



J-AAR

Health, Safety and Environmental Manual 2024



The purpose of this J-AAR group (J-AAR) **Health, Safety and Environmental Manual** is to provide procedures, policies, and guidelines to implement and maintain the company health, safety, and environmental programs as part of the Occupational Health and Safety Management System.

The top management of each J-AAR group will review these policies annually and revise them when required. The CEO of J-AAR will approve and sign each section of the manual.

A copy of the signed J-AAR Health and Safety Policy will be posted at conspicuous locations in permanent workplaces, site offices, and worksites, as required by legislation.

J-AAR is a company that manages multiple groups carrying out work in different sectors. Groups are managed by senior managers, responsible for their group. Further details on the scope of work for each group can be found in the sector specific sections.

Part 1: Chapters 1-5 Applies to all J-AAR employees regardless of group or location (*Corporate*).

Part 2: Chapters 6-12 Applies to *Civil Infrastructures Limited* (Public Works, Site Works, Paving, and Utilities Divisions) and *Structures Limited* (ICI/Residential and Mid/High Rise Divisions).

Part 3: Chapter 13 Applies to *Materials Limited* (Aggregates Division, Asphalt Plant).

Part 4: Chapter 14 Applies to 731695 Ontario Inc o/a *Assets and Logistics* (Equipment Maintenance, Field Service).

Part 5: Chapters 15-18 Appendixes

- Chapter 15: HIRA
- Chapter 16: Subcontractor Resources
- Chapter 17: Tool and Equipment Manuals
- Chapter 18: All Forms



Part 1 – J-AAR Corporate:

1.0 J-AAR Corporate Intro

- 1.1 Corporate Preamble and Definitions
- 1.2 Workplace Responsibilities
- 1.3 Company Rules

2.0 Corporate Policies

- 2.1 Health and Safety Policy Statement
- 2.2 Environmental and Social Sustainability Policy
- 2.3 Personal Devices and Cell Phone Policy
- 2.4 Smoking Policy
- 2.5 Substance Abuse Policy
- 2.6 New, Young and Alone Worker Policy
- 2.7 Workplace Violence and Harassment Policy

3.0 Corporate Fundamental Programs

- 3.1 Emergency Response Planning
- 3.2 Personal Protective Equipment
- 3.3 Preventative Maintenance
- 3.4 Return to Work
- 3.5 Incident Investigation and Reporting
- 3.6 Management Review
- 3.7 Management of Change
- 3.8 Workplace Violence and Harassment Program
- 3.9 Violence Risk Assessments
- 3.10 Work Refusal Procedure
- 3.11 Joint Health and Safety Committee
- 3.12 Joint Health and Safety Committee – Terms of Reference
- 3.13 WHMIS Program
- 3.14 First Aid

4.0 Safe Work Programs

- 4.1 Spills Program
- 4.2 Asbestos in the Workplace



- 4.3 Biological Hazards
- 4.4 Environmental Procedures
- 4.5 Ergonomics and Musculoskeletal Disorders
- 4.6 Fire Prevention and Protection
- 4.7 Hand and Power Tools
- 4.8 Gas Cylinders and Propane
- 4.9 Hearing Conservation
- 4.10 Housekeeping
- 4.11 Ladder Use
- 4.12 Lock-out, Tag-out, Try Out
- 4.13 Mounting and Dismounting Equipment
- 4.14 Operators and Equipment
- 4.15 Respirator Care, Use and Maintenance
- 4.16 Silica in the Workplace
- 4.17 Thermal Hazards
- 4.18 Company Vehicles and Drivers
- 4.19 Hot Work
- 4.20 Working On or Near Water

5.0 Safe Work Procedures

- 5.4.1 Procedure – Spills
- 5.4.2 Procedure – Asbestos in the Workplace
- 5.4.7 Procedure – Hand and Power Tools
- 5.4.11 Procedure – Ladder Use
- 5.4.12 Procedure – Lock Out, Tag Out, Try Out
- 5.4.17.1 Procedure – Thermal Hazards - Heat
- 5.4.17.2 Procedure – Thermal Hazards – Cold
- 5.4.18 Procedure – Company Vehicles and Drivers



Part 2 – J-AAR Civil Infrastructure and Structures Groups

6.0 J-AAR Civil Infrastructure and Structures Groups – Division Intro

- 6.1 Divisional Preamble and Definitions
- 6.2 Health & Safety Objectives
- 6.3 Document and Records Control Procedure

7.0 Hazard Assessment Procedures

- 7.1 Hazard Assessment and Control Procedure
- 7.2 Hazard Identification and Risk Assessment (separate document, not included)
- 7.3 Job Hazard Analysis Procedure
- 7.4 Site-Specific Plan Procedure

8.0 Legislative and Other Requirements (Construction)

- 8.1 Legislative and Other Requirements Procedure

9.0 Records and Statistics

- 9.1 Records and Statistics Procedure

10.0 Fundamental Programs

- 10.1 Subcontractor Management Procedure
- 10.2 Training Procedure
- 10.3 Communication Procedure
- 10.4 Workplace Inspection Procedure

11.0 Safe Work Programs

- 11.1 Hot Mix Asphalt Program
- 11.2 Confined Spaces Program
- 11.3 Cranes Program
- 11.4 Electrical Safety Program
- 11.5 Working Near Underground Utilities Program
- 11.6 Formwork and Falsework Program
- 11.7 Hoisting and Rigging Program
- 11.8 Reversing and Signallers Program
- 11.9 Traffic Control - Program
- 11.10 Trenches and Excavations Program



11.11 Working at Heights Program

12.0 Safe Work Procedures

- 12.11.1 Asphalt Milling and Paving – Procedure
- 12.11.2 Confined Space – Critical Task Procedure
- 12.11.3 Cranes – Procedure
- 12.11.4 Overhead Electrical Hazards – Critical Task Procedure
- 12.11.5 Underground Utility Hazards – Critical Task Procedure
- 12.11.6 Formwork and Falsework – Critical Task Procedure
- 12.11.7 Hoisting and Rigging – Critical Task Procedure
- 12.11.8 Reversing and Signallers – Critical Task Procedure
- 12.11.9 Traffic Control – Critical Task Procedure
- 12.11.10 Trenches and Excavations – Critical Task Procedure
- 12.11.11 Working at Heights – Critical Task Procedure
- 12.11.12 Working at Heights – Rescue Plan

Part 3 – J-AAR Materials Group

13.0 J-AAR Materials Group

- 13.1 Workplace Risk Assessments
- 13.2 Employee Safety Training
- 13.3 Workplace Inspections
- 13.4 Fall Protection
- 13.5 Guards, Conveyors and Electrical Safety
- 13.6 Operators, Vehicles and Equipment
- 13.7 Pit Traffic Safety
- 13.8 Stockpile and Pit Face Safety
- 13.9 Asphalt Plant

Part 4 – J-AAR Assets and Logistics Group

14.0 J-AAR Assets and Logistics Group

- 14.1 Workplace Risk Assessments – Workplace Violence and Harassment
- 14.2 Site Emergency Response



- 14.3 Employee Safety Training
- 14.4 Pre-Start Health and Safety Reviews
- 14.5 Workplace Inspections
- 14.6 Work Conditions
- 14.7 Fall Protection
- 14.8 Machine Guarding
- 14.9 Electrical Safety
- 14.10 Storage and Racking
- 14.11 Forklift Operation
- 14.12 Crane Operation

Part 5 – J-AAR Appendixes

15.0 HIRA

- 15.1 J-AAR Hazard Identification Risk Assessment

16.0 Subcontractor Resources

- 16.1 Subcontractor Package
- 16.2 Subcontractor Safety Evaluation

17.0 Tool and Equipment Manuals

- 17.1 ALTAIR® 4x MSHA – Instruction Manual
- 17.2 Protecta® Pro 3 Full Body Harness – User Instruction Manual
- 17.3 Protecta® Pulley – User Instruction Manual
- 17.4 Protecta® Tripod – User Instructions
- 17.5 Protecta® Rebel Self-Retracting Devices – User Instructions

18.0 All Forms

- 18.1 Traffic Protection Plan
- 18.2 Fall Protection Plan
- 18.3 Electrical Hazards Plan
- 18.4 Trenching Inspection Form
- 18.5 J-AAR Signal Person Instruction Form
- 18.6 Confined Space Entry Permit
- 18.7 J-AAR Confined Space Rescue Plan



18.8 Respirator Inspection

18.9 Harness Inspection

18.10 J-AAR Monthly Inspection

18.11 Supervisor Weekly Inspection

18.12 J-AAR Discipline Template

18.13 Form A – Contractor Competency Verification

18.14 Form B – Requirements for Contractors with Five (5) or Less Employees

18.15 Form B1 – Project Specific Hazard Identification & Risk Assessment

18.16 Form B2 – Job Hazard Analysis

18.17 SSSP - Weekly Review

18.18 – Rescue Procedure Planning Template