions, scope of work, regulatory requirements, known and potential hazards and environmental factors.

SSSPs include both foreseeable actual and potential hazards as well as controls and mitigation measures documented in detail. Documentation includes applicable requirements of the HSMS, safe work procedures, practices, legislative responsibilities, and requirements to reduce risk to people, the environment and equipment.



Information considered includes but is not limited to the project scope of work, known work methods, responsibility assignment, training, competency, pre-construction activities, mobilization, traffic flow, hazardous materials, inspections, security, hygiene, protective equipment, tools, materials, emergency response, mitigation measures, emergency contacts, legislative and customer requirements.

The SSSP will be reviewed as a part of site-specific orientation and a reference for daily work planning.

PROCEDURE

Planning

- During the planning phase, the HSE department will act as a resource to the project management team providing expertise in depth knowledge of requirements
- The project manager will review details gathered from requirements provided by the customer (contract and scope of work) and document a description of the scope of work on the SSSP template.
- The project management team will determine the scope including work methods, schedule, tools, equipment, and risks etc.

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SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

- This knowledge and information gathered from the contract, scope of work, site visits, regulatory and HSMS requirements will be used to develop a SSSP

Assessment

- The SSSP is used to record specific hazards and mitigation measures in detail, documenting potential and actual hazards, controls, applicable safe work procedures, practices, legislative responsibilities, and mitigation measures to reduce risk to people, the environment and equipment.
- The assessment includes but is not limited to the project scope of work, work methods, responsibility assignment, training, competency, pre-construction activities, mobilization, traffic flow, hazardous materials, inspections, security, hygiene, equipment, tools, materials, and emergency response, safety concerns, mitigation measures, emergency measures, contacts, legislative and customer requirements
- All persons doing assessments must be competent people based on knowledge, training and experience in the performance of the jobs


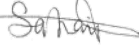
Responsibility Assignment

- The project manager, Health and Safety Team or delegate will document:
- Assigned responsibilities (supervision, first aid, emergency response, safety representatives, etc.)
- Ensure selected employees are competent to carry out assigned roles
- Determine and document the emergency points of contact for the project including:
- President
- Construction Manager
- Health & Safety
- Fleet & Facilities Manager
- Project Manager
- Site Supervisor
- This list may vary based on stages of the project. Supervisors and workers may change; however, the management representatives will remain consistent.

Emergency Information

The project manager, Health and Safety Team or delegate will document:

- The address or GPS point and phone numbers for the project site
- Contact information and address of the closest hospital
- A Map detailing the site and hospital address and route from site to the hospital
- Contact information for the closest police department
- Contact information for the Poison Control Centre
- Contact information for the Spills Action Centre,
- Contact information for the Fire Department
- Contact information for the Ministry of Natural Resources
- Contact information for the Ministry of Labour Training and Skills Development
- Contact information for the Ministry of Transportation Ontario

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SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

Site Set Up

The project manager or delegate will document:

- The site trailer position (if applicable)
- The lunch trailer location (if applicable)
- The contractor trailer position (if applicable)
- The lay down and delivery area
- The washroom and facilities area
- The muster point
- Traffic plans (where applicable)
- Machinery, tools and safety equipment
- Security requirements
- Hazardous materials
- Signage, fencing, barricades, traffic control

Emergency Response



Develop and document plans to manage emergency situations including:

- Emergency Contacts
- Evacuation and All Clear Signal
- Evacuation Routes
- Gathering or Muster Area
- Medical Emergencies
- Fire Emergency
- Bomb Threat
- Severe weather including tornado, flood, blizzard, lightning
- Site specific rescue plans (where required)
- First Aid Person(s)

Documenting the SSSP

Document the SSSP including but not limited to:

- Description and objective of the project and Restrictions (if any)
- Assignment of responsibility
- On site safety representation (Joint Health and Safety Committee or Worker Representative)
- Point of contact for safety related issues and stop work authority
- Work planning and pre-construction checklists
- Hazardous materials
- Inspections/Audits
- Security
- Personal hygiene and facilities
- Tools equipment and materials
- Project mobilization
- Orientation and training

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SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

- Safety Meetings
- Incident reporting and management
- Contractor management
- Emergency response
- Extreme weather
- Disciplinary measures
- SSSP review

Documenting the Plan

- Communicate the SSSP to the project coordinator, managers and supervisors as required
- Review and modify the SSSP as required

Documentation, Review and approval and Retention

- SSSPs will be documented on the approved template. They are living documents updated as stages of construction, supervisors and emergency contacts change.
- Ongoing review of health, safety, environmental requirements and mitigation measures to ensure worker safety compliance with the OHSMS, customer and legislative requirements will be carried out as work progresses.
- SSSP will be modified as changes to site conditions, scope of work or as new hazard information becomes known.
- Changes to SSSP(s) will be communicated at the next daily safety meeting

RESPONSIBILITIES

Senior Management



- Review hazard assessment policies, procedures, practices, and Corporate HIRA
- Provide required resources for the development of ongoing hazard assessments

Project Managers:

- Request the development of a SSSP
- Provide hazard information and assistance to the Health and Safety team as required
- Determine and communicate assigned site supervision and designated workers
- Support site supervisors in the implementation of the SSSP
- Provide information and request changes when conditions or scope of work change

Supervisors

- Provide information and assistance for the development of SSSP
- Communicate SSSP to site employees, contractors and visitors as required
- Implement SSSP requirements on site
- Ensure the SSSP is available for review by workers and others (conspicuous place)
- Review the SSSP when work planning and looking ahead
- Ensure all required postings are posted and maintained on site

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SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

- Report changes to scope of work, work methods or new hazards

Workers:

- Review the SSSP as required
- Work in accordance with the SSSP
- Report any changing conditions or hazards that arise during the project

Health and Safety Team:

- Review the scope of work and details gathered from the project management team
- Review actual and potential hazards associated with planned project activities
- Review legislative, HSMS and customer requirements including training, equipment, tools, and procedures, required to complete the work
- Assist in determining mitigation measures required to reduce risk to acceptable levels
- Determine any critical hazards and requirements for written procedures
- Review and document responsibilities, closest hospital, police, and fire departments
- Develop and document the site-specific safety plan and related documents
- Provide assistance and resources required for ongoing hazard assessment
- Communicate the contents of the SSSP

Health and Safety Committee/Rep



- Participate and review Site SSSP as required
- Review this policy as required
- Make recommendations when applicable
- Identify and report new hazards for addition to SSSP

Subcontractors

- Review SSSP with all workers prior to mobilizing to site
- Follow all requirements of the SSSP
- Report any changes to scope or methods of work

Visitors

- Stay with escort at all times
- Review SSSP with all workers prior to mobilizing to site where required
- Follow all requirements of the SSSP

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SITE SPECIFIC HAZARD ASSESSMENT PROCEDURE

REQUIREMENTS

Documentation

- Corporate Hazard Identification and Risk Assessment Matrix
- Job Hazard Analysis form
- Site Specific Safety plan template
- Environmental Management Plan template
- Safe Job procedures
- Safe Work Practices
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90

Training

- Hazard recognition and control
- Job Hazard Analysis
- Responsibilities as per legislation and the HSMS
- Site specific safety plan
- Selection, care and use of protective devices required

REVIEW

This procedure will be reviewed and revised as required. Revisions are required when there are changes in business conditions, scope of work, regulatory requirements or when deficiencies become known.

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by J-AAR Excavating.

DOCUMENT AND RECORD CONTROL

All documents and records generated as part of this procedure will be stored on HCSS/J-AAR's servers indefinitely. Any hard copies generated will be stored at J-AAR's head office for two years after project completion.