**Untitled Newfoundland Project**

**Construction/Scenic safety procedures and policies**

Safety is our number one priority. In addition to company policies, all construction/scenic shops and construction sites will comply with the OHS Act and the appropriate regulations. This includes but is not limited to all Locations and sound stages. All hazards or injuries shall be reported to the workers immediate supervisor for response and resolution. Safety meetings should take place weekly, or anytime a new work procedure is introduced. All workers are required to sign attendance sheets. Electronic distribution of safety information is acceptable.

**Supervisors have established and will enforce policies and procedures in compliance with OHSA. General policies and guidelines have been established for the following:  
  
-**Emergency Action Plans

-establishing 213/91 perimeters

-Electrical equipment

-Tool lock out procedures

-MSDS updating policies

-Noise policy

-IAQ (indoor air quality) and dust control

-Fire Lanes

-General Housekeeping

**Emergency Action Plans**

Supervisors will brief workers on all Action Plans including but not limited to:  
Emergency evacuation/muster station  
WAH Elevated platform rescue  
Hazard/accident reporting  
Periodic review of procedures   
  
**Establishing 213/91 perimeters**  
  
In the interest of compliance, protection, and productivity, It is permissible at the discretion of the Supervisor, to establish non-transgression zones around a Project by way of a defined barrier. Access must be controlled with proper signage to notify workers they are entering a construction site, and that proper PPE must be worn.   
  
**Electrical**

All electrical equipment will be inspected daily to ensure operational standards and location. Deficient machinery will be removed (locked out as required) from service until replaced or repaired.

**Tool lock out procedure**

Supervisor shall be notified of malfunctioning tools (including ladders) which will be removed from service or locked out using approved devices upon recognition of fault. Tools should be marked with green tape and a brief description of the fault and the name of the operator. The tool is to be placed in the “broken tool” bin if applicable for repair.

**MSDS/SDS**

Safety Data Sheets are available at the main first aid station and JHSC office. SDS information will updated and filed accordingly as new products are introduced. Digital SDS information is available at MySDS.com

**Noise Policy**

Excessive noise can produce hearing loss over time. It is recommended to use proper PPE when exposed to noise and efforts should be made during break periods and lunch periods to silence operating machines that are not required during these periods. Personal ear buds used to listen to music/phone calls while working is not recommended, but if deemed necessary, volume levels must be monitored to ensure situational awareness is maintained for potential hazards. Personal music playing must take into consideration fellow workers music taste and volume level tolerance.

**IAQ (Indoor Air Quality)**

Machines and devices used to shape, sand, cut, and mill material must be connected to adequate dust/fume (welding) extraction systems to mitigate particle migration. Proper ventilation and downdraft tables to extract contaminated air to atmosphere are recommended when using solvents etc. Proper PPE must always be used when exposure to dust or airborne contamination is likely. Dust collectors and equipment must be checked frequently during the day to maintain maximum efficiency and emptied/cleaned as required. It is recommended dust collectors also be emptied/inspected at the end of each workday to ensure no fire hazard exists. All saw dust should be collected in garbage bags and disposed of properly to preserve IAQ.   
  
**Fire Lanes**  
  
All Fire Lanes will be kept in accordance with NFPA 140 requiring a minimum of 44” clearway to approved egress.

**General Housekeeping**

All workers will maintain clear pathways to and from equipment and clean areas as required. All material will be safely stacked and secured. Garbage cans will be strategically located within the shop and emptied regularly. It is recommended that food waste be deposited in dedicated waste containers to ensure proper disposal and emptied daily to mitigate smell and unwanted critters.  
Sweeping compounds (Dust Bane or similar products) will be used at all times when sweeping floors to help reduce dust exposure, Housekeeping is everyone’s responsibility.