

**OCCUPATIONAL HEALTH & SAFETY  
SITE ORIENTATION FOR  
ALL CONTRACTORS**

**Site location  
JLR - 295 West Hunt Club**

Developed: 29 April 2019

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## 1. Project Information

Project Name: JLR – 295 West Hunt Club  
Site Superintendent: Denis Harvey Mobile No. 613 230 0952  
Project Manager: Jason Vaslet Mobile No. 613 793 0590

## 2. Health and Safety Orientation

**All trades entering the site for DCI project must participate in our site specific safety orientation. This will assist you to have a clear understanding of our expectations with respect to health and safety, project-specific requirements and emergency response plan. All contractors are responsible for ensuring that their workers report to DCI's site-superintendent for orientation.**

At the completion of this training session, all workers are required to complete a quiz. This will confirm that you have attended our Health and Safety Orientation program and have agreed to comply by DCI's Health and Safety requirements.

## 3. Injury Prevention

Provide information to employees and contractors on **DCI's** commitment towards accident prevention and their commitment to continuous improvement on workplace safety.

Our Health & Safety Best Practices has been developed to provide the company with continuous improvement and guidance for compliance with applicable agency Regulations. It is our belief that accidents, which injure workers, damage machinery, and destroy material(s) and/or property causes needless personal suffering and expense.

**DCI** is committed to a workplace that is safe and healthy. All employees, from senior management to workers, recognize that we all have a role to play to attain this goal.

We will therefore not allow under any circumstances any deviation from our safety commitment. We will hold all workplace parties accountable for safety infractions.

It is understood that it will take everyone's co-operation and commitment if our goal of a safe and healthy workplace is to be achieved.

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#### **4. Health and Safety Policy**

DCI Group Inc. is committed to providing a safe and healthy workplace for all our employees. Our policy is based on a sincere desire to eliminate personal injuries, occupational illnesses, property and equipment damages. The responsibility for the performance and maintenance of the health and safety program lies with each person within our organization. We recognize that the nature of our work can result in work activities being undertaken on numerous job sites simultaneously and therefore it becomes imperative to standardize workplace best practices.

Senior Management will develop a Health & Safety Best Practice Reference Manual and is to be communicated to our employees. Our goal is an accident and industrial disease free work environment. This will be accomplished by ensuring that safety hazards are recognized and eliminated, safety procedures established, and safety policies developed and maintained.

Supervisors will ensure that employees receive proper training and are made aware of proper workplace procedures. It is the responsibility of the supervisor to observe, enforce and follow-up with each employee regarding workplace best practices.

Every employee, including contractors, must follow the established workplace procedures, comply with all pertinent Regulations, and co-operate in achieving the goal established by this policy.

It is through the actions and co-operation of management, supervisors, employees and sub-trades that we will achieve our goal of providing an accident free workplace for our employees.

*A copy of this signed safety policy can be found in the site office(s).*

#### **5. Emergency Communication Plan**

##### **Purpose:**

To provide information to contractors on the reporting process of all workplace safety injuries, hazards and related safety issues.

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**Policy:**

All contractors are required to follow the communication plan when dealing with workplace safety issues.

**Procedures:**

All workplace safety incidents that result in lost time, medical aid and or near misses are to be reported to DSI's site superintendent immediately.

Emergency Response Procedures:

When an accident or emergency occurs:

- One person should take command and control of the scene.
- The person in control should assign duties to specific personnel.
- Protect the scene from continuous or additional hazards to prevent injury and/or property damage.
- Provide first aid to the injured as soon as possible.
- Ensure that medical aid is provided and call an ambulance if necessary.

**Police: 230-6211**

**Fire: 9-1-1**

**Ambulance: 613-739-1918**

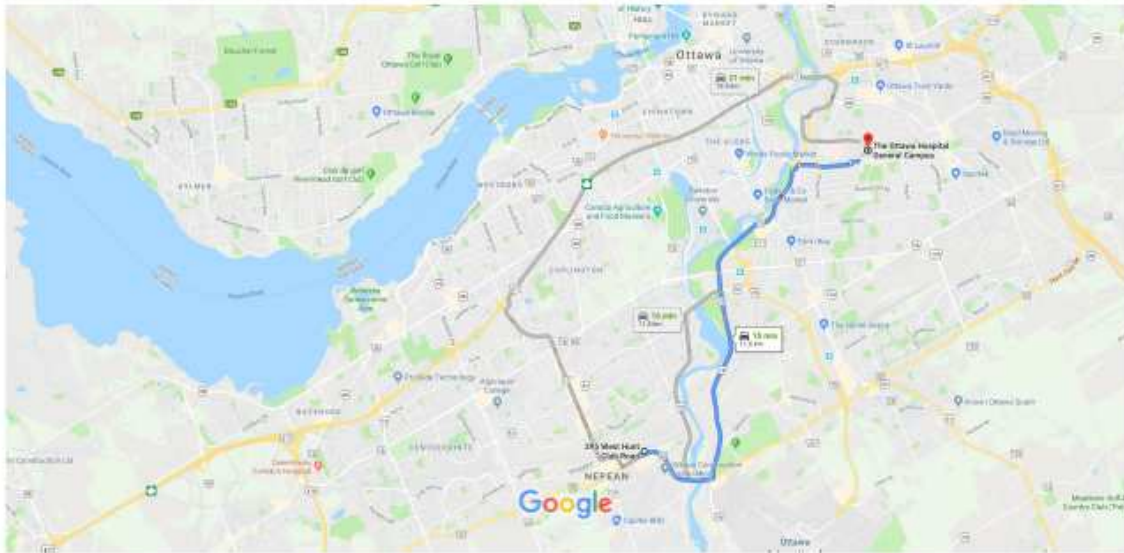
**Life-threatening emergency situation 9-1-1.**

**MOL (Ministry of Labour): 613-228-8050**

- Meet and direct emergency vehicles and/or personnel to the scene.
- Follow-up and find out where the injured person(s) have been taken.
- Notify management so that the next of kin and/or the proper parties can be contacted.
- Protect and isolate the accident scene for any investigation(s) and inspection(s).

Emergency / Hospital location: **Ottawa General Hospital**

Google Maps 295 W Hunt Club Rd, Nepean, ON K2E 1A6 to The Ottawa Hospital General Campus Drive 11.6 km, 15 min



**295 W Hunt Club Rd**

Nepean, ON K2E 1A6

- ↑ 1. Head south on Hunt Club Rd toward Ottawa 32 W  
54 m
- ↶ 2. Turn left at the 1st cross street onto W Hunt Club Rd/Ottawa 32 E  
1.9 km
- ↶ 3. Use the left 2 lanes to turn left onto Riverside Dr/Ottawa Regional Rd 19  
8.0 km
- ↷ 4. Take the exit toward Smyth E  
210 m
- ⤴ 5. Merge onto Smyth Rd/Ottawa Regional Rd 72  
1.2 km
- ↶ 6. Turn left at S Haven Pl  
61 m
- ↷ 7. Turn right onto Ring Rd  
170 m

**The Ottawa Hospital General Campus**

501 Smyth Rd, Ottawa, ON K1H 8L6

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## **6. Health and Safety Policies and Program**

A copy of DCI's Health & Safety Policy and Reference Manual can be found in the main site trailer. This manual includes the basic safety rules and instructions by which you must abide by when working on this project. As the need arises, additional requirements and instructions will be implemented by your supervisor and / or the site-superintendent.

## **7. Occupational Health and Safety Act ("OHSA") and Regulations for Construction Projects**

The OHSA (green book) is available in DCI's site-trailer for your use and review at all times. All workplace parties have the responsibility and obligation to abide by those rules and regulations, established by the Ontario Ministry of Labour ("MOL").

## **8. Roles and Responsibilities**

Constructor duties include, but not limited to;

- Shall ensure that the measures and procedures prescribed in the OHSA and Regulations are carried out on the project.
- Every employer and every worker performing work on the project complies with the OHSA and the Regulations; and
- The health and safety of workers on the project is protected.

*Refer to section 23 of the OHSA for additional duties*

Employer duties include, but not limited to;

- Shall provide the equipment, material and protective devices to ensure that the health and safety of their workers is not at risk from potential or actual danger.
- Shall provide information, instructions, training and competent supervision for their workers.
- Shall take every reasonable precaution for the protection of their workers.

*Refer to section 25 and 26 of the OHSA for additional duties.*

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Supervisors duties include, but not limited to;

- Shall advise his workers of any potential or actual danger to their health and safety.
- Shall provide training and instructions to their workers for the safe procedures to be taken.
- Shall take every reasonable precaution for the protection of their workers.

*Refer to section 27 of the OHSA for additional duties.*

Workers duties include, but not limited to;

- Work in a safe manner at all times.
- Know, understand and comply with the company's occupational health and safety policies.
- Report all work-related accidents, safety hazards and near misses immediately to the respective supervisor.
- Always use proper Personal Protective Equipment (PPE). This includes but is not limited to safety boots, hard hats, safety glasses and fall protective equipment when and where required.
- Participate in Health and Safety Training.
- At no time remove or make ineffective any protective device(s) or guards.
- Workers are not to use or operate equipment without proper training.

*Refer to section 28 of the OHSA for additional duties*

## **9. Occupational Health and Safety Rights**

### **Right-to-Know**

Every worker has the Right-to-know of any potential of actual danger on this project. You have the right to be trained and instructed accordingly.

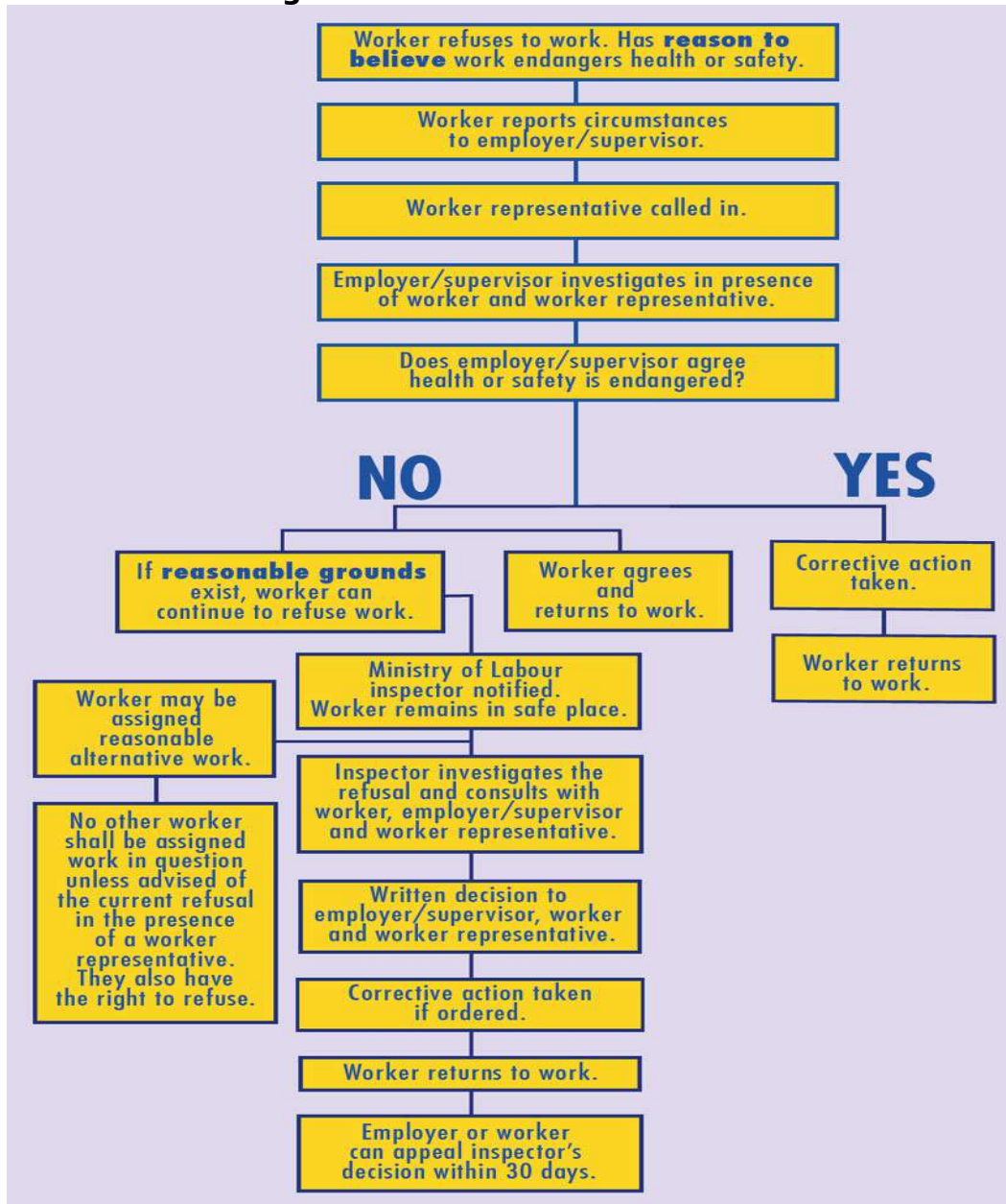
### **Right-to-Participate**

Every worker has the Right to participate in health and safety. In part, this is exercised through the roles and function of the health and safety representative and / or the establishment of a JHSC or WTC.

**Right-to-Refuse**

Every worker has the Right to refuse unsafe work if they feel that the delay in correcting this situation poses immediate danger to their health and safety.

**Right-to-Refuse Work Flow Chart**





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## **10. Safety Representative**

In workplaces, including construction projects, at which the number of workers regularly exceeds five and at which no joint health and safety committee is required, employers or constructors must ensure that workers select a health and safety representative. Like joint health and safety committee members, the representative should be committed to improving health and safety conditions in the workplace.

The health and safety representative is selected by workers at the workplace who do not exercise managerial functions or by the union where the workplace is unionized.

The safety representative is required to inspect the workplace (written checklist format) to identify hazard at the workplace. Our site Superintendent will review and address safety concerns.

## **11. Safety Inspections**

DCI will conduct regular safety inspections on this project. Every Contractor is expected to complete their safety inspections at least every week. DCI reserves the right to request copies of inspection reports for review and record keeping purposes.

## **12. Safety Talks**

DCI is to conduct weekly safety tool box talks in which contractors are expected to attend. The site Superintendent will notify trades of the dates and time accordingly.

Contractors are also expected to conduct weekly tool box talks. DCI reserves the right to request copies of Tool Box Talks for review and record keeping purposes.

## **13. Personal Protective Equipment – CSA approved is a must!**

All workers must use, wear, inspect and maintain their safety equipment. This includes, but not limited to safety boots, hard hat, fall protection and respiratory equipment in accordance to OHSA and Construction Regulations.

Workers not found to be in compliance are subject to disciplinary procedures which can include removal from site.

All workers are required to use and wear proper safety vests at all times if deemed necessary by our site Superintendent.

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#### **14. General Work Practices / Safety Rules**

- Utilize CSA Personal Protective Equipment such as safety boots, safety glasses/shields and hearing protection when operating equipment or tools. No shorts are permitted and workers are to wear shirts at all times while on the job site.
- Proper and suitable clothing will be worn to protect the body against the elements and potential injury.
- Operation of any piece of equipment is prohibited unless properly trained. Always consult with your supervisor.
- Communicate with other workers prior to and during the operation of equipment to ensure they are aware of your actions.
- Communicate potential safety hazards to your safety representative and co-workers. Always eliminate and/or correct the safety hazard where and when possible.
- Horseplay, fighting, alcohol or substance abuse will not be tolerated on the job site. Workers will face disciplinary action.
- Any worker on medication or prescription drug(s) must advise their supervisor(s) of any limitations or restrictions due to their use.
- Equipment is to be properly used for its intended purpose(s) at all times.
- Immediately report and do not use any equipment that has been modified and may create an unsafe risk. Do not use any modified equipment that may pose a safety hazard.
- Report all injuries promptly to your supervisor. Contractors are expected to notify DCI's site-superintendent as soon as possible.
- Personal listening devices which require "ear phones" are prohibited on the construction site. All other personal listening devices must be limited as to not interfere with other workers or safety.
- Workers found urinating on site and not using the provided lavatories is subject to immediate disciplinary action.

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**15. Electrical, machinery, tool safety**

- Electrical equipment or circuits are to be handled only by qualified and authorized personnel.
- Use of mechanical equipment is prohibited unless that worker has received proper training.
- “Danger” or “lock out” tags placed on machinery or equipment must not be removed. Machines must be shut down and locked out prior to cleaning, oiling, adjusting or repairing.
- All defective tools or equipment are to be removed from work sites and reported immediately to the supervisor.
- Only qualified personnel or representatives are to repair machinery, tools or electrical equipment.
- All electrically powered tools or any power driven apparatus must have an attendant when in operation. An operator must not be distracted when using any piece of equipment or machinery.
- Safety guards must be in place on all machinery when in operation.
- Electrical contractors will be responsible for providing DCI’s site-superintendent with locking and tagging procedures prior to the commencement of any electrical work and / or repair.

**16. First-Aid**

- Should an accident occur, it is imperative that a person qualified in first aid administer immediate medical attention to be followed by proper professional medical treatment where warranted.
- First-Aid Kit will be available located at DCI’s site trailer.
- There will be a person certified in first-aid available on this project at all times. Each contractor is expected to have a qualified first aider with accompanied first-aid kit.
- There is an eye wash station located in DCI’s site-trailer for you use.
- Each First Aid Kit will contain an Injury Treatment Record sheet. Any use of the First Aid Kit will be recorded. The record will include details

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of the injury, injured person's name, date and time of treatment, and the name of the person administering treatment.

### **17. Housekeeping, Storage and Tool Maintenance**

- Materials and equipment must be stored, moved, piled and transported in a manner that will not endanger workers or property.
- Waste material and debris shall not be stored in areas of access and egress. Waste material and debris must be carried, lowered in proper containers or deposited in a proper disposal chute.
- Material(s) to be lifted by crane or other such hoist device shall not be stored under overhead power lines.
- Defective tools are to be tagged, removed from the work site and repaired or disposed of as soon as possible.
- Contractors are to provide copies of SDS sheets for controlled products expected to be used on our site. A SDS binder will be kept in DCI's site-trailer for your reference and use.

### **18. Working at Heights**

**As of April 1, 2015, all employers must ensure workers complete a "Working at Heights" training program that has been approved by the MOL Chief Prevention Officer and delivered by an approved training provider before they can work at heights.**

**It is the policy of DCI that all persons on our projects, regardless of trade will have a valid Working at Heights card dated within three years. Any worker not holding a Working at Heights card will be asked to leave the work site. No exemptions.**

DCI reserves the right to request proper documentation from any worker on this project for record keeping purposes. Worker who have not completed or are unable to produce the appropriate training documentation(s) will be asked to leave the site accordingly.

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## 19. Ladder Safety

- **For construction purposes, only ladders bearing the CSA certification label (grade 1, 1A, or 1AA can be used.**
- Ladders are to be tied or held prior to usage.
- The rungs and base of the ladder are to be clear of any debris, ice, mud or any other substance at all times.
- It is recommended to maintain a three-point contact at all times when either climbing or descending a ladder. This includes one hand and two feet or two hands and one foot.
- Workers must avoid over reaching and/or leaning when performing work on a ladder.
- It is recommended to always face the ladder when ascending or descending.
- The footing base of the ladder must be secure and solid.
- Ladders shall have rungs spaced at 300 millimetres (1 foot) on centres/ and have rails at least 300 millimetres (1 foot) apart.
- Ladders are to be erected one metre out for every three or four metres up.
- Ladders must never be used near live electrical conductors and equipment.
- Any and all ladders damaged in any manner or form is to be immediately removed from the worksite.
- When a step-ladder is being used as a self-supporting unit, the legs must be fully-spread and the spreader locked.

**Step Ladder Safety**



**Stepladder**

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## 20. Guardrails

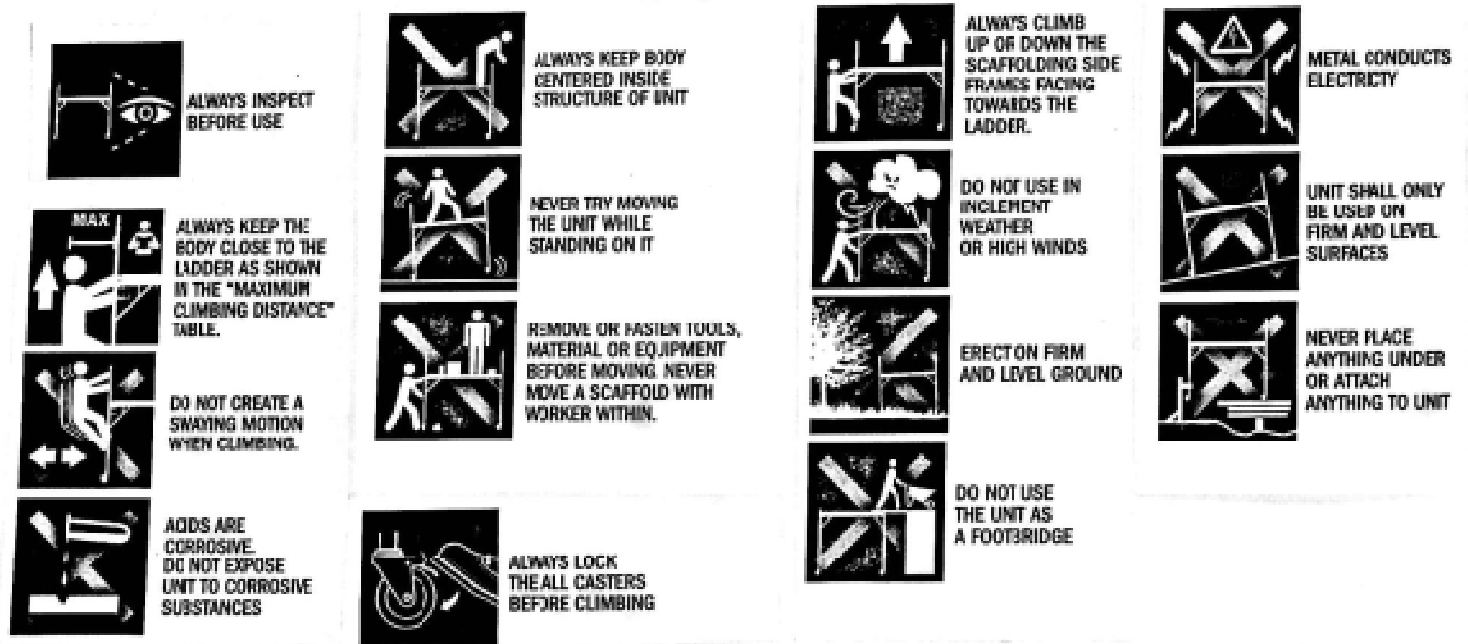
- Guardrail(s) are required when a worker has access to the perimeter or open side of a floor, roof, platform or bridge when exposed to a fall of 2.4 metres (8 feet) or more.
- Guardrails are to be constructed in accordance to the requirements of the OHSA and regulations for construction projects.

## 21. Scaffold Work Platforms (Section 126-136 of the Construction Regulations describe work platforms)

- Contractors using scaffolding must be competent and trained in its proper use. Scaffolding platforms must be fully planked at heights of 2.4 metres (8 feet) or greater. Have open edges protected by guardrails and be provided with a means of access.
- When a scaffold's height exceeds three times its smaller base dimension, secure the scaffold to a building or structure.
- Scaffold mounted on castors or wheels must be equipped with a braking device for each wheel. Brakes must be used and locked when in use.
- No scaffold mounted on castors or wheels that has a scaffold platform more than 2.4 metres (8 feet) in height shall be moved with a worker on it unless the worker is wearing a full body harness as part of the fall arrest system and it is attached to a fixed support. The scaffold must be moved on a firm level surface.
- Scaffolding must be used in accordance to the requirements of the OHSA and regulations for construction projects.

### Baker Scaffolding (CSA Approved Only)

- Do not put boxes, ladders, or any other equipment on a baker's scaffold to gain additional heights.
- Install proper guardrails over 2.4 metres (8 feet).
- The rating capacity of the scaffold will bear the weight placed on it.
- All required components are in place and are compatible with one another.
- NEVER 'skate' the baker when you are on it! Get down; move it; lock the wheels; use it.



## 22. Fire Protection

- Precautions must be taken at all times to prevent any outbreak of fire on the worksite. Fire extinguishers must be readily accessible, properly maintained, regularly inspected, promptly refilled after use.
- The locations of fire extinguishers are clearly identified on this project. There is a fully charged ABC fire extinguisher in DCI's site-trailer.

Extinguisher(s) have a very short duration of discharge, usually less than 60 seconds.



To use an extinguisher;

**When using a fire extinguisher (P.A.S.S.)**

- ✓ **P**ull the pin
- ✓ **A**im the nozzle at the base of the fire
- ✓ **S**queeze or pump the handle
- ✓ **S**weep from side to side at the base of the flame

- Categories of fire extinguishing

**Class "A"** Fires involving ordinary combustible material, such as wood, paper and textiles where a quenching cooling effect is required.

**Class "B"** Flammable liquid and gas fires, such as oil, gasoline, paint and grease where oxygen exclusion or flame-interruption is essential.

**Class "C"** Fires involving electrical wiring and equipment where a non-conductivity agent is crucial.



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### 23. Elevated Work Platforms

This is often referred to as Power Elevating Work Platforms (PEWPs). It includes but is not limited to such equipment as scissor-lifts, off-slab powered platforms and zoom booms.

- Contractors and their workers using PEWP's must refer to the operating manual for specific limitations and safety operating instructions.

### 24. Working Scheduled Hours

Regular working hours on this project are 7am am to 3:30 pm. Monday to Friday. If any worker (contractor) plans on working off scheduled hours, it must be cleared in writing by DCI's site-superintendent.

### 25. Disciplinary Policy

**1<sup>st</sup> (first)** written warning for *minor infractions*. Minor safety infraction includes a minor violation under the company's health and safety rules, and / or the OSHA and its Regulations that does not endanger the welfare of the worker or others.

**2<sup>nd</sup> (second)** written warning will be given to a worker whose safety infraction is *serious in nature* or in follow-up to the 1<sup>st</sup> (first) warning. A serious safety infraction includes a safety violation under the company's Health and Safety rules, and or the OSHA and its Regulation(s), that would have likely directly endangered the worker and/or others.

**3<sup>rd</sup> (third)** written warning will be given to a worker with a mandatory suspension or termination if the;

- a) safety infraction is a follow-up to a the 2<sup>nd</sup> (second) Warning;
- b) safety infraction is life threatening to the worker or others.

The supervisor and / or site-superintendent will complete the "Safety Caution Warning Slip". A copy will be given to the worker and office for record keeping purposes.

## Safety Caution Warning Slip

<b>WORKERS NAME:</b>			<b>PROJECT SITE:</b>		
<b>Is worker a sub-trade?</b>	<input type="checkbox"/> <b>yes</b>	<input type="checkbox"/> <b>no</b>	<b>If yes, which company:</b>		
<input type="checkbox"/> <b>FIRST Warning</b>		<input type="checkbox"/> <b>SECOND Warning</b>		<input type="checkbox"/> <b>THIRD Warning</b>	
<b>ITEM:</b>   					
<b>Date:</b>		<b>Time:</b>		<b>Copy to:</b>	
<b>Name of person completing this report:</b>					
<b>OTHER COMMENTS</b>   					
<b>Reviewed by</b>			<b>Signature:</b>		<b>Date:</b>

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## **26. Workplace Harassment and Violence**

There is zero tolerance for workplace harassment and violence. Any related concerns or occurrences must be immediately reported to your supervisor and disciplinary actions will be taken. Proper reporting and record keeping must be implemented in this matter. External resources may be involved if required.

## **27. Alcohol and Drugs**

There is zero tolerance for the consumption of alcohol and other non-prescribed drugs on this project, or working under the influence of such. Should anyone appear to be subject to the above mentioned, DCI reserves the right for immediate expulsion from this project.

## **28. Delivery Vehicles**

Every effort will be made to organise site access for vehicle deliveries. In the event that a vehicle / delivery truck needs to back-up in reverse a competent signaller must be present and proper communication procedures established. If no signaller is present the vehicle shall not back-up.

Beware of overhead power-lines and position trucks away from them. Make sure that designated areas for loading, unloading, and storage are away from overhead power-lines.

## **29. Project Layout**

- Parking is available on the street at worker's and contractor's expense.
- Main project Access and Egress points must be kept clear at all times.
- Contractors are responsible for providing their workers with a lunch area.

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- Contractors and their workers must provide their workers with potable water. There is a potable drinking water readily accessible in DCI's site trailer for your use.
  - There are lavatory facilities located beside the main site trailer side of the project. These facilities are serviced on a regular basis for your accommodation. Workers are expected to keep the lavatories clean after use.

### **30. Controlled Product Storage**

In the event of an emergency, such as a fire, we must be aware of the materials and hazardous products located on the project. Therefore, every contractor must have a designated area for storage purposes. This area must be reported to DCI's site-superintendent for record keeping purposes.

### **31. Emergency Response Plan**

You must familiarize yourself with the emergency plan, by reviewing it regularly. A copy is posted on the health and safety board in DCI's site-trailer.

Air horns are to be located at each floor. Three (3) short blasts it means that a worker needs medical assistance. One long blast means evacuate the floor and building. The muster (meeting point) will be outside \_\_\_\_\_.

### **32. Site-Specific Hazards**

Your supervisor has the responsibility to inform you of any or actual danger on this project, by providing you with the safe instructions and procedures.

Please refer to DCI's health and safety board in the site trailer and / or additional reports for reference and acknowledgment of any hazards on this project.

### **33. Reversing Vehicles**

When it is necessary to move a vehicle, it is important that everyone understands exactly what is being done. This will ensure the safety of everyone involved in the operation. There should be no confusion about the hand signals to be used. Make sure workers involved understand who is directing the move and the procedures to be followed. Review all the hazards associated with this particular move and the precautions taken to minimize them.

It is also very important to designate one guide so there is no confusion in the signalling procedures.



### 34. Heat Stress

Each contractor is responsible to monitor the temperature and humidity levels for their workers. It is recommended that when temperature with humidity reach 40c plus, contractors should evaluate the conditions with their workers and where required work may be suspended as needed.

Suggested way to control heat stress:

- Give workers frequent breaks in cool areas as needed.
- Schedule hot jobs for cooler parts of the day.
- Be aware of the symptoms Watch out for heat-stress symptoms in yourself and your co-workers.
- Drink water. One cup of cool water every 20 minutes even if you're not thirsty.

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- Avoid certain drinks. Avoid tea, coffee, and alcohol.
  - Know your personal risk factors. Any of the following conditions could increase your risk for heat-related illness: excessive weight, poor physical condition, previous heat illnesses, older age, heart disease, high blood pressure, recent illness, medication.

### RECOGNIZE THE SYMPTOMS

<b>Heat rash</b>	- red blotches and itchiness when skin is damp
<b>Heat cramps</b>	- spasms in back, leg, and arm muscles
<b>Heat exhaustion</b>	- weakness  - difficulty continuing work  - headache  - breathlessness,  - nausea or vomiting  - feeling faint or actually fainting
<b>Heat stroke</b>	- confusion  - irrational behaviour  - loss of consciousness  - convulsions  - lack of sweating  - hot and dry skin  - high body temperature
<b>WARNING: HEAT STROKE REQUIRES IMMEDIATE MEDICAL ATTENTION. CALL 911.</b>	

## Safety Orientation Quiz

True / False

1.	<input type="checkbox"/>	<input type="checkbox"/>	Ladders must NOT be CSA rated on site.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Proper safety boots and hard hats are NOT required on site.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Never remove protective guards on equipment while in use.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Report safety hazards / concerns immediately to my supervisor.
5.	<input type="checkbox"/>	<input type="checkbox"/>	When using scissor lift (or zoom boom) workers must always use their fall protection equipment and anchored to an acceptable anchor point.
6.	<input type="checkbox"/>	<input type="checkbox"/>	Never walk behind a moving vehicle without first making eye contact with the driver.
7.	<input type="checkbox"/>	<input type="checkbox"/>	When climbing up or down a ladder, always face the ladder and maintain three-point contact.
8.	<input type="checkbox"/>	<input type="checkbox"/>	You are allowed to step on the top of a step ladder.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Ladders must be secured top and bottom to prevent the ladder from slipping.
10.	<input type="checkbox"/>	<input type="checkbox"/>	"Baker" scaffold wheels must be locked when in use.
11.	<input type="checkbox"/>	<input type="checkbox"/>	Only qualified electrician are authorised to repair electrical equipment.
12.	<input type="checkbox"/>	<input type="checkbox"/>	Where a worker is exposed to a fall of 2.4 metres (8 feet) or more, proper guardrails are required.
13.	<input type="checkbox"/>	<input type="checkbox"/>	Good housekeeping reduces the risk slips, trips and falling hazards.
14.	<input type="checkbox"/>	<input type="checkbox"/>	Damaged electrical extension cords must be removed from site and all electrical cords / tools must be properly grounded.
15.	<input type="checkbox"/>	<input type="checkbox"/>	Proper eye protection is to be worn when a worker is exposed to eye injury.
16.	<input type="checkbox"/>	<input type="checkbox"/>	Proper guardrails must be installed whenever workers are exposed to the risk of a falling.
17.	<input type="checkbox"/>	<input type="checkbox"/>	Personal radios or similar music listening devices are not allowed on site.
18.	<input type="checkbox"/>	<input type="checkbox"/>	There is a zero tolerance for workplace violence and harassment.

Employee / Contractor's Confirmation of Receipt and Understanding. I have read and understand the orientation and site rules.

Worker's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Worker's Signature: \_\_\_\_\_ Company: \_\_\_\_\_

**For DCI Group Inc. Use Only:**

The supervisor and / or the site-superintendent acknowledge that I have reviewed the safety procedures with the above named worker and in my opinion this employee has an understanding of safety best practices.

Supervisor and / or site-superintendent Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Retain a copy of this Acknowledgment for record keeping purposes.