



Safety Procedures

Safety Vision

SAFETY FIRST. The health and safety of ARKAY workers is a major continuing objective and high priority. Safety practices are for everyone and through a collaborative effort we strive for an accident-free workplace. Our ultimate goal is prevention of accidents and injury and ARKAY's commitment to health and safety is an essential part of ARKAY philosophy to prevent incidents that create unwanted loss and personal injury or illness.

Health and Safety Policy Statement

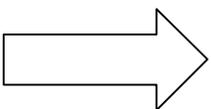
ARKAY fully recognizes the importance of complying with WorkSafeBC Occupational Health and Safety Regulations and Amendments. In addition, ARKAY workers must comply with the safety rules of the general contractor of the particular construction site as it pertains to their work tasks and conduct on site.

It is the right of every worker to work in a safe and healthy environment. ARKAY values its workers and every member of the management team is committed to ensuring ARKAY workers work in safe conditions. Compliance with safety rules is a stipulation of employment with ARKAY. Every ARKAY worker is required to take responsibility for ensuring prevention of hazard for him/herself as well as others. Every worker is responsible for showing up for work **properly attired** with protective equipment and devices as required by the regulations, and every ARKAY worker must follow construction site safety standards, rules and procedures. ARKAY believes that accidents are preventable and emphasizes that each worker take responsibility for jobsite safety by being vigilante of all potential risks (to themselves and others) associated with tasks and the environment.

Health and Safety Policy Procedures

A Site Safety Orientation Session is provided by the general contractor and **attendance is mandatory** for all workers before starting work on any construction site.

Workers are encouraged to report all potential hazards.



Workers must report all accidents. An accident report must be completed by the construction site safety officer or occupational first aid attendant for every incident of accident or injury. A copy of this report must be forwarded to the ARKAY office immediately. **You are to (1) contact ARKAY immediately (2) ensure ARKAY receives a copy of any paperwork.**



ARKAY contracts Disability Management Institute (DMI) to work with injured workers for a smooth transition back-to-work.

ARKAY demonstrates its commitment to workplace health and safety by clearly communicating its policy by:

- Emphasizing safety with every worker during the hiring process (including the daily reminders as listed below);
- Making sure each worker receives ARKAY's (a) Safety Procedures and (b) ARKAY's Policy and Procedures Booklet; and
- Periodically enclosing reminders and updates of health and safety policies and procedures via paycheque enclosures.

Daily Reminders

- Think first ~ use common sense.
- Don't take chances ~ follow safety ahead of haste.
- If uncertain, consult.
- Respect fellow site workers and their tasks.
- Maintain eye contact with heavy equipment operators when nearing hazard area.
- Report any safety issue.
- Watch out for him/herself as well as for others.
- Plan on going home with all fingers, toes and limbs, as well as sight, hearing and health.
- Attend all safety site meetings.
- Maintain all equipment and tools ~ none to be used if broken, and any damaged parts are to be fixed.
- Zero tolerance for drinking or illegal substances.

Follow-up and Monitoring

ARKAY management team members regularly visit construction jobsites, touching base with workers, site management and site safety officers to ensure workers are complying with all safety procedures. Non-compliance and implementation and enforcement of ARKAY's Safety Policy is taken very seriously by every member of ARKAY's management team and all site safety issues will be addressed as they arise.

Ralph Krawelitzki
President



Employee Guidelines

Every employee of ARKAY Contracting is expected to operate within certain guidelines.

- Each worker must show up to work at the **TIME** specified by the Site Superintendent with the appropriate **ATTIRE** in relation to the work at hand. Workers must have:
 - steel-toed construction boots
 - hardhat
 - full-length pants
 - shirt with at least a four-inch sleeve
 - optional (but recommended) are steel-toed rubber boots, rain gear, safety glasses, and a change of dry socks.
- **The use of CELL phones for PERSONAL use is not permitted during working hours.**
- **7am start time means tool-in-hand and starting work.** It does not mean coffee-in-hand and/or still needing to get attired.
- **Do NOT diss other workers on-site.** It does NOT represent the dissing, the ARKAY team and ARKAY management well. Discordant team work may cost jobs and clients. Dissing is an **unacceptable** behaviour. If anything, we expect ARKAY workers to **discourage dissing**. If you have a concern about a co-worker, contact the ARKAY office.
- **Be considerate** and wear clean clothes and deodorant. Keep a spare T-shirt on hand. If you need more T-shirts, contact the ARKAY office.
- It is the responsibility of each worker to ensure **TIMESHEETS** are filled out, approved and signed by the Superintendent, and faxed to ARKAY on the dates specified by ARKAY. **Workers can only be paid for hours signed for.**
- Always be courteous to other workers on site and coordinate your efforts along with theirs. **Clean up your work area** to minimize accidents and arguments between workers, show respect in the work environment, and set an example for others. **Do not use other workers' tools without first asking permission.** If you find yourself in a confrontation with another worker, take the issue to the Superintendent or call the ARKAY Office.
- **If all assigned tasks are finished, check with the Foreman for anything else that can be done. Do not leave before the time outlined by the Superintendent.** At the end of the day ask the Foreman if there is anything else that needs to be done before heading home. Make sure, before leaving, that you **clean up any mess** you have made and **put away any tools** you have used.