

## **HEALTH & SAFETY MANUAL**

### **1.0 PURPOSE & SCOPE**

The purpose of the Health and Safety Manual is to

- Document proper procedures
- Define responsibilities
- And specific activities to promote and maintain the health and safety of our employees, sub-contractors and clients.

This manual provides general guidelines to ensure compliance with the Occupational Health & Safety Act and applicable regulations for all our worksites; procedures for specific work are provided on an individual basis. This manual is to be followed by all Robert Construction employees except in the event that a client's safety program is more stringent than our policy. The safety policy must also be followed by all sub-contractors except when their own policy has been approved as providing comparable or superior levels of protection.

### **2.0 ROLES & RESPONSIBILITIES**

The responsibilities for each employee are provided to ensure everyone clearly understands their role within the company safety system. Responsibility is defined as an individual's obligation to carry out assigned duties.

#### **2.1 Company President**

- Annually review safety policy
- Assign and review the development of the health and safety program. Review comments received on the existing system.
- Provide resources necessary to implement, support and enforce the health and safety policy.
- Promote the exchange of health and safety information with outside groups as deemed beneficial.
- Review accident reports. Communicate with government agencies and other organizations regarding any legally required notices regarding critical injuries, accidents, incidents and other events.
- Conduct an annual review meeting with project managers to discuss the safety system and on going safety performance.
- Attend at least one health and safety committee meeting at a project each year.

#### **2.2 Site Project Manager**

- Implement, support and enforce the safety program at the project level
- Require job site compliance and provide resources to comply with OH&S Act, construction regulations and other applicable legislation including WHMIS,

- Transportation of Dangerous Goods Act, WSIB Act, designated substances regulations and Environmental Protection Act.
- Accompany government inspectors during site inspections
  - Communicate with the Company President regarding Ministry of Labour related items and accidents or incidents occurring on the job site.
  - Ensure the establishment of a health and safety committee and represent management on the committee (when required for the project).
  - Oversee site planning or approval of an appropriate site plan that accounts for access, traffic control, materials handling, storage and sanitation.
  - Develop or review site fire protection and emergency response plans.
  - Identify special site hazards and outline work procedures to address the potential hazards. Develop a training plan and ensure resources are available to complete required training.
  - Review site specific safe work plans, particularly those provided by sub-contractors.
  - Direct accident investigations, ensure head office is aware of the situation, and implement the steps required to address the root cause of the accident.
  - Review the health and safety program with employees and sub-contractors emphasizing site specific issues and concerns. Review is to be completed prior to commencing work; the orientation should identify responsibilities, review safety aspects of jobs and emphasis cooperation among all parties.
  - Maintain on-site health and safety documentation for injury reports, MOL orders, WHMIS, inspection reports, training and other documents.
  - Conduct weekly job site inspections and weekly safety talks.
  - Inspect tools and equipment at least weekly and ensure they are properly maintained.
  - Ensure housekeeping is done at least daily and that site is consistently maintained in a safe manner.
  - Review MSDS information with the crew prior to using hazardous materials.

### **2.3 Chief Administrative Officer**

- Maintain site safety reports at head office after the project has been completed.
- Record site inspections, safety audits and the follow-up actions from daily report.
- Maintain records of Ministry of Labour orders.
- Determine and monitor accident frequency rates.
- Ensure subcontractors provide current proof of insurance and accident history
- Liaison with WSIB

### **2.4 Workers**

- Work safely, in compliance with the company health and safety policy and program, Occupational Health and Safety (OH&S) Act, and construction regulations.
- Wear Personal Protective Equipment and follow safe work procedures as required by the company and project H&S program.

- Report hazards or unsafe conditions to the supervisor after taking appropriate immediate to address the hazard.
- Report all accidents, injuries and near misses to the supervisor
- Initiate emergency response plans when necessary.
- Clean up the work area at least daily.
- Inspect PPE before use and report defects or damage to supervisor.
- All employees have the right to refuse work they cannot safely perform due to a lack of training, appropriate tools and procedures.

**2.5 Health and Safety Representative** (Required when a workplace regularly employees 6 to 19 workers)

- Inspect work areas weekly to identify hazards.
- Report hazards and make written recommendations to Site Project Manager.
- Attend and participate in on-site health and safety meetings
- Assist in the development, review and implementation of the health and safety program for the project.
- Assist in accident investigation.

**2.6 Health and Safety Committee** (Required when 20 or more workers are regularly employed in the workplace)

- Meet once every two weeks or as otherwise agreed.
- Make written recommendations to the Site Project Manager on health and safety matters.
- Assist in review of the site safety program.
- Support the implementation and maintenance of the site safety program.
- Review inspection and accident reports.
- Review reports from the worker trades committee.
- Assist in the arbitration of enforcement issues.
- Review committee membership to ensure it is representative of site conditions and workforce.

- for projects employing more than 50 workers and lasting more than three months at least one management rep and one worker rep must be WSIB certified members.

**2.7 Worker Trade Committee** (Required for projects employing more than 49 workers and lasting more than three months)

- Identify hazards within their trades.
- Notify supervision and the JH&SC of findings.
- Make written recommendations to the JH&SC.
- Meet as often as required by JH&SC.
- Assist in the development of safe work procedures when appropriate.
- Members must be employed on-site

## **2.8 Subcontractors**

- Before commencing work the subcontractor must ensure compliance with both the Robert Construction and project H&S programs; failure to comply could result in the termination of the contract.
- Provide training to employees and subs regarding the requirements of the site safety policy and program.
- Coordinate all work activities through the Site Project Manager. All workers must check-in with the site supervisor when they arrive and depart to ensure the number of workers on site is always know.
- Provide, inspect and maintain PPE and safety equipment as required for direct-hire employees.
- Monitor site conditions daily and clean-up work areas at least daily.
- Conduct regular safety toolbox talks for employees and provide site-specific training as required.
- Ensure employees are properly licensed, qualified as required by the contract, and trained for their duties including safe use of power tools/equipment.
- Provide compensation and time necessary to employees who participate on safety committees.
- Provide adequate facilities for employees including lunch area, wash-up area, toilets, tool storage and first aid area).
- Record all injuries, accidents, or near misses. Notify Site Project Manager of any lost-time injuries, medical aid cases and reportable occurrences on the project.
- Cooperate in accident investigations.
- Provide MSDS for all project materials prior to bringing the materials on site.
- When a subcontractor's waste and debris create a hazard and are not cleaned up in a reasonable time, the debris will be cleaned up by the general contractor at the expense of the subcontractor.

## **3.0 GENERAL SAFETY POLICY**

### **3.1 Contract Administration**

- Tender documents will include a copy of the applicable sections of the safety program including the Safety Policy and subcontractor responsibilities.
- Subcontractor will be required to provide safety performance records when contract is issued.
- Subcontractor will be notified of expectation to comply with Robert Construction General Contractor Inc. safety policy and program. Additionally, subcontractors will be informed of the risk of penalties in case of non-compliance including the termination of the contract.

### **3.2 Procedure for the Development and Implementation of H&S Guidelines and New Work Procedures**

1. Need is identified.
2. The Site Project Manager will be responsible to develop or delegate the development of a draft document to address the needs.

3. The draft will be reviewed by the Company President (or designated management representative) and H&S committee/representative to ensure adequacy and consistency with existing company practices.
4. The final draft will be distributed to Site Project Manager, H&S reps and posted on the job site.
5. Training will be provided for the new procedure. Where appropriate the new document will also become the topic of safety training for all employees or be incorporated into the Health and Safety Manual.
6. The performance of the new/revised procedure will be monitored to ensure it effectively addresses the identified needs and modified as required to meet the changing job requirements.

### **3.3 Policy Enforcement**

Due to the importance of ensuring the health and safety of everyone involved in a Robert Construction project the health and safety program will be consistently enforced. It is the responsibility of all employees to follow the company H&S policies. To facilitate compliance a progressive disciplinary approach will be taken.

- First Infraction – a verbal warning
- Second Infraction – a written warning
- Third Infraction – disciplinary action up to and including discharge

Based on the seriousness of the infraction and the previous safety performance of the employee the company maintains the right to by-pass the progression and take disciplinary action up to and including discharge.

### **3.4 Drug and Alcohol Policy**

This policy applies to all Robert Construction General Contractor Inc. employees and subcontractors.

1. No person under the influence of, or carrying, alcoholic beverages is to enter or knowingly be permitted to enter the construction site.
2. No person under the influence of, or carrying, an illicit drug is to enter or knowingly be permitted to enter, the construction site.
3. The use of alcohol and other drugs (not prescribed by a physician) on a job or during work hours will result in disciplinary action.
4. If an employee arrives on the jobsite smelling of alcohol or acting erratically, he may be asked to leave the site at the discretion of the Site Project Manager.

### **3.5 WHMIS**

To ensure the protection of all workers the MSDS for all materials used on a project will be reviewed to ensure that the correct safety precautions are followed. All materials used on site must have a proper WHMIS label and the MSDS must be kept on site in a MSDS binder. All new employees will receive WHMIS training during orientation (to be completed within two weeks of hire). For workers without WHMIS training they must be provided instruction in specific hazards prior to working with or near hazardous materials.

### **3.6 Critical Injury**

Critical injuries are described in Regulation 834: *Critical Injury – Defined*.

A critical injury

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm but not a finger or toe
- involves the amputation of a leg, arm, hand, or foot but not a finger or toe
- consists of burns to a major portion of the body, OR
- causes the loss of sight in an eye.

In the event of a critical injury, the employer must immediately notify

- a Ministry of Labour inspector
- the joint health and safety committee
- the health and safety representative, and
- trade union, if any.

Notification may be by telephone, telegram, fax, or any other direct means.

Within 48 hours after the critical injury, the employer must send a written report to the Ministry of Labour.

The report must include

- the name and address of the constructor and the employer, if the person involved is a worker
- the nature and the circumstances of the occurrence and the bodily injury sustained by the person
- a description of any machinery or equipment involved
- the time and place of the critical injury
- the name and address of the person involved
- the names and addresses of all witnesses
- the name and address of any legally qualified medical practitioner by whom the person was or is being attended for the injury, AND
- the steps taken to prevent a recurrence.

## **4.0 SITE MANAGEMENT PRACTICES**

### **4.1 Site Inspection Procedure**

Prior to commencement of work a site plan must be completed. The “Project Site Plan” form will be completed along with a sketch at the bottom showing the work site and plan details.

#### **4.1.1 Hazard Identification/Assessment**

The process of hazard identification and assessment involves a thorough review that should include, but not be limited to, the following points:

- transportation, materials handling, hoisting, equipment or product installation, temporary structures, material storage, start-up, and commissioning activities

- environmental concerns
- consultation with the client regarding potential hazards when working in or adjacent to operating facilities
- resources such as material safety data sheets (MSDS) to determine potential hazards from on-site materials
- proximity to traffic and public ways

#### **4.1.2 Fire and Explosion Prevention**

- During the initial site inspection and the development of the emergency response plan it is essential to ensure the site is compliant with local fire protection and prevention regulations.
- Establish fire fighting stations

### **4.2 Site Management**

These procedures provide for the ongoing maintenance and development of the site safety systems.

#### **4.2.1 Site Management**

To ensure the work is conducted in a safe manner the Site Project Manager and subcontractors will:

- Tour the site on a daily basis noting any hazards or unsafe practices. Immediate action must be taken to correct issues and the issue should be noted on the Daily Construction Report for follow-up.
- Allow time for the H&S rep to inspect the work site (weekly)
- Check daily that work site is kept free of hazards and that good housekeeping practices are being followed.
- Review noted deficiencies at the end of the week to ensure the issues have been adequately resolved.
- On a monthly basis the “*Safety Audit Sheet*” and “*Job Operations and Conditions Sheet*” must be completed and sent to head office.

#### **4.2.2 Continual Hazard Assessment**

Because construction sites are frequently fast-changing, the process of hazard assessment must be ongoing to accommodate the dynamic environment. Once hazards are identified, the next task is to assess the potential or risk involved in each. For each hazard identified, ask:

- What can go wrong?
- What are the consequences?

For each potential hazard it is important to identify resources necessary for an appropriate emergency response. For most events in construction, a simple analysis based on the experience of the people involved on the project is likely sufficient.

#### **4.2.3 Management of Fire and Explosive Hazards**

- Check the extinguishers monthly.
- The Site Project Manager will:
  - Ensure fire routes are kept clear and in good repair
  - Review the requirements for work with flame/spark producing equipment and it's proximity to flammable and combustible material
  - Ensure safe storage of flammable/combustible material and compressed gases
  - Set up a fire brigade if warranted by the size of the project
  - Ensure warning signs are posted for all fire and explosion hazards
  - Review MSDS for all materials on site to determine if any special fire fighting precautions, materials or training are required for the materials.
- When the owner/occupant of the work site has specific fire safety requirements Robert Construction General Contractors will comply with their requirements.

#### **4.3 Medical and First Aid**

- Set up first aid facility in compliance with the WSIB Act and first aid regulations
- Post names of designated employees who have current first aid training

#### **4.4 Accident Investigation**

Investigations will be undertaken under the following circumstances:

- Fatality
- Critical injury
- Lost-time injury
- Medical aid accident
- Occupational illness
- Serious close calls especially involving lift equipment failures
- Any workers fall-arrested by a harness
- Property damage exceeding \$500

Accident investigations will follow the Construction Safety Association of Ontario "*Guidelines for Conducting an Accident Investigation*" provided in CSAO data sheet "Accident Investigation" (DS029).

Preliminary reports must be submitted to the On-Site Project Manager within 48 hours of the incident. Head office and the H&S committee/representative must be informed of all accidents and incidents requiring investigation.

#### **4.5 Records**

Project specific records must be maintained on the job site in a safety folder. These records will be kept by the Site Project Manager and be made available for inspection as required. At the completion of the project this file will added to the project documents and filed at head office. The Site Project Manager will provide a daily summary of health and safety activities on the "*Daily Construction Report*". The daily summary will



be compiled by the CAO and provided to the Company President and H&S representative/committee on a monthly basis.

Site records and the daily report will include:

- All injuries, accidents, incidents and near misses
- All employee orientation and training
- Safety meetings including topics covered, employee sign-up sheet and minutes of meetings (sign-up sheets and minutes are not required on daily report, just maintained in the job site folder)
- Any actions required to enforce compliance to the policy.

## **5.0 EMERGENCY PLANNING & RESPONSE**

### **5.1 Emergency Response Plan Development**

Follow the emergency response planning sheet. Consideration must be given to the following aspects during the development of the response plan:

- Location of access routes that must be kept clear
- Location of first aid stations
- Location of emergency phone numbers and fire extinguisher
- Location of nearest hospital and fastest route
- Location of emergency assembly areas and reporting stations
- Need to familiarize the fire department with site and hazards
- Need for a fire brigade (depending on project size)

It is important to identify which resources are available and have contingency plans in place to make up for any deficiencies. The most important resource on most projects will be the 911 system. It is essential to verify that 911 services are in effect in the area. Other on-site resources such as fire extinguishers, spill containment equipment, and first aid kits must be maintained and clearly identified. Construction equipment may be included among potential emergency resources.

After all emergencies the response plan must be reviewed and revised to ensure the plan adequately addresses any issues or potential issues arising for the incident.

### **5.2 Communication of the Emergency Response Plan**

At the beginning of each project a meeting will be conducted (or the plan sent out for small projects) to ensure all supervisors and subs are aware of the emergency plan and to outline their individual duties during an emergency. The plan will then be reviewed with employees when they begin work on the project.

### 5.3 Emergency Response Protocol

The following list covers basic actions to take in an emergency. These steps apply to almost any emergency and should be followed in sequence.

- Stay calm.
- Assess the situation.
- Take command – usually first trained responder on site.
- Provide protection for responders, bystanders and victim.
- Aid and manage.
- Maintain contact with emergency services.
- Guide emergency services – dispatch someone to bring the emergency services directly to the incident site.

#### *Handling of Medical and First Aid Situations*

- The severity of the situation will be assessed and steps will be taken to ensure the injured party and responder/bystanders are protected from continuing or further hazards
- First trained responder at the scene will then administer first aid
- The first aid responder will dispatch someone to notify the Site Project Manager and H&S rep.
- The first aid responder will stay with the injured person until help arrives and then inform the medical personnel of the first aid treatment given.
- All treatment provided and advice given to the injured person will be recorded on the Accident Record Form.
- Transportation will be provided for the injured worker to the hospital, doctor's office or their residence. This may be by ambulance, company vehicle or taxi depending on the situation.

Afterwards, if the Site Project Manager is not already at the site:

- Notify the Site Project Manager who will conduct an investigation into the accident, establish the severity - notify the MOL and secure the site including stopping work if the accident is a critical injury
- The Site Project Manager will then notify the Company President, H&S Representative/Committee and any other appropriate agencies.

## 6.0 SAFETY TRAINING

### 6.1 Safety Meetings

All meetings require a written agenda prepared in advance with time left during the meeting for the introduction of new business. The following list contains the various types of safety meetings:

1. Contractor's monthly safety meeting, minutes are required.
2. Safety orientation training – attendance record is required.
3. Project H&S committee, minutes are required. Meet every two weeks.
4. Trade committee meeting, minutes are required.

5. Weekly toolbox talks. Subject and attendance are recorded on the “*Safety Talk Report Form*”. These meetings should be a 5 minute presentation followed by 5 minutes of discussion. This time should not be used as a progress or disciplinary meeting.
6. Supervisor Safety Meeting – annual safety meeting for all supervision.

## **6.2 Supervisor Skills/Training**

Supervisors must have a good knowledge of the construction trade and well developed communication skills. In addition to these general skills a sound understanding of the following is essential to safe management of projects:

- OH&S Act and construction regulations
- The site safety program and emergency response plan
- WHMIS
- First aid and CPR training
- Accident and injury reporting and investigation procedures
- Hazard assessment in their area of expertise
- Safety training and topics appropriate for toolbox talks
- Fall protection

## **6.3 New Worker Orientation**

When a worker arrives to begin work on a project they will receive orientation for the job site. The worker will complete an orientation checklist which will be signed and kept on site by the Site Project Manager. Subcontractors will also be responsible for providing orientation training to their employees and subs, documentation of this training must be provided to the Site Project Manager.

Orientation will include:

- Explanation of project and of employee duties
- Location of a copy of the safety manual with emphasis on pertinent sections
- PPE requirements
- Accident reporting procedure
- Location of first aid station, fire extinguishers, telephones and emergency numbers
- Emergency response plan
- Location/details of specific project hazards
- Location of tool storage areas
- Location of parking, lunch area and toilets
- Project contact information and absentee reporting procedure
- Name of site H&S representative or JH&SC members
- Location of hazardous substances and their MSDS sheets
- Confirmation that workers have WHMIS training
- Fall protection training and record of training

#### **6.4 Subcontractor Orientation**

Before work begins Robert Construction General Contractor will ensure that the supervisor(s) for the subcontractor have received a briefing on the site safety policy. The subcontractor will then be responsible to ensure their employees receive similar training so they understand the site conditions, discipline procedures and hazards.

### **7.0 SAFE WORK PROCEDURES**

#### **7.1 Lockout/Tag Out**

Failure to lockout equipment can have potentially tragic results therefore it is essential the all energy sources be disconnected/de-energized and secured prior to commencing work. Failure to lock out will result in disciplinary action up to and including discharge.

1. Before beginning work identify all energy sources that require lockout or release. Energy sources that require investigation include electricity, hydraulic, pneumatic, gravity. For work at an existing facility follow established lockout procedures.
2. Once energy sources have been isolated locks must be affixed to ensure the system can not be inadvertently re-energized. A tag should also be used with the lock to notify people who locked out the system and why.
3. After everything has been isolated attempt to run the system (push the start buttons) to ensure the system does not function. Then stop the system again (e-stop).
4. Each person working on the job must affix a lock to which they have the only key
5. Once the work has been completed and the site cleaned up make sure everyone is well clear of the area before re-energizing the system.

#### **7.2 Hot Work Procedure**

When hot work is required on site it is essential safe practices are followed to prevent a fire.

1. Prior to commencing hot work all precautions must be taken to remove flammable and combustible materials. This includes site clean-up, sweeping floors, and wetting areas that potentially could pose a fire hazard.
2. Fire fighting equipment, a fire extinguisher or preferably a charged hose, should be brought to the location of the hot work.
3. Fire watch must be assigned to ensure nothing catches fire and to extinguish any stray sparks. Fire watch must remain at the site of the hot work for 30 minutes after the hot work is completed. No hot work is to be conducted within 30 minutes of the end of the day.

#### **7.3 Confined Space**

When entry into a confined space is required the work will be performed by a subcontractor with the specific training and equipment to safely perform work in confined spaces.

**7.4 Electrical Safety**

- During the site inspection locate electrical contact hazards like power lines and arrange protective measures as required.
- Ensure all electrical systems comply with the Electrical Safety Code
- Regular inspections of extension cords, power cords and temporary lighting are required to ensure they are in good working order without damage.
- GFCI devices are required to be used
- All tools and equipment used on site must be CSA approved

**7.5 Lifting and Hoisting**

- Before lifting or hoisting begins overhead power lines and hazards must be identified
- All lifting equipment must be in good condition and used within it's safe working capacity.
  - All inspections and certifications must be current
  - All maintenance records and the log books must be signed and up to date.
- Equipment operators must be competent and certified. Riggers must be competent and knowledgeable of the correct hand signals.
- Misuse of hoisting and lifting equipment will result in disciplinary action up to and including discharge.
- Prior to use all hoisting equipment, crane set-up, rigging hardware, clearances and related items must be inspected.
- All workers, other than those involved in the lift must remain clear of the hoisting area and equipment during operation

**7.6 Vehicle Safety and Traffic Control**

- Use access routes, delivery and storage locations as identified on the site plan
- Parking is allowed in designated areas or at the worksite with the Site Project Managers approval
- All vehicles on site must have current safety inspections, licenses and have had regular maintenance
- Only qualified personnel are allowed to operate site vehicles, no unauthorized riders on site vehicles
- Circle checks must be completed and recorded prior to operating the vehicle
- A signal person with a high visibility vest are required for backing up when blind spots obscure the driver's vision
- Before the job begins local government approvals must be obtained relating to traffic control and traffic control instructions must be provided if the project interferes with the flow of traffic on public roads

**7.7 Personal Protective Equipment**

- Loose hair must be tied back and necklaces tucked into shirts.
- Personnel are not to wear loose clothing or cuffs, greasy or oily clothing, torn or ragged clothing, or finger rings while on the job site.

- CSA approved head protection must be worn at all times while on construction sites. Hard hats must not be painted. The shell and suspension basket must be inspected regularly and discarded if found to be cracked, have deep scratches or other defects.
- CSA approved Grade 1 safety footwear must be worn at all times on the job.
- CSA approved safety glasses complete with side shields are required when necessary due to hazards.
- Additional eye, hearing or respiratory protection may be required depending on the specific job tasks being performed.
- Fall arrest harness and lanyard are required when the situation exists that the worker may fall more than 3m (10ft), or may fall into operating machinery, into water or other liquids, or into or onto hazardous substances or objects
- Failure to comply with PPE requirements will result in disciplinary action up to and including discharge

### **7.8 Ladders**

The improper use of ladders is a significant cause of accidents with many of which result in serious injury or death. In order to prevent these accidents it is essential that the proper ladder be used in the correct manner.

- Manufactured portable ladders must meet CSA Standard Z11
- Job built wooden ladders must be constructed to the MOL standard
- Prior to using a ladder it must be inspected for defects
- The areas at the bottom and top of the ladder must be free of debris and hazards since getting on and off are particularly hazardous aspects of ladder usage
- The ladder must be placed on a firm level surface, a mud sill must be used on soft or rough ground
- The ladder must be secured at the base against accidental movement (with non-slip feet on hard surfaces, by being nailed/cleated to the floor, or anchoring of feet or bottoms of the side rails)
- The top of the ladder must be tied off or a worker needs to hold the bottom of the ladder while in use
- If the ladder is used to access an upper level it should extend 3 feet (900mm) above the landing and grab rails should be installed when feasible to aid getting on and off
- For straight or extension ladders they must be erected at an angle such that the horizontal distance between the vertical support and the base is not less than one-quarter and not more than one-third the vertical distance between the base and the top support (slope of 1/3 to 1/4)
- Before setting up a ladder check the area for overhead hazards particularly power lines. Ladders made of conductive materials must not be used near power lines
- Only one person on a ladder at one time
- Always face the ladder and maintain three point contact when climbing up or down

- If it is not possible to hold onto the ladder with at least one hand because of the task to be accomplished a safety harness is required to be worn with a lanyard or lifeline tied off to the structure

### **7.9 Spill Response**

Anticipate chemical spills by having appropriate cleanup and safety equipment on hand. Appropriate PPE and materials must be used when cleaning up spills. Kits should be kept where spills may occur.

In the event of a spill:

- Attend to contaminated personnel.
- Alert workers in adjacent areas.
- Confine the spill and evacuate non-essential personnel.
- If spilled material is flammable, extinguish any sources of ignition.
- Secure appropriate cleanup supplies.
- During cleanup, wear appropriate personal protection.
- After clean-up ensure the Site Project Manager is notified of the incident.

If the spill constitutes a more serious hazard, enters the environment or involves the release of gas or fumes, the Site Project Manager must contact emergency services and advise appropriate environmental agencies.