



# Health, Safety & Operational Excellence Policy Manual





## **1. Corporate Health & Safety Policy**

At HAWI, we are committed to providing a safe, healthy, and professionally managed work environment for all employees, subcontractors, clients, and visitors. The safety of our people is not only a legal requirement but a core value of our organization.

Our objective is simple:

- Zero injuries
- Zero incidents
- Zero compromises on safety

To achieve this, every project, operation, and task must be completed in full compliance with:

- The Occupational Health & Safety Act (OHSA)
- Applicable provincial & federal regulations
- Industry best practices
- Internal HAWI standards and procedures

Every employee must follow safe practices, use protective equipment, and participate actively in the company's health and safety program. Supervisors and management are accountable for enforcing safety expectations, providing training, and leading by example.

**Safety is everyone's responsibility. Together, we build safer workplaces.**



## **2. Health & Safety Program Overview**

HAWI's Safety Program is built on five pillars:

### **1. Leadership & Accountability**

Management provides direction, resources, and support to ensure safe operations.

### **2. Hazard Identification & Risk Control**

We identify, assess, and eliminate hazards before work begins.

### **3. Training & Competency**

All employees receive the training necessary to perform their work safely.

### **4. Site Procedures & Safe Work Practices**

**Every operation follows documented procedures customized to each project.**



## **5. Continuous Improvement**

We review, audit, and improve our safety performance annually.

### **3. Roles & Responsibilities**

#### **3.1 President / CEO**

- Establish and annually review the company Health & Safety Policy.
- Provide resources (training, equipment, personnel) to support safe operations.
- Ensure compliance with OHSA and all related regulations.
- Participate in high-level safety reviews and meetings.
- Lead by example and reinforce safety culture across the organization.

#### **3.2 Project Managers**

- Implement the HAWI safety program on all assigned projects.
- Review site-specific hazards and develop emergency response plans.
- Ensure subcontractors comply with HAWI safety standards.
- Conduct regular site visits and evaluate project risks.
- Review and submit incident reports promptly.

#### **3.3 Site Supervisors**

- Conduct daily toolbox talks and weekly safety meetings.
- Train new workers on site orientation and safe work procedures.
- Inspect equipment, tools, and PPE weekly.
- Enforce safety rules consistently.
- Investigate incidents, near misses, and hazards.



### 3.4 Workers

- Follow all HAWI policies, procedures, and supervisor instructions.
- Use PPE at all times and maintain it in good condition.
- Report hazards, unsafe conditions, and incidents immediately.
- Participate in safety meetings and training.
- Never perform work they are not trained or authorized to do.

### 3.5 Subcontractors

- Comply with HAWI's health and safety requirements.
- Provide competent, trained workers.
- Maintain PPE and equipment.
- Submit incident reports to HAWI management.
- Participate in site orientations and meetings.

## 4. General Site Safety Rules

All HAWI employees and subcontractors must adhere to the following rules:

1. CSA-approved safety boots and helmets are mandatory at all sites.
2. High-visibility clothing is required in active work areas.
3. Fall protection must be used where required by regulation or company policy.
4. No worker may operate equipment without authorization and training.
5. Report all injuries, hazards, and near misses immediately.
6. Maintain clean work areas—good housekeeping reduces accidents.
7. No smoking or open flames in restricted or hazardous areas.
8. Follow lockout/tagout for electrical and mechanical systems.
9. Seat belts must be worn in all company vehicles and heavy equipment.
10. Drugs, alcohol, or impairment of any kind are strictly prohibited.

**Failure to follow rules may result in disciplinary action.**



## 5. Safe Work Practices

These practices form the foundation of daily operations.

### 5.1 Scaffolding

- All scaffolds must be erected by competent personnel.
- Guardrails, toe boards, and full decking must be installed.
- Workers must be trained and use fall protection where required.

### 5.2 Fall Protection

- Required for work above 3 m or when working near open edges.
- Harness, lanyard, and anchor points must be inspected daily.
- Removal of guardrails requires alternate fall protection and supervisor approval.

### 5.3 Confined Spaces

- Entry requires written authorization, atmospheric testing, and rescue planning.
- Only trained personnel may enter confined spaces.
- Continuous monitoring must be maintained.

### 5.4 Housekeeping & Storage

- Work areas must be cleaned daily.
- Materials stored securely to prevent tipping or collapse.
- Flammables must be stored in approved CSA/ULC containers.



## 5.5 Vehicle & Equipment Safety

- Operators must be competent and authorized.
- Pre-operational equipment checklists must be completed daily.
- No unauthorized riders on equipment.

## 5.6 Electrical Hazards / Lockout–Tagout

- Only qualified workers may work on energized systems.
- Equipment must be locked out and tagged before maintenance or repair.
- Re-energizing requires supervisor approval.

## 6. Training Requirements

HAWI provides mandatory training, including:

- WHMIS
- Working at Heights
- First Aid & CPR
- Confined Space Awareness
- Equipment Operation Certification
- Hazard Recognition
- Supervisor Safety Awareness

**Training records are maintained for all employees.**



## 7. Incident Reporting & Investigation

All incidents—including near misses—must be reported immediately.

### Investigation Steps

1. Secure area
2. Provide first aid
3. Notify management
4. Interview witnesses
5. Complete incident report
6. Implement corrective actions

**Critical injuries will be reported in accordance with OHSA requirements.**

## 8. Emergency Response Plan

Each site must maintain a site-specific plan that includes:

- Muster points
- Emergency contacts
- Fire safety procedures
- Evacuation routes
- First-aid stations
- Severe weather procedures



**Emergency drills will be conducted regularly.**

9. Documentation & Recordkeeping

HAWI maintains records for:

- Training certificates
- Toolbox talks
- Equipment inspection logs
- Incident reports
- Safety meeting minutes
- Workplace inspections

**Records must be updated and available upon request.**

10. Annual Program Review

The Health & Safety Program is reviewed annually to ensure:

- Compliance
- Effectiveness
- Continuous improvement

**Updates will be communicated to all employees and subcontractors.**