

Section 5

Rules and Policies



GYPSUM DRYWALL (SOUTHERN) LTD

Safety Rules Regulations & Policies

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General Safety Rules

1. C.S.A. approved Class "B" Hard hats and Green triangle work boots must be worn on all jobs in which they are required ***No Exceptions***. All Employees are required to have on hand for use at all times and they must be worn at **all sites** if a hazard is present.
2. Gloves must be worn when handling tools or materials which may cause injury to the hands.
3. PPE such as full body harness, respirators, safety glasses and ear protection must be worn as prescribed by provincial law. **BE SURE TO USE WHEN REQUIRED**
4. All employees must wear a minimum of long pants and a short sleeve shirt.
5. Know Your job, plan your moves in advance, be alert, see supervisor if in doubt
6. Report all INJURIES, ACCIDENTS and NEAR MISS IMMEDIATELY TO SUPERVISOR.
All must be investigated and recorded. WCB must be filed within 72 hours.
7. Never work aloft if you are afraid to do so or as a result of medication or a medical condition are subject to dizzy spells.
8. Always refer to safe work practice/procedures to ensure safety to yourself, co-workers and the public (all supervisors & office have copies.)
9. No one will be allowed on the job while under the influence of alcohol or drugs
10. All unsafe, unhealthy or hazardous conditions or places shall be immediately placed off limits, out of bounds and then promptly removed or corrected
11. Horseplay, scuffling, and any other acts which have an adverse influence on the safety or well-being of employees are prohibited
12. Fall arrest or restraint equipment must be used when at 10 feet or more or where required, by use of safety belt, harness or guard rails. A detailed fall



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protection policy must be established for each and every site based on conditions.

13. Only trained flag persons shall perform traffic flagging duties and must comply with all training rules and procedures
14. Every person must assist with good housekeeping practices.



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Company Vehicle Policy

All incidents involving GYPSUM DRYWALL (SOUTHERN) LTD vehicles must be reported immediately, no matter how slight they may appear.

1. Only Gypsum Drywall employees who have been assigned a company vehicle may operate the vehicle. All drivers are to ensure that a current Driver's Abstract is held on file and may be subject to a request from the office for an updated version as the office sees fit.
2. Should an accident occur, secure names, driver's license, other driver's insurance and witness information as soon as it is safe to do so. Get medical attention immediately for injured if required.
3. Seatbelts must be worn at all times in company vehicles and mobile equipment
4. Do not pick up hitchhikers
5. Ensure First Aid Kit and Fire Extinguishers are in place and secured to the vehicle
6. Ensure all materials and equipment secured for transportation. Ensure that driver and passenger protection is in place prior to movement if required.
7. Vehicle housekeeping to be kept to a high standard
8. Operators may be expected to attend a Defensive Driving course should management see fit
9. Workers must not operate company vehicles while impaired (e.g. alcohol, fatigue, sickness or drugs)
10. Operators must use running lamps or use illuminated headlamps during daytime hours
11. Operators must obey all signs governing the movement, operation or parking of vehicles on any work site or public or private road
12. Workers must not get on or off a moving vehicle except in an emergency



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13. Operators must keep the cab and floor of the vehicle free of materials, tools or other objects that could create a tripping hazard, interfere with the operation of controls or interfere with exiting the vehicle
14. Tools and equipment carried in any part of a vehicle where workers are riding must be placed or secured to prevent injury to the workers



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Enforcement Policy

1. All employees will receive adequate training in the areas to be enforced (i.e. rules, regulations, practices and procedures)
2. Violations will be handled in an objective, but firm manner and employees will be instructed what the enforcement policy is upon commencement of employment
3. Levels of Enforcement
 - a. **1st offence - verbal warning**
 - b. **2nd offence - written**
 - c. **3rd offence - suspension depending on severity or dismissal**
4. Documentation will be done at each stage of the enforcement policy. A copy of the documentation should be retained by the employee while the original document should be placed on the employee file maintained by the company Safety Officer



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Environmental Policy

1.

- 1 Purpose - The purpose of this policy is to ensure Gypsum Drywall commitment to the environment and the provincial and federal policies and regulations pertaining to our operations.
- 2 Policy - All employees of Gypsum Drywall shall strictly adhere to the rules and regulations of the Alberta Environmental Enhancement Act, and the Alberta Land Conservation and Reclamation Regulations. As well, all employees will follow the Codes of practice for Oil and Gas Explorations and Production as outlined by the Alberta Environmental Protection office.
- 3 Compliance -Gypsum Drywall shall manage and operate all aspects of its business to ensure that any environmental hazards associated with work projects are identified, assessed and managed according to the above noted environmental standards and regulations
- 4 Responsibility - Gypsum Drywall emphasizes both the individual and the companies' responsibilities and shall continue to incorporate environmental considerations in its operating practices and business planning.



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Non Compliance Policy

1. Company Safety Rules and Regulations should be known and adhered to by all employees. The rules are posted in the Company Safety Manual, with the Safety Supervisor and in the main office. These regulations will be enforced.
2. Non-compliance with said Safety Rules and Regulations will result in:
 - a. First Breach: Verbal Warning
 - b. Second Breach: Written Warning
 - c. Third Breach: Suspension according to severity, or dismissal
3. Definitions:
 - a. Verbal Warning – A verbal warning is a warning where the offending employee is advised directly by the immediate supervisor of the infraction. A note should be sent to the safety officer to ensure the warning is recorded
 - b. Written Warning – a written warning is a detailed account of the infraction ensuring that all pertinent details are included. Time and date of the warning being issued are critical components of the written warning
 - c. Suspension or Dismissal – Suspension is the prohibition of attendance on a Gypsum Drywall site by an employee who does not meet safety compliance regardless of repeated warnings. Dismissal is the outright release of an employee from working for Gypsum Drywall as a result of continued safety infractions.
4. Documentation for the first and second breach will be retained by the immediate supervisor, employee and the Gypsum Drywall Safety Officer
5. Decisions related to Suspension or Dismissal will be discussed with the Senior Foreman prior to the employee being informed. It is imperative that any and all rules and applicable legislation regarding termination of an employee be adhered to.



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Substance Abuse Policy

1. Gypsum Drywall (Southern) Ltd believes in the safe operation of every job site. This is only achievable with employees and workers who can ensure the safety of themselves and others while working.
2. To achieve this Gypsum Drywall is adopting the standards set out in the ***CONSTRUCTION OWNERS ASSOCIATION OF ALBERTA - CANADIAN MODEL FOR PROVIDING A SAFE WORKPLACE, VERSION 5.0 EFFECTIVE OCTOBER 8, 2014*** (Canadian Model) regarding the use of alcohol or any narcotic that may impair a worker and affect performance. What does this mean?
 - a. Alcohol - No employee/ worker will demonstrate any signs of impairment by alcohol exceeding the standards set out in chapter 3.1 of the Canadian Model. This will include, and is not limited to, visible signs of impairment through behaviour or physical activity and or the possibility of the odor of alcohol about their person. Arriving at work and demonstrating any possible effects of alcohol from the period prior to work will be considered as impairment and will prevent the employee/ worker from beginning work. It will be the responsibility of the Gypsum Drywall (Southern) Limited supervisor on site to determine impairment initially.
 - b. Narcotics/ Non-Prescription Drugs - No employee/ worker will demonstrate any signs of impairment by drugs exceeding standards set out in the Canadian Model chapter 3.1. This will include, and is not limited to, visible signs of impairment through behaviour or physical activity and or the possibility of the odor of drug use about their person. Arriving at work and demonstrating any possible effects of drug use from the period prior to work will be considered as impairment and will prevent the employee/ worker from beginning work. It will be the responsibility of the Gypsum Drywall (Southern) Limited supervisor on site to determine impairment initially.
 - c. Prescription Medication – As per the GDSDL Orientation Form, employees are required to list any prescription medication they may be taking that may affect performance. Any medications that will cause drowsiness, inattentiveness or affect alertness will result in other activities being found for the worker to be involved in, if possible, or in their removal from site.



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- d. Medical Marijuana – Medical marijuana will fall under the same definition of Prescription Medication. As such any worker using legally prescribed medical marijuana will self identify to their supervisor. Medical marijuana will not be used during the working hours.
 - e. Marijuana products – Use of any non-prescribed marijuana product will not be permitted and will result in dismissal if discovered.
3. Accidents and Incidents where impairment is a possibility- In the event of an accident or incident on site the attending supervisor from Gypsum or from the Client may consider if impairment could be a contributing factor. If there is a suspicion that impairment is potentially a cause of the accident or incident, then the employee/ worker in question may be directed to be tested for impairment. This is not an option and refusal may result in immediate dismissal
4. Testing for impairment – In the event that testing is required, Gypsum Drywall will have already contacted a local service for testing services. The employee/ worker in question will be accompanied to the testing facility or will be accompanied until a testing agency arrives on site for submission of a sample. Any results will be considered for investigation purposes. If results show that an employee/ worker was free of impairment the results will be destroyed. Any results demonstrating impairment may be used in criminal or civil proceedings if necessary and will be retained in a confidential file with the Gypsum Safety Officer.
5. Duty to Accommodate – As per guidelines set out by the government of Alberta, employers must, where possible, ensure a duty to accommodate if a worker is prescribed medication that affects their ability to work. In some cases this is possible; however Duty to Accommodate also gives latitude to the employer that accommodation may not be possible in instances where safety of the worker or other workers may be at risk.
6. Safety is Everyone’s Responsibility – While it may seem OK to look the other way with a fellow employee who was out the night before or was engaging in drug use over the lunch hour, it is not. Possible impairment may result in injury or death and not necessarily to the impaired employee. Employees who are found to be aware of any impairment and who do not report this to their supervisor will be considered culpable and will potentially be prosecuted along with the impaired employee if required.



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Consent to Test for Impairment

1. In an effort to ensure a safe work place Gypsum Drywall (Southern) Limited maintains a policy where workers may be subject to testing for impairment due to drug or alcohol use. Gypsum Drywall (Southern) Limited adheres to standards set out in the Construction Owners Association of Alberta, Canadian Model, regarding impairment during working hours while on site.
2. Workers will be subject to testing under the following conditions:
 - a. Reasonable suspicion of worker impairment by a supervisor or foreman on site
 - b. Involvement in an accident or safety related incident on site
 - c. The Prime Contractor on site may reserve the right to have workers tested in accordance with their respective safety policies
3. Failure to consent to potential testing will result in immediate release as this is a condition of employment.

I, _____, *consent to be subject to drug and*
(print name)
alcohol testing in accordance with Gypsum Drywall (Southern) Limited's
Safety Policy.

WORKER SIGNATURE

DATE

HSE Rep Name and Initial

Date



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Procedure for Requesting a Drug/ Alcohol Test on a Worker

The following steps must be followed when requesting a drug and / or alcohol test for a Gypsum Drywall (Southern) Ltd worker or one of its sub-contractor workers.

Testing may only be requested once the requesting supervisor has determined through inspection or observation that a worker may be under the influence of alcohol or drugs exceeding the allowable tolerances set out in the Canadian Model.

1. Supervisor or Foreman observes or is informed that a worker is suspected of being under the influence of alcohol or drugs. The senior supervisor on site may call for a drug or alcohol test if they are authorized to do so. Authorization will be set out in site specific guidelines. If the senior supervisor on site is not authorized, they will contact the persons authorized as set out in the site specific guidelines. Call for advice if you are unsure.
2. If a worker is involved in an accident involving a moving vehicle or moving machinery on site, they may be subject to drug or alcohol testing. The senior supervisor on site may call for a drug or alcohol test if they are authorized to do so. Authorization will be set out in site specific guidelines. If the senior supervisor on site is not authorized, they will contact the persons authorized as set out in the site specific guidelines. Call for advice if you are unsure.
3. Once a call for testing is made the worker will either be escorted to a testing facility or will be accompanied on site by another Gypsum Drywall employee until a mobile tester arrives. At no point will the worker be left unattended.
4. Once the tester is on site the test will be administered. Results will be available immediately. These results will be communicated to three people within the Gypsum Drywall hierarchy and will in turn be sent downward to the site supervisor.
5. If a worker tests negative they may return to work immediately.
6. If a worker turns in a positive result they will be advised of the disciplinary process that will be administered. Should a worker feel that the results are incorrect they may challenge the results by submitting to another test at their own cost.
7. Requests for testing may be made by the Prime Contractor on site if their safety policy indicates that retain the right to demand testing.
8. Any questions or concerns should be referred to the Gypsum Drywall Safety Officer



Procedure Guidelines for Working Alone Safely

Responsibility

To work alone anytime you must establish a communication link with someone in a position to act as a safe keeper, “**without exception**”. This applies to all employees in all hours of the day and night, seven days a week. During the normal working day your supervisor is your safe keeper and expects to hear from you on a regular basis.

Sub trades must establish their own Work Alone Safe Keeper

During the off hours and on weekends, the after hour supervisor is the safe keeper. A procedure standard as described will provide the effective communication link.

When a worker is working alone it is that individuals’ responsibility to call the after hour supervisor and establish a communication link, and advise the supervisor of his/her present location and pertinent information (e.g. I’m at the shop and working alone the job I am doing is low risk I will call you in three hours).

Risk Level & Call Frequency: (A) High Risk; (B) Moderate Risk; (C) Low Risk

One Hour: The worker feels that his safety is marginal and wishes to maintain communication.

Two Hours: The service technician feels secure, however, there may be some circumstances which a call every two hours needs to be arranged for.

Three Hours: The company policy is that our employee should never be out of touch with someone from the company for more than three hours while working alone

Before the duration of risk level time is up, the individual must call back to the supervisor and either extend the stay at the location (if needed) or if leaving inform supervisor going home.

OR

- The job is completed prior to the next scheduled call in; employee again phones in to the supervisor and advises that he is going home. *“I have completed the job and I am leaving to go home.”*
- When the employee has arrived home or destination, he/she phones once more to the supervisor.



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- If there is no link established by the employee, the supervisor tries his cell number once and with no response. The supervisor will dispatch a second employee to the last call location or contact the customer to confirm the employee's condition.
- If no one can be reached the supervisor must establish a communication link of their own with another staff member explaining the situation and the travel that they are going to do. The search would be traveling to the last destination of the lost employee. Then conduct a search to the next scheduled destination of the lost employee.
- Worst case if an employee cannot be tracked down call emergency service for help with search.
- All communication and action has to be recorded for an assessment of the system and its functionality, and at worst to support the investigation.

Steps in Work Alone Procedure

1. Leaving home for the job, complete with address and estimated time of arrival
2. Have arrived at the job site and have estimated duration and risk level
 - 2.1. Duration of job is:
 - 2.2. Risk Level of job is A. B or C
3. I have completed my work and am dispatching to the next call (address and ETA)
4. The job is being extended beyond the estimated duration originally called in
5. Home safely
6. Call supervisor for emergency help



Abuse Report Form

Complainant Information

Name: _____ Phone # _____

Date of Incident _____ Time of: _____

Alleged Abuser'(s)

Name if known: _____

Co-worker _____ Visitor _____ Other trade _____ Other _____

Give a detailed description of the incident(what happened, what led up to the incident, who else was present, what actions were taken at the time)

Medical attention required Yes _____ No _____

Signature of reporting person _____

Today's Date _____



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Workplace Violence Prevention Policy

- Ref: a. Alberta Occupational Health and Safety Code (390.1), (390.2), (390.3)
b. Alberta Occupational Health and Safety Code {390(1)} {390(2)}

The management of Gypsum Drywall (Southern) Ltd (GDSL) is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to all supervisors, workers, contract workers, suppliers, other trades, visitors and general public etc...

GDSL as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

- ***If involved in a confrontation back away and seek safety, do not fight violence with violence***
- ***Go to a supervisor and advise them of the situation immediately. You will be moved to a safe place. You will be kept away from your assailant***
- ***You may report workplace violence at any time***
- ***Report to a supervisor or contact the Construction Safety Officer at 403.869.2175***

GDSL will receive relevant information and instruction on the contents of the policy and procedures taken at the time of an incident.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats.

- ***If you are threatened or witness workplace violence you have a right to report it.***
- ***Report to a supervisor, any supervisor immediately. Waiting may keep the victim at risk***
- ***If no one is available contact the Construction Safety Officer at 403.869.2175***
- ***If the victim of the workplace is injured or at risk of injury seek help, administer first aid, call 9-1-1***
- ***Be careful not to become a victim while trying to help***



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GDSL will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

- ***Complainant and Defendant will be kept apart***
- ***Statements will be taken from both parties and from all witnesses***
- ***The on-site supervisor will make an initial assessment and contact the Construction Safety Officer to confirm the next steps***
- ***The CSO will confirm the action to be taken or will advise of a different course of action***
- ***Involvement of local law enforcement will be automatic if any injuries are resulting from the violence***

GDSL pledges to respect the privacy of all concerned as much as possible. GDSL will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. GDSL will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Signed: _____
Steve Brown, President

Date:



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Workplace Harassment Prevention Policy

- Ref: a. Alberta Occupational Health and Safety Code (390.4), (390.5), (390.6)
b. Alberta Occupational Health and Safety Code (390.1), (390.2), (390.3)

The management of Gypsum Drywall (Southern) Ltd (GDSL) is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including all supervisors, workers, other contracted workers, other trades, visitors and members of the public.

GDSL as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents or raise concerns. ***GDSL takes the issue of potential harassment at work seriously. All workers will be advised of the policies and procedures during orientation and during annual refresher training. All workers, supervisors, contract workers, visitors and the public are expected to work in a respectful manner free of harassment. Workers may raise concerns knowing that they are free from reprisals when submitting a complaint. All complaints will be investigated, and discipline applied appropriately with results being communicated.***

GDSL will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.



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Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person. ***Anyone on a site may initially take their concerns/ complaint to the senior GDSL representative on site. If that is not appropriate the complainant may contact the Construction Safety Officer at 403.869.2175 or at gypsumsafety@gmail.com***

GDSL will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner. ***GDSL aims for lowest level resolution of complaints where possible. However, thorough and detailed investigation of the complaint will be executed at all applicable levels. If the issue cannot be resolved with the senior GDSL representative on site, the CSO will be brought in to conduct the investigation.***

GDSL pledges to respect the privacy of all concerned as much as possible. GDSL will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

Signed: _____
Steve Brown, President

Date:



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Working with the Public, Visitors and Contract Workers Policy

1. Day to day work will involve interaction with members of the public, visitors to site and working with contract workers. How each of these groups is handled and interacted with is defined below.
2. **Working with the Public** – It is critical that the safety of the public be taken into consideration at all times. When establishing any work areas that may interact with the public the establishment of well signed control zones is the critical. Ensure that any work near the public is well planned and that the plan has been approved by the on site foreman for Gypsum Drywall. All persons employed by Gypsum Drywall will interact with the public in a courteous and professional manner. In the event any public interaction escalates into a possible confrontation, Gypsum Drywall employees will remain calm and back away from the confrontation until the on site foreman or General Contractor intercedes.

Any members of the public visiting a jobsite to see work in progress or inspect work will be the responsibility of the General Contractor or the Developer.

3. **Working with Visitors** – Visitors will be the responsibility of a designated Gypsum employee from arrival until departure. Visits should be arranged in advance so that the visiting party is advised of the required PPE requirements as well as coordinating entry to the site. All visitors to the site will be met by a designated Gypsum employee. Upon arrival all visitors will sign in on site in accordance with the General Contractor's rules. Following that visitors will read and sign the daily Gypsum Hazard Assessment and should be briefed on current site conditions as well as current emergency procedures including alarms and muster points in the event of evacuation. Visitors will be escorted at all times and will be accompanied until they depart site. At no time are visitors to be left on their own to move about site.
4. **Contract Workers** – As has been the long standing policy with Gypsum Drywall, all contract workers and sub-contractors will follow the same orientation procedures and safety rules as all Gypsum Drywall employees. Contract workers and sub-contractors are subject to all applicable rules and procedures as outlined in the Gypsum Drywall Safety Manual without exception.



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Health & Safety Committee

1. In accordance with changes to the Alberta OH&S Act, 1 June 2018, Gypsum Drywall will establish a Health and Safety Committee and will ensure that required Health and Safety Representation is available on all Gypsum Drywall sites.
2. Health & Safety Committee Terms of Reference
 - a. Composition – Committee will be comprised of the CSO, the Senior Foreman and two H&S Representatives (volunteers for a one year term)
 - b. Meetings – The committee will meet twice a year, preferably March and September, schedule permitting
 - c. Reviews – The committee will review any outstanding issues that have been raised through H&S Representatives with the intent of resolving any issues or providing guidance to representatives on how to deal with issues on sites
 - d. Updates – Any updates regarding H&S generated through OH&S or through industry partners will be discussed and pushed out to the field
 - e. Education – The committee will look any opportunity to use educational tools to increase the effectiveness of the H&S policy
3. Health & Safety Representatives – All sites with 5-19 workers for longer than 90 days will have a H&S Representative on site. Sites with 20+ for 90+ days will have a Health and Safety Committee. This will be mandated and controlled by the General Contractor or Prime Contractor. The representative will be available to do the following:
 - a. Promote mutual accountability between workers and the employer
 - b. Promote awareness of all health and safety issues
 - c. Provide support in all H&S issues
 - d. Ensure that all workers are aware of their Right to Know, Right to Participate and Right to Refuse dangerous work
 - e. Review and advise on the development of hazard identification
 - f. Participate in the identification of hazardsDue to the nature of the work force with Gypsum Drywall (15% Gypsum employees/ 85% sub-contractors) all H&S representatives will be Gypsum employees. All foremen will be required to become qualified as H&S representatives.
4. Communications – H&S Committee meeting minutes will be published and distributed through the Foremen to each site. Minutes will be posted on site and will be available for any workers to read. Any updates information related to H&S will be distributed by the CSO to the applicable H&S representatives.

Any communication initiated by a worker regarding H&S issues will be dealt with promptly and will be responded to. It is imperative that workers have faith in the internal H&S system.