



Occupational Health & Safety Program

" A JOB IS WELL DONE, WHEN IT HAS BEEN SAFELY DONE."

January 4, 2024.

Statement of Safety Principals

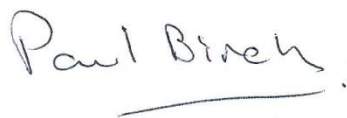
Advantage Bike Racks & Lockers, a division of Kent Metal Products Ltd. (ABR) recognizes the right of everyone to a safe and healthy work environment. We are committed to a strong Health and Safety Program that protects workers, contractors, customers, clients, the public and property on our projects.

ABR believes that all safety incidents are preventable. Our goal is that everyone goes home safe, every day. Active participation at all levels will ensure that this goal will be achieved.

ABR endeavours to provide proper and relevant employee training, job specific safe work practices, and safety guideline that focus management, employees, contractors, and worker's awareness on reducing the risk of incidents in all activities.

ABR, our contractors, and all workers are collectively responsible to ensure compliance with local government by laws, the Workers Compensation Act, and the Occupational Health and Safety Regulation in regards to working on our projects. Everyone is responsible for cooperating and participating in the implementation of this Health and Safety Program Including workplace inspections, incident investigations, and our continuous improvement of this program.

ABR is committed to safe and sustainable practices in all aspects of our operations and therefore will review and update this program on an annual basis to adapt to industry changes, and regulation updates.



Paul Birch

President

January 4, 2024.

Definitions and Responsibilities

In the event this document or its associated material conflicts with applicable legislation, the legislation takes precedence.

Legislation

The Occupational Health & Safety Regulation of the Workers Compensation Act of British Columbia can be referenced here:

<https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation>

Employees have the right to safe work in a safe environment. You have the right to refuse unsafe work and the right to have any safety concerns addressed. Use this reference to learn and verify what your rights are, what your responsibilities are, what protocols have been put in place by the legislation and what you can expect from your employer to do to ensure your safety while working.

The goal of management is to always support these rights by meeting or exceeding the applicable regulations and standards.

Regulation

The use of the word 'Regulation', with a capitalized letter R, means the current Occupational Health & Safety Regulation of the Workers Compensation Act of British Columbia and any related Policies, Guidelines, and Standards

Safety Manager

The Safety Manager is responsible for assisting with the development, implementation and monitoring of the ABR Health and Safety Program and notifying the General Manager of all incidents, and the President of any reportable incidents.

They are required to understand the OH&S regulation and refer to it as they recommend policy and procedure, establish responsibilities, develop controls to ensure performance, and conduct project inspections to ensure compliance with safety policies. In addition, the Safety Manager will;

- Ensure, in coordination with the General Manager, that all safety policies, safety plans, and relative information have been provided to the General Contractor.
- Ensure that all safety administration supplies, equipment and other necessary and relevant safety material required for each project is provided and delivered to site.
- Conduct safety inspections and audits.
- Assist personnel in evaluating and maintaining ongoing safety initiatives.

Should the Safety Manager identify any concern that is not immediately rectifiable, they carry the authority to suspend work until the issue is resolved.

Worker Representative for Safety

Advantage is not required by legislation to have a formal safety committee. We do however consider safety to be our top priority and recognize that the people who actually do the work are well-positioned to advise us on how to do it as safely as possible.

For this reason, a worker with at least 2 years of installation experience will act as the worker safety representative for a term of 1 year. Working cooperatively with management, the Worker Safety Representative will:

1. Be mindful of their safety role and pro-actively consider and suggest ways to improve workplace safety and overall health.
2. Listen to and advocate for their co-workers. Immediately bring any safety concerns to management's attention.
3. At least monthly, review and inspect the status of each worker's PPE and equipment to ensure each worker:
 - a. Has the right PPE and that it is in good condition. Replace if not.
 - b. Have an adequate supply of new PPE to replace any that is damaged.
 - c. Ensure that tools are fully functional, in good condition, and with special attention paid to the electrical cord and grounding.
 - d. Present any concerns, inadequacies or improvements to management for action.
 - e. Document these suggestions and enter them into the Safety Log book kept in the Kent Metal office.
 - f. Ensure that any safety or injury incidents are recorded in the Safety Log book.
 - g. Be aware that safety includes avoiding injury due to repetitive motions.
 - h. Be aware that safety includes positive mental health and bring any issues to our attention. We support any co-worker who is struggling.
 - i. Meet with management at least once monthly to discuss any issues that require attention.

- j. Confirm that PPE inspections and the safety meeting occurred by noting what was discussed using the Safety Record and entering it into the Safety Log book.

First Aid Attendant

The First Aid Attendant must;

- Administer First Aid in accordance with the Regulations and training.
- Ensure the incident is reported by completing a Safety Incident form and entering it into the First Aid log book. All incidents are to be kept confidential to respect the worker's right to medical privacy.
- Keep current MSDS and WHMIS information on file.
- Coordinate the transportation of injured workers to a physician's office or hospital.

General Safety Rules

1. All workers are to follow the instructions of the Safety Manager.
2. Equipment operators are responsible for the safe maintenance, operation, and required documentation of the machines and equipment they are operating. This includes strict adherence to the established work practices and safety procedures for that equipment.
3. Workers must use Personal Protective Equipment when required or when instructed to do so. All ABR staff are required to wear a vest, hardhat and CSA approved footwear while on any project under construction.
4. Horseplay of any type is not permitted.
5. Hardhats and protective footwear must be worn at all time.
6. Maintain a clean site. Clear and unobstructed access must be provided to all work areas.
7. Safety Meetings will be held with all workers every month, or more frequently as circumstances dictate.
8. All injuries, no matter how minor are to be reported immediately to the First Aid Attendant and project Supervisor.
9. Shirts and pants must be worn. Pants must be of sufficient length to meet the top of the footwear when the worker is standing. Shirts must have a shoulder seam and sleeve of sufficient length to cover the shoulder. Shorts and sleeveless shirts are not allowed.
10. Workers are to protect themselves from fall hazards by implementing appropriate protection measures.
11. If an impalement hazard is created, then there must be effective guarding against the hazard.

Safety Rules: Worker Responsibilities

Every worker is responsible for safeguarding his / her own health and safety as well as educating and instructing visitors or guests they direct or accompany to a project site on the safety requirements of the site.

All workers must:

- Refuse unsafe work.
- Ensure other workers, visitor, or guests they direct or accompany to a project site, are instructed and educated on the necessary safety requires prior to arriving on site.
- Follow safe work practices / procedures and take an active part in protecting themselves and their fellow workers.
- Report hazardous conditions, practices and behaviour in their work areas to their supervisors.
- Report any and all injuries to their supervisor and the First Aid Attendant.
- Visitor Responsibilities.
- Each visitor is responsible for safeguarding his / her own health and safety.

Safety Rules: Visitor Responsibilities

All visitors must;

- Report to the site office and complete their orientation.
- Wear approved personal protective equipment (approved boots, hardhat, and high visibility vest.
- Report and unsafe acts or conditions.
- Report any injuries immediately to the First Aid Attendant.

Disciplinary Action Policy

All safety rules and procedures contained in this Health & Safety Program shall be practiced and enforced by all ABR employees and sub-contractors.

When disciplinary action is required due to a violation of the Safety Program as set out below, the Safety Manager will notify the General Manager without delay to conduct an assessment and render a decision for remediation and / or corrective action.

Smoking

In accordance with the Regulation, it is the policy of ABR to prevent illness or other hazards from smoking in the workplace. ABR endeavours to prevent exposure to workers from second-hand smoke. Smoking is only permitted outdoors.

Smoking is not permitted in the following location on any ABR project site:

- During refuelling or around fuel storage areas.
- Within or around the structure being worked on including parkades, balconies, and roofs.
- Areas where construction debris is being disposed of.
- Any location designated as a non-smoking area.

Workers found in non-compliance of this policy will be subject to disciplinary action.

Alcohol and Drugs on Site

The possession or consumption of alcohol or other non-prescription drugs on the job site, or working while under the influence of these substances is not permitted under any circumstance.

Workers found to be in violation of this policy will be removed from the site immediately and substantially disciplined.

Any worker taking prescribed medications must report this to their Supervisor as well as the Safety Manager.

Radios and Personal Music Players

At no time may a radio or personal music player be operated on a project site. Communication radios are permitted.

Communication

Workers must be able to effectively communicate with supervisory and safety personnel verbally or in writing. If they are not able to for any reason, a worker possessing these skills must be assigned to work with such workers.

Workplace Violence

Violence, which includes, threats, intimidation or discrimination of any kind, on any basis, will not be tolerated. Failure to comply with this section will result in dismissal.

Hot Work

Any work producing a spark or flame on or immediately adjacent to combustible material must have a Hot Worker Permit issued prior to commencing the work. All aspects of the permit must be followed.

Personal Protective Equipment (PPE)

ABR requires the use of personal protective equipment (hard hat, high visibility vest, CSA approved footwear, safety glasses) at all times, on all sites.

PPE will be selected for each task based on the requirements of the Regulation, the manufacturer recommendations, and any applicable Safe Work Practice, Procedure, or JHA.

Footwear meeting the requirements of the Regulation and providing protection appropriate to the overall conditions of the site must be worn and maintained in good condition.

Protective Headgear (hard hat) meeting the requirements of the Regulation must be worn in accordance with the Regulation where required by site conditions or rules.

Hearing Protection: CSA / ANSI approved hearing protection must be worn when the noise level in a work area exceeds the permissible occupational exposure limit; typically noise greater than 85 decibels.

Respiratory Protection: All workers who are exposed to potential hazards associated with airborne contaminants are expected to wear respiratory protection. When doing so, they must be clean shaven where the respirator contacts the face to ensure a proper seal is maintained.

All PPE shall be maintained in good working orders and used in accordance with the manufacturers recommendations. PPE shall be regularly inspected and replaced without delay when deficiencies are identified. ABR shall provide all basic PPE and associated training to its workers which includes: hard hats, safety vests, respirators, face shields/eye protection, ear plugs, fall protection, and gloves. Any other specialized safety equipment required for a task will also be provided by ABR.

Personal Clothing

Workers shall be properly attired on all ABR sites. The minimum requirement for personal clothing is a shirt that completely covers the shoulders and reaches the waistline, and pants that meet the top of the footwear when standing. Furthermore, clothing shall be appropriate for the work being performed.

Environment | Exposure | Hygiene

Workplace Hazardous Material Information System (WHMIS)

Workplace information includes knowledge of the hazards of the workplace and of the materials used in the workplace. The Workplace Hazardous Materials Information System (WHMIS) is a major response to the worker's right-to-know about safety and health hazards of material used in the workplace.

WHMIS legislation provides employees, employers and suppliers nationwide with specific vital information about hazardous material through the key elements of:

- Controlled product labelling
- Material Safety Data Sheets (MSDS)
- Worker education and training programs

On the basis of WHNIS and other workplace information, ABR has developed work procedures that ensure worker health and safety. Workers must be educated in hazards and trained in work procedures.

Chemical Inventory

A current inventory of hazardous material, which identifies all hazardous substances and their quantities at the workplace, must be maintained.

A chemical inventory includes the chemical name (formula) of the material and the size of its container. Regular inventories allow for the following;

- To identify the chemicals present
- To correct incompatible storage
- To remove surplus hazardous chemicals
- To check ethers and other chemical with limited shelf life
- To remove chemicals that have not been used in the past 1 — 3 years

WHMIS Program

ABR implements the WHMIS program using information provided through WHMIS as well as other information from the workplace.

WHMIS information is in the form of labelling and MSDA. Other workplace information includes knowledge of the hazards of the workplace, use of hazardous materials that depend upon factors such as quantities used, work processes and work location.

ABR ensures its employees have received WHMIS training. All supervisors are to monitor products and material arriving for WHMIS labels. Products and materials displaying WHMIS labels indicate they are 'Controlled Products' and must be accompanied by an MSDS. These products and materials are not to be used on site until the MSDS is available on site.

Prior to use of Controlled Products, the Supervisor will review the WHMIS label and MSDS and advise the employees of the safe work procedures to be followed. MSDS information records must not be older than three years from the date they were developed.

Environmental Protection

ABR is dedicated to acting responsibly and demonstrating accountability in the management of the property and its projects with regard to protecting the environment. The purpose of this Environmental Protection Program is to:

- Ensure compliance with all applicable environmental regulations at all site of activity.
- Meet all legislated requirements as a minimum standard.
- Provide communication and education about environmental issues.
- Provide a framework for establishing procedures that will ensure a consistent response to environmental issues.
- Demonstrate responsibility and due diligence.

Worker Responsibilities

The responsibility of every worker, employee, or staff member is to:

- Minimize environmental impact by participating in a Reduce, Reuse, Recycle program.
- Follow established ABR or regulatory procedures and policies for the protection of the environment
- Report to their supervisor all incidents which may harm the environment.

Handling and Disposal

Disposal of hazardous wastes will be conducted in accordance with all applicable regulation, legislation and / or city bylaws that govern the area.

All individuals handling hazardous materials or conducting activities that could impact the environment must be trained. Training records are to be documented and maintained up to date.

Exposure Control Plans

A walk through is conducted to assess the potential for overexposure, taking into account all routes of exposure including inhalation, ingestion and skin contact.

Reassessment is conducted when there is a change in work conditions that may increase the exposure, such as a change in production rate, process or equipment.

Training and Safety Meetings

New Worker Orientation

Orientation of new workers is mandatory and must be completed prior to commencement of work on any site. ABR goes through a 3 step-training program.

- 1) Pre-work training includes: Review of Health and Safety Policy Program, overview of tools that will be used, PPE requirements, expectation for workers, review of safe working procedures
- 2) On-site training includes: Site safety orientation, review of Field-Level Hazards, 2-week mentorship program working with experienced crew member (including power-tool training).
- 3) Leadership training: this is a long term program where workers are trained to lead crews on sites and oversee health and safety on job-sites on a day to day basis (2 years in length)

It is the responsibility of the supervisor to ensure their workers have completed the Site Safety Orientation prior to starting work.

Job Specific Training

Job specific training of workers is conducted in, but is not limited to, to following situations:

- When a new worker is hired.
- When a worker is assigned to new or different work.

- When a worker is moved to a new site or location

This training will be conducted by the worker's immediate supervisor and will contain the following items:

- Review of safe work practices and procedures that apply to the specific job.
- Awareness of all known safety hazards that may affect the worker.
- Determination of a worker's skill level and work methods. This includes both discussion with the worker and observation of how he does the work.
- Review of all equipment the worker will use.
- Review of all safety policies and worker expectations.
- Provide the worker with all that is necessary to do the job safely and correctly.

Depending on the complexity of the job and the worker's skill / experience level, job specific training may take anywhere from a few minutes to several months. Ensure training documentation is kept. The ongoing monitoring and coaching of the worker is a major duty and responsibility of that worker's immediate Supervisor.

Safety Meetings

On the first Monday of every month there will be a mandatory crew meeting to discuss and promote health and safety matters, work place communications, job related concerns and any other relevant business including:

- Consultation with workers and the employer on issues related to occupations health and safety environment.
- Make recommendations for the improvement of the health, safety and occupational environment of workers.
- Advise on proposed changes to the workplace or the work processes that may affect the health and safety of others.
- Ensure that accident investigation and regular inspections are carried out as required by the Workers Compensation Act and the Regulation.

Workplace Hazard Assessments & Control

Work site hazard assessments and safety inspections are key activities in the prevention of accidents. Their purpose is to:

- Identify existing and potential hazards
- Identify the severity, probability, and frequency of risks and apply a risk rating
- Communicate who, how, and when controls will be taken to mitigate hazards and risks
- Increase awareness leading to the prevention of workplace accidents and illnesses
- Ensure compliance with standards and regulations.

WorkSafeBC requires that hazards to the safety and health of workers are identified and brought to management's attention. It is the workplace management's responsibility to ensure that the identified hazards are eliminated and where this is not practicable to ensure the hazards are controlled and that workers are protected from the hazards.

To meet this requirement, employers must conduct:

- Hazard assessments prior to all new project, jobs or processes, or the introduction of new equipment or
- hazardous material
- Regular workplace inspection.

ABR will provide all necessary resources to ensure that hazard assessments and workplace inspections are effective. These include:

- Hazard recognition and safety inspection training for inspectors.
- Time of inspectors to complete their duties
- Established communication channels between inspectors, local safety agencies and management
- Quick action on recommended correction.
- Implement a Risk Rating System to help workers identify and prioritize potential hazards on site.
- Conduct and review Field Level Hazard Assessments daily

Workplace Inspections

All employees are expected to inspect maintain continual awareness of hazards in their work areas. This is accomplished by supervisors conducting regular walk-throughs of their areas of authority, and by workers checking their work areas prior to commencing work.

Any detected hazards must be corrected immediately if the task is within the employees capabilities. If not, the hazard should be reported the supervisor or management for correction.

Incident Reporting

Should a safety incident occur while in the factory, reports are to be made to the General Manager who will assess the situation, take action and record it.

Preventive Maintenance

Equipment:

ABR employs only hand tools, and hand-held power tools such as drills, grinders, and an abrasive saw. To ensure that this equipment is both safe and effective, workers and the Safety Manager must monitor these tools to ensure that:

- 1) The tool is grounded.
- 2) Power cords and plugs are undamaged.
- 3) Safety guarding is in place and being used appropriately.
- 4) The tool is visibly and functionally in good working order.

Should any tool be found to be deficient, the worker is to immediately discontinue its use and give it to their supervisor for repair at the manufacturer's service depot. To ensure that work does not stop and that workers have no motivation to continue using an unsafe power tool, a full set of replacement tools is to be kept on all sites.

Vehicles:

Company vehicles are subject to bi-annual inspection and preventative maintenance by a certified mechanic. Should any issue be identified in between these inspections, the vehicle's driver is to immediately report the deficiency to the Field Manager for corrective action.

Vehicles may not be used if:

- 1) There are active leaks of any fluid.
- 2) Any of the standard safety equipment is inoperable.
- 3) There is significant damage to the tires or exterior of the vehicle.
- 4) Any other issue is identified that would lead to unsafe operation or damage to the job site.

Accident Incident Investigation

The purpose of accident incident reporting and investigating is to prevent a recurrence of the hazardous condition causing the event.

The Workers Compensation Act requires employers to investigate and report any accident which:

- Resulted in injury requiring treatment by a medical practitioner.
- Resulted in death or critical condition.
- Involved a major structural failure or collapse.
- Involved the major release of a toxic or hazardous substance.
- Was a blasting or diving accident.
- Did not result in an injury but had the potential for causing serious injury (near miss).

All accidents / incidents with potential of injury or property loss shall be reported to the supervisor and office immediately.

Emergency Preparedness

WorkSafeBC requires all employers to provide employees with a quick and effective response in the event of injuries or emergencies. First aid and emergency preparedness are an important part of this ABR Health and Safety Program. The purposes of these services are to;

- Ensure prompt and effective emergency responses
- Promote speedy recovery and to minimize the effect of injuries or exposures
- Provide workers with assistance when required.

The success of first aid and emergency preparedness depends on employees knowing what to do in any emergency situations.

Supervisors are required to communicate emergency numbers and procedures to workers during orientation training and to regularly bring up this information during safety meetings. In addition, risks associated with the project's work process and their control measures must also be communicated and understood.

Annual emergency and evacuation drills are practiced to ensure awareness and effectiveness of emergency routes and procedures.

ABR will provide all of the tools and resources required for these programs to be effective. These include;

- Appropriate emergency response plans and equipment
- Training and annual retraining of company emergency responders
- Time made available to allow key players to complete their duties
- Established chain of command for emergency situation.

ABR will establish the emergency response plan for Medical and Fire Emergencies, which will enclose emergency telephone number, emergency air horn and fire extinguishers, hospital routes and first aid location. This place must be updated regularly.

Earthquake Plan

As with a fire, it is impossible to determine the type and extent of the damage the building would receive. The intent of these guidelines is to offer a preconceived plane of action and to act as a tool for the education of workers.

Earthquakes vary in duration, intensity and pattern and can be very destructive.

If you are inside the building:

1. Stay calm, drop, cover and hold on.
2. Do not attempt to exit the building while the shaking is occurring.
3. Get to a position of safety; i.e. away from objects that can fall on you and hurt you, away from edges of the slabs or floor openings.
4. Sit in an inside corner or other structurally sound point and keep out from under any temporary forms or structures. Do not hesitate, move at once.
5. Do not leave your position of safety until the shaking stops. If you have no position of safety, do what you can to protect yourself. Get down a forward position and hold your hands over your head clasped together to protect your neck, and keep your hard hat on.
6. After the shaking has stopped, move to the designated emergency assembly area and report your name and any injuries.
7. If you are hurt and unable to move remain calm to conserve energy and call out for help.
8. Rescue teams will be organized to search for the injured. If on the way to the assembly area you find an injured worker, report the location ASAP.

- Do not move in injured worker as you can complicate injuries.
 - Move the worker only in life-threatening situations.
 - Minimize back and neck movement.
9. Be aware of aftershocks, as you may have to repeat the above.
10. Be aware of the greatest dangers;

- Falling objects
- Swinging doors and broke windows
- Fires
- Electrical hazards

If you are outdoors:

1. If possible, move to an open area.
2. Assume a position of safety and keep low.
3. Keep out of harm's way i.e. away from stored material, trees, mobile equipment, gas or chemical storage, motor vehicles, crew and office trailers or any other objects that can fall on you.
4. After the shaking has stopped, move to the designated emergency assembly area and report your name and any injuries.
5. If you are hurt and unable to move remain calm to conserve energy and call out for help.
6. As mentioned before, do not move and injured worker. Get help.
7. Be prepared for aftershocks.

After the earthquake has ended:

1. Management/supervisor or designate will ensure triage and first aid of injured workers has started
2. A head count be conducted listing the last know location of any missing workers
3. Rescue teams be formed o assist the injured and to search for any missing workers
4. If necessary, hazardous utilities, gas / electricity be located and shut off
5. No worker is to leave site without authorization.

Additional information

In case of a major disaster, emergency shelter locations will be broadcast by Emergency Services Radio. At this time the local authorities will advise the public how to contact family members. If everyone stays calm, follows procedures and the direction of the Emergency Services we will all get back to order sooner.

COVID-19 Action Plan

The arrival of COVID-19 is a concern for every Canadian.

Since this virus will be with us for some time, it's important that we continue to work. To do that safely, you must follow these additional COVID-19 Safety precautions.

Our current understanding is that COVID-19 is passed by close personal contact or by touching surfaces that have been contaminated by a sick person. Our goal must therefore be to prevent this from happening:

ANY WORKER who displays flu-like symptoms such as a fever, cough, runny nose not due to allergies, sore throat or chest heaviness will need to immediately self-isolate for 14 days. This policy results from the clear direction of the Federal Government and Provincial Health authorities and is non-negotiable.

ANY WORKER who has travelled to the US, Ontario, Quebec or internationally within the past 14 days is not permitted to work until a 14 day period of self-isolation has been completed.

Hiding symptoms will result in immediate dismissal for unsafe work practices.

In addition, please respect these policies:

General Precautions

- Keep a 6' distance from others to prevent the transmission of COVID-19.
- Avoid touching your face, mouth and eyes.
- Avoid shaking hands even if that may be seen as impolite.
- Wash your hands with soap and water as often as you can for a minimum of 20 seconds.
- Work with no more than 2 people per room.
- Do not enter an elevator with more than 2 people already in it.
- Use the COVID-19 safety equipment provided including nitrile gloves, sanitizer and an N95 mask.
- Watch yourself. Sneeze into your elbow or a tissue and immediately dispose of that tissue. Then wash or sanitize your hands.
- Avoid groups of more than 3 people, and even in small groups, maintain the 6' distance.
- Avoid anyone who appears to be sick.
- You have your own tools. Please don't use someone else's.
- Wash your clothes and take a shower as soon as you get home.

Site Precautions

All sites are publishing new and varied COVID-19 policies. Please know and respect them.

In addition to the basic precautions listed above, some may take your temperature as a condition of site access. Others may question you before being allowed entry to the site. Others will require a form be completed. In all cases, please comply as these steps are being taken to keep you safe.

ALWAYS follow the directions of, and cooperate with, the site CSO. Many CSO's now want a daily list of workers on site to enable COVID-19 exposure tracing.

When entering a new site, look for the wash stations and use them regularly.

Keep to yourself. Stay out of the work areas of other trades, and whenever possible, ask them to stay out of your area as well.

All other safety precautions still apply so be sure to have your hardhat, steel toed boots, gloves, eye protection and fall protection (if required).

Protecting Others

We are all in this together, and need to watch out for one another. You can help by:

- If you see coworkers not maintaining a safe distance, mention it.
- If someone is not respecting your space, step away and ask them to do so.
- Clean up after yourself. Remove all lunch materials, beverage containers, tissues and anything else you bring onto the site with you at the end of the day.
- Keep to yourself and maintain a 6M distance from others.
- Never spit.
- If you need to cough or sneeze, do so away from others.

Enforcement

We are taking COVID-19 seriously and will not tolerate any unnecessary risk as it could effect us all. If you see something that concerns you on site or with your coworkers, tell management and we will address it immediately.

Toolbox Meeting

Date: _____ Project: _____

This Week's Action Plan:

Safety and Site Notes:

Topic 1: _____

Action Plan: _____

Topic 2: _____

Action Plan: _____

Topic 3: _____

Action Plan: _____

Equipment Check:

Safety Glasses ☐ Hard Hat ☐ Boots ☐ Face Shield ☐ Gloves ☐ Respirator ☐

Fire Extinguisher ☐ No Damage to Power Cords and Tools ☐ Evacuation Plan ☐

Workers in Attendance:

Supervisor: _____



4751 Vanguard Road
Richmond, British Columbia, Canada. V6X 2P7

604-734-2575 info@AdvantageBikeRacks.com

Safety Inspection

Date: _____

Worker Name: _____

Equipment Check :	Good Condition	Poor Condition	Replaced
High Viz Vest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hard Hat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steel Toe Boots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Goggles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face Shield	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respirator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respirator Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face Mask	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Sanitizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tool Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Cord Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Worker Comments:



4751 Vanguard Road
Richmond, British Columbia, Canada. V6X 2P7
604-734-2575 info@AdvantageBikeRacks.com



120-8383 Manitoba St.
Vancouver, BC. V5X 3A9
604-734-2575

Safety Incident

Date: _____

Worker Name: _____

Reported By: _____

Incident Location: _____

What Happened :

Describe Any Injury: _____

Was First-Aid Administered? : Yes ☐ No ☐

By Who?

Next Steps



4751 Vanguard Road
Richmond, British Columbia, Canada. V6X 2P7
604-734-2575 info@AdvantageBikeRacks.com



120-8383 Manitoba St.
Vancouver, BC. V5X 3A9
604-734-2575



Field Level Workplace Hazard Assessment

Project:

Date:

Task Location:

Prior to each task STOP & THINK. Check off hazards that apply to this job. For each hazard discuss solution.

Task:

Is there a safety work plan for the specified task?

☐

Is equipment required?

☐

Is PPE required?

☐

Are adjacent workers affected by the task?

☐

Adjacent workers pose a risk to you?

☐

Risk of Injury:

Overhead hazards?

☐

Fall hazards?

☐

Confined work area?

☐

Underground utility lines?

☐

Working near hazardous equipment?

☐

Working with hazardous materials?

☐

General Conditions:

Poor task lighting?

☐

Work area clean and clear?

☐

Tripping hazards/slippery conditions?

☐

Is there standing water?

☐

Access Hazards:

Safe access to work area?

☐

Safe access to required materials?

☐

_____ ☐

_____ ☐

_____ ☐

Personal Limitations:

Do workers have adequate training?

☐

1st time completing task?

☐

Physical Restrictions?

☐

Are tools in working condition for

specified task?

☐

Pre-Job Planning:

List identified hazards below and discuss to identify the measures needed to eliminate/control the hazards.

Hazards	Controls	Hazard Rating

Has the plan been discussed with the site CSO?

Yes

No

Are there remaining hazards that need to be addressed?

Yes

No

Names of crew members present:

Supervisor:

[illegible]

ADVANTAGE
BIKE RACKS & LOCKERS

120-8383 Manitoba St.
Vancouver, BC. V5X 3A9
604-734-2575



Silica Dust Control Plan

"A JOB IS WELL DONE, WHEN IT HAS BEEN SAFELY DONE."

Updated: January 4, 2021.

Health hazards from silica exposure

- Long-term exposure to airborne crystalline silica (for example, quartz) can cause a disabling, sometimes fatal lung disease called silicosis.
- Exposure to crystalline silica has been linked to lung cancer.
- When the dust is inhaled deep into the lungs, microscopic particles of silica can cause scar tissue to form in the lung tissue, which restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but symptoms of the disease may not appear for many years.
- The disease initially causes fatigue and shortness of breath. If exposure continues, it can lead to chest pain, heart problems (difficulty breathing can strain the heart), and respiratory failure.

- Exposure to crystalline silica has also been linked to other diseases, including bronchitis and tuberculosis.

Purpose and responsibilities

- Advantage Bike Racks has a duty to protect our workers from silica exposure during concrete drilling. Studies show that concrete drilling generates airborne silica levels in excess of safe levels. Effective controls are available to protect workers from harmful exposure.
- A combination of control measures will be required to achieve this objective. We commit to being diligent in our efforts to select the most effective control technologies available, and to ensure that the best practices, as described in this exposure control plan (ECP), are followed at our worksites.
- The work procedures we establish for concrete drilling will protect not only our workers but also any other workers on-site who are not involved in these operations.

The employer is responsible for the following:

- Ensure that the materials (for example, tools, equipment, and personal protective equipment [PPE]) and other resources (for example, worker training) required to fully implement and maintain this ECP are readily available.
- Ensure that supervisors and workers are educated in the hazards of silica exposure and trained to work safely with silica.
- Conduct an annual review (or more often if conditions change) of the effectiveness of the ECP. This includes a review of available dust control technologies to ensure these are selected and used when practical.
- Coordinate work with the prime contractor and other employers to ensure a safe work environment.

Supervisors are responsible for the following:

- Provide adequate instruction to workers on the hazards of silica associated with concrete drilling.
- Select and implement the appropriate control measures.
- Ensure that workers using respirators have been properly trained and fit-tested.
- Ensure that work is conducted in a manner that minimizes and adequately controls the risk to workers and others. This includes ensuring that workers use appropriate engineering controls and wear the necessary PPE.

Workers are responsible for the following:

- Use the assigned protective equipment in an effective and safe manner.
- Follow established work procedures as directed by the supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Report to the employer any exposure incidents or any signs or symptoms of silica illness.

Risk identification and assessment

- Concrete can contain a high percentage of silica.
- Drilling concrete without the use of proper dust controls and PPE can expose workers to levels of airborne respirable crystalline silica that are above the exposure limit listed in the Regulation.
- Work locations where workers or other persons are exposed to the hazards of silica will be identified with signs, placards, or barrier tape.

Exposure limit

- The occupational exposure limit (OEL) for respirable crystalline silica (including quartz) is 0.025 milligrams per cubic metre (mg/m³).
- Because crystalline silica is linked to lung cancer, workplace exposures must be reduced to levels that are As Low As Reasonably Achievable (ALARA) below the OEL.

Silica dust control

- The Regulation requires employers to select silica dust controls based on the following hierarchy:
Engineering (for example, local exhaust ventilation, water, HEPA attachments, or dust caps)
Administrative controls (for example, drilling when other workers are not in the area) Personal protective equipment (for example, respirators and disposable coveralls)
- Use of respirators as a primary control is not acceptable when other methods are available and practical.
- Respirators will be used in conjunction with other controls such as local exhaust ventilation (LEV), HEPA filter attachments, or water attachments to reduce worker exposure to silica, unless air monitoring information suggests otherwise.

- LEV, HEPA attachments, and wet drilling are the preferred engineering methods, and will be used when appropriate.

Acceptable control methods for concrete drilling

- The work methods in the following table are acceptable, provided that the respirator selection, dust suppression, and other controls are adhered to.
- The following control options will be used to eliminate or reduce the risk to workers from the hazards of silica dust exposure, unless air monitoring information suggests otherwise:

Work activity	Dust suppression	Other controls	Respirator type
Drilling a few (12 or fewer) holes in a wall or ceiling	Dust cap	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P or R) filters
Drilling a few (12 or fewer) holes in a floor	Dust cap	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P or R) filters
Drilling more than 12 holes in a wall or ceiling	Drill connected to HEPA vacuum extraction	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P or R) filters
Drilling more than 12 holes in a floor	Drill connected to HEPA vacuum extraction	Barriers (for example, a tape barrier) to restrict access to the work area	Half-face respirator with 100 series (N, P or R) filters

Safe work planning

- Select one or more of the methods described in the table above.
- Establish a barrier around the work zone to restrict access by unprotected workers.
- Inspect all dust control equipment and tools to make sure they are in good working order.
- Use and maintain all tools and equipment as specified by the manufacturer.
- When working on a multi-employer site, provide the general contractor with a copy of the silica exposure control plan and safe work procedures. Review the procedures and work schedule with the general contractor to determine if additional measures are required to reduce worker exposure to silica.
- Ensure that workers inspect their respirators before start-up.
- Visually monitor dust release from equipment during use. When tools and equipment are working properly, very little dust should be visible in the air. Stop work if excessive dust is observed.

Respiratory protective equipment

- Each worker will be fit tested if a respirator is required.
- If a worker is required to wear a respirator that requires an effective seal with the face for proper functioning, the worker must be clean shaven where the respirator seals with the face.
- When the worker notices a notable resistance to breathing, the respirator filters must be replaced.
- Respirators will be used, cleaned, and stored in accordance with the respiratory protection program.

Other personal protective equipment and hygiene

- Workers will wear approved safety goggles and hearing protection when drilling concrete. This equipment will not interfere with the fit of the worker's respirator.

Worker training for silica dust exposure

- Training will be performed by the employer or the employer's designate.
- Additional training or reference material on silica dust exposure will be made available to employees upon request.

Training topics

- Health hazards of silica dust exposure (including signs and symptoms of silicosis)
- Operations and materials that can produce silica dust exposures
- Engineering controls and safe work practices used to protect workers
- The importance of proper equipment control and maintenance
- Proper use of respirators and the respirator program
- Personal hygiene procedures to reduce exposures
- How smoking increases the risk of developing silicosis and other lung damage
- The details of the exposure control program for silica dust

Health surveillance

- Workers who are regularly exposed to silica dust will receive regular medical examinations from their family physicians. These examinations may include chest X-rays.
- Workers will report any symptoms of silica exposure to the employer and WorkSafeBC for tracking and investigation.

Annual review

This ECP will be reviewed at least annually and updated as necessary by the employer, in consultation with the workplace health and safety committee or the worker health and safety representative

Developing Safe Work Procedures

Advantage is fortunate to have decades of experience installing storage lockers and bike racks in construction sites. Some of our installers boast 10+ years of practice and we are pleased to have never had a significant injury resulting from this work.

With so much internal knowledge, we rely on our experienced installers to explain the steps involved in completing a safe, quality install to new workers.

The following Job procedures have been derived from working with our installers and their explanation of the basic steps. Use these as a general guide.

Beyond these written instructions, when you first begin with us, you will be paired with a seasoned worker who will be happy (and paid) to teach you.

Start slow. Watch what they do. Think about why they do it that way. Build competency by starting with the easy tasks, following their process and example and then graduate to more difficult work once you've mastered the basics.

Job Procedures – Locker Install

1. Before entering a work site, ensure that you are wearing all required PPE.
2. Go to the site office to report your presence on site, get your orientation (first day only) and complete any COVID related reporting.
3. Go to the room you will be working in and verify that it's clear and in a safe condition to work in (watch for holes in the floor, fumes, live wires, loose overhead equipment, anything else that looks irregular)
4. Bring your tools down using the provided dolly.
5. Lay the room out using your chalk line.
6. Bring in locker material as you need it. Avoid large piles of material. If large amounts of material must be brought into the room due to site conditions, lean it at a slight angle against the wall, long-side down. Do not stack loose panels horizontally on top of one another as they may slide.
7. When carrying locker materials, avoid injury by not to carrying too much. 2 panels or doors at one time is enough.
8. Wearing a respirator and eye protection, place the rear panel in position, and using your silica-collecting hammer drill, drill no deeper than 1.5" into the slab.
9. Use a hammer and pinbolt to fasten the panel to wall and floor.
10. Align the front panel with the back and connect them with a self-tapping screw.
11. Pinbolt the front hole of the front panel to the floor.
12. Repeat steps 8-11 for the next locker wall.
13. Clamp the tops of the front panels to an angle bar and screw them together.
14. Place a sheet of loose mesh on top of the side walls.
15. Trim as required using bolt cutters.
16. Connect the mesh to the locker using stainless ties.
17. Mount the door to the side wall using 4 self-tapping screws
18. Mount the second set of hasps on the panel opposing the door hasps. Affix them with two screws from the front and one from the back.
19. Snap the pointed ends of all screws using pliers.
20. Repeat

Safety Concerns to Watch for: Carrying Excess Weight. Silica Dust. Eye protection. Ear protection. Wires or pipes embedded in the concrete. Safe use of power tools.

Job Procedures – Bike Rack Install

1. Before entering a work site, ensure that you are wearing all required PPE.
2. Go to the site office to report your presence on site, get your orientation (first day only) and complete any COVID related reporting.
3. Go to the room you will be working in and verify that it's clear and in a safe condition to work in (watch for holes in the floor, fumes, live wires, loose overhead equipment, anything else that looks irregular)
4. Bring your tools down using the provided dolly.
5. Lay the room out using your chalk line.
6. Bring in the bike racks you will use and distribute them in the room,
7. When carrying bike racks, avoid injury by not to carrying too much. 4-6 bike racks at one time is enough.
8. Wearing a respirator and eye protection, place the bike rack in position, and using your silica-collecting hammer drill, follow the holes in the rack base to drill 2 holes no deeper than 1.5" into the slab.
9. Use a hammer to knock an expansion anchor into each hole.
10. Align the rack to the wall and the rack beside it.
11. Set your torque wrench to 25-30 lbs and tighten each bolt until torque wrench slips.
12. Wiggle the rack to ensure it is installed firmly.
13. Repeat

Safety Concerns to Watch for:

Carrying Excess Weight. Silica Dust. Eye protection. Ear protection. Wires or pipes embedded in the concrete. Safe use of power tools.