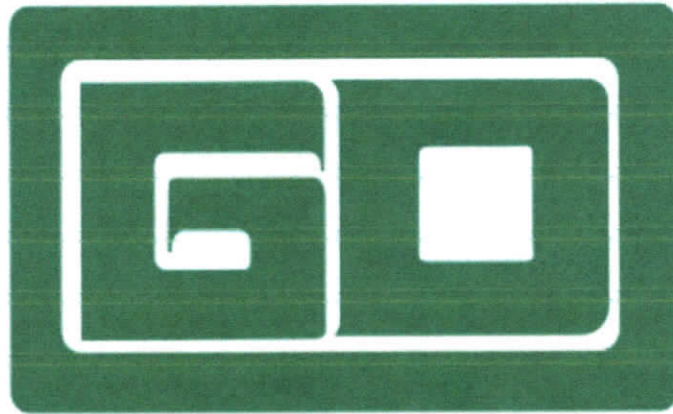




GYPSUM DRYWALL (SOUTHERN) LTD.



GYPSUM DRYWALL (SOUTHERN) LTD.

# SAFETY MANUAL

Version 2.1 June 2021

Box 177, De Winton, Alberta T0L 0X0  
TEL: (403) 995-2526 • FAX: (403) 995-2528

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## **Section 1**

# **Policy and Accountability**





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## GYPSUM DRYWALL (SOUTHERN) LTD

### *Company Health and Safety Policy*

Gypsum Drywall is committed to a health and safety program that protects our workers, others (i.e. contractors, visitors) who enter onto our job sites and the general public.

Management, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all workers.

The employer will:

- Ensure
  - the health, safety, and welfare of workers at all work sites,
  - the health, safety and welfare of other persons at or near all work sites who may be affected by hazards originating from the work site,
  - that workers are aware of their OHS rights and duties,
  - that workers are not subjected to or participate in harassment or violence at the work site,
  - that workers are supervised by a person who is competent and familiar with the OHS Act, Regulations, and Code,
  - they consult and cooperate with the HSC,
  - that health and safety concerns are resolved in a timely manner,
  - all clients will be advised of all the supervisors and workers names, and
  - that supervisors and workers are adequately trained for the protection of health and safety at the work site.

Supervisors will:

- Ensure
  - they are competent to supervise the workers under their supervision,
  - the workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations, and Code,
  - the workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or under the OHS Act, Regulation or Code, and
  - that workers are not subjected to or participate in harassment or violence at the work site.
- Take all precautions necessary to protect the health and safety of every worker under their supervision.
- Advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

Workers will:

- Protect the health and safety of themselves and other people at or near the worksite.
- Cooperate with their supervisors and employers to protect the health and safety of themselves and others.
- Use and wear devices and personal protective equipment required by the employer or the OHS Act, Regulation or Code.
- Refrain from causing or participating in harassment or violence.
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor.

In addition, employers, supervisors and workers will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulations, or Code, and
- Comply with the OHS Act, Regulation, and Code and any site policies, procedures, and codes of practice.

Box 177, Dewinton, AB, T0L0X0, Tel 403-995-2526

[www.gypsumdrywallsouthern.ca](http://www.gypsumdrywallsouthern.ca)



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Other workers (e.g. contractors, suppliers, or service providers) will comply with the OHS Act, Regulation and Code and site policies.

Workers at every level must be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work.

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Steve Brown, President

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Date



GYP SUM DRYWALL (SOUTHERN) LTD

Company Safety Policy

**Assignment of Responsibility and Accountability**

<b>MANAGER</b>		<b>SAFETY SUPERVISOR</b>	
1	Establish a safety policy	1	Ensure PPE compliance
2	Provide a safe workplace	2	Investigate all accidents
3	Maintain a safety program	3	Report injuries to WCB
4	Ensure property training of workers	4	Attend safety association meetings
5	Establish, promote a safety award program	5	Conduct formal inspections
6	Conduct regular inspections	6	Ensure OH&S compliance
7	Ensure unsafe conditions are corrected	7	Correct unsafe conditions
8	Investigate accidents	8	Set a good example
9	Set a good example	9	Support employees and management
10	Review safety meetings and investigations		
<b>WORKER</b>		<b>Supervisor/ Foreman</b>	
1	Use safe work practices	1	Promote safety awareness
2	Report unsafe conditions	2	Establish safe work procedures
3	Correct unsafe conditions when directed	3	Instruct workers
4	Report injuries and accidents	4	Correct unsafe practices
5	Comply with rules and regulations	5	Detect troubled employees
6	Make safety suggestions	6	Enforce safety rules
7	Set a good example	7	Inspect and assess hazards
8	Refuse unsafe work	8	Ensure proper maintenance
9	Attend and participate in safety meetings	9	Comply with regulations
		10	Set a good example
		11	Provide first aid and first aiders
		12	Ensure PPE is used correctly
		13	Conduct new employee orientations
		14	Conduct regular safety meetings





10 June 2021

**Gypsum Drywall Organization Chart**

