



Ready Mixed Concrete
Association of Ontario



EMPLOYEE GUIDELINES TO HEALTH & SAFETY

EMPLOYEE GUIDELINES TO HEALTH & SAFETY

FOREWORD

The information presented here is, to the best of our knowledge, current at the time of printing and is intended for general application and distribution to Concrete Ontario members. This publication is to be used as a guideline only. It is not intended for replacement of government regulations, or practices and procedures wholly applicable under every circumstance. If in doubt of any practice, procedure and/or policy it is your responsibility to check with your company supervisor.

This document should be used with the Company's Policy and Procedural manual.

"NO JOB IS SO IMPORTANT THAT WE CANNOT TAKE TIME TO DO IT SAFELY"

Revised August 2017

RMCAO CODE OF CONDUCT

As members of the Ready Mixed Concrete Association of Ontario, we agree to the following:

1. To operate and comply to the RMCAO By-Laws 06/93,
2. To operate and comply to the RMCAO Audit and Check List for Concrete/Mobile Mix Production Facilities,
3. To adhere to the Best Management Practices (BMP) relating to quality products:
 - a) We will only produce and deliver concrete that meets specification parameters.
 - b) We will not add air-entrainment to non air-entrained concrete.
 - c) We will only supply and sell concrete and concrete products as a complete package.
 - d) We will not sell or deliver concrete that has been incorrectly specified.
 - e) We will only accept concrete tests that are done correctly.
 - f) We will only use quality materials in the manufacture of concrete.



Ready Mixed Concrete
Association of Ontario

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Please keep in truck at all times.

CONCRETE ONTARIO HEALTH & SAFETY POLICY

Concrete Ontario is fully committed to establishing and maintaining a safe and healthy work environment throughout the operations of its members that will meet/or exceed all legislative requirements according to Ontario Occupational Health and Safety Act and Regulations.

Concrete Ontario will operate in an environment where “doing a job right is the safe way” and will strive to cultivate a proactive consciousness in all members and a sense of personal responsibility in the efforts to prevent accidental loss and maintain a healthy environment.

In keeping with this commitment, the Concrete Ontario Health and Safety Policy include the following principals:

- Owners and other persons (constructors) have the responsibility to ensure that all work places on job sites operate in a manner that complies with *Ontario Occupational Health & Safety Act and Regulations*.
- Management has the responsibility for preventing occupational accidents, injuries and illnesses. This responsibility extends through all levels of management.
- All employees have a personal responsibility to work safely and contribute to the achievement of a high level of performance in production, delivery and safety.
- Management and supervision are responsible for ensuring that safe and healthy working practices and procedures are established, and that all employees receive the orientation, training and retraining required to enable them to safely perform the work they are assigned.

In addition, Concrete Ontario members’ employees are requested to report any situations or examples of unsafe concrete delivery practices or procedures on job sites to their company representatives.

Safety is a day-to-day responsibility of every owner, manager, supervisor and employee. Through a well-managed and committed effort we will succeed in maintaining a safe and healthy workplace, which will benefit all.

We are proud to be a member of Concrete Ontario.

CONCRETE ONTARIO JOB SAFE POLICY

1. *No contractor chutes will be added.*
2. *Concrete trucks will go no closer than 1 metre (minimum) distance from excavation/ramp edge.*
3. *Ramps must be built to a minimum quality.*
4. *Trucks will not be placed in situations where they will be towed (soil conditions).*
5. *Signalers are required - contractor supplied.*

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SAFETY

I) RESPONSIBILITIES

The Employer

Is responsible for the establishment of safety policies and procedures and the enforcement thereof.

The Employer

Shall ensure that:

- 1) Measures and procedures required by the Ontario Occupational Health and Safety (OH&S) Act are carried out.
- 2) Employees and contractors comply with the OH&S Act and Regulations.
- 3) The health and safety of everyone is protected by adhering to the policies and procedures set out in this booklet.

Supervisors

Shall ensure that:

- 1) Employees and contractors work in a manner with the protective devices, measures and procedures required by the OH&S Act and Regulations.
- 2) Employees and contractors use or wear the equipment, protective devices or clothing that the employer requires.
- 3) The health and safety of everyone is protected by adhering to the policy and procedures set out in this booklet.
- 4) All accidents are reported, properly investigated and recorded.

Workers and Sub-Contractors

Shall:

- 1) Work in compliance with the provisions of the OH&S Act and Regulations.
- 2) Use or wear the equipment, protective devices, or clothing that the employer requires.
- 3) Report to the employer or supervisor any problem with equipment that may endanger personnel.
- 4) Report to the employer or supervisor any contravention of the OH&S Act, Regulations or hazard on the job of which they are aware.
- 5) Never work in a manner that may endanger anyone.
- 6) Never engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct on the project.
- 7) Never use or be under the influence of alcohol or non-prescriptive drugs while on any job site or while in control of a company vehicle or piece of equipment.
- 8) When in doubt, ask for information or direction from the supervisor.
- 9) Report all accidents no matter how minor.
- 10) Wear only prescribed ear protection and no stereo equipment will be allowed (i.e. iPod).

II) HEALTH AND SAFETY ORGANIZATION

It is recommended that companies give consideration to the following committees as per OH&S Act.

Senior Management Health and Safety Committee

- 1) The committee members will include all senior management.
- 2) The committee will oversee all health and safety related issues and establish all the safety policies and procedures for the company.

Vehicle Accident Review Committee

- 1) To review all vehicle accidents from all sources to decide if the accident was preventable or non-preventable by the employee involved.
- 2) The committee's decision may or may not affect the driver's safety award.
- 3) Employees have the right to appeal a decision of the committee.

Health and Safety Committee

A health and safety committee will be maintained in each area of the company to further assist in promoting workplace health and safety.

Safety Department

- 1) Responsible to management to provide the company with a loss control program.
- 2) To advise and support management in the forming of and implementation of company Safety Policies and Procedures and the carrying out of these policies.

Workplace Safety and Insurance Act

The Workplace Safety and Insurance Act covers all workers in Ontario and is administered by the Workplace Safety and Insurance Board. The act provides protection for workers injured as a result of a work-related accident or for certain job related industrial diseases.

The reporting of an accident does not however automatically make it a valid claim. The Board reserves the right to investigate and judge the validity of a claim and may either accept or reject any claim.

The Act States that in all Cases of Injury

The Employer Shall:

- 1) Make sure that first aid is given immediately, in accordance with the Regulations.
- 2) Record the first aid treatment or advice given to the worker.
- 3) Complete and give to the worker a "*Functional Abilities Form for Timely Return to Work*" and have them sign a "*Worker's Claim/Consent Form*" if medical treatment is required.
- 4) Provide immediate transportation to a hospital, or a doctor's office, or the worker's home, if necessary.
- 5) Submit to the Board, within three days of learning of an accident, an Employer's Report of Accident Injury/Industrial Diseases (Form 7) and any other information that may be requested.
- 6) Pay full normal wages for the day of work related to injury.

The Worker Shall:

- 1) Promptly obtain first aid.
- 2) Immediately notify the employer of an injury requiring health care and obtain a *“Functional Abilities Form for Timely Return to Work.”*
- 3) Have the Medical Practitioner complete the form and promptly return it to your Employer.
- 4) Choose a doctor or other qualified practitioner, with the understanding that a change of doctor cannot be made without permission of the Board.
- 5) Communicate and co-operate with the Employer for a timely and safe return to work.
- 6) Complete and promptly return all report forms requested by the Board.

III) GENERAL SAFETY RULES

Backing Up

This procedure applies to all personnel operating company owned or rented vehicles and equipment where backing is required.

- 1) Whenever possible, routes should be planned, and vehicles should be parked so that backing can be avoided.
- 2) When a vehicle must be backed, the operator should do so with care.
- 3) A single operator should go to the rear of his/her vehicle and ensure that all is clear before moving. Special care should be exercised when backing into or out of any garage or other building.
- 4) A signaler must be supplied by the contractor for project on-site delivery.
- 5) He/she must also maintain visual contact with the operator while the vehicle is in motion.
- 6) The signaler must continue his/her directions to the vehicle operator until the vehicle is brought to a complete stop.
- 7) If the operator of the vehicle loses sight of the signaler while backing up, the vehicle must immediately be brought to a stop and remain stopped until visual contact with the guide is re-established.
- 8) Before backing a vehicle, activate the four-way flashers and sound the horn (two short blasts) as an added warning. The horn should be sounded just prior to vehicle motion.

Fire Protection

- 1) Prevention is the best way to fight a fire, however in the event of a fire every employee should know what to do.
- 2) You should know where the fire protection equipment is located, and you should also know how to operate it.
- 3) Where necessary you should also know how to evacuate a building in an emergency.

Handling Hot Material

Suitable protective devices shall be used when handling hot materials.

Lifting

- 1) When lifting any equipment or material do not subject yourself to strain.
- 2) Where a heavy load or object must be handled, use mechanical equipment where possible, otherwise get help.
- 3) Lift with your legs, not with your back. If you do not know proper lifting procedures, ask your supervisors.
- 4) Do not lift loads with a jerking motion, but slowly and steadily.
- 5) Do not carry a load you cannot see over.



Handling Mixer Chutes

- 1) Watch for pinch points.
- 2) Use proper lifting practices – lift from edges not the ends.
- 3) Do not let contractor or other handle chutes.
- 4) Do not let contractor add chutes.
- 5) Use manufacturer's recommendations for chute numbers and configuration.

Parking

- 1) Employees shall not park their vehicles in work areas.
- 2) Trucks and equipment parked overnight or over the weekend shall be suitably protected or immobilized so as to prevent their being started up or moved by children or vandals.

Approved Personal Protective Equipment

Every worker shall wear such approved protective clothing and use such personal protective equipment or devices as are necessary to protect the worker against the hazards to which the worker may be exposed.

- Hard Hats
 - Safety Boots
 - Eye Protection
 - Respiratory Equipment
 - Hearing Protection
 - Reflective Vests
- 1) All safety equipment shall meet the appropriate CSA or ANSI Standards.
 - 2) Supervisors and managers shall see that such equipment is used without exception.
 - 3) Employees shall use approved personal protective equipment where and when required.

Head Protection

- 1) Never wear a safety hat without properly adjusted suspension. This would reduce or eliminate its protective capabilities.
- 2) Do not tamper with the hard hats in any way that will weaken or reduce their effectiveness. For example; do not paint, drill ventilating hole, etc.

Foot Protection

- 1) Ankle high safety boots with adequate treads must be worn.
- 2) Grade 1 toe protection with sole protection in accordance with Canadian Standards Association Standards Z195-M1984 is required.
- 3) They must be properly laced up and clothing should be worn over the top of the boot to prevent foreign particles and liquids from falling inside the boot.

Eye Protection

- 1) Where an employee is exposed to potential eye injury, they shall wear eye protection appropriate to the circumstances.
- 2) Always use the eye protection appropriate for the job.
- 3) It is the employee's responsibility to keep their personal eye protection clean and serviceable.
- 4) Defective eye protection must not be used.

Hand Protection

- 1) Appropriate gloves should be worn when required.
- 2) Gloves can provide some protection from burns, also reduce cuts, scrapes, and abrasions.
- 3) Do not assume that gloves will protect your hands one hundred percent.
- 4) Defective gloves must be replaced.

Hearing Protection

- 1) The supervisor will specify which type of hearing protection is appropriate.
- 2) Hearing protection must be properly cleaned and maintained.
- 3) Defective hearing protection is not to be used.

Respiratory Protection

- 1) Respiratory protection must be worn under circumstances that present a danger to the employee's health and safety through inhalation of a foreign substance or vapour.
- 2) The Employee required to wear this equipment must be medically fit.

Clothing

Employees shall wear shirts with sleeves and long pants at all times. Muscle shirts or tank tops are not allowed.

Refueling & Servicing

- 1) Oiling and servicing shall be done only when the equipment (e.g. truck, loader, conveyor, etc.) is shut off.

- 2) When refueling the driver or operator will remain with the unit.
- 3) Smoking and other sources of ignition shall be extinguished prior to refueling.
- 4) If a spill should occur, your immediate supervisor should be notified immediately for instruction.

Company Vehicles and Equipment

- 1) When operating company owned or rented vehicles or equipment, no person shall be allowed in the cab other than the operator, unless authorized to do so by the supervisor.
- 2) All employees are required to wear seat belts when driving or riding in a company vehicle.
- 3) All employees who drive or operate company vehicles or equipment will be required to have a valid driver's license and a driver's abstract showing a good driving record.

IV) SAFE OPERATING PROCEDURES

Personal Appearance and Conduct

- 1) One of the primary concerns in good public relations is "Road Courtesy." A Company's image is made for better or worse by the actions of their drivers on the road. Drivers should set an example of road courtesy worthy of being emulated by others, regardless of the action of other highway users.
- 2) Whether or not good service is rendered depends upon the condition of the equipment and the knowledge of the Operator. If the employee operates his or her equipment with safety and skill, then good service will be easily maintained.
- 3) Personal appearance is important to the customer and a must for the employee. A clean, neat, properly attired employee will create a favorable impression and make it easier to deal with the customer.
- 4) Customers expect to be treated with courtesy and respect.
- 5) Fellow employees are to be treated with respect. Under no circumstance will profane or abusive language be tolerated.
- 6) No dishonesty, theft, false reports or willful or careless damage to company equipment or facilities will be tolerated.
- 7) Horseplay, running, fighting, etc., could result in serious injury or damage and will not be tolerated.
- 8) Employees are to refrain from partaking of any intoxicant or narcotic while on duty or for eight hours prior to reporting for duty. Employees are not to report for work if still under the effects of intoxicants or narcotics regardless of the number of elapsed hours.
- 9) Possession of firearms, alcohol, narcotics or other intoxicants on company time or property will not be tolerated.

Driver Requirements

- 1) Drivers are expected to exercise defensive, professional driving habits and practices. All employees are expected to work in a safe manner at all times.
- 2) Employees operating company vehicles are required to maintain current, valid and applicable operators' licenses for the province in which they are employed.
- 3) All employees are expected to observe all safety regulations and other legal requirements (whether Federal, Provincial, Municipal) regarding operation and maintenance of motor vehicles and equipment.

- 4) Be alert and considerate of the slow, overly cautious driver. Use your air horn only when absolutely necessary. Avoid applying your brakes quickly and cutting in sharply when passing.
- 5) When two or more vehicles are traveling in the same direction on a street or highway, they will travel in the right lane and maintain a minimum distance of 200 feet. This following distance will be increased if conditions warrant.
- 6) All damage to vehicles and equipment must be immediately reported to your Supervisor in order for him or her to protect you and the company from damages.
- 7) All cases of personal injury, no matter how slight, must be immediately reported to your Supervisor.
- 8) Many customers also have safety and security regulations, which must be adhered to.

Care and Maintenance of Equipment

- 1) Drivers are to ensure, before operating a vehicle, that all equipment is properly serviced for fuel, oil, water, lights, tires and safety equipment and that such items are checked before leaving the branch and upon return at the end of the shift. When on long hauls, drivers are to check tires and load security at reasonable intervals during the trip.
- 2) Employees must never tamper, for any reason, with pressure relief valves on hydraulic equipment.
- 3) When an en-route breakdown occurs, all precautions must be taken to place the vehicle so that it does not constitute or create a possible safety hazard. Safety triangles must be placed in accordance with legislation. Hazard warning lights must be used.
- 4) All refueling of diesel powered vehicles or equipment must be done at the end of each shift, to prevent condensation problems. While refueling a truck the driver will remain with his or her unit.
- 5) Trucks with automatic transmissions must have fluid level checked at end of shift.
- 6) Trucks with air brakes must have their air tanks drained upon completion of the shift to avoid moisture build up in the system.

Equipment Operation

- 1) Idling is hard on an engine and must be kept to a minimum. Observe warm-up and cool-down periods. If it is necessary to stop or park a vehicle for periods over five minutes, turn the engine off unless carrying product.
- 2) Unauthorized use of company vehicles, equipment or facilities is not permitted.
- 3) No person shall be allowed to ride on company vehicles while it is in motion.
- 4) Unauthorized passengers are not allowed in company vehicles.
- 5) Pushing of any kind with a company vehicle is not permitted except in the presence of the Supervisor, Manager or his/her designate.
- 6) All employees are required to wear seat belts when driving or riding in a company vehicle.
- 7) If an employee must leave a vehicle unattended for any reason, the vehicle must be shut down and the ignition key removed.
- 8) Good housekeeping is required on all trucks, inside and outside, and on all company equipment, property and facilities.
- 9) It is the driver's responsibility to keep the inside of the cab clean and ensure that there is no storage of materials in the cab.
- 10) Keep windshields and door windows clean at all times.
- 11) Insure that drum is properly washed out.

- 12) Insure that all water lines are drained thoroughly.
- 13) Three-point contact must be maintained at all times when using ladders, getting in or out of vehicle cab or on and off the rear of the vehicle. Avoid jumping down from the vehicle.

Personal Protective Equipment

- 1) All personal protective equipment issued to the employee by the company is the personal responsibility of the employee. He or she must ensure that it is kept in a safe and clean condition at all times.
- 2) Approved CSA Green Patch high-cut (above ankle) safety boots must be worn at all times.
- 3) Approved safety boots, reflective vests and hard hats **MUST** be worn on all company property and any job site.

Yard Conduct

- 1) If an employee is in doubt about the safety of the working environment, he or she is to immediately contact their Supervisor for instructions.
- 2) Speed in the yard must not exceed 20 km.
- 3) The truck driver is to remain with truck when loading.
- 4) Insure that return concrete is disposed of in a designated area as authorized by dispatch.
- 5) If you are the next truck to be loaded, move up to the pre-load area to indicate to dispatch who is the next truck to be loaded.

Slips and Falls

Proper care must be taken to prevent slips and falls. This includes climbing or checking ground or walking surfaces for hazards such as mud, oil, grease, uneven frozen ground, etc.

Site Conduct

- 1) Be aware of surroundings and all equipment when delivering to concrete pumps, conveyors or cranes.
- 2) Avoid backing up. If required, back up with extreme caution and always with a signaler. If you strike something with your vehicle, report the details at once.
- 3) Be certain that there is clearance room before driving a vehicle through any opening or near buildings or equipment.
- 4) Use horn where visibility is obstructed.
- 5) When delivering to site, check the following:
 - a. Wait for signaler to back up.
 - b. Overhead clearances such as wires, building projection, proximity to concrete pumps etc.
 - i. Electrical clearances have been established according to conductor voltage. No object shall be brought closer to an energized conductor of voltage as set out in the regulation as minimum distances [750 to 150,000 volts(3m), over 150,000 volts to 250,000 volts(4.5m) and over 250,000 volts(6m)]
- 6) Level and stability of ground.
- 7) Make certain that no one is behind, and that the way is clear, before backing up. Must use proper radio codes when arriving and leaving job sites.
- 8) When at a job site stay in communication with dispatch so that they know what is happening at all times for truck scheduling.

- 9) Driver shall not stand directly under overhead loads.
- 10) Wash down of concrete mixers is only permitted in contractor-designated environmental wash down/out areas and is not permitted into municipal storm drains or catch basins.

Smoking









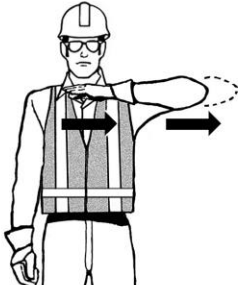


- 1) All employees must be aware that smoking in an enclosed work space is prohibited by Ontario law. This includes the truck cab or indoor spaces.
- 2) Smoking is not permitted at any company fuel pump or any area designated as non-smoking. Smoking is not permitted while working with or around any flammable material such as solvents or cleaning materials.

Cellular Phones, Smartphones and Texting

- 1) All employees must be aware that the use of any electronic cell phones, smart phones or texting while driving is prohibited by Ontario law.

On Road Conduct

- 1) When delivering to site check route to ensure that all bridges and underpasses are of sufficient height to allow unimpeded access.
- 2) All highway traffic laws, speed limits, and regulations must be obeyed at all times.
- 3) All infractions of the Highway Traffic Act shall be the sole responsibility of the driver and must be reported to your supervisor.
- 4) All trailer drivers must hook up airlines before backing under trailers.
- 5) Fog always creates a dangerous condition. When traveling in fog, remember that quick stopping is dangerous, both for you and other vehicles.
- 6) Approach intersections, curves, and other places where visibility is limited with extreme caution. In such cases, the speed limit is measured not in M.P.H/K.P.H., but in speeds, which are prudent under all circumstances. Never override your vision.
- 7) Keep all equipment, both interior and exterior clean and in good appearance.
- 8) No stopping for breaks while truck is loaded.

READY MIX Driver Handsignals			2008
			
Head In	Back In	Back Up	
			
Pull Forward	Stop	Raise Chute	
			
Lower Chute	Start pouring	Stop Pouring	
		NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS	
Lock or Unlock Chute	Slow Down Drum		

Truck Washing Procedures

At Concrete Facility:

Proper handling of these solutions and material is imperative to avoid serious injury from exposure to the product.

When using these products ensure that an acid resistant container is used and that it is properly labeled as per the WHMIS regulations. When diluting with water add the acid to the water in a controlled manner. Never add water to the acid, this will cause the acid to boil over and it could explode and spray onto people in the area.

Proper personal protective equipment is required at all times when working with or being around this product. Protect your eyes and skin. Run off containing Hydrochloric acid should never be allowed to enter any natural water course, sanitary sewers or storm sewers. Hydrochloric acid is toxic to fish and wildlife.

- 1) Ensure truck is in designated area.
- 2) Eye protection-splash resistant chemical goggles.
- 3) Skin protection-wear impervious protective clothing, including boots, gloves, apron or full body suit.
- 4) Respiratory protection- chemical cartridge respirator or gas mask with canister.
- 5) When acid is removed from storage area, ensure container has a proper work place label.
- 6) Ensure eye wash station is close to handling area.
- 7) Acid will be applied to your truck by brush only.
- 8) Always be aware of other employees around your truck.
- 9) Know proper first-aid treatment, in case of emergency.
- 10) When you are finished washing your truck, clean protective equipment with clean water, to prevent acid residue.
- 11) If an employee is uncertain about any of these procedures, check with your supervisor.

At Project:

- 1) Be sure to only wash out at a contractor designated area.
- 2) Be sure that no concrete materials or runoff is discharged into or near any storm sewer, catch basins, rivers or streams.

Scaffolds and Ladders

- 1) No scaffolds are to be erected or used without supervisory authorization.
- 2) Where overhead work is being done, the danger area below should be roped off or barricaded and signs posted in conspicuous locations indicating "Danger-People Working Overhead."
- 3) All scaffolds should be equipped with handrails and toe boards.
- 4) Overhead work should be planned carefully with the supervisor and all employees involved, anticipating any hazards, and arranging all necessary safety precautions, including wearing of safety harnesses.
- 5) If there is a danger of falling debris, in addition to the warning signs a person wearing proper personal protective equipment must be stationed below to ensure no one enters the danger area.
- 6) Ladders with any defect should never be used but should be replaced. They should not be painted, as this will cover up defects. They should be equipped with safety feet in good condition and placed on a firm surface.
- 7) The base of a ladder should be placed approximately 25% of its length away from the base of the structure to be mounted.

- 8) Make sure that the ladder is long enough for the job. If not, take the time to get a new one that is. The top rung of the ladder should never be lower than waist height.
- 9) Ladders longer than 12 feet should be carried by two people. When carrying a short ladder, raise the front end to prevent striking someone in front of you.
- 10) Do not over-reach. You should not reach more than one arm's length in either direction. If necessary, move the ladder.
- 11) Nothing should be carried in the hand while climbing a ladder. Materials should be hoisted after reaching the top or attached to your belt.
- 12) Always face the ladder when climbing or descending. *See sections 78 through 84 of the Regulations for Construction Projects made under the Occupational Health and Safety Act.*

Sub-Contractors

The safety practices of this company shall apply to all employees of sub-contractors working on our projects.

Trenches and Excavation

- 1) All vertical side trenches exceeding 1.2m (four feet) in depth are to be shored.
- 2) Stay 1 meter (minimum) away from excavation edge.

Designated Substances

The Ministry of Labour has special regulations for many hazardous substances in the work place such as Silica, Lead, Asbestos, etc. Special reference should be made to these "*Designated Substance Regulations.*"

V) HOURS OF WORK

- 1) The hours of work regulations place limits on the number of hour's commercial drivers can operate. Its purpose is to reduce the potential for a driver to operate a commercial vehicle while tired.
- 2) Drivers are required to maintain daily logs and carriers are required to maintain records, which include copies of daily logs. Both have a legal responsibility to ensure that the number of hours permitted are not exceeded.
**Note - A daily log could be an official log book or a time sheet or time card that records drivers' hours of work.*
- 3) It applies to drivers and operators of commercial vehicles, which have a registered gross weight greater than 4,500kgs. (9,920 lbs.)

Major Provisions

Driving Hours

After accumulating thirteen (13) hours of driving time in a twenty-four (24) hour period, drivers cannot drive a commercial motor vehicle again until they have taken at least eight consecutive hours of off-duty time.

On Duty Time

After accumulating fourteen (14) hours of on-duty time in a twenty-four (24) hour period, drivers cannot drive a commercial motor vehicle again until they have taken at least eight (8) consecutive hours of off-duty time.

Work Shift

After accumulating fourteen (14) hours of on-duty time plus two (2) hours of off duty time (total sixteen hours) in a twenty-four (24) hour period, drivers cannot drive a commercial motor vehicle again until they have taken at least eight (8) consecutive hours of off-duty time.

Off-Duty Time

A driver shall take at least ten (10) hours of off-duty time in a day (twenty-four hours).

Eight (8) hours of the off-duty time must be consecutive and the remaining two (2) hours of off-duty time may be distributed throughout the day in blocks of not less than thirty minutes each. The additional two (2) hours of off-duty time may be added to the eight (8) consecutive hour's off-duty time, however cannot form part of it (8+2=10 hours).

Cycles

There are two cycles of work days permitted under the regulations. The operator (company) will designate which cycle the driver will operate under:

Cycle One: seventy hours in seven days. A driver following this cycle shall not drive again in that cycle after accumulating seventy hours of on-duty time during any period of seven days.

Cycle Two: one hundred and twenty hours in fourteen days. A driver following this cycle shall not drive again in that cycle after accumulating one hundred and twenty hours of on-duty time during any period of fourteen days and must take at least twenty-four hours of off-duty time upon reaching the seventieth hour.

A driver must indicate in their log book which cycle they are following.

Mandatory twenty-four hours off-duty time

A driver shall not drive unless the driver has taken at least twenty-four consecutive hours of off-duty time in the preceding fourteen days.

Documents to be carried

A daily log completed up to the time at which the last change in the driver's duty status occurred.

A copy of the record required to be kept by the operator (if exempt from log book requirements) for the preceding fourteen days.

VI) SAFE DRIVING PRACTICES

Protect Your Vision

- 1) Look ahead to where you will be at *least* 15 seconds from now.
- 2) 15-second-eye-lead time provides advanced warning of impending danger and gives you an additional margin of safety.
- 3) Use improved eye-lead time for safer, more efficient, more economical driving.

Get the Total Picture

- 1) While glancing ahead don't forget the sides and the rear. Constantly update your information.
- 2) Eliminate vision barriers by establishing proper following distance. Stay far enough behind vehicles to obtain the visibility required to make *your own* decisions.

Scan Your Field of Vision

- 1) Keep your eyes moving at least every two seconds.
- 2) Check your mirrors every five to eight seconds.

Maintain a Space Cushion

- 1) When possible, surround your vehicle with space.
- 2) Choose the clearest legal lane, and adjust speed accordingly, to maintain the space cushion.
- 3) If you lose part of the cushion, work to keep at least the front open.

Be Visible

- 1) Detect the presence of potential danger *early*. Send your warnings as soon as you think they will be recognized – not too soon or too late.
- 2) Get eye contact by using the warning devices on your vehicle.
- 3) Don't take eye contact for granted. Be sure your warnings are heeded.
- 4) Eye contact is insurance against the unexpected.

Accident Procedures

- 1) In the case of an accident the driver should contact the Branch, notify your supervisor immediately, asking them to notify appropriate authorities.
- 2) All precautions must be taken to place the vehicle so that it does not constitute or create a possible safety hazard. Safety triangles must be placed in accordance with local legislation. Hazard warning lights must be used.
- 3) Help anyone injured.
- 4) Do not move equipment until instructed to do so by authorities.
- 5) Obtain names and addresses of witnesses. If names are refused record license numbers.
- 6) Do not sign or make statements to anyone except the company's investigator or the investigating police.
- 7) Do not admit to responsibility or agree to pay for anything.
- 8) Do not allow the tachometer card (if equipped) to be removed by anyone but the police. If this card is removed by the police, have it signed by the officer with the time and date.

Personal Injury

Where a personal work injury has occurred, notify your supervisor immediately. When the injury requires professional medical attention, a report for the Workplace Safety and Insurance Board (W.S.I.B.) has to be completed. Failure to notify the WSIB could result in the claim being disallowed.

Emergency Procedures

Each location has specific Emergency Response Procedures. Please make yourself aware, through your site manager, supervisor or coworkers, what specific emergency procedures apply to your location. Your ability to react quickly in an organized, knowledgeable manner will have a dramatic effect on the outcome of any accident.

First Aid

First Aid is the emergency measure required to:

- 1) Save lives.
- 2) Prevent further injury.
- 3) Ease pain and discomfort until qualified medical assistance is obtained, where needed.

Value of First Aid Training

- 1) In an emergency, your First Aid knowledge and skill may mean the difference between life and death, temporary or permanent disability.
- 2) The training provides guidelines for what to do and what not to do.
- 3) By identifying your responsibilities and instructing you in how to take charge in an emergency, First Aid training promotes confidence.
- 4) First Aid training increases safety awareness through instruction in the causes, the effects and the prevention of accidents.

The First Aider

The most important piece of equipment at the scene of an accident is the human brain. With training it can react, with imagination, it can invent, with its compassion it helps.

Fire






If a fire occurs in your vehicle and/or the fire extinguisher has to be used, you will report the incident to your supervisor. Regardless of how little the extinguisher is used, it shall be handed in after use for recharging to the workshop and a replacement obtained.

Maintenance

- 1) Only authorized personnel should be allowed to carry out any maintenance operations.
- 2) No employee should be allowed to work alone under conditions that are known to be hazardous.
- 3) Do not work on running vehicles inside a garage unless garage doors are fastened open or an effective system of exhaust is available.
- 4) Do not use gasoline for cleaning or washing down equipment. Special cleaning fluid will be provided for this work.
- 5) Under no circumstances should maintenance be done on any raised equipment without adequate blocking.
- 6) Do not remove any guard except for repairing, oiling, or adjusting a machine. This work will not be done while equipment is in motion.
Remember, the job is not finished until the guards have been replaced.
- 7) Before doing any repair or maintenance work on any machine, lock the control switch off and keep the key in your pocket. When a fellow worker already locks a machine, remember the only protection you have is your own padlock.
- 8) Never undertake any cleaning or adjustments on the inside of a moving belt.
- 9) Pipe extensions should not be used on wrenches to loosen tight nuts or pipe fittings - use a large wrench. If the largest wrench will not loosen the nut or fitting, consult your supervisor.

- 10) Always stop the machine (dead still) and lock disconnection switch off and try starter button before removing the guard.
- 11) Before starting any motor, make sure that no one is in a position where he or she would be injured by machinery, which the motor drives.
- 12) Do not make any repairs to any machinery until all moving or elevated parts or suspended loads are blocked so that there is no possibility of anyone getting caught or injured.
- 13) Before placing the repaired equipment in service, see that all safeguards are in place and check to make sure that everything is in order and the area cleaned up.
- 14) Before disconnecting oil lines equalize pressure within cylinders and release any air supercharge on hydraulic reservoir.
- 15) Eye and face protection and gloves must be worn when filling batteries.
- 16) Hands should be washed immediately following filling.

The following procedures are general in nature, which can apply to any site or situation:

Emergency Procedures	
1 	TAKE COMMAND Assign the following duties to specific personnel.
2 	PROVIDE PROTECTION Protect the accident scene from continuing or further hazards - for instance, traffic, operating machinery, fire or live wires.
3 	GIVE FIRST AID Give first aid to the injured as soon as possible. Information on basic first aid is included in this manual.
4 	CALL AN AMBULANCE Call an ambulance and any other emergency services required. In some locales, dialing 911 puts you in touch with all emergency services.
5 	GUIDE THE AMBULANCE Meet and direct the ambulance to the accident scene.
6 	GET NAME OF HOSPITAL For follow-up, find out where the injured is being taken.
7 	ADVISE MANAGEMENT Inform senior management. They can then contact relatives, notify authorities, and start procedures for reporting and investigating the accident.
8 	ISOLATE THE ACCIDENT SCENE Barricade, rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

Compressed Air and Steam

- 1) Check splices and connections in air hoses each day and report unsafe conditions at once.
- 2) Eye protection must be worn when using compressed air or steam.
- 3) Steam and compressed air hose connections must be fastened to a nipple by two clamps. As an additional precaution, the hose must be wired to the nipple as well as clamped.
- 4) Never, under any conditions use compressed air to clean your clothes or any part of your body.

Equipment and Tools

- 1) Keep tools, equipment and materials orderly; there should be a place for everything and everything in its place.
- 2) Never use tools or equipment with defective or worn parts.
- 3) Tools with “mushroomed” heads are dangerous and must be replaced or re-ground.
- 4) Do not carry sharp-edged or pointed tools in your pockets.
- 5) Use tools only for the purpose for which they are intended; for example, do not use a wrench as a hammer or a screwdriver as a chisel.
- 6) All portable power tools must be equipped with a three-wire cable and a three-pronged plug and be properly grounded or be of an approved double-insulated type.
- 7) Never place any tools or other loose objects on stairways, catwalks, top of ladders or any other position where they can cause someone to trip or fall and injure someone below.
- 8) Do not drop or throw tools or other materials from ladders or any other height.
- 9) Never start any machine or equipment of any kind unless you are trained and authorized to do so. No unauthorized riders should be permitted on any mobile equipment.
- 10) Before you start any machine, be sure you know how to stop it in case of emergency. If in doubt, ask your supervisor.
- 11) Before starting any machine, which might endanger other people, be sure that proper warning signals have been given, acknowledged, and understood.
- 12) Always be sure that all guards are securely in place and properly adjusted before starting or operating any machinery or equipment. If a guard has been left off, notify the supervisor immediately.
- 13) Never block, leave open, or otherwise render inoperative any protective guard devices.
- 14) If you think a guard unsafe, or find a dangerous machine without guards, notify your supervisor. It has been proven impossible to install permanent guards on all equipment quickly, but there is no excuse for not having adequate temporary guards in place before starting machinery.

Confined Space Entry

Lives have been lost through lack of knowledge or thought in entering enclosures or a confined area such as a tank, trench, bin, manhole, pit, silo, etc. Some of the hazards are from the presence of toxic or flammable gases or vapours, insufficiency of oxygen, heat, or entrapment in dry bulk materials.

Before any entry is attempted the following rules must be complied with:

- 1) No person shall enter a confined space unless:
 - a) An easy egress from the space is provided.
 - b) Mechanical equipment in the space is disconnected from its power source and locked out.
 - c) All pipes and supply lines are blocked off.

- 2) Before a person is permitted to enter a confined space, it must be tested and found free from the following hazards, or precautions must be taken to protect against the hazard:
 - a) Toxic gas or other material
 - b) Flammable vapours
 - c) Oxygen excess
- 3) Oxygen deficiency
- 4) A written permanent record of the test of the space must be made. This record must give the name of the responsible person performing the tests, the nature of the tests and the results.
- 5) After completion of the tests, approval and authorization must be received from the maintenance manager or senior supervisor before entry is made.
- 6) During the entry, an employee who has been instructed in emergency procedures must be stationed at the outside of the confined space and provided with any necessary rescue equipment. A person adequately trained in artificial respiration must be conveniently available where a possibility of respiratory hazard exists.
- 7) Where a hazard exists in a confined space, entry may only be made after precautions approved by the Manager, Occupational Health & Safety have been adopted.

Entering Mobile Equipment Bodies

Prior to entering:

- 1) Disengage PTO
- 2) Set parking brake
- 3) Place transmission in neutral
- 4) Turn off ignition
- 5) Remove key and place in pocket of person entering equipment body
- 6) Ensure all Lockout/Tagout procedures are followed and confirmed
- 7) Place a sign on steering wheel stating "Person in body – do not attempt to start"
- 8) When entering partially loaded body, release pressure on drum before entering
- 9) Install blocking or bracing to prevent movement or falling as appropriate.

Only the person working inside the body may remove the sign or the lockout/tagout device. If this individual cannot be located, consult a supervisor before attempting to operate the vehicle. Before operating any ready mix vehicle, verify that the body is vacant and that all access doors are closed and latched.

Lockout/Tagout

In order to avoid accidental startup of equipment undergoing maintenance, the following procedure must be adhered to:

Electrical Lockout

All electrically powered equipment must be disconnected from all power sources before any maintenance work commences.

Plug in type equipment must be unplugged and plug lock used.

Permanently connected equipment must be locked out at the piece of equipment being worked on and at the main distribution panel.

Approved padlocks must be used to lockout switch boxes and each lock must be tagged stating the equipment and maintenance personnel involved.

Each lock should only have one key that is to be held by the person locking out the equipment. If more than one person works on the same equipment, each must place a lock and tag on the equipment.

Maintenance engineer will retain a master key for all locks and only after fully satisfying himself that it is safe to remove a lock, will he allow its use. After appropriate lockouts have been made, the start buttons should be activated to ensure the equipment has been isolated. A log of all lockouts must be maintained indicating equipment, personnel and nature of lockout. This log is to be kept in the maintenance office.

Mechanical Lockout

- 1) All equipment must be checked, blocked or otherwise secured to prevent movement or rollover before work commences.
- 2) All valves must be closed and locked shut.
- 3) All pipe work must be blanked at joints above and below worked area.
- 4) All locks and blanking must be tagged and logged.

Hoisting

- 1) Employees are forbidden to work on a hoist in a raised position unless it is properly blocked.
- 2) Crane, shovels, draglines and other such equipment must be kept a sufficient distance from power lines so that no portion of the equipment or rigging can come within 3 meters of the power line.
- 3) All operators will be licensed under all applicable laws.
- 4) When loading into concrete bucket, driver should not position themselves between truck and bucket. Stay in a clear position until bucket is firmly on the ground.

Housekeeping

- 1) Shops, yards, plants, office, job sites and work areas shall be kept neat and orderly at all times.
- 2) You are responsible for the housekeeping in your work area – keep it neat and clean at all times, and free from oil or anything that may cause a person to fall.
- 3) Aisle and passageways must be kept clear and clean.
- 4) Clean up all oil, grease, water and any other slipping or stumbling hazards immediately, i.e. stairways.
- 5) Dispose of all waste rags, etc., in proper containers.
- 6) Properly store, or put away, all tools and equipment at the end of each shift.

Fall Arrest Equipment

- 1) Proper equipment must be worn when working in hazardous locations, such as at high elevations, when fall protection, such as platforms or railings, is not provided.
- 2) When the proper equipment is worn, the lifeline must be securely held by an attendant outside the confined area. When working at a height, the line should be securely snubbed as short as possible, i.e. triple sliding hitch.
- 3) Lifelines must be checked before use and replaced if necessary.
- 4) Never depend on a safety belt until you have thoroughly inspected the belt and lanyard.

- 5) All defective equipment must be tagged and replaced.
- 6) Be familiar with section 26 of the Regulations for Construction Projects made under the Occupational Health & Safety Act.

Welding and Cutting

- 1) Welding equipment shall be used only by qualified, authorized personnel and all required personal protective equipment shall be used.
- 2) Only approved equipment in good condition shall be used, and any defects must be reported immediately. Frequent inspections should be carried out.
- 3) Adequate ventilation must be provided.
- 4) Particular precautions must be taken prior to welding or cutting in dusty or gaseous locations.
- 5) The areas in which welding is being done should be clear of combustibles, screened off with proper screens, provided with suitable fire extinguishers.
- 6) Cylinders should be handled with care and secured in an upright position. They should be stored neatly, with empty cylinders stored separately and clearly marked.
- 7) When transporting cylinders the regulators must be removed and the caps installed.
- 8) Hoses and cables must be protected from any possibility of damage. In some cases it may be necessary to suspend them.
- 9) Special care must also be used when working in confined spaces. All entries shall be made in conformance with the legal requirements. Special clothing should be worn, preferably fireproofed, but wool is acceptable.
- 10) Never feed oxygen from the cylinder into a confined area.
- 11) Welding or cutting must not be done on containers that have held flammable or poisonous substances until they have been thoroughly cleaned and safe guarded.
- 12) Protect cylinders, hose, legs and feet when flame cutting.
- 13) Put stub end of welding rods in a suitable refuse container.
- 14) Never allow oil or grease to come in contact with oxygen or oxy-acetylene equipment or hose.
- 15) Always remove an oxy-acetylene torch from a confined space when the torch is not in use.
- 16) To be accompanied by a standby person and extinguisher when necessary.

Product Quality

It is against company policy and the RMCAO Code of Conduct, to allow any “customer materials” added into the truck mixer.

- 1) When instructed discharge water from mixer drum in designated area before loading.
- 2) Driver must check the load and correct to within specified tolerances before leaving the yard.
- 3) Driver must properly fill out delivery ticket, i.e. slump, water, time, and other additions.
- 4) Spilled concrete will not be tolerated at any time. The driver can be charged under the Highway Traffic Act (Ontario) with an unsafe load.
- 5) Notify dispatch if customer requests changes to product specification.
- 6) Note exact location of pour.

VII) SEXUAL HARRASMENT POLICY

Introduction

This company is committed to maintaining a work environment that is free from sexual harassment. Sexual harassment will not be tolerated from any employee and any breach of the policy will subject the employee to disciplinary action, up to and including dismissal.

Policy

Sexual harassment is not permitted within any activity under the responsibility or control of the company. The company will not knowingly permit the sexual harassment of any employee and will take all reasonable steps to terminate any such harassment, as required under the Human Rights Code.

For full details of the Sexual Harassment Policy refer to the Policies and Procedures Manual kept at the dispatch office or in the Human Resources Department.

VIII) NON-DISCRIMINATION POLICY

This company is committed to upholding equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, nation origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship, and disability is prohibited by or within the organization.

IX) VIOLENCE IN THE WORKPLACE

Introduction

This company is committed to maintaining a work environment that is free from violence. Violence will not be tolerated from any employee and any breach of this policy will subject the employee to disciplinary action, up to and including dismissal.

Policy

Violence is not permitted within any activity under the responsibility or control of this company. The company will not knowingly permit violence toward any employee and will take all reasonable steps to terminate any such violence, as required under the Human Rights Code and the Occupational Health and Safety Act.

For full details of the Violence in the Workplace Policy refer to the Policies and Procedures Manual kept at the site office or in the Human Resources Department.

X) OFFICE SAFETY

- 1) Do not leave file or desk drawers open and unattended.
- 2) Never open more than one drawer in a file cabinet at a time. The cabinet may tip forward on you.
- 3) Do not lean backward in a swivel chair and prop up your feet. The chair may tip over.
- 4) Have defective electrical cords repaired or replaced at once.
- 5) Many accidents do happen in offices, watch out for open file drawers, extension cords and spilled liquids.
- 6) Don't let down your guard just because you think accidents never happen in an office.

BE COURTEOUS AT ALL TIMES, IT DOES HELP!

YOUR FOUR STEPS TO SAFETY

1. IS THIS A DANGEROUS SITUATION?
2. ARE THESE EQUIPMENT, MATERIAL OR ENVIRONMENTAL HAZARDS?
- 3.
4. IS ANYONE DOING ANYTHING WRONG?
- 5.
6. WHAT AM I GOING TO DO ABOUT IT NOW?

EMERGENCY PHONE NUMBERS:

Employer _____

Fire Department _____

Ambulance _____

Police _____

Poison Control Centre _____

Hospital Emergency Dept _____

COMPANY:

Address _____

Supervisor _____

Telephone Number _____

BE CAREFUL

**THE BEST SAFETY
DEVICE IS A
CAREFUL WORKER -
GET THE SAFETY
HABIT**

ACKNOWLEDGEMENT

I have received a copy of the Employee Guidelines to Health & Safety booklet for Ready Mix Concrete Drivers.

I have had this booklet explained to me and agree to abide by the rules and regulations contained therein.

Employee:

Name _____

Sign _____

Date _____

Company Supervisor:

Name _____

Sign _____

Date _____

"SLOW DOWN"

"SAVE LIVES"

GIVE 'EM A BRAKE





Ready Mixed Concrete
Association of Ontario

ConcreteOntario.org