

**Arborwood Tree Service Inc.
Health and Safety Policy Statement**

Arborwood Tree Service Inc. is committed to the health and safety of its employees and their protection from injury or occupational disease is a major continuing objective. As the employer of Arborwood Tree Service Inc. I give you my personal promise that every reasonable precaution will be taken for the protection of workers and acknowledge that the company is ultimately responsible for worker health and safety.

Supervisors must ensure that workers under their supervision work in compliance with established safe work practices and procedures and that all machinery and equipment are safe for operation.

Adequate training in each specific work task will be provided so that workers are equipped to protect their health and safety. Every worker must protect his or her own health and safety by working in compliance with the Occupational Health and Safety Act and with the safe work practices and procedures established by the company.

We recognize that a safe work environment can be established and sustained only through a united effort by all employees and that the assistance of each person is required. Your attitude and cooperation in promoting accident prevention will assist in achieving our goals and make our company a place where employees share in its general growth and success. Commitment to health and safety must form an integral part of this organization, from the owner to the workers.

Signed: _____ Date: _____
Andrew Hordyk, President

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Arborwood Health & Safety Code

Safety Coordinator – Travis Spoelstra (905-961-3534)

Arborwood is an organization that is committed to achieving **zero injuries** in the work place

All safety related concerns **MUST** be reported to the safety coordinator immediately.

All injuries **MUST** be reported to safety coordinator immediately and Form 7 for WSIB and accident report for our files to be filled out the same day.

Employees are required to abide by the guidelines for safety set forth in the latest revision of “Arborist Industry Safe Work Practices” and the Ontario Health and Safety Act as it applies to the arboriculture industry. (copies of these documents can be found in the employee manual & shop)

The complete Safety Policies and Procedures for Arborwood Tree Service can be found in the employee manual.

Emergency Contact number

Emergency Services – 911

Poison Control – 1-800-268-9017

Environmental Spill Reporting – 1-800-268-6060

Local Fire Department – 905-957-3346

Local Police – 905-945-2211

Right to refuse unsafe work

All employees working for Arborwood Tree Service Inc. have the right to refuse unsafe work, including but not limited to

- Assigned work that is not in accordance with the Arborwood Tree Service Health and Safety Policy and procedures.
- Any task that places an employee or any other person at risk, or jeopardizes their safety and well being.
- Any task of which proper training has not been provided.

Personal Conduct

All persons are responsible for understanding their responsibilities, and to adhere to the Health and Safety procedures. It is important to understand and adhere to personal conduct guidelines as specified below to ensure the well being of all persons working for and with Arborwood Tree Service Inc. employees.

- Always wear personal protective equipment as required.
- Do not participate in horseplay, or any action that is perceived to be negative (ex fighting)
- Do not operate any equipment without proper training and authorization.
- Ensure a clean and sanitary work environment. Take necessary procedures to clean all equipment and vehicles as needed.
- Use of drugs or alcohol while working is strictly prohibited at all times. (prescription drugs may be used as prescribed provided it does not affect the abilities to perform duties)
- Failure to comply can result in immediate dismissal from site and in addition may result in disciplinary action, up to and including termination of employment.

Safety Requirements

- All production employees will be issued and required to wear the following safety equipment (PPE) at all times:
- Hard hat or safety helmet
- Eye protection
- Hearing protection (any time you are working near or operating chainsaws, chippers, blowers or any other loud equipment)
- Chainsaw protective chaps or pants (any time you are using a chainsaw)
- Spray technicians will be provided with a respirator, rubber boots, protective liquid proof outerwear and rubber gloves, where appropriate.
- NOTE: When performing any chemical mixing or application, the appropriate personal protective equipment (PPE) shall be used as described on the product label, including a hard hat and eye protection.
- All production employees are required to supply and wear CSA approved steel toe boots.
- All issued equipment is the property of Arborwood Tree Service. The employee is responsible for the equipment issued to him/her. Any equipment that is lost or damaged, other than through normal wear and tear must be replaced by the employee or the cost will be deducted from his/her pay.
- Employees are required to abide by the guidelines for safety set forth in the latest revision of “Arborist Industry Safe Work Practices” and the Ontario Health and Safety Act as it applies to the arboriculture industry. Copies of these documents are included with this manual.
- Arborwood Tree Service management/supervisors can complete impromptu inspections of safety equipment at any time.
- Strict compliance with our safety program is absolutely required by everyone.
- Do not work or bring any equipment within 10 feet of an energized overhead power line unless you are trained in line clearance tree trimming and your supervisor specifically authorizes you to perform the work.

Accidents and reporting

- All accidents must be reported immediately to a supervisor or manager.
- A report will need to be filled out lining the incident, and the hazards surrounding the accident.
- A first aid certified person will assist the injury/illness and report accordingly.
- An Investigation may be completed to ensure the accuracy of the report and to understand the cause and/or flag the hazard. An investigation consist of the following information
 - Gathering and analyzing information, such as cause, and conditions work site where injury/illness too place.
 - Ensuring proper first aid procedures were in place.
 - Ensuring similar work has been put on hold until corrective action has been set in place.
 - Explain the corrective procedures.
 - Ensure all necessary actions are in effect.

Return to work Policy

Arborwood Tree Service Inc. is committed to providing a healthy and safe workplace. Prevention of occupational illness / injury is a continuing objective. Andrew Hordyk, (President), will be fair and consistent in managing occupational illness/injury.

Arborwood will take all reasonable steps to return ill / injured employees to work as soon as possible. Only work that is suitable and productive to Arborwood and consistent with the functional abilities of ill / injured employees will be considered.

Arborwood Tree Service Inc. and its employees are committed to cooperating and participating in the return to work program.

Notification from a physician is required stating that an employee has been cleared to return to work prior to the employees return. If the employee is able to return to work, however has written documentation that they cannot complete their daily duties as outlined, the employee may be required to complete modified duties/schedule.

Tools, Equipment and Vehicle Maintenance.

Employees are responsible for

- Inspecting all tools prior to use.
- If a tool is found defective, or unsafe it should be removed from service and report to supervisor or manager immediately.
- Reporting any vehicle issues, ex: Check engine light
- Ensuring tools and vehicles have proper fuel/power
- Reporting any issues that may cause a hazard to operator or persons on site.
- Report all tool, equipment, or vehicle damage immediately.

Supervisors are responsible for

- Ensuring all equipment is maintained and functional.
- Removing any tool found to be unsafe and reporting it to a Manager for repair/replacement.
- Ensuring regular schedule maintenances are completed in a timely manner.
- Respond to any reports of malfunctioning/unsafe tools or equipment.
- Ensure vehicles have been inspected and have updated necessary testing and licensing.
- Report all tool, equipment, or vehicle damage immediately.

Managers' responsibilities.

- Remove all unsafe tools and equipment from inventory that are deemed unsafe.
- Investigate all usage of unsafe or defective tools and equipment.
- Ensuring that proper replacements/repairs are made to all necessary tools and equipment.
- Renew all licenses and insurance as needed for all vehicles.
- Report all tool, equipment, or vehicle damage immediately.
- Suring all work requiring licensed is completed by a licensed technician.

Work place inspections

In accordance to the workplace inspection guild lines, Arborwood Tree Service Inc. will complete a work place inspection noting all potential hazards in and around the workplace. Inspections will be completed monthly and posted on the Health and safety board in the shop.

Employees are responsible and encouraged to report any concerns or potential hazards within the work place to their Health and Safety representative as soon as possible to have them added to the inspection and rectified immediately.

Onsite inspections should occur at every job location and will be completed by the crew leader.

Key Responsibilities

The Manager

1. Provide a safe and healthy workplace.
2. Establish and maintain a health and safety program.
3. Ensure that workers are properly trained.
4. Ensure that protective equipment, safety materials, and first aid supplies are provided.
5. Instruct forepersons in the work practices required by law and by the program, and ensure that they are followed.
6. Report accidents and injuries to authorities as required by law.
7. Provide medical/first aid facilities.
8. Provide workers with health and safety information.
9. Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.
10. Provide the motivation and resources necessary to make the program work.
11. Ensure that operations comply with both the law and the program.
12. Demonstrate commitment to accident prevention.
13. Consider accident prevention and safety performance when evaluating employees, especially supervisors.

Key Responsibilities continued.**Supervisor/Foreman**

1. Be responsible for on-site accident prevention and ensure that the program is carried out at a work level.
2. Report and investigate accidents and injuries to Andrew and take action to prevent recurrence.
3. Monitor safety behavior and performance of each person on the crew.
4. Ensure that protective equipment required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use.
5. Instruct personnel in proper work practices and update instruction as needed.
6. Check work practices and work areas for hazards and take corrective action where required.
7. Consult with the health and safety representative.
8. Acquaint the new worker with hazards and safe work procedures.

Key Responsibilities continued.**Workers**

1. Work in accordance with the safety program.
2. Work in a manner that will not endanger anyone.
3. Report unsafe situations.
4. Comply with the *Occupational Health and Safety Act* and all relevant regulations.
5. Report injury or illness immediately.
6. Help new employees recognize job hazards and follow proper procedures.
7. In some cases, participate in joint health and safety committees.

Health and Safety Representative

1. Inspect the workplace and identify situations that may be a source of danger.
2. Make recommendations to the employer.
3. Investigate and help deal with work refusals.
4. Assist in accident investigations.