



# OHSMS Manual

## ISO 45001:2018



Viking Reinforcing is an  
ISO 9001 | ISO 14001 | ISO 45001  
Certified Management System Company

**Revision 5.0**

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**DOC#: OHS-DOC-00-1**

**TITLE: OHSMS Manual – ISO 45001:2018**

**REVISION: 5.0**

**WRITTEN BY: Derek Sanderson, MBA, B.Sc. Criminal Justice, CISSP, SSCP**

**EFFECTIVE DATE: March 17, 2026**

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## 0.0 Revision History and Approval

Rev.	Nature of changes	Approval	Date
1	ORIGINAL	Derek Sanderson, MBA, B.Sc. Criminal Justice, CISSP, SSCP	03/01/2026
2	ADDED CONTENT	Derek Sanderson, MBA, B.Sc. Criminal Justice, CISSP, SSCP	03/17/2026
3	ADDED OHS-24 / 25 reference	Derek Sanderson, MBA, B.Sc. Criminal Justice, CISSP, SSCP	04/13/2026
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5	ADDED CAP CORRECTION FOR MAKING POLICIES AND SOP AND SWP AVAILABLE FOR STAFF VIA WEBSITE DUE TO SALUS ISSUE	Derek Sanderson, MBA, B.Sc. Criminal Justice, CISSP, SSCP	04/22/2026

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## 0.1 OHS PROGRAM OVERVIEW

Viking Reinforcing Ltd operates a comprehensive Occupational Health and Safety Program designed to protect workers, contractors, and visitors involved in reinforcing steel fabrication and installation activities.

Our work involves hazards including heavy materials, rebar fabrication equipment, mobile equipment, sharp materials, and construction site conditions. These hazards are controlled through a combination of planning, procedures, training, and supervision.

The key elements of our safety program include:

- Field Level Hazard Assessments (FLHA) completed before work begins
- Hazard identification, reporting, and corrective action processes
- Safe Work Procedures for all critical tasks and equipment
- Mandatory use of Personal Protective Equipment (PPE)
- Worker training, orientation, and competency verification
- Workplace inspections and safety meetings
- Incident reporting and investigation
- Emergency preparedness and response

All workers are responsible for working safely, following procedures, reporting hazards, and participating in safety activities.

Workers have the right and responsibility to refuse unsafe work in accordance with the Workers Compensation Act and WorkSafe BC Occupational Health and Safety Regulation.

Hazards, incidents, and concerns must be reported immediately to supervision so that corrective actions can be implemented.

Viking Reinforcing Ltd is committed to continuous improvement of safety performance and maintaining a safe and healthy workplace for all personnel.



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## 1.0 SCOPE

### 1.1 SCOPE OF THE OH&S Management System

Viking Reinforcing Ltd has established, implemented, and maintains an Occupational Health and Safety Management System in accordance with ISO 45001:2018.

The system includes documented processes, procedures, and controls required to achieve intended OH&S outcomes and continual improvement.

## 4.0 CONTEXT OF THE ORGANIZATION

### Understanding the Organization and its Context

Viking Reinforcing Ltd determines internal and external issues that are relevant to its purpose and that affect its ability to achieve the intended outcomes of the Occupational Health and Safety Management System.

Internal Issues include:

- Workforce competency and training levels
- Fabrication yard operations and equipment risks
- Organizational structure and leadership
- Safety culture and worker engagement
- Operational complexity of fabrication and placing activities

External Issues include:

- WorkSafeBC regulatory requirements
- Workers Compensation Act and OHS Regulation
- Industry hazards associated with construction and rebar fabrication
- Environmental conditions (weather, terrain, jobsite conditions)
- Client and general contractor safety expectations

These issues are reviewed periodically during management review and planning processes.

### Understanding the Needs and Expectations of Interested Parties

Relevant interested parties include:

- Workers and employees
- Supervisors and management
- Contractors and subcontractors
- Clients and general contractors
- WorkSafe BC and regulatory authorities
- Local communities and stakeholders



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The organization determines the relevant needs and expectations of these parties through:

- Hazard assessments
- Legal and compliance register
- Worker consultation and safety meetings
- Client and contractual requirements

Relevant requirements are incorporated into the Occupational Health and Safety Management System.

#### **4.1 EXTERNAL GOVERNING BODIES**

##### **1. WorkSafe BC**

Primary Occupational Health & Safety Authority

WorkSafe BC administers and enforces workplace health and safety legislation in British Columbia including:

- Workers Compensation Act
- Occupational Health and Safety Regulation

WorkSafe BC establishes safety requirements for employers, workers, and supervisors and has authority to conduct inspections, issue orders, and enforce compliance with workplace safety regulations.

This authority governs:

- workplace safety programs
- incident investigation requirements
- worker training
- hazard identification and risk assessment
- safety inspections and enforcement

##### **2. Government of British Columbia – Ministry of Labour**

The provincial government establishes the legislative framework governing workplace safety through:

- Workers Compensation Act
- Occupational Health and Safety Regulation

These laws define the responsibilities of employers, workers, and supervisors and establish the legal foundation for workplace safety requirements in British Columbia.



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**3. Local Municipal Government**  
(Parksville / Regional District)

Municipal governments regulate:

- zoning and land use
- business licensing
- building permits
- fire safety bylaws
- property maintenance bylaws

Municipal authority is granted through the Community Charter and Building Act, which govern building and land-use regulation across British Columbia.

Municipal inspectors may enforce bylaws related to property use, fire access, and building compliance.

**4. Ministry of Transportation and Infrastructure (BC)**

The BC Ministry of Transportation regulates:

- commercial vehicle operation
- road safety requirements
- highway transport regulations

Vehicles operating on public roads must comply with provincial transportation laws and regulations administered by this ministry.

This applies to:

- rebar transport trucks
- commercial vehicles
- oversized loads

**5. Transport Canada**  
(Federal Authority)

Transport Canada regulates:

- commercial vehicle safety standards
- transportation safety legislation
- national vehicle regulations

Federal transportation legislation may apply to commercial vehicles and safety standards for transportation operations.



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## **6. BC Ministry of Environment and Climate Change Strategy**

This ministry oversees environmental protection legislation including:

- environmental protection requirements
- spill reporting requirements
- waste management regulations

Companies must comply with provincial environmental legislation to prevent environmental contamination and pollution.

## **7. Engineers and Geoscientists British Columbia**

This professional regulatory body governs the practice of professional engineering within the province.

Engineering work, structural design, and professional engineering services must be performed or approved by licensed professional engineers registered with this organization.

## **8. Emergency Services Authorities**

Emergency response agencies may respond to incidents involving Viking Reinforcing operations.

These agencies include:

- Fire Department
- Emergency Medical Services (BC Ambulance Service)
- Police Services

These authorities may respond to workplace emergencies and accidents.


## **9. Insurance Authorities**

WorkSafeBC also administers the provincial workers compensation insurance system, which provides coverage for workplace injuries and occupational illnesses.

Viking Reinforcing Ltd monitors changes in applicable legislation and maintains a Legal Compliance Register to ensure ongoing compliance with regulatory requirements.

## **Reference Documents**

REGISTER-OHS-08 – Legal and Compliance Register

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## 4.2 ORGANIZATIONAL RISK & OPPORTUNITIES

### Purpose

The purpose of this section is to identify and manage organizational risks and opportunities that may affect the effectiveness of the Viking Reinforcing Ltd Occupational Health and Safety Management System (OHSMS).

Organizational risks may arise from internal or external factors that influence workplace safety, operational conditions, regulatory compliance, or worker well-being.

Identifying these risks and opportunities enables Viking Reinforcing to improve safety performance and strengthen its occupational health and safety management system.

This process supports compliance with ISO 45001:2018 Clause 6.1.1 – Actions to Address Risks and Opportunities.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:


- fabrication yard operations located in Parksville, British Columbia
- reinforcing steel fabrication equipment and processes
- reinforcing steel placement crews working on construction sites
- mobile equipment and company vehicles
- supervisors, workers, contractors, and visitors

Organizational risks and opportunities must be considered during planning, operational activities, and management review processes.

### Identification of Organizational Risks

Organizational risks may arise from both internal and external factors affecting Viking Reinforcing operations.

These risks are evaluated to determine their potential impact on worker health and safety.

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### Internal Organizational Risks

Examples of internal risks include:

- introduction of new fabrication equipment
- changes to fabrication processes
- worker competency or training gaps
- equipment maintenance failures
- increased workload or production pressure
- insufficient supervision or communication

Within the fabrication yard environment, risks may also involve safe operation of fabrication machinery such as:

- Schnell BarWiser 22 Rebar Bender
- Big Blue HD42A Rebar Bender
- RMS Bender 11
- RMS 611 Hydraulic Rebar Shear
- RMS 411 Hydraulic Rebar Shear

Operational risks associated with these machines must be considered when evaluating organizational safety risks.


### External Organizational Risks

External risks may arise from conditions outside the direct control of Viking Reinforcing.

Examples include:

- regulatory changes affecting workplace safety
- construction site safety conditions controlled by General Contractors
- weather conditions affecting construction site operations
- supply chain or equipment availability issues
- changes in industry safety expectations

These factors may influence how work is performed and how safety risks must be managed.

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### Opportunities for Improvement

In addition to risks, Viking Reinforcing identifies opportunities that may improve workplace safety and strengthen the OHSMS.

Examples of opportunities include:

- improving worker training programs
- upgrading fabrication equipment safety features
- implementing improved traffic control within the yard
- strengthening communication between yard and jobsite crews
- improving hazard reporting systems

Continuous improvement helps ensure Viking Reinforcing maintains a safe and effective work environment.

### Integration with Operational Activities

Organizational risks and opportunities must be considered when planning and managing operational activities.

This includes:

- introduction of new equipment
- changes in work processes
- expansion of operations
- new construction projects

Supervisors must ensure these changes are evaluated to determine whether new hazards or risks may be introduced.

### Construction Job Site Considerations

When Viking Reinforcing workers perform reinforcing steel installation at construction sites, additional organizational risks may include:

- coordination with multiple contractors
- changing site conditions
- project scheduling pressures
- communication between Viking supervisors and site management

Viking Reinforcing supervisors must ensure workers comply with both Viking safety procedures and the General Contractor’s safety requirements.



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### **Monitoring and Review**

Organizational risks and opportunities must be reviewed periodically to ensure they remain properly controlled.

Review activities may include:

- safety meetings
- workplace inspections
- incident investigations
- management review meetings

Management must evaluate whether identified risks remain valid and whether additional opportunities for improvement exist.

### **Responsibilities**

#### **Management Responsibilities**

Management must ensure that organizational risks and opportunities are identified and evaluated as part of the OHSMS planning process.

Management must also ensure that appropriate actions are implemented to address these risks and opportunities.

#### **Supervisor Responsibilities**

Supervisors must monitor workplace conditions and report organizational risks that may affect worker safety.

Supervisors must also ensure workers follow established safety procedures.

#### **Worker Responsibilities**

Workers must report hazards and safety concerns that may indicate emerging risks within the workplace.

Worker participation helps ensure risks are identified early and addressed effectively.



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**Related Documents**

- REGISTER-OHS-05 – Hazard and Risk Register
- REGISTER-OHS-01 – OH&S Objectives and KPI Register
- REGISTER-OHS-02 – Corrective Action Register
- LOG-OHS-04 – Safety Meeting Log
- LOG-OHS-01 – Workplace Inspection Log

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## 5.0 LEADERSHIP AND WORKER PARTICIPATION

### 5.1 HEALTH & SAFETY POLICY

Viking Reinforcing Ltd is committed to providing a safe and healthy workplace for all employees, contractors, visitors, and any persons who may be affected by our operations.

Our operations include the fabrication, handling, transportation, and installation of reinforcing steel for construction projects throughout British Columbia. Due to the nature of steel fabrication and construction activities, hazards exist related to heavy materials, fabrication equipment, mobile equipment, and construction site conditions. Viking Reinforcing Ltd is committed to proactively identifying hazards and implementing effective controls to prevent injury and occupational illness.


The company is committed to establishing, implementing, and maintaining an Occupational Health and Safety Management System that complies with the requirements of:

- WorkSafe BC Occupational Health and Safety Regulation
- Workers Compensation Act of British Columbia
- Applicable federal, provincial, and municipal legislation
- ISO 45001 Occupational Health & Safety Management System principles

Viking Reinforcing Ltd is committed to:

- Eliminating hazards and reducing occupational health and safety risks
- Providing safe equipment, tools, and working conditions
- Ensuring employees receive adequate training, supervision, and instruction
- Consulting and involving workers in health and safety decision making
- Complying with all applicable legal and regulatory requirements
- Investigating incidents and implementing corrective actions
- Continually improving the OH&S management system and safety performance

Management, supervisors, workers, and contractors share responsibility for maintaining a safe working environment. All employees are expected to follow safe work procedures, report hazards, and participate in improving workplace safety.

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This policy will be communicated to all workers and made available to interested parties.

Viking Reinforcing Ltd is committed to ensuring that all workers are fit for duty and not impaired by drugs, alcohol, fatigue, or illness that could affect their ability to work safely.

The company also recognizes occupational health hazards, including communicable diseases and environmental exposures, and will implement appropriate controls to protect worker health in addition to safety.

This commitment supports the identification and control of both physical and health-related risks as part of the Occupational Health and Safety Management System.

### Policy Review

This Occupational Health & Safety Policy shall be formally reviewed at least annually and whenever significant changes occur to operations, legislation, or organizational structure.

The review shall be conducted as part of the Management Review process to ensure the policy remains relevant, appropriate, and aligned with the organization's strategic direction and OH&S objectives.

Records of policy review and any updates will be maintained in accordance with the Document Control Procedure.

**Signed:**



**Name:** Derek Sanderson, MBA, CISSP, SSCP

**Title:** CIO/ISO-MR, Viking Reinforcing Ltd


**Date Signed:** March 17, 2026

**Policy Version:** 3.0

**Next Scheduled Review:** April 2027

### Supporting Documents

- REGISTER-OHS-05 – Hazard and Risk Register
- REGISTER-OHS-08 – Legal and Compliance Register
- REGISTER-OHS-01 – OH&S Objectives and KPI Register
- FORM-OHS-02 – Incident Report Form
- FORM-OHS-04 – Incident Investigation Report
- REGISTER-OHS-02 – Corrective Action Register

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## 5.2 Roles and Responsibilities in the Workplace

VIKING REINFORCING LTD. And its owners, are responsible for fostering and maintaining a solid commitment to safety and safe work practices by everyone in their employ. They work with the Health & Safety Committee to ensure that the health and safety policy of VIKING REINFORCING LTD. are adhered to and encouraged. Safety has to be at the core of all that we do, both on the job and off. We understand that by working safely we are more productive and respected in the work that we do.

### Management / Supervisors

Management and Supervisors are responsible for providing leadership and ensuring that the Occupational Health and Safety Program is effectively implemented and maintained.

Responsibilities include:

- Ensuring compliance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation.
- Ensuring safe work procedures are developed and followed for all work activities including rebar fabrication, material handling, yard operations, and construction site placement.
- Providing workers with proper training, supervision, and instruction.
- Ensuring machinery, tools, and equipment are maintained in safe working condition.
- Conducting regular workplace inspections and correcting unsafe conditions.
- Ensuring required personal protective equipment is available and used.
- Investigating incidents, injuries, and near misses and implementing corrective actions.
- Conducting safety meetings and toolbox talks.
- Ensuring hazards are identified and risks are assessed and controlled.
- Promoting worker participation in health and safety matters.
- Ensure workers comply with WorkSafeBC Occupational Health and Safety Regulation
- Advise a worker of the existence of any potential or actual danger to the health or safety (of the worker) of which the supervisor is aware
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker
- Take every precaution reasonable in the circumstances for the protection of a worker
- Supervisors are responsible for teaching safety to their crew members. They will teach the safe operation of equipment, as well as the proper ways to maintain the equipment to ensure that the equipment runs safely and smoothly. The supervisors and staff must cooperate with management and the Health and Safety Committee and accept recommendations as they are given. The



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supervisors must reinforce to their workers the importance of safety and ensure that all workers work safely and that all are wearing their personal protective equipment (P.P.E.).


- In addition, supervisors will conduct ongoing site reviews to ensure that employees are abiding by the policy and are wearing their personal protective equipment.
- Upon hiring, a new employee shall submit pertinent information about their own health and new employees shall read and sign the VIKING REINFORCING LTD. safety policy.
- Develop and demonstrate a positive “health & safety” attitude and working climate.
- Report and investigate all accidents and injuries of employees or guests and any property damage.
- Implement emergency plans when necessary and ensure that employees have been properly trained to comply.

### **Worker Roles & Responsibilities**

Workers are responsible for protecting their own health and safety and the safety of others who may be affected by their work activities.

Workers must:

- Follow all company safety policies, procedures, and safe work practices.
- Comply with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation.
- Use required personal protective equipment.
- Conduct a Field Level Hazard Assessment (FLHA) before starting work and whenever conditions change.
- Immediately report hazards, unsafe conditions, incidents, and injuries to their supervisor.
- Use tools and equipment only for their intended purpose and ensure they are in safe working condition.
- Participate in safety meetings and training.
- Work in a manner that does not endanger themselves or others.
  
- Workers have the right and responsibility to refuse unsafe work in accordance with WorkSafe BC legislation. Inspect work area and equipment daily and report and hazards immediately to their supervisor.
- All employees are ultimately responsible for their own safety; therefore, it is important that they report all potential hazards to the safety representative, supervisors and fellow workers. Any faulty equipment is to be reported so that it may be fixed or replaced. Any accidents are to be reported to the crew leader

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and also to the office staff. All employees are to cooperate with management and health and safety committee recommendations.

### THREE RIGHTS AS A WORKER

Under the British Columbia Workers Compensation Act, every worker has three fundamental rights. These rights are law and cannot be taken away by anyone.

#### Right to Know

You have the right to know about any hazards in your workplace. This includes information about chemicals (WHMIS/SDS), equipment hazards, work procedures, and anything that could affect your health or safety. If you do not know the hazards of a task, ask before you do it.

#### Right to Participate


You have the right to participate in workplace health and safety activities. This includes taking part in safety meetings, toolbox talks, hazard assessments, inspections, and the Joint Health and Safety Committee. Your input matters – you are the one doing the work, and your experience keeps everyone safer.

#### Right to Refuse Unsafe Work

You have the right to refuse work you believe is unsafe without fear of discipline. If you believe a task presents an undue hazard to yourself or others:

- Stop the work immediately
- Tell your supervisor why you believe it is unsafe
- Your supervisor must investigate and resolve the issue before the work continues
- If you and your supervisor cannot agree, a WorkSafeBC officer can be called to investigate

**WARNING: You will NEVER be disciplined, fired, or penalized for refusing work you believe is unsafe. This is the law. If anyone pressures you to do unsafe work, report it immediately to management or the JHSC.**

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**Safety Officer / OH&S Coordinator**

The designated Safety Officer or OH&S Coordinator is responsible for supporting the implementation of the Occupational Health and Safety Management System.

Responsibilities include:

- Maintaining safety documentation and records.
- Monitoring compliance with safety procedures.
- Maintaining hazard registers and safety logs.
- Coordinating incident investigations.
- Monitoring corrective actions and safety performance indicators.

**5.3 WORKPLACE CONDUCT AND SAFETY CULTURE**

Viking Reinforcing Ltd is committed to maintaining a professional, respectful, and safety-focused work environment.

All workers are expected to:

- Conduct themselves in a professional and respectful manner
- Follow all safety rules and procedures
- Avoid horseplay or unsafe behavior
- Support a culture where safety is prioritized over production

**Worker Participation**

Workers are encouraged to:

- Report hazards and unsafe conditions
- Participate in safety meetings and discussions
- Suggest improvements to safety processes


**Stop Work Authority**

All workers have the authority to stop work if unsafe conditions are identified.

No worker will face reprisal for reporting hazards or refusing unsafe work.

This section supports leadership commitment, worker participation, and continuous improvement under ISO 45001.

Related Documents

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### Progressive Discipline for Safety Violations

Failure to comply with health and safety rules, procedures, or regulatory requirements will result in corrective action using a progressive discipline approach:

- Verbal warning
- Written warning
- Suspension
- Termination (for serious or repeated violations)

Disciplinary actions will be applied consistently to all employees, regardless of position, and will be documented.

Serious violations that pose immediate danger may result in immediate removal from the workplace.

### Consistent Enforcement

Health and safety rules and disciplinary actions are applied consistently to all workers, supervisors, and management without exception.

Supervisors and management are responsible for ensuring that enforcement is fair, documented, and aligned with company policies and regulatory requirements. No individual is exempt from compliance with safety rules.


- REGISTER-OHS-05 – Hazard and Risk Register
- REGISTER-OHS-01 – OH&S Objectives and KPI Register
- FORM-OHS-02 – Incident Report Form
- FORM-OHS-04 – Incident Investigation Report
- LOG-OHS-04 – Safety Meeting Log
- FORM-OHS-06 – Hazard Assessment Form

This policy is reviewed at least annually by senior management, or sooner if operations, legislation, or organizational structure change materially. Historical signed copies are retained in the Records binder under "Policy Review History."

**Signed:**



**Name:** Derek Sanderson, MBA, CISSP, SSCP  
**Title:** CIO/ISO-MR, Viking Reinforcing Ltd  
**Date Signed:** March 17, 2026  
**Policy Version:** 3.0  
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## 5.4 SAFETY NETWORKING POLICY

Viking Reinforcing Ltd recognizes that effective communication and worker participation are essential components of a successful Occupational Health and Safety Program.

The company encourages open communication between management, supervisors, workers, and contractors regarding workplace health and safety matters. Workers are encouraged to actively participate in identifying hazards, reporting unsafe conditions, and recommending improvements to workplace safety.

Safety information is communicated through a variety of methods including:

- Regular safety meetings and toolbox talks
- Workplace inspections
- Hazard reporting
- Incident and near-miss reporting
- Safety notices and postings
- Training sessions and safety orientations

Workers are encouraged to raise safety concerns without fear of reprisal. All safety concerns and hazard reports will be reviewed and addressed by management and supervision in a timely manner.

Worker input will be considered when developing safe work procedures, identifying hazards, implementing corrective actions, and improving the Occupational Health and Safety Management System.

Viking Reinforcing Ltd is committed to maintaining an environment where workers are actively engaged in maintaining a safe workplace.


Workers may submit safety concerns verbally to supervisors or through the company hazard reporting process.

### Safety Meeting Structure

All formal safety meetings shall include:

- A documented agenda
- Attendance records
- Review of previous action items
- Discussion of hazards, incidents, and corrective actions
- Opportunity for worker input and feedback

Meeting minutes shall be recorded and maintained as part of the OH&S Management System.

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**Related Documents:**

- LOG-OHS-04 – Safety Meeting Log
- FORM-OHS-01 – Hazard / Near Miss Report Form
- FORM-OHS-06 – Hazard Assessment Form
- REGISTER-OHS-05 – Hazard and Risk Register
- FORM-OHS-21 – Facility Hazard Assessment (Parksville Yard)

**5.5 HEALTH & SAFETY REPRESENTATIVES**

Viking Reinforcing Ltd supports worker participation in workplace safety through the appointment of Health and Safety Representatives or the establishment of a Joint Health and Safety Committee in accordance with WorkSafeBC Occupational Health and Safety Regulation.

The purpose of worker safety representation is to ensure workers have an active role in identifying hazards, recommending safety improvements, and participating in the development of safe work practices.

Health and Safety Representatives or committee members act as a communication link between workers and management regarding health and safety concerns.

Where required by legislation, the Joint Health and Safety Committee will consist of worker representatives and employer representatives who work together to improve workplace safety.

Health and Safety Representatives or committee members may participate in:

- Workplace inspections
- Incident investigations
- Hazard identification and risk assessment
- Safety program review
- Safety meetings
- Development of safe work procedures

**Joint Health and Safety Committee – Terms of Reference**

The Joint Health and Safety Committee (JHSC) or Worker Health and Safety Representative operates under the following Terms of Reference:

- Meet at regular intervals as required by legislation
- Maintain meeting minutes and attendance records
- Participate in workplace inspections
- Participate in incident investigations



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- Review hazard reports and corrective actions
- Make recommendations to management
- Monitor the effectiveness of the OH&S program

Committee members shall receive appropriate training to fulfill their responsibilities.

The Terms of Reference will be reviewed annually to ensure effectiveness and compliance.

The company will support representatives by providing the time, resources, and training necessary to perform their duties effectively.

## 5.6 Health & Safety Representative Responsibilities

The Health and Safety Representative or Joint Health and Safety Committee members are responsible for assisting in the promotion of workplace health and safety.


Responsibilities may include:

- Participating in regular workplace inspections.
- Reviewing incident reports and participating in investigations.
- Identifying hazards and recommending corrective actions.
- Participating in safety meetings and discussions.
- Assisting in the development and review of safety procedures.
- Communicating safety concerns raised by workers to management.
- Assisting in promoting safety awareness within the workplace.

Health and Safety Representatives will work cooperatively with management and workers to improve workplace safety and reduce occupational health and safety risks.

### Related Documents:

LOG-OHS-04 – Safety Meeting Log  
REGISTER-OHS-05 – Hazard and Risk Register  
REGISTER-OHS-02 – Corrective Action Register  
FORM-OHS-04 – Incident Investigation Report

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## 5.7 WORKER PARTICIPATION AND REMOVAL OF BARRIERS

### Purpose

Viking Reinforcing Ltd. recognizes that active worker participation is essential for maintaining a safe workplace. Workers possess direct knowledge of operational hazards and play an important role in identifying risks and improving safety practices.

The company is committed to ensuring that workers can participate freely in occupational health and safety activities without fear of reprisal or discrimination.

This section supports compliance with ISO 45001:2018 Clause 5.4 – Consultation and Participation of Workers.

### Worker Participation

Workers at Viking Reinforcing are encouraged to actively participate in the Occupational Health and Safety Management System through the following activities:

- reporting hazards and unsafe conditions
- participating in hazard assessments and risk evaluations
- participating in workplace inspections
- participating in incident investigations
- participating in safety meetings and toolbox talks
- providing suggestions for improving work procedures
- participating in emergency drills and safety training

Worker participation applies to both:

- fabrication yard operations in Parksville, British Columbia
- reinforcing steel placement activities at construction project sites

Workers are encouraged to contribute their knowledge and experience to improve safety practices.

### Removal of Barriers to Participation

Viking Reinforcing Ltd. is committed to ensuring that no barriers prevent workers from participating in safety processes.

The company ensures that:

- workers can report hazards without fear of discipline or retaliation
- workers are provided with sufficient time to participate in safety activities



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- supervisors support worker involvement in hazard identification and safety improvements
- workers are provided with access to safety information and training
- communication is clear and understandable for all workers

Supervisors are responsible for ensuring that workers are comfortable reporting safety concerns and participating in safety discussions.

### **Worker Consultation**

Worker consultation occurs regularly through several mechanisms, including:

- safety meetings and toolbox talks
- workplace inspections involving workers
- hazard reporting processes
- incident investigations
- discussions between workers and supervisors

Workers are encouraged to raise safety concerns at any time.

### **Participation in Incident Investigations**

Workers who are directly involved in incidents or who witness unsafe conditions may participate in incident investigations.

Worker involvement may include:

- providing information about the event
- identifying potential causes
- recommending improvements to prevent recurrence

Worker input helps ensure that corrective actions address the root causes of incidents.


### **Participation in Hazard Identification**

Workers play an important role in identifying hazards associated with fabrication and construction activities.

Workers are encouraged to:

- report unsafe conditions
- participate in hazard assessments before beginning work
- identify potential risks related to equipment, materials, and work environments

Worker feedback helps ensure hazards are identified early.

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## Documentation

Worker participation and consultation activities are documented using the following records:

LOG-OHS-04 – Safety Meeting Log  
 FORM-OHS-01 – Hazard / Near Miss Report Form  
 FORM-OHS-06 – Hazard Assessment Form  
 LOG-OHS-01 – Workplace Inspection Log  
 REGISTER-OHS-02 – Corrective Action Register

## 5.8 COMMUNICATION & CONSULTATION

### Purpose

The purpose of this procedure is to establish processes for effective communication and consultation regarding occupational health and safety matters within Viking Reinforcing Ltd.

Open communication and active consultation with workers are essential components of an effective Occupational Health and Safety Management System (OHSMS). These processes ensure that safety information is shared, hazards are identified, and workers are actively involved in improving workplace safety.

This procedure supports compliance with ISO 45001:2018 Clause 5.4 – Consultation and Participation of Workers and Clause 7.4 – Communication.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations located in Parksville, British Columbia
- reinforcing steel fabrication activities
- reinforcing steel placement crews working at construction sites
- company vehicles and mobile equipment
- supervisors, workers, contractors, and visitors

Communication and consultation processes apply to all individuals performing work under Viking Reinforcing's control.

### Objectives

The objectives of communication and consultation activities are to:



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- ensure workers are informed of workplace hazards and safety procedures
- encourage worker participation in safety improvements
- ensure safety information is shared across the organization
- maintain coordination with construction site safety programs
- support continual improvement of the Occupational Health and Safety Management System

### Internal Communication

Viking Reinforcing communicates occupational health and safety information through several internal methods.

### Safety Meetings

Regular safety meetings are conducted to discuss workplace hazards, incidents, and safety improvements.

Topics discussed may include:

- recent incidents or near misses
- workplace inspection findings
- equipment safety concerns
- updates to safety procedures

These meetings allow workers to raise safety concerns and contribute suggestions for improvement.

Safety meetings are conducted on the following schedule to discuss workplace hazards, incidents, and safety improvements:

- **Fabrication yard safety meetings:** Weekly, Wednesday.
- **Construction jobsite pre-job safety meeting:** before each new job mobilization
- **Toolbox talks:** weekly on every active jobsite and at the fabrication yard
- **Joint Health and Safety Committee (JHSC) meetings:** quarterly at minimum (monthly preferred)
- **Special meetings:** convened following any serious incident, near-miss, significant inspection finding, or change in legislation

All safety meetings are documented on **LOG-OHS-04 Safety Meeting Log** with attendance, topics, and any actions arising.



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### **Toolbox Talks**

Short safety discussions (toolbox talks) may be conducted:

- at the fabrication yard
- prior to high-risk work activities
- at construction job sites

Toolbox talks provide workers with focused safety reminders and hazard awareness relevant to specific tasks.

### **Worker Orientation**

All new workers must receive safety orientation before beginning work. Orientation includes information regarding:

- workplace hazards
- emergency procedures
- incident reporting
- personal protective equipment requirements
- hazard reporting processes

### **Written Communication**

Safety information may also be communicated through:

- safety manuals and procedures
- posted safety notices
- training materials
- workplace safety boards


These documents ensure workers have access to safety information when needed.

### **Worker Consultation and Participation**

Viking Reinforcing encourages workers to actively participate in safety management activities.

Workers may participate in safety activities including:

- hazard reporting
- incident investigations
- workplace inspections
- safety meetings

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- development of safety improvements

Worker participation helps ensure that safety procedures reflect actual working conditions.

Workers must be able to raise safety concerns without fear of retaliation.

### **Fabrication Yard Communication (Parksville)**

Within the fabrication yard environment, communication between workers and supervisors is essential for maintaining safe operations.

Communication may include:

- reporting hazards related to fabrication equipment
- reporting equipment malfunctions
- raising concerns regarding yard traffic or material handling
- identifying housekeeping or storage hazards

Supervisors must ensure workers understand safe work procedures and safety expectations.

### **Construction Job Site Communication**

When Viking Reinforcing crews work on construction projects, communication must also align with the General Contractor’s safety program.

Workers must:

- attend site safety orientations
- participate in site safety meetings when required
- follow the communication protocols established by the General Contractor

Viking Reinforcing supervisors must maintain communication with site management regarding safety matters affecting Viking workers.

### **External Communication**

External communication may occur with:

- General Contractors and project owners
- regulatory authorities such as WorkSafeBC
- emergency services
- safety consultants or industry organizations



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External communication ensures that Viking Reinforcing remains informed of safety requirements and regulatory obligations.

### **Emergency Communication**

Emergency communication procedures ensure rapid response during emergency situations.

Workers must immediately report emergencies to supervisors and follow emergency procedures for:

- medical emergencies
- fires
- chemical spills
- gas leaks

Emergency contact numbers must be clearly posted at the fabrication yard and available to job site crews.

### **Communication of Safety Improvements**

Lessons learned from incidents or inspections must be communicated to workers through:

- safety meetings
- toolbox talks
- training sessions

Sharing safety improvements helps prevent similar incidents from occurring.

### **Responsibilities**

#### **Management Responsibilities**

Management must ensure that effective communication systems are established and maintained.

Management must also ensure workers are encouraged to participate in safety activities.

#### **Supervisor Responsibilities**

Supervisors must:

- communicate safety procedures to workers



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- encourage worker participation in safety discussions
  - ensure hazards and incidents are reported
- Supervisors must also ensure safety information is shared with workers promptly.

### **Worker Responsibilities**


Workers must:

- report hazards and unsafe conditions
- participate in safety meetings and training
- follow safety procedures
- cooperate with supervisors regarding safety matters

Worker participation is essential to maintaining a safe workplace.

### **Related Documents**

LOG-OHS-04 – Safety Meeting Log  
LOG-OHS-04 – Safety Meeting Log (Toolbox Talks)  
FORM-OHS-01 – Hazard / Near Miss Report Form  
REGISTER-OHS-02 – Corrective Action Register

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## 6.0 PLANNING

### 6.1 OHSMS RISK MANAGEMENT

#### Purpose

The purpose of this section is to establish a structured process for identifying workplace hazards, assessing risks, and implementing appropriate control measures to protect workers from injury or occupational illness.

Viking Reinforcing Ltd is committed to proactively identifying hazards and managing risks associated with reinforcing steel fabrication and installation activities.

This procedure ensures hazards are systematically identified, risks are evaluated, and effective controls are implemented to prevent workplace incidents.

This process supports compliance with ISO 45001:2018 Clause 6.1 – Actions to Address Risks and Opportunities and applicable WorkSafeBC Occupational Health and Safety Regulations.

#### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations located in Parksville, British Columbia
- reinforcing steel fabrication equipment
- reinforcing steel placement activities on construction sites
- mobile equipment and company vehicles
- workers, supervisors, contractors, and visitors

Risk management activities apply to both routine and non-routine work activities.

#### Risk Management Process

Risk management within Viking Reinforcing consists of the following steps:

Hazard Identification  
 Risk Assessment  
 Risk Control Implementation  
 Monitoring and Review

This structured approach ensures workplace risks are effectively controlled.



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### **Hazard Identification**

Hazards must be identified before work activities begin and whenever changes occur in the workplace.

Hazards may be identified through:

- workplace inspections
- worker hazard reports
- incident investigations
- safety meetings and consultations
- equipment inspections
- job planning and work assessments

Supervisors and workers must actively participate in hazard identification.

### **Operational Hazard Identification**

Hazards relevant to Viking Reinforcing operations may include risks associated with:

#### **Fabrication Yard Operations**

- operation of rebar bending and shearing equipment
- moving mechanical parts and pinch points
- hydraulic systems and potential leaks
- material handling of reinforcing steel bundles
- forklift and telehandler traffic
- slips, trips, and falls within the yard

#### **Fabrication Equipment**

Examples of equipment hazards include:

- Schnell BarWiser 22 Rebar Bender
- Big Blue HD42A Rebar Bender
- RMS Bender 11
- RMS 611 Hydraulic Rebar Shear
- RMS 411 Hydraulic Rebar Shear

Hazards associated with these machines include:

- rotating mechanical components
- cutting blades and shear mechanisms
- hydraulic pressure systems



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- potential pinch points

Only trained and authorized personnel may operate fabrication equipment.

### Construction Job Site Hazards

When Viking Reinforcing workers perform reinforcing steel placement activities at construction sites, hazards may include:

- manual handling of reinforcing steel
- working near other trades or equipment
- uneven ground conditions
- dropped materials
- exposure to site-specific hazards

Workers must follow Viking Reinforcing procedures as well as the General Contractor's safety program and site-specific safety requirements.

### Risk Assessment

Once hazards are identified, the associated risk must be evaluated.

Risk assessments consider:

- likelihood of the hazard occurring
- potential severity of injury or damage
- frequency of exposure
- number of workers exposed

This evaluation determines the level of risk and the priority for control measures. Risk assessments must be documented within the Hazard and Risk Register.

## 6.2 HAZARDS

Hazard Identification.

Viking Reinforcing Ltd will identify workplace hazards that may affect the health and safety of workers, contractors, and visitors.

Hazard identification may occur through:

- Field Level Hazard Assessments (FLHA)
- Workplace inspections
- Worker hazard reports



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- Incident and near miss investigations
- Equipment inspections
- Safety meetings
- Job planning activities

Hazards may include physical, mechanical, environmental, ergonomic, or operational risks associated with fabrication equipment, material handling, mobile equipment, and construction activities.

Once hazards are identified, they will be assessed to determine the level of risk and appropriate control measures will be implemented using the Hierarchy of Controls.

#### Psychological and Behavioral Hazards

In addition to physical hazards, Viking Reinforcing Ltd recognizes psychological and behavioral hazards that may impact worker safety, including:

- Fatigue
- Stress
- Distraction
- Working alone or isolation
- Impairment due to substances

These hazards will be considered during hazard identification and risk assessment processes, and appropriate controls will be implemented.


Related Documents.

REGISTER-OHS-05 – Hazard and Risk Register  
Hazard Reporting

### Reporting Hazards

#### Purpose

- The purpose of this section is to ensure that all hazards and unsafe conditions are promptly identified, reported, and corrected in order to prevent injury, property damage, or environmental harm.
- Viking Reinforcing Ltd requires all workers, supervisors, contractors, and visitors to immediately report hazards or unsafe conditions associated with rebar fabrication operations, yard activities, transportation, and jobsite placement activities.
- Prompt hazard reporting allows the company to assess risks, implement appropriate controls, and maintain a safe workplace in compliance with the

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Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation.

### Definition of a Hazard

A hazard is any condition, equipment, activity, or behavior that has the potential to cause:

- injury or illness
- property damage
- environmental impact
- unsafe working conditions

Hazards may be physical, mechanical, environmental, ergonomic, or operational in nature.

Examples of hazards specific to Viking Reinforcing operations include:

#### Fabrication Yard Hazards


- pinch points on rebar shears and bending equipment
- exposed moving parts on fabrication machines
- damaged shear blades or bender rollers
- improper stacking of reinforcing steel bundles
- forklift or telehandler traffic hazards
- uneven gravel surfaces causing trip hazards
- unsecured rebar bundles or material roll hazards
- inadequate lighting in fabrication or yard areas
- oil or hydraulic fluid leaks from machinery

#### Equipment Hazards

- damaged guards on shear or bending machines
- hydraulic leaks on RMS shear or bender equipment
- worn shear blades
- malfunctioning emergency stop controls
- defective lifting attachments or chains

#### Jobsite Placing Hazards

- exposed protruding rebar (impalement hazard)
- unstable rebar cages during installation
- working around concrete pumps and heavy equipment
- poor housekeeping on construction sites
- working near open excavations or formwork
- manual handling of heavy reinforcing steel

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### **Worker Responsibility for Reporting Hazards**

All workers are responsible for identifying and reporting hazards that may affect their safety or the safety of others.

Workers must:

- report hazards immediately to their supervisor
- report unsafe equipment, materials, or work conditions
- stop work if conditions are unsafe
- warn nearby workers if a hazard exists
- complete a hazard report when required
- participate in hazard assessments and safety discussions

Workers have the right and responsibility to refuse unsafe work in accordance with WorkSafeBC regulations if a hazard presents an immediate danger.

### **Supervisor Responsibility**

Supervisors are responsible for responding promptly to hazard reports and ensuring corrective actions are taken.

Supervisor responsibilities include:


- investigating reported hazards
- determining the level of risk associated with the hazard
- implementing immediate controls where necessary
- ensuring unsafe equipment is removed from service
- communicating corrective actions to workers
- documenting hazard reports and corrective measures
- ensuring hazards are recorded in the Hazard Register where appropriate

### **Hazard Reporting Methods**

Hazards may be reported using several methods:

#### **Verbal Reporting**

- Workers should immediately notify their supervisor of any unsafe condition or hazard.
- Supervisors must assess the hazard immediately and determine appropriate corrective actions.

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### Hazard Reporting Form

Workers may report hazards using the company Hazard Reporting Form. The form should include:

- description of the hazard
- location of the hazard
- date and time identified
- person reporting the hazard
- recommended corrective action

### Safety Meetings

Hazards may also be reported during:

- toolbox talks
- safety meetings
- workplace inspections

Supervisors must document hazards raised during these meetings and ensure corrective actions are implemented.

### Immediate Hazard Control


Where a hazard presents an immediate danger to workers, the following actions must occur:

Work must stop in the affected area.

- Workers must be removed from the hazardous area.
- The supervisor must be notified immediately.
- Temporary controls must be implemented.
- Equipment must be locked out or removed from service if necessary.
- Work must not resume until the hazard has been adequately controlled.

### Hazard Assessment and Control

- Once a hazard is reported, the supervisor will assess the level of risk and determine appropriate control measures using the Hierarchy of Controls:
- Elimination of the hazard
- Substitution with safer materials or methods
- Engineering controls (guards, barriers, equipment modifications)
- Administrative controls (procedures, training, supervision)
- Personal Protective Equipment (PPE)

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- Where appropriate, hazards will be recorded in the company Hazard Identification and Risk Register for monitoring and follow-up.

### Documentation and Recordkeeping


- Hazard reports and corrective actions will be documented and maintained as part of the company's Occupational Health and Safety Management System.
- Records may include:
  - Hazard Reporting Forms
  - Workplace Inspection Reports
  - Corrective Action Records
  - Incident Investigation Reports
- These records are reviewed during safety meetings and management reviews to ensure hazards are addressed and prevented from recurring.

### Worker Participation

- Viking Reinforcing Ltd encourages workers to actively participate in hazard identification and safety improvement initiatives.
- Workers may contribute by:
  - reporting hazards and near misses
  - participating in hazard assessments
  - suggesting safety improvements
  - participating in safety meetings and inspections
- Workers will not face disciplinary action or reprisal for reporting hazards or safety concerns.

### Related Documents:

FORM-OHS-01 – Hazard / Near Miss Report Form  
 FORM-OHS-04 – Incident Investigation Report  
 REGISTER-OHS-05 – Hazard and Risk Register  
 REGISTER-OHS-02 – Corrective Action Register  
 LOG-OHS-04 – Safety Meeting Log  
 LOG-OHS-01 – Workplace Inspection Log

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## Hazard Assessment and Risk Evaluation

Once a hazard has been identified or reported, Viking Reinforcing Ltd will assess the risk associated with that hazard to determine the appropriate control measures required to protect workers.

Hazard assessments may be conducted during:

- workplace inspections
- job planning activities
- incident investigations
- worker hazard reports
- equipment inspections
- safety meetings

The purpose of the hazard assessment is to evaluate the likelihood that a hazard could cause harm and the potential severity of the injury or damage.

Hazards may arise from activities including:

- operation of rebar fabrication equipment
- handling and storage of reinforcing steel
- forklift and telehandler operations
- material loading and unloading
- construction site placing operations
- manual handling of reinforcing steel
- environmental conditions such as weather or uneven ground


Once hazards are identified, supervisors will evaluate the level of risk and determine appropriate control measures.

Hazards will be controlled using the Hierarchy of Controls:

1. Elimination – remove the hazard completely
2. Substitution – replace the hazard with a safer alternative
3. Engineering Controls – guards, barriers, equipment modifications
4. Administrative Controls – procedures, training, supervision
5. Personal Protective Equipment – gloves, helmets, eye protection, etc.

Where hazards cannot be immediately eliminated, appropriate control measures will be implemented to reduce the risk to an acceptable level.

Significant hazards and their associated risk controls may be documented in the company Hazard Identification and Risk Register.

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### Hazard Prioritization

All identified hazards shall be prioritized based on a formal risk rating system that considers:

- Likelihood of occurrence
- Severity of potential injury or impact
- Frequency of exposure

Each hazard shall be assigned a risk rating (Low, Moderate, High, or Critical).

Hazards identified as High or Critical risk shall be addressed immediately, and work shall not proceed until appropriate controls are implemented.

Moderate risks shall be addressed within a defined timeframe, and Low risks shall be monitored for continuous improvement.

Risk prioritization ensures that resources are allocated to the most significant hazards first and supports proactive risk management.

### Related Documents

REGISTER-OHS-05 – Hazard and Risk Register

## 6.3 HIERARCHY OF CONTROLS

### Purpose

The Hierarchy of Controls is used by Viking Reinforcing Ltd. to determine the most effective methods for eliminating or reducing workplace hazards.

When hazards are identified within the fabrication yard or during reinforcing steel placement activities at construction sites, control measures must be selected following the hierarchy of controls to ensure that the highest level of protection is implemented whenever reasonably practicable.

This approach ensures that hazards are controlled systematically and that reliance on personal protective equipment alone is avoided whenever higher-level controls are possible.

This section supports compliance with ISO 45001:2018 Clause 8.1.2 – Hierarchy of Controls and WorkSafeBC Occupational Health and Safety Regulations.



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### **Order of Control Measures**

Hazards must be controlled using the following order of effectiveness.

#### **1. Elimination**

Elimination removes the hazard entirely from the workplace.

Where possible, Viking Reinforcing will eliminate hazards through design, process changes, or work planning.

Examples relevant to rebar fabrication and placement include:

- eliminating unnecessary manual handling through mechanical lifting equipment
- eliminating hazardous work areas through improved yard layout
- eliminating exposure to moving machinery through physical separation of work zones
- eliminating trip hazards through proper material storage and housekeeping

Elimination is the most effective control and must be considered first.

#### **2. Substitution**

Substitution involves replacing a hazardous process, material, or piece of equipment with a safer alternative.

Examples may include:

- using safer hydraulic fluids or lubricants
- replacing damaged tools with improved safety designs
- selecting equipment with improved guarding systems
- selecting lighter materials or improved lifting equipment to reduce ergonomic risk

Substitution reduces risk when elimination is not possible.

#### **3. Engineering Controls**


Engineering controls physically isolate workers from hazards or reduce the likelihood of injury.

Engineering controls are heavily used in Viking Reinforcing fabrication operations.

Examples include:

- machine guards on fabrication equipment including:

RMS 611 Hydraulic Rebar Shear  
RMS 411 Hydraulic Rebar Shear  
Schnell BarWiser 22 Rebar Bender

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Big Blue HD42A Rebar Bender

RMS Bender 11

- emergency stop switches on fabrication equipment
- equipment guarding and protective barriers
- forklift warning alarms and lights
- designated forklift travel lanes within the yard
- steel storage racks designed to prevent material collapse
- mechanical lifting equipment to reduce manual handling

Engineering controls reduce exposure to hazards without relying on worker behavior.

#### 4. Administrative Controls

Administrative controls are procedures, work practices, and training that reduce risk.

Examples include:

- safe work procedures for fabrication equipment
- jobsite safety procedures for reinforcing steel placement
- worker safety training and orientation
- hazard reporting procedures
- workplace inspection programs
- traffic management procedures within the yard
- coordination with general contractors at construction sites
- toolbox meetings and safety communications

Administrative controls rely on proper supervision and worker participation.


#### 6. Personal Protective Equipment (PPE)

Personal protective equipment provides a final layer of protection when hazards cannot be fully eliminated.

Required PPE for Viking Reinforcing operations may include:

- CSA-approved safety boots
- hard hats
- high-visibility clothing
- cut-resistant gloves
- safety glasses with side shields
- hearing protection when working near fabrication equipment
- additional site-specific PPE required by construction projects

PPE must always be used in combination with higher-level controls whenever possible.

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### Application in Viking Reinforcing Operations

The hierarchy of controls is applied when:

- identifying hazards in the fabrication yard
- planning reinforcing steel placement activities at construction sites
- investigating incidents or near misses
- implementing corrective actions
- introducing new equipment or work procedures

Supervisors must ensure that the highest level of control reasonably achievable is implemented.

### Worker Participation

Workers are encouraged to participate in identifying effective control measures by:

- reporting hazards
- participating in hazard assessments
- suggesting safer work practices
- participating in safety meetings

Worker involvement helps ensure that control measures are practical and effective.

### Documentation

Hazard control decisions are documented in the following records:

REGISTER-OHS-05 – Hazard and Risk Register

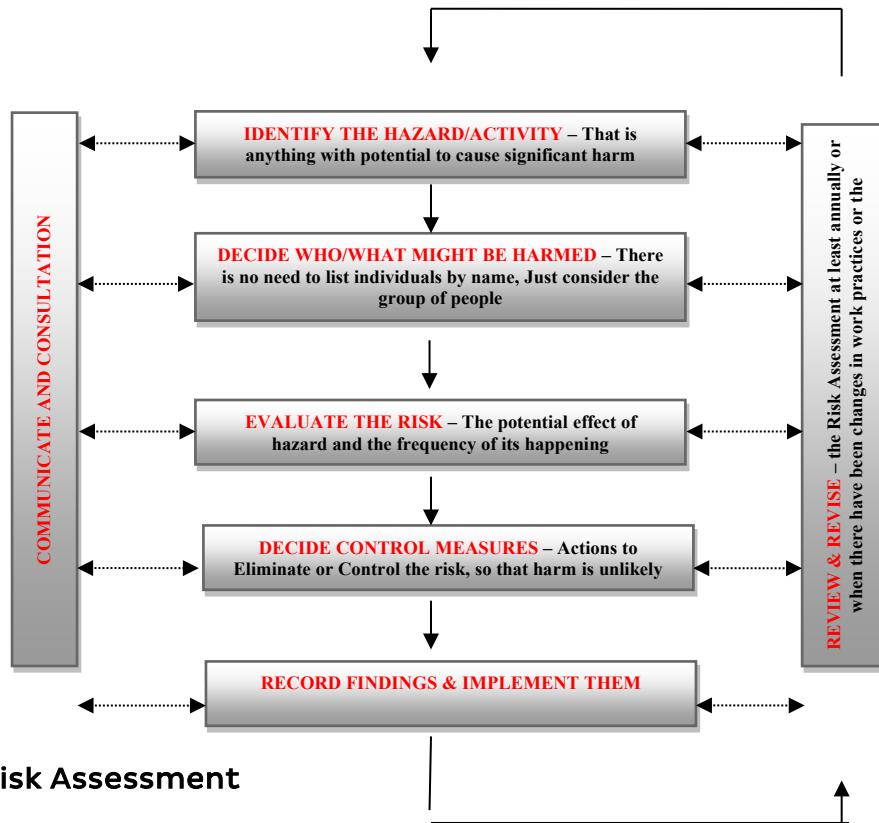
FORM-OHS-06 – Hazard Assessment Form

LOG-OHS-01 – Workplace Inspection Log

REGISTER-OHS-02 – Corrective Action Register


These documents provide evidence that hazards are evaluated and controlled according to the hierarchy of controls.

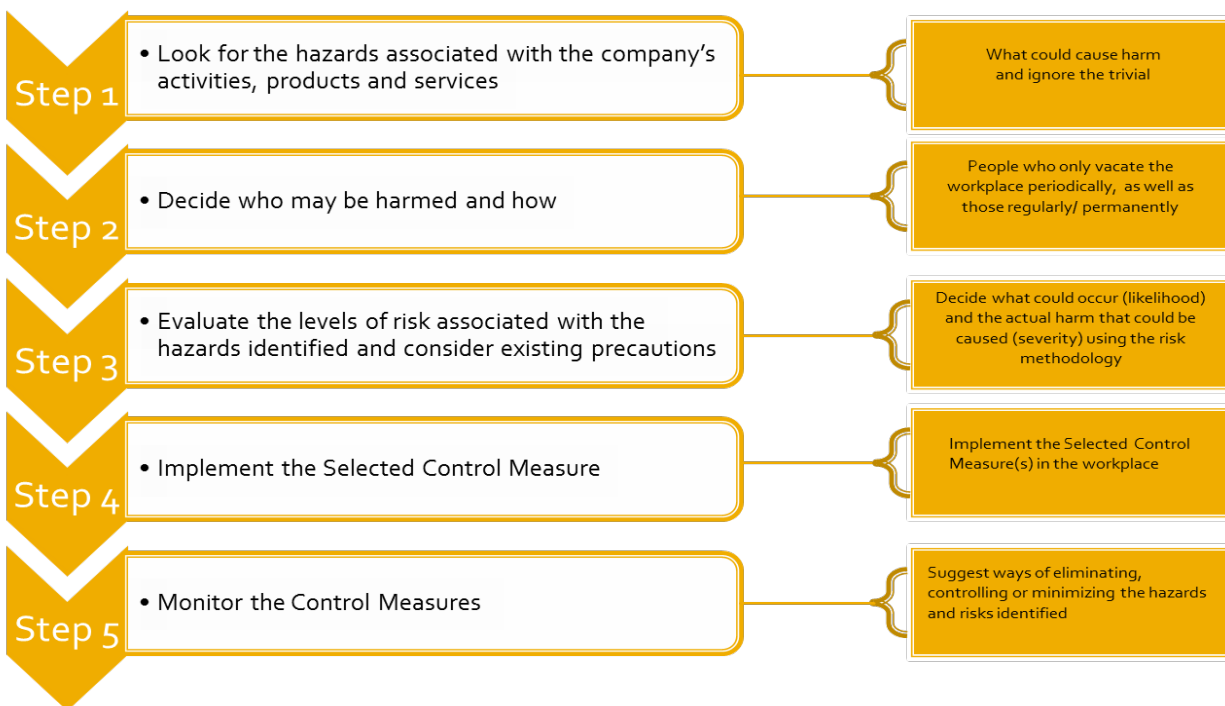
**Risk Assessment & Management can be done in accordance with the following chart**



**Five Steps of Risk Assessment**

(a) The risk assessment process can be systematically divided into five steps:

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**Low risk** – The risk is acceptable without requiring further action (corrections may be applied as resources allow).

**Medium risk** – The risk must be managed to a point that is ALARP to be acceptable. The hazards must be managed to reduce the frequency and/or the severity of the hazardous events to ALARP. Risk reduction measures must be planned and documented.

**High risk** – The risk is unacceptably high. This level of risk exposes the VIKING REINFORCING LTD. to intolerable losses to (People, Assets, Environment and Reputation). The hazard should be eliminated or its risk reduced to tolerable levels immediately.

### Related Documents

- REGISTER-OHS-05 – Hazard and Risk Register
- FORM-OHS-06 – Hazard Assessment Form
- FORM-OHS-01 – Hazard / Near Miss Report Form
- LOG-OHS-01 – Workplace Inspection Log
- REGISTER-OHS-02 – Corrective Action Register

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## 6.4 HEALTH & SAFETY ACTION PLAN

Viking Reinforcing Ltd is committed to continually improving workplace health and safety performance. A Health and Safety Action Plan will be developed and maintained to address identified hazards, safety concerns, and opportunities for improvement.

The purpose of the Health and Safety Action Plan is to ensure that hazards, risks, and safety issues identified through inspections, hazard assessments, incident investigations, or worker feedback are addressed in a structured and timely manner.

### Audit-Based Action Planning

Health and Safety Action Plans shall be developed based on:

- Internal audit results
- External audit findings (including COR audits)
- Incident investigations
- Inspection findings

Action plans shall include:

- Assigned responsibilities
- Timelines for completion
- Status tracking
- Verification of effectiveness

Action plans shall be communicated to relevant personnel and monitored through management review.

The Health and Safety Action Plan may include actions arising from:

- Workplace inspections
- Hazard assessments and risk evaluations
- Incident and near miss investigations
- Worker hazard reports
- Safety meeting discussions
- Internal safety audits
- Regulatory inspections or orders
- Management review recommendations

Each action item will identify:

- The safety issue or hazard
- Required corrective or preventive action
- Responsible person



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- Target completion date
- Status of the action
- Verification that the action has been completed

Management will monitor the implementation of corrective actions and ensure that appropriate measures are taken to eliminate hazards or reduce risks to acceptable levels.

Completed actions will be reviewed to verify that the corrective measures were effective in preventing recurrence.

The Health and Safety Action Plan forms part of the company's continual improvement process for the Occupational Health and Safety Management System.

### **Related Documents**

- REGISTER-OHS-02 – Corrective Action Register
- REGISTER-OHS-05 – Hazard and Risk Register
- LOG-OHS-01 – Workplace Inspection Log
- FORM-OHS-04 – Incident Investigation Report
- REGISTER-OHS-01 – OH&S Objectives and KPI Register

## **6.5 LEGAL REQUIREMENT**

### **Purpose**

The purpose of this section is to ensure that Viking Reinforcing Ltd identifies, understands, and complies with all applicable legal and regulatory requirements related to occupational health and safety.


Compliance with legal requirements is essential for protecting workers, maintaining safe working conditions, and meeting the obligations established under applicable legislation.

This procedure supports compliance with ISO 45001:2018 Clause 6.1.3 – Determination of Legal Requirements and Other Requirements.

### **Scope**

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations
- reinforcing steel fabrication equipment
- reinforcing steel placement activities at construction sites
- company vehicles and mobile equipment
- supervisors, workers, contractors, and visitors

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All Viking Reinforcing employees must comply with applicable occupational health and safety legislation.

### Primary Legal Authority

The primary occupational health and safety legislation governing Viking Reinforcing Ltd operations is:

Workers Compensation Act (British Columbia)

This legislation establishes the legal framework for workplace safety and workers' compensation in British Columbia.

### WorkSafeBC Occupational Health and Safety Regulation

The WorkSafeBC Occupational Health and Safety Regulation (OHSR) establishes detailed requirements for workplace safety including:

- hazard identification and risk control
- worker training and supervision
- personal protective equipment
- machinery and equipment safety
- first aid requirements
- emergency preparedness and response

Viking Reinforcing must comply with all relevant provisions of the regulation.


### Construction Industry Requirements

Reinforcing steel placement activities performed at construction sites must also comply with construction-specific safety requirements.

Workers must comply with:

- WorkSafeBC construction safety regulations
- project-specific safety requirements established by the General Contractor
- site safety orientation and procedures

Viking Reinforcing workers must follow all applicable site safety rules when working on construction projects.

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### **Fabrication Yard Compliance**

Fabrication yard operations must comply with applicable occupational health and safety requirements related to:

- operation of fabrication machinery
- lockout procedures
- material handling and storage
- workplace inspections
- hazard reporting and correction

Supervisors must ensure that workers follow safe work procedures during fabrication activities.

### **Construction Job Site Compliance**

When Viking Reinforcing crews work at construction sites, workers must comply with:

- WorkSafe BC construction safety requirements
- the General Contractor’s safety program
- site-specific hazard controls

Viking Reinforcing supervisors remain responsible for ensuring Viking employees follow company safety procedures while working on construction projects.

### **Other Applicable Legal Requirements**

Additional legal requirements may include:

- environmental protection regulations
- transportation safety regulations
- municipal bylaws affecting workplace activities


Viking Reinforcing must ensure these requirements are considered where applicable.

### **Identification of Legal Requirements**

Viking Reinforcing identifies legal requirements through:

- WorkSafe BC publications and regulatory updates
- industry safety guidance and standards
- consultation with safety professionals or regulatory authorities

Management must ensure that applicable legal requirements are communicated to workers where necessary.

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### **Monitoring Compliance**

Compliance with legal requirements is monitored through:

- workplace inspections
- incident investigations
- safety audits
- management reviews

Monitoring activities help ensure that workplace practices remain consistent with legal obligations.

### **Communication of Legal Requirements**

Workers must be informed of applicable safety requirements through:

- worker orientation programs
- safety meetings
- training sessions
- safety documentation

Communication helps ensure workers understand their responsibilities under occupational health and safety legislation.

### **Responsibilities**

#### **Employer Responsibilities**


Viking Reinforcing Ltd must:

- maintain a safe workplace
- ensure workers receive proper training
- implement safety policies and procedures
- comply with legal safety requirements

#### **Supervisor Responsibilities**

Supervisors must:

- ensure workers follow safety procedures
- enforce compliance with legal requirements
- report unsafe conditions

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## Worker Responsibilities

Workers must:

- follow safe work procedures
- comply with safety regulations
- report hazards or unsafe conditions
- participate in safety training

Workers play an important role in maintaining workplace safety.

## Related Documents

REGISTER-OHS-05 – Hazard and Risk Register  
 LOG-OHS-01 – Workplace Inspection Log  
 FORM-OHS-04 – Incident Investigation Report  
 REGISTER-OHS-02 – Corrective Action Register  
 FORM-OHS-11 – Worker Training Record  
 REGISTER-OHS-01 – OH&S Objectives and KPI Register

## 6.6 COMPLIANCE EVALUATION

### Purpose


Viking Reinforcing Ltd. conducts periodic evaluations of compliance to ensure that all applicable occupational health and safety legal requirements and other obligations are being met.

Compliance evaluations verify that operations within the fabrication yard in Parksville, British Columbia and reinforcing steel placement activities at construction project sites are conducted in accordance with:

- WorkSafeBC Occupational Health and Safety Regulation
- Workers Compensation Act (British Columbia)
- WHMIS legislation
- applicable construction safety requirements
- contractual safety requirements established by construction project owners or general contractors

This process ensures that Viking Reinforcing maintains compliance with regulatory requirements and continually improves its Occupational Health and Safety Management System.

This section supports compliance with ISO 45001:2018 Clause 9.1.2 – Evaluation of Compliance.

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### Identification of Legal Requirements

Applicable legal and regulatory requirements are identified and maintained within the Legal and Compliance Register.

This register identifies:

- applicable legislation and regulations
- specific safety requirements relevant to fabrication yard operations and construction site activities
- responsible persons for ensuring compliance
- methods used to verify compliance

Relevant legislation primarily includes:

- WorkSafeBC Occupational Health and Safety Regulation
- Workers Compensation Act (BC)
- WHMIS requirements
- occupational health and safety obligations applicable to construction projects

### Compliance Evaluation Process

Compliance with legal and regulatory requirements is evaluated through multiple monitoring activities.

These activities include:

- workplace safety inspections
- equipment inspections and maintenance reviews
- incident and near miss investigations
- hazard reporting and corrective action tracking
- safety meetings and worker consultation
- periodic management review of OH&S performance

These activities provide ongoing verification that safety procedures and regulatory requirements are being followed.

### Frequency of Compliance Evaluations

Compliance evaluations are conducted:

- during routine workplace inspections
- during incident investigations
- during internal safety audits when applicable
- during management review meetings



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The Legal and Compliance Register is reviewed periodically to confirm that regulatory requirements remain current and applicable.

### **Non-Compliance and Corrective Action**

If non-compliance with legal or regulatory requirements is identified, corrective actions must be implemented promptly.

Corrective actions may include:

- revising work procedures
- providing additional worker training
- implementing engineering or administrative controls
- updating hazard assessments
- modifying equipment or processes

All corrective actions must be documented and monitored until closure.

### **Worker Participation**

Workers contribute to compliance monitoring by:

- reporting hazards or unsafe conditions
- participating in workplace inspections
- participating in incident investigations
- providing feedback during safety meetings

Worker participation helps identify potential compliance issues early.

### **Documentation**

Compliance monitoring and corrective actions are documented using the following records:

- REGISTER-OHS-08 – Legal and Compliance Register
- REGISTER-OHS-02 – Corrective Action Register
- LOG-OHS-01 – Workplace Inspection Log
- LOG-OHS-04 – Safety Meeting Log
- FORM-OHS-02 – Incident Report Form
- FORM-OHS-04 – Incident Investigation Report



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## 6.7 MANAGEMENT OF CHANGE (MOC)

### Purpose

The purpose of the Management of Change (MOC) process is to ensure that any changes affecting Viking Reinforcing Ltd operations are evaluated for potential health and safety risks before they are implemented.

Changes to equipment, materials, processes, or work practices may introduce new hazards or alter existing risk levels. A structured change management process ensures that risks are properly assessed and controlled to protect workers operating within the fabrication yard in Parksville, British Columbia and Viking Reinforcing crews performing reinforcing steel placement at construction job sites.

This procedure supports compliance with ISO 45001:2018 Clause 8.1.3 – Management of Change.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard activities
- operation of reinforcing steel fabrication equipment
- reinforcing steel placement operations at construction project sites
- introduction of new equipment or machinery
- modifications to work procedures
- changes in materials, substances, or suppliers
- introduction of new technology or software
- changes in regulatory requirements
- organizational changes affecting supervision or worker responsibilities

Management of Change applies to both planned changes and emergency changes that may affect worker health and safety.

### Types of Changes Requiring Review

#### Equipment Changes

Changes involving fabrication machinery must be reviewed before implementation.

Examples include:

- installation of new rebar bending or shearing equipment
- modification of existing machines such as:

Schnell BarWiser 22 Rebar Bender  
Big Blue HD42A Rebar Bender



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RMS Bender 11  
RMS 611 Hydraulic Rebar Shear  
RMS 411 Hydraulic Rebar Shear

- modification of safety guards or machine controls
- changes to forklift or telehandler equipment used for material handling

Equipment changes must consider:

- machine guarding
- operator training requirements
- lockout procedures
- emergency stop controls
- potential pinch or crush hazards

#### **Process Changes**

Changes to fabrication or placement processes must be evaluated to ensure hazards are controlled.

Examples include:

- changes to reinforcing steel fabrication methods
- new procedures for cutting, bending, or bundling reinforcing steel
- changes to material handling methods
- new loading or transportation methods
- changes to jobsite installation techniques

#### **Construction Site Operational Changes**

Changes affecting reinforcing steel placement operations at construction sites may include:

- new project environments
- changes to work areas or access routes
- new equipment introduced by the general contractor
- coordination with other trades
- new site safety requirements

Viking Reinforcing supervisors must ensure that changes introduced at construction sites are reviewed to confirm they do not introduce unacceptable risks to workers.



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### Material or Chemical Changes

Changes involving hazardous materials must be evaluated before use.

Examples include:

- new lubricants or hydraulic fluids
- cleaning solvents
- new chemical products introduced in the yard

These changes must be reviewed to ensure compliance with:

- WHMIS requirements
- Safety Data Sheet (SDS) availability
- safe storage procedures

### Organizational Changes

Organizational changes may affect worker safety.

Examples include:

- changes in supervision
- changes in staffing levels
- introduction of new workers or contractors
- changes in work schedules or production pressures

These changes must be evaluated to ensure that supervision and safety oversight remain effective.

### Change Evaluation Process

Before implementing a change, the following steps must be completed.

#### Step 1 – Identify the Proposed Change

The supervisor or manager proposing the change must describe:

- the nature of the change
- the reason for the change
- the affected work activities
- equipment or materials involved

#### Step 2 – Hazard Identification

Potential hazards associated with the change must be identified.

Hazards may include:

- mechanical hazards
- material handling hazards



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- ergonomic hazards
- vehicle or mobile equipment hazards
- environmental hazards
- worker exposure to hazardous substances

Workers familiar with the task should be consulted during hazard identification.

### **Step 3 – Risk Assessment**

The hazards must be evaluated to determine the level of risk.

Risk evaluation should consider:

- severity of potential injury
- likelihood of occurrence
- number of workers exposed

The results of the risk assessment must be documented.

### **Step 4 – Determine Control Measures**

Control measures must be identified to eliminate or reduce risks.

Control measures may include:

- engineering controls
- administrative controls
- revised work procedures
- additional supervision
- required personal protective equipment

All control measures must be implemented before the change is fully adopted.

### **Step 5 – Update Documentation**

Where necessary, the following documents must be updated:

- hazard and risk register
- equipment operating procedures
- training materials
- inspection procedures
- emergency response procedures

Workers must be informed of any changes affecting their work activities.



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### **Step 6 – Worker Training**

Workers affected by the change must receive appropriate training before performing modified tasks.

Training may include:

- equipment operation training
- revised safety procedures
- new hazard awareness
- emergency response instructions

Workers must demonstrate competency before performing new or modified tasks independently.

### **Emergency Changes**

In some circumstances, immediate changes may be required to address urgent safety issues.

Examples include:

- equipment failure
- unsafe site conditions
- emergency repairs

When emergency changes occur:

- immediate action must be taken to protect workers
- hazards must be assessed as soon as possible
- documentation must be completed after the emergency situation is stabilized

### **Verification and Monitoring**

Following implementation of a change, supervisors must verify that:

- control measures are effective
- workers understand revised procedures
- no new hazards have been introduced

Follow-up inspections may be conducted to ensure that the change has not created additional safety risks.

### **Worker Participation**

Workers must be involved in the change management process whenever possible.

Workers may:



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- identify potential hazards associated with changes
- suggest safer work practices
- provide feedback on implemented changes

Worker participation helps ensure that changes are implemented safely.

### Related Documents

REGISTER-OHS-05 – Hazard and Risk Register  
REGISTER-OHS-02 – Corrective Action Register  
REGISTER-OHS-04 – Worker Training and Competency Register  
FORM-OHS-06 – Hazard Assessment Form  
LOG-OHS-01 – Workplace Inspection Log

## 7.0 SUPPORT

### Resources

Viking Reinforcing Ltd provides the resources necessary to establish, implement, maintain, and continually improve the OH&S Management System.

Resources include:

- Trained personnel
- Equipment and PPE
- Financial and operational support

### Competence

Workers must be competent based on appropriate education, training, or experience.

Competency is ensured through:

- Training programs
- Supervision
- Evaluation of worker performance

### Awareness

Workers are made aware of:

- OH&S policy
- Hazards and risks



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- Their roles and responsibilities
- The importance of compliance

### Communication

Internal and external communication includes:

- Safety meetings
- Hazard reporting
- Incident reporting
- Communication with regulators and clients

### Documented Information

Viking Reinforcing Ltd maintains documented information required by ISO 45001 including:

- Policies and procedures
- Registers and logs
- Training records
- Inspection records

Documents are controlled and maintained to ensure accuracy and accessibility.

## 7.1 TRAINING

### Purpose

Viking Reinforcing Ltd recognizes that effective training is essential to maintaining a safe and healthy workplace. Workers must be properly trained to identify hazards, follow safe work procedures, and safely operate equipment used in reinforcing steel fabrication and placement operations.

This training program ensures that workers possess the knowledge, skills, and competency required to perform their duties safely and in compliance with the Workers Compensation Act and the WorkSafeBC Occupational Health and Safety Regulation.

### Scope

This training program applies to:

- all employees
- supervisors



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- new workers
- temporary workers
- subcontractors working under the direction of Viking Reinforcing Ltd

Training requirements apply to both:

- fabrication yard operations
- construction site placing activities

### **Training Objectives**

The objectives of the Viking Reinforcing training program are to:

- ensure workers understand workplace hazards
- ensure workers are competent to safely perform assigned tasks
- ensure workers understand company safety procedures
- ensure compliance with WorkSafeBC safety regulations
- reduce the risk of workplace injury or incident

### **New Worker Orientation**

All new workers must receive safety orientation before beginning work.

Orientation training includes:

- company safety policies and procedures
- hazard reporting procedures
- emergency procedures
- workplace inspections
- PPE requirements
- hazard identification and risk awareness
- incident reporting requirements
- supervisor name and contact information
- general duties and responsibilities of employers, workers, and supervisors
- the worker's right to refuse unsafe work and the procedure for doing so
- workplace health and safety rules
- safe work procedures for assigned tasks
- procedures for working alone or in isolation
- measures to reduce the risk of workplace violence and procedures for dealing with violent situations
- first aid attendant name and contact information
- locations of first aid kits and eye wash facilities
- locations of emergency exits and muster/meeting points
- locations of fire extinguishers and fire alarms, and how to use fire extinguishers
- basic contents of the occupational health and safety program



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- WHMIS and hazardous materials in the workplace, including product labels, safety data sheets (SDSs), safe handling, storage, disposal, and spill response
- contact information for the joint health and safety committee or worker health and safety representative
- workplace bullying and harassment – what it is, how to report it, and who is responsible for following up on complaints

Workers must acknowledge that they have received orientation training.

### **Job-Specific Training**

Workers must receive training specific to the tasks they perform.

Examples include:

#### **Rebar Fabrication Equipment Training**

Workers operating fabrication equipment must be trained in the safe operation of equipment such as:

- RMS 611 Hydraulic Rebar Shear
- RMS 411 Rebar Shear
- Schnell BarWiser 22 Rebar Bender
- Big Blue HD42A Rebar Bender
- RMS Bender 11

Training includes:

- machine safety controls
- hazard awareness
- emergency stop procedures
- lockout requirements
- safe material handling

Workers must demonstrate competency before operating equipment independently.

### **Mobile Equipment Training**

Workers operating mobile equipment must receive training in the safe operation of:

- forklifts
- telehandlers

Operators must be trained in:

- equipment controls
- load handling procedures



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- equipment inspections
- safe operating practices

Where required, operators must hold valid certification.

### **Jobsite Safety Training**

Workers installing reinforcing steel at construction sites must receive training on:

- working around heavy equipment
- safe rebar handling
- impalement hazards
- rebar cage stability
- coordination with other trades

Workers must also follow site-specific safety requirements established by the general contractor.

### **Supervisor Training**

Supervisors must receive additional training in:

- hazard identification
- workplace inspections
- incident investigation
- safety leadership
- enforcement of safety procedures

Supervisors are responsible for ensuring workers perform work safely and comply with safety requirements.

### **Specialized Training**

Additional training may be required depending on work conditions.

Examples may include:

- First Aid certification
- WHMIS training
- fall protection training
- confined space awareness
- emergency response training



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Training requirements will be determined based on workplace hazards and regulatory requirements.

### **Refresher Training**

Workers may receive refresher training:

- when new equipment is introduced
- when new hazards are identified
- following incidents or near misses
- when safety procedures change
- when supervisors determine additional training is required

Refresher training helps ensure workers maintain competency and awareness of workplace hazards.

### **Training Records**

Training records will be maintained to document worker competency.

Records may include:

- worker orientation records
- equipment training records
- certification documentation
- refresher training records

Training records will be maintained as part of the Occupational Health and Safety Management System.

### **Worker Participation**


Workers are encouraged to actively participate in training programs and safety discussions.

Workers may provide feedback regarding training needs and may suggest improvements to safety procedures.

Worker involvement helps strengthen the company's safety culture and improves hazard awareness.

### **Competent Person Requirement**

All training must be delivered by a competent person who has the necessary knowledge, training, and experience to instruct workers safely.

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Competency may be demonstrated through:

- Relevant certification or qualification
- Demonstrated experience with equipment or task
- Supervisor or management approval

Only competent persons are authorized to provide training and verify worker competency.

### Competency Verification

Worker competency shall be evaluated and verified following training.

Verification methods may include:

- Demonstration of task performance
- Supervisor observation
- Practical evaluation of skills
- Review of work practices

Workers shall not perform tasks independently until competency has been confirmed.

Records of competency verification shall be maintained as part of training documentation.

## 7.2 DOCUMENTED INFORMATION

### Purpose

The purpose of this section is to establish procedures for the creation, control, maintenance, and retention of documented information related to the Viking Reinforcing Ltd Occupational Health and Safety Management System (OHSMS).

Proper control of documented information ensures that workers have access to accurate safety procedures and that records demonstrating compliance with occupational health and safety requirements are maintained.

This procedure supports compliance with ISO 45001:2018 Clause 7.5 – Documented Information.

### Scope

This procedure applies to all documented information related to Viking Reinforcing Ltd occupational health and safety activities including:

- policies and procedures



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- safe operating procedures (SOPs)
- hazard assessments and risk registers
- safety forms and logs
- training records
- inspection reports
- incident investigation records

Document control applies to both fabrication yard operations in Parksville, British Columbia and reinforcing steel placement activities on construction sites.

### **Types of Documented Information**

The Viking Reinforcing OHSMS includes two categories of documented information:

#### **Controlled Documents**

Controlled documents provide instructions or guidance for workplace safety activities.

Examples include:

- Occupational Health and Safety Manual
- Safe Operating Procedures (SOPs)
- Emergency response procedures
- hazard identification procedures
- lockout/tagout procedures
- workplace inspection procedures

Controlled documents must be approved before use and reviewed periodically.


#### **Safety Records**

Safety records provide evidence that safety procedures are being implemented.

Examples include:

- workplace inspection reports
- incident investigation reports
- safety meeting records
- equipment inspection logs
- worker training records

Safety records must be retained according to record retention requirements.

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### Document Identification

All safety documents must be clearly identified to ensure workers can easily recognize the most current version.

Document identification should include:

- document title
- document number or identifier
- revision number or version
- approval authority
- revision date

Proper identification prevents outdated or incorrect procedures from being used.

### Document Approval

All safety procedures and policies must be reviewed and approved before they are implemented.

Approval ensures that documents:

- are accurate
- comply with regulatory requirements
- reflect actual workplace practices

Management is responsible for approving major safety procedures and policies.


### Document Distribution

Controlled safety documents must be accessible to workers who require them.

Distribution methods may include:

- electronic storage systems
- printed copies in designated locations
- safety boards or information stations
- company website – [www.vikingreinforcing.com/policies](http://www.vikingreinforcing.com/policies) (primary controlled repository)

Effective April 19, 2026, the official Viking Reinforcing Ltd. corporate website at [www.vikingreinforcing.com/policies](http://www.vikingreinforcing.com/policies) serves as the primary controlled repository for all current Integrated Management System documentation – including the Occupational Health and Safety Manual, Standard Operating Procedures (SOPs), Safe Work Procedures

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(SWPs), Safe Job Procedures (SJPs), and all supporting forms, logs, and registers. The website is accessible to all workers, supervisors, managers, and contractors from any internet-connected device, worldwide, regardless of operating system or hardware manufacturer, in satisfaction of ISO 45001:2018 Clause 7.5 (Documented Information) and the WorkSafeBC requirement that workers have access to the safety procedures governing their work.

Printed copies, safety boards, information stations, and foreman vehicle copies remain available as supplementary access channels. In the event of a conflict between a printed copy and the version published on the company website, the website version shall be considered the authoritative, current, controlled version.

Workers, supervisors, and contractors are responsible for referring to the company website to confirm they are using the most recent revision prior to performing work governed by a procedure.

Workers must have access to relevant procedures needed to perform their tasks safely.

### Document Updates and Revisions

Documents must be reviewed and updated when necessary.

Reasons for updates may include:

- regulatory changes
- introduction of new equipment or processes
- incident investigation findings
- improvements to safety procedures

When documents are revised:

- revision numbers must be updated
- outdated versions must be removed or marked obsolete
- workers must be informed of significant changes


Maintaining current procedures helps ensure workplace safety.

### Control of Obsolete Documents

Obsolete documents must be removed from circulation to prevent accidental use.

If older documents must be retained for historical reference, they must be clearly identified as obsolete.

This ensures workers only use the most current safety procedures.

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### Protection of Safety Records

Safety records must be protected to ensure they remain:

- legible
- identifiable
- retrievable

Records may be stored electronically or in physical format.

Records must be protected from damage, loss, or unauthorized alteration.

### Records Retention

Safety records must be retained for an appropriate period to demonstrate compliance with occupational health and safety requirements.

Typical retention periods include:

- incident investigation records
- training records
- workplace inspection records
- corrective action records

Viking Reinforcing Ltd retains occupational health and safety records for the following minimum periods:



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**Records Retention Schedule**

<b>Record Type</b>	<b>Minimum Retention Period</b>
Incident investigation reports	10 years
WorkSafeBC Form 7 and related claim records	10 years
Worker training and orientation records	3 years after termination of employment
Certification and ticket copies	Duration of employment + 3 years
Workplace inspection records	3 years
Equipment inspection logs	3 years (or life of equipment, whichever greater)
Preventative maintenance records	Life of equipment
JHSC meeting minutes	5 years
Hazard assessments and risk registers	Current version + 3 prior versions
First aid treatment records	3 years
Emergency drill records	3 years
Management Review minutes	5 years
Signed H&S Policy (each version)	Permanent
Exposure records (noise, silica, chemical, welding fume)	30 years (OHS Reg §5.59)
Toolbox / Tailgate meeting minutes	2 years
Critical Task Register (REGISTER-OHS-10)	Current version + 2 years
Specialized PPE and Rigging Register (REGISTER-OHS-11)	Life of equipment + 2 years
Lift Plans (FORM-OHS-15)	2 years
Red Out-of-Service Tag log (FORM-OHS-14)	1 year
Internal and external audit reports (COR / ISO)	5 years
Corrective action records (REGISTER-OHS-02)	3 years after close-out

Records are protected from damage, loss, or unauthorized alteration and are stored in the Records binder and on the company network drive.

**Related Documents**

- Viking Reinforcing Occupational Health and Safety Manual
- SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation
- SOP-FAB-02 – RMS 411 Hydraulic Rebar Shear Operation



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SOP-FAB-03 – Schnell BarWiser 22 Rebar Bender Operation  
SOP-FAB-04 – Big Blue HD42A Rebar Bender Operation  
SOP-FAB-05 – RMS Bender 11 Operation  
REGISTER-OHS-05 – Hazard and Risk Register  
REGISTER-OHS-01 – OH&S Objectives and KPI Register  
REGISTER-OHS-02 – Corrective Action Register  
LOG-OHS-04 – Safety Meeting Log  
LOG-OHS-01 – Workplace Inspection Log  
LOG-OHS-02 – Equipment Inspection Log  
FORM-OHS-02 – Incident Report Form  
FORM-OHS-04 – Incident Investigation Report

## DOCUMENTATION

### Purpose

The purpose of this section is to identify and control the documentation used to support the Viking Reinforcing Ltd Occupational Health and Safety Management System (OHSMS).

These documents provide evidence that safety procedures are implemented, monitored, and continually improved in accordance with ISO 45001:2018 Clause 7.5 – Documented Information.

Proper control of documentation ensures that workers have access to accurate safety procedures and that records demonstrating compliance with occupational health and safety requirements are maintained.


### Document Control

All documents supporting the Viking Reinforcing Occupational Health and Safety Management System are maintained under document control procedures.

Documents must:

- be clearly identified with document titles and document numbers
- be reviewed and approved prior to use
- be periodically reviewed to ensure accuracy and relevance
- be updated when operational processes or regulatory requirements change
- be accessible to workers performing the work
- be protected from unintended alteration or loss

Obsolete documents must be removed from circulation to ensure that only the most current approved versions are used.

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### Document Categories

Documentation supporting the Viking Reinforcing Occupational Health and Safety Management System is organized into the following categories:

- Registers
- Forms
- Logs
- Standard Operating Procedures (SOPs)
- Supporting reference documents

These documents provide evidence that occupational health and safety procedures are implemented and monitored across both fabrication yard operations in Parksville, British Columbia and reinforcing steel placement activities at construction project sites.

### OHSMS Registers

Registers are maintained to monitor safety performance, track corrective actions, and maintain regulatory compliance.

- REGISTER-OHS-01 – OH&S Objectives and KPI Register
- REGISTER-OHS-02 – Corrective Action Register
- REGISTER-OHS-03 – Emergency Response Drill Log
- REGISTER-OHS-04 – Worker Training and Competency Register
- REGISTER-OHS-05 – Hazard and Risk Register
- REGISTER-OHS-06 – Organizational Risk and Opportunity Register
- REGISTER-OHS-07 – Interested Parties Register
- REGISTER-OHS-08 – Legal and Compliance Register
- REGISTER-OHS-09 – Compliance Evaluation Register

These registers support planning, monitoring, risk management, and continual improvement activities within the safety management system.

### OHSMS Forms

Forms are used to document specific safety activities, inspections, and incident reports.



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- FORM-OHS-01 – Hazard / Near Miss Report Form
- FORM-OHS-02 – Incident Report Form
- FORM-OHS-03 – First Aid Treatment Report
- FORM-OHS-04 – Incident Investigation Report
- FORM-OHS-05 – Non-Conformance Report
- FORM-OHS-06 – Hazard Assessment Form
- FORM-OHS-07 – HSE Inspection Checklist
- FORM-OHS-08 – Work Site HSE Inspection Report
- FORM-OHS-09 – First Aid Kit Inspection Checklist
- FORM-OHS-10 – Emergency Equipment Inspection Form
- FORM-OHS-11 – Worker Training Record
- FORM-OHS-12 – Equipment Pre-Use Inspection Form
- FORM-OHS-13 – Lockout / Tagout Record
- FORM-OHS-14 Red Out-of-Service Tag
- FORM-OHS-15 Lift Plan
- FORM-OHS-16 PPE Hazard Assessment Matrix
- FORM-OHS-17 First Aid Assessment
- FORM-OHS-18 Inspection Schedule and Plan
- FORM-OHS-19 Subcontractor Safety Performance Monitoring
- FORM-OHS-20 Vendor Pre-Qualification
- FORM-OHS-21 Facility Hazard Assessment (Parksville Yard)
- FORM-OHS-22 Management Review – OHS Program Evaluation

These forms support hazard reporting, inspections, worker training documentation, and incident investigations.

### **OHSMS Logs**

Logs are maintained to track recurring safety activities and operational monitoring.

- LOG-OHS-01 – Workplace Inspection Log
- LOG-OHS-02 – Equipment Inspection Log
- LOG-OHS-03 – Emergency Drill Log
- LOG-OHS-04 – Safety Meeting Log
- LOG-OHS-05 – Equipment Maintenance Log
- LOG-OHS-06 – Corrective Action Closure Verification Log
- LOG-OHS-07 – Management Review Meeting Log
- LOG-OHS-08 – Internal Audit Log
- LOG-OHS-09 Equipment Pre-Use Inspection Summary

These logs provide evidence that inspections, equipment maintenance, emergency drills, and safety meetings are conducted regularly.

### **Standard Operating Procedures (SOP)**



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Standard Operating Procedures provide detailed instructions for conducting work activities safely within the fabrication yard and on construction project sites.

### **Occupational Health and Safety Management Procedures**

- SOP-OHS-01 – Hazard Identification and Risk Assessment Procedure
- SOP-OHS-02 – Incident Reporting and Investigation Procedure
- SOP-OHS-03 – Emergency Preparedness and Response Procedure
- SOP-OHS-04 – Workplace Inspection Procedure
- SOP-OHS-05 – Worker Training and Competency Procedure
- SOP-OHS-06 – Communication and Worker Consultation Procedure
- SOP-OHS-07 – Corrective Action and Non-Conformance Procedure
- SOP-OHS-08 – Management of Change Procedure
- SOP-OHS-09 – Contractor and Subcontractor Safety Management Procedure
- SOP-OHS-10 – Compliance Evaluation Procedure
- SOP-OHS-11 – Document Control Procedure
- SOP-OHS-12 – Records Retention Procedure
- SOP-OHS-13 – Emergency Medical Response Procedure
- SOP-OHS-14 – Fire Prevention and Fire Response Procedure
- SOP-OHS-15 – Chemical Spill Response Procedure
- SOP-OHS-16 – Gas Leak Response Procedure
- SOP-OHS-17 – Lockout / Tagout Procedure
- SOP-OHS-18 – Personal Protective Equipment Procedure
- SOP-OHS-19 – Workplace Housekeeping Procedure
- SOP-OHS-20 – WHMIS and Chemical Handling Procedure
- SOP-OHS-21 – Internal Audit Procedure
- SOP-OHS-22 – Worker Participation and Consultation Procedure
- SOP-OHS-23 – Environmental and OH&S Integrated Control Procedure
- SOP-OHS-24 – Zero Tolerance Safety
- SOP-OHS-25 – Workplace Conduct Policy
- SOP-OHS-26 – Return to Work Program

### **Fabrication Yard Operational Procedures**

- SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation
- SOP-FAB-02 – RMS 411 Hydraulic Rebar Shear Operation
- SOP-FAB-03 – Schnell BarWiser 22 Rebar Bender Operation
- SOP-FAB-04 – Big Blue HD42A Rebar Bender Operation
- SOP-FAB-05 – RMS Bender 11 Operation
- SOP-FAB-06 – Small Rebar Bender Operation
- SOP-FAB-07 – Rebar Handling and Storage Procedure
- SOP-FAB-08 – Forklift Operation Procedure
- SOP-FAB-09 – Telehandler Operation Procedure



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- SOP-FAB-10 – Rebar Loading and Truck Loading Procedure
- SOP-FAB-11 – Yard Traffic Management Procedure
- SOP-FAB-12 – Material Handling and Rigging Procedure
- SOP-FAB-13 – Equipment Maintenance and Inspection Procedure
- SOP-FAB-14 – Steel Bundling and Securement Procedure
- SOP-FAB-15 – Yard Housekeeping and Debris Control Procedure
- SOP-FAB-16 – Rigging and Hoisting Procedure

### **Construction Site Operational Procedures**

- SOP-SITE-01 – Rebar Placement Safety Procedure
- SOP-SITE-02 – Site Hazard Assessment Procedure
- SOP-SITE-03 – Working Around Heavy Equipment Procedure
- SOP-SITE-04 – Manual Material Handling Procedure
- SOP-SITE-05 – Site Coordination with General Contractor Procedure
- SOP-SITE-06 – Rebar Installation and Tie Wire Safety Procedure
- SOP-SITE-07 – Working at Heights and Fall Protection Procedure
- SOP-SITE-08 – Construction Site Housekeeping Procedure
- SOP-SITE-09 – Mobile Equipment and Vehicle Safety Procedure
- SOP-SITE-10 – Emergency Response Coordination with Site Owner

### **Supporting Reference Documents**

The following reference documents support the implementation of safe work practices:

- OHSMS Manual – ISO 45001:2018
- Emergency Contact Numbers
- Personal Protective Equipment (PPE) Requirements List
- Waste Management Plan


These documents provide guidance to workers performing activities within the fabrication yard and at construction project sites.

### **Responsibilities**

Management is responsible for ensuring that all documents supporting the Occupational Health and Safety Management System are properly maintained, updated, and accessible.

Supervisors must ensure that required forms, logs, and inspection records are completed.

Workers are responsible for following applicable procedures and completing required documentation when reporting hazards, incidents, or safety concerns.

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## 8.0 OPERATION

### 8.1 GENERAL SAFETY RULES

All Viking Reinforcing Ltd employees, supervisors, contractors, and visitors are required to follow safe work practices and comply with the company Occupational Health and Safety Program and all applicable WorkSafe BC regulations.

Safety is a fundamental responsibility of every worker. All personnel must perform their work in a manner that protects their own safety and the safety of others.

Workers must:


- Follow all company safety policies, procedures, and safe work practices.
- Conduct a Field Level Hazard Assessment (FLHA) prior to beginning work and whenever work conditions change.
- Use required personal protective equipment (PPE).
- Maintain good housekeeping in work areas to prevent hazards.
- Immediately report unsafe conditions, hazards, incidents, and near misses to their supervisor.
- Use equipment and tools only for their intended purpose and ensure they are in safe working condition.
- Stop work and notify supervision if unsafe conditions exist.

Workers have the right and responsibility to refuse unsafe work in accordance with the Workers Compensation Act and WorkSafe BC Occupational Health and Safety Regulation.

No work task shall proceed if hazards cannot be adequately controlled.

#### Related Documents:

SOP-OHS-01 – Hazard Identification and Risk Assessment Procedure  
FORM-OHS-06 – Hazard Assessment Form  
FORM-OHS-01 – Hazard / Near Miss Report Form  
REGISTER-OHS-05 – Hazard and Risk Register

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## 8.2 FITNESS FOR WORK & SUBSTANCE USE POLICY

### Purpose

The purpose of this policy is to ensure that all workers are physically and mentally capable of performing their duties safely and without risk to themselves or others.

Viking Reinforcing Ltd recognizes that impairment caused by drugs, alcohol, fatigue, or medical conditions can significantly increase the risk of workplace incidents.

### Policy

All workers, supervisors, contractors, and visitors must be fit for duty at all times while engaged in company operations.

The following are strictly prohibited:

- Working under the influence of drugs or alcohol
- Possessing or consuming alcohol or illegal drugs at the workplace
- Operating equipment or vehicles while impaired

### Prescription Medication

Workers must inform their supervisor if they are taking prescription medication that may affect their ability to work safely. Supervisors will assess the situation and determine appropriate controls.


### Fatigue Management

Workers must report fatigue that may impact safe work performance. Supervisors are responsible for monitoring work hours, workload, and environmental conditions to reduce fatigue-related risks.

### Supervisor Responsibilities

Supervisors must:

- Monitor workers for signs of impairment or fatigue
- Remove workers from duties if they are not fit for work
- Ensure appropriate corrective actions are taken

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## Workers Responsibilities

Workers must:

- Report to work fit for duty
- Notify supervisors of any condition affecting safe work performance
- Follow all safety policies and procedures

Failure to comply with this policy may result in disciplinary action.

This policy supports hazard control, risk reduction, and operational safety in accordance with ISO 45001 requirements.

## 8.3 COMMUNICABLE DISEASE AND OCCUPATIONAL HEALTH

### Purpose

The purpose of this section is to address occupational health hazards, including communicable diseases, and ensure appropriate measures are implemented to protect worker health.

### Scope

This applies to all workers, supervisors, contractors, and visitors in fabrication yards, offices, and construction sites.

### Health Hazards


Occupational health hazards may include:

- Communicable illnesses (e.g., influenza, respiratory infections)
- Exposure to dust, fumes, or chemicals
- Environmental conditions (heat, cold, weather exposure)

### Controls

Viking Reinforcing Ltd will implement the following controls:

- Workers must not attend work if they are ill and pose a risk to others
- Workers must report symptoms of communicable illness
- Hygiene practices such as hand washing and sanitation must be followed
- Shared tools and equipment must be kept clean
- Adequate ventilation must be maintained where applicable

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### Supervisor Responsibilities

- Monitor workers for signs of illness
- Ensure appropriate controls are implemented
- Respond to reported health concerns

### Worker Responsibilities

- Report illness or symptoms
- Follow hygiene practices
- Avoid exposing others to health risks

This section forms part of hazard identification and risk control processes under the OHSMS.

## 8.4 PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

### Purpose

The purpose of this program is to ensure that appropriate personal protective equipment (PPE) is used to protect workers from workplace hazards associated with reinforcing steel fabrication, material handling, yard operations, and construction site placement activities.


Viking Reinforcing Ltd recognizes that PPE is an important component of hazard control when hazards cannot be eliminated or adequately controlled through engineering or administrative controls.

This PPE program is implemented in accordance with the Workers Compensation Act and the WorkSafeBC Occupational Health and Safety Regulation – Part 8: Personal Protective Clothing and Equipment.

### Scope

This program applies to all:

- employees
- supervisors
- subcontractors
- visitors

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working at Viking Reinforcing fabrication yards, storage areas, and construction sites where reinforcing steel installation activities are performed.

### Hierarchy of Controls

Personal Protective Equipment is considered the last line of defense in hazard control.

Hazards must first be addressed using the following hierarchy:

Elimination of the hazard

Substitution with safer materials or processes

Engineering controls (machine guards, barriers, equipment design)

Administrative controls (training, procedures, supervision)

Personal Protective Equipment (PPE)

Where hazards cannot be fully controlled through other measures, PPE will be required.

### Employer Responsibilities

Viking Reinforcing Ltd is responsible for:

- ensuring appropriate PPE requirements are identified for all work activities
- providing workers with information and training on proper PPE use
- ensuring PPE meets applicable safety standards
- enforcing PPE requirements on all worksites
- ensuring PPE requirements are included in safe work procedures
- monitoring compliance through workplace inspections

Where required by regulation or company policy, the company will provide or ensure availability of necessary PPE.

### PPE Categories – Basic vs. Specialized

Viking Reinforcing Ltd classifies Personal Protective Equipment into two categories:

*Basic PPE* – required at all times in the fabrication yard and on construction sites. Includes: CSA-approved hard hat, CSA-approved safety footwear (steel toe), high-visibility clothing, safety glasses with side shields, and cut-resistant gloves when handling reinforcing steel.

*Specialized PPE* – required only when hazard assessment identifies exposure to a specific risk. Includes: fall protection harness, lanyard and anchorage; hearing protection (plugs or muffs) where noise exceeds 85 dBA; respiratory protection; welding/cutting PPE; arc-flash PPE; protective sleeves; and weather-specific PPE.

### PPE Selection Criteria

Specialized PPE is selected based on the results of the Hazard Assessment (REGISTER-OHS-05) and in accordance with WorkSafeBC OHS Regulation Part 8. Selection considers: the hazard identified, regulatory requirements, manufacturer specifications, compatibility with other PPE, and fit for the individual worker. All specialized PPE is recorded in REGISTER-OHS-11 Specialized PPE Register.



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**PPE Inspection and Maintenance – Frequency**

<b>PPE Item</b>	<b>Inspection Before Use</b>	<b>Documented Inspection</b>
Basic PPE (hard hat, boots, hi-viz, glasses, gloves)	Every use	Quarterly by worker / supervisor
Fall Protection Harness & Lanyard	Every use	Monthly, logged in REGISTER-OHS-11
Hearing Protection (reusable)	Every use	Monthly
Respirators	Every use	Monthly (full inspection) + annual fit test
Face Shields	Every use	Monthly

Damaged PPE is removed from service immediately. Specialized PPE removed from service is tagged (FORM-OHS-14 Red Out-of-Service Tag) and held for inspection or destruction.

**Supervisor Responsibilities**

Supervisors are responsible for ensuring that workers use appropriate PPE while performing work activities.

Supervisors must:

- ensure workers are trained in the proper use of PPE
- ensure required PPE is worn before work begins
- correct unsafe behavior or improper PPE use
- ensure damaged PPE is replaced
- report PPE deficiencies to management

**Worker Responsibilities**

Workers are responsible for protecting their own safety and the safety of others by properly using personal protective equipment.

Workers must:

- wear required PPE at all times in designated work areas
- inspect PPE before each use
- maintain PPE in good condition
- report damaged or defective PPE
- use PPE only for its intended purpose

Workers must not alter or modify PPE in a way that reduces its effectiveness.



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#### Minimum PPE Requirements – Fabrication Yard

The following PPE is mandatory within Viking Reinforcing fabrication yards:

- CSA approved hard hat (not required with WorkSafe) only if loading and offloading.
- CSA approved safety footwear with steel toe protection
- high visibility safety vest or clothing
- safety glasses with side shields
- cut-resistant gloves when handling reinforcing steel

Additional PPE may be required depending on the task.

#### Minimum PPE Requirements – Construction Sites

Workers installing reinforcing steel on construction sites must wear:

- CSA approved hard hat
- CSA approved safety boots
- high visibility clothing
- safety glasses with side shields
- cut-resistant gloves when handling steel

Workers must also comply with all site-specific PPE requirements established by the general contractor.

#### Task-Specific PPE

Certain work activities may require additional PPE.

Examples include:

##### Rebar Handling

Workers handling reinforcing steel must wear:

- cut-resistant gloves
- long sleeve shirts when appropriate to reduce laceration risk

#### Fabrication Equipment Operation

Operators of shear and bending equipment may require:

- safety glasses with side shields
- hearing protection where noise levels exceed safe limits



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- gloves suitable for handling steel

### **Mobile Equipment Operations**

Workers working near forklifts and telehandlers must wear:

- high visibility clothing
- safety boots
- hard hats

High visibility clothing ensures workers are visible to equipment operators.

### **Jobsite Placement Hazards**

Workers installing reinforcing steel may encounter hazards such as protruding rebar, formwork edges, and heavy lifting operations.

Additional PPE may include:

- fall protection equipment where required
- protective sleeves or arm protection when handling reinforcing steel
- weather protection clothing when working outdoors

### **Hearing Protection**

Where workers are exposed to excessive noise levels from fabrication equipment or construction activities, hearing protection must be worn in accordance with WorkSafeBC noise exposure requirements.

Hearing protection may include:

- ear plugs
- ear muffs

### **Eye and Face Protection**

Eye protection is required where workers may be exposed to:

- flying debris
- metal fragments
- dust or particles



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Approved safety glasses must be worn at all times in fabrication areas and construction sites.

### **Foot Protection**

CSA approved safety boots must be worn at all times while working in the fabrication yard or on construction sites.

Safety footwear must protect against:

- impact hazards
- puncture hazards
- heavy materials such as reinforcing steel

### **Head Protection**

Hard hats must be worn where there is risk of head injury from:

- falling objects
- overhead work
- construction activities

Hard hats must meet CSA safety standards and must be replaced if damaged or subjected to significant impact.

### **High Visibility Clothing**

High visibility clothing is required when workers are exposed to moving vehicles or mobile equipment.

Workers must wear high visibility clothing while working in:

- fabrication yards
- material storage areas
- construction sites
- areas where forklifts or telehandlers operate

### **PPE Inspection and Maintenance**

Workers must inspect PPE before each use to ensure it is in good condition.

PPE should be checked for:

- cracks or damage to hard hats
- worn safety footwear
- damaged gloves



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- scratched or damaged eye protection

Damaged PPE must be replaced immediately.

### **Training**

Workers will receive training on:

- PPE requirements
- proper use of PPE
- limitations of PPE
- inspection and maintenance of PPE

Training will be provided during worker orientation and when new hazards are introduced.

### **Enforcement**

Failure to wear required PPE may result in disciplinary action in accordance with company safety policies.

Supervisors are responsible for enforcing PPE requirements and ensuring compliance.

### **Proper Fit of Personal Protective Equipment**

All personal protective equipment must be properly fitted to the individual worker to ensure maximum effectiveness.

Supervisors are responsible for ensuring:


- PPE is correctly sized for each worker
- Workers are trained on proper fit and adjustment
- Specialized PPE (e.g., fall protection, hearing protection) is fitted and verified before use

Improperly fitted PPE shall not be used and must be replaced or adjusted immediately.

### **Documentation**

Records related to PPE training and requirements may include:

- worker orientation records
- training records
- workplace inspection reports
- incident investigation reports

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### Related Documents

- SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation
- SOP-FAB-02 – RMS 411 Hydraulic Rebar Shear Operation
- SOP-FAB-03 – Schnell BarWiser 22 Rebar Bender Operation
- FORM-OHS-11 – Worker Training Record
- LOG-OHS-01 – Workplace Inspection Log
- REGISTER-OHS-05 – Hazard and Risk Register

## 8.5 WHMIS

### Purpose

The purpose of the WHMIS program is to ensure workers are informed about hazardous materials that may be present in the workplace and understand how to work safely with those materials.

Viking Reinforcing Ltd implements this program in accordance with the Workplace Hazardous Materials Information System (WHMIS 2015) and the WorkSafeBC Occupational Health and Safety Regulation.

The WHMIS program ensures workers are provided with information regarding the safe handling, storage, use, and disposal of hazardous products used in fabrication yard operations and construction site activities.

### Scope

This program applies to all workers who may be exposed to hazardous materials during:

- fabrication yard operations
- equipment maintenance
- construction site reinforcing steel placement
- transportation or storage of materials

The program applies to employees, supervisors, contractors, and visitors where applicable.

### WHMIS Responsibilities

#### Employer Responsibilities

Viking Reinforcing Ltd will:

- ensure hazardous materials are properly labeled
- maintain Safety Data Sheets (SDS) for hazardous products



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- provide WHMIS education and training to workers
- ensure hazardous products are stored safely
- ensure workers understand the hazards associated with materials used in the workplace

### **Supervisor Responsibilities**

Supervisors must:

- ensure workers follow WHMIS procedures
- ensure hazardous products are properly labeled
- ensure SDS information is accessible
- report unsafe handling or storage of hazardous materials

Supervisors must also ensure workers understand the hazards associated with materials they may encounter during their work activities.

### **Worker Responsibilities**

Workers must:

- participate in WHMIS training
- follow safe handling procedures for hazardous products
- read labels and Safety Data Sheets before using hazardous materials
- report damaged or missing labels
- report spills or unsafe conditions involving hazardous materials

Workers must not use hazardous products unless they have been trained in their safe use.

### **Hazardous Materials Used in Reinforcing Steel Operations**

Typical hazardous materials encountered in Viking Reinforcing operations may include:

#### **Fabrication Yard**

- hydraulic oil used in fabrication equipment
- grease and lubricants
- fuels used in mobile equipment
- cleaning solvents
- marking paints or sprays

### **Equipment Maintenance**

Maintenance activities may involve:



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- oils and lubricants
- degreasers
- hydraulic fluids
- cleaning chemicals

### **Construction Site Operations**

Workers may encounter hazardous products such as:

- concrete curing compounds
- concrete release agents
- marking paints
- fuels used in equipment

Workers must follow WHMIS procedures when handling these products.

### **Safety Data Sheets (SDS)**

Safety Data Sheets provide detailed information regarding hazardous products including:

- product hazards
- safe handling procedures
- required PPE
- emergency response procedures
- first aid measures

SDS must be readily available to workers and may be maintained:

- in a physical binder located in the yard office
- electronically through company records

Workers must know how to access SDS information before using hazardous materials.

### **Labels**

Hazardous products must have appropriate labels identifying:

- product name
- hazard symbols
- precautionary statements
- supplier information

Labels must not be removed or damaged.



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If a label becomes unreadable or missing, workers must report the issue immediately so the product can be properly labeled.

### **Safe Handling Procedures**

Workers handling hazardous products must:

- review the SDS before use
- wear required personal protective equipment
- avoid inhaling vapours or dust
- avoid skin contact where possible
- store products in designated areas

Products must only be used for their intended purpose.

### **Storage of Hazardous Materials**

Hazardous products must be stored safely to prevent spills, contamination, or accidental exposure.

Storage requirements include:

- storing products in designated areas
- keeping containers closed when not in use
- preventing leaks or spills
- keeping materials away from ignition sources where applicable

Proper storage helps reduce environmental and safety risks.

### **Spill Response**

Workers must immediately report spills or leaks involving hazardous materials.

Supervisors will ensure that spills are contained and cleaned safely.

Workers must follow company spill response procedures where applicable.

### **WHMIS Training**

Workers will receive WHMIS training that includes:

- understanding WHMIS hazard symbols



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- interpreting Safety Data Sheets
- safe handling procedures for hazardous materials
- emergency procedures for hazardous material exposure

WHMIS training will be provided during worker orientation and may be refreshed periodically.

### Documentation


Records of WHMIS training may be maintained as part of the company safety program.

Records may include:

- worker orientation records
- training attendance logs
- workplace inspection reports

### Related Documents

FORM-OHS-11 – Worker Training Record  
LOG-OHS-04 – Safety Meeting Log  
REGISTER-OHS-05 – Hazard and Risk Register  
LOG-OHS-01 – Workplace Inspection Log

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## 8.6 PROPER STORAGE AND HANDLING OF CHEMICALS

### Purpose

The purpose of this section is to ensure hazardous products used by Viking Reinforcing Ltd are stored, handled, and used safely to protect workers and prevent environmental contamination.

- Proper storage and handling procedures help reduce the risk of:
- chemical exposure
- fire hazards
- environmental contamination
- equipment damage


This program complies with the Workplace Hazardous Materials Information System (WHMIS 2015) and the WorkSafeBC Occupational Health and Safety Regulation.

### Scope

- This procedure applies to hazardous materials used in:
- fabrication yard operations
- equipment maintenance activities
- construction site reinforcing steel placement
- This includes materials stored in the yard, shop, service vehicles, and jobsite work areas.

### Hazardous Products Used in Viking Reinforcing Operations

- The following types of hazardous materials may be present during operations:
- Fabrication Yard
- hydraulic oils used in bending and shearing equipment
- lubricants and grease
- fuels used in forklifts or mobile equipment
- cleaning solvents
- Equipment Maintenance
- penetrating oils
- degreasers
- hydraulic fluids
- Construction Sites
- marking paints
- concrete release agents
- fuel for equipment
- All hazardous products must be used according to manufacturer instructions and Safety Data Sheets.

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### Safe Handling of Chemicals

- Workers handling hazardous materials must:
- review the Safety Data Sheet before use
- follow manufacturer safety instructions
- wear appropriate personal protective equipment
- avoid inhaling vapours or fumes
- avoid direct skin contact where possible
- keep containers closed when not in use
- Workers must never mix chemicals unless specifically instructed by the manufacturer.

### Storage Requirements


- Hazardous materials must be stored in a safe and organized manner.
- Storage requirements include:
- keeping chemicals in labeled containers
- storing materials in designated areas
- protecting containers from damage
- preventing leaks or spills
- keeping incompatible materials separated where applicable
- Containers must remain tightly closed when not in use.

### Chemical Storage Areas

- Chemical storage areas should:
- be clearly identified
- be well ventilated
- be protected from excessive heat or ignition sources
- prevent accidental release into the environment
- Where possible, secondary containment should be used to prevent environmental contamination.

### Spill Prevention

- Workers must take precautions to prevent spills when handling hazardous materials.
- Precautions include:
- careful handling of containers
- ensuring containers are properly sealed
- avoiding overfilling containers
- storing containers securely
- Any spills or leaks must be reported immediately to a supervisor.

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### Spill Response

In the event of a spill:

1. Workers must notify their supervisor immediately.
2. The area should be secured to prevent exposure to other workers.
3. Spill response procedures should be followed if required.
4. Contaminated materials must be cleaned and disposed of safely.

Workers must not attempt to clean large spills unless properly trained.

### Worker Responsibilities

- Workers must:
- follow safe handling procedures
- review Safety Data Sheets when using hazardous materials
- ensure containers are properly labeled
- report spills or leaks immediately
- dispose of hazardous materials properly
- Workers must not use hazardous materials unless they have received WHMIS training.

### Supervisor Responsibilities

- Supervisors must ensure that:
- hazardous materials are stored safely
- workers follow WHMIS procedures
- storage areas are properly maintained
- spills or leaks are addressed promptly
- Supervisors must also ensure workers are aware of the hazards associated with chemicals used in their work activities.

### Related Documents

FORM-OHS-11 – Worker Training Record  
 Safety Data Sheet (SDS) Binder  
 LOG-OHS-01 – Workplace Inspection Log  
 REGISTER-OHS-05 – Hazard and Risk Register



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## 8.7 HOUSEKEEPING

### Purpose

Good housekeeping practices are essential to maintaining a safe and efficient workplace. Proper housekeeping reduces the risk of injuries caused by slips, trips, falling objects, and unsafe storage of materials.

Viking Reinforcing Ltd requires all workers to maintain clean and orderly work areas in both fabrication yard operations and construction site placement activities.

Proper housekeeping supports safe work practices and helps prevent incidents associated with reinforcing steel fabrication and installation.

### General Housekeeping Requirements

Workers must keep work areas clean, organized, and free from unnecessary hazards.

Workers must:

- keep walkways and work areas free of debris
- remove scrap materials promptly
- store tools and equipment properly
- keep access routes clear at all times
- maintain safe access to emergency exits and equipment

Poor housekeeping is considered an unsafe work condition and must be corrected immediately.

### Fabrication Yard Housekeeping

Fabrication yard areas must be maintained in a safe and orderly condition.

Housekeeping practices include:

- proper stacking and storage of reinforcing steel bundles
- removal of scrap rebar and metal offcuts
- maintaining clear forklift travel routes
- keeping fabrication equipment areas free from obstructions
- maintaining stable ground surfaces and eliminating trip hazards

Loose reinforcing steel or improperly stacked bundles may create serious safety hazards and must be corrected immediately.



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### **Rebar Storage and Stacking**

Reinforcing steel must be stored in a manner that prevents:

- rolling
- shifting
- collapse of bundles

Materials must be stacked on stable surfaces and secured where necessary.

Bundles must be organized so workers can safely access materials without climbing or reaching into unstable stacks.

### **Scrap Material Control**

Scrap reinforcing steel, cut ends, and wire must be collected and removed from work areas regularly.

Scrap materials must be placed in designated scrap containers or storage areas.

Sharp metal fragments should never be left on walkways or work surfaces.

### **Equipment Area Housekeeping**

Areas surrounding fabrication equipment must be kept clear of obstructions.

Operators must ensure:

- scrap steel is removed from equipment areas
- hydraulic fluid spills are cleaned immediately
- walkways around equipment remain unobstructed
- tools and materials are stored safely

Good housekeeping around equipment helps prevent accidents and allows operators to safely access emergency stop controls.

### **Jobsite Housekeeping**

Workers installing reinforcing steel at construction sites must maintain good housekeeping practices.

Jobsite housekeeping includes:

- removing scrap wire and steel from work areas



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- keeping walkways clear
- properly storing reinforcing steel materials
- controlling protruding rebar hazards with protective caps where required
- coordinating material storage with other trades

Workers must follow site housekeeping requirements established by the general contractor.

### **Spill and Leak Control**

Hydraulic leaks or spills from fabrication equipment must be reported immediately.

Workers must:

- report leaks to supervisors
- clean small spills promptly
- prevent contamination of soil or drainage areas
- follow spill response procedures if required

Proper spill control helps protect workers and the environment.

### **Supervisor Responsibilities**

Supervisors must ensure that good housekeeping practices are maintained.

Supervisors must:

- monitor work areas for housekeeping hazards
- correct unsafe storage practices
- ensure scrap materials are removed regularly
- enforce housekeeping requirements

Supervisors may conduct routine inspections to verify housekeeping standards.

### **Worker Responsibilities**

Workers are responsible for maintaining clean and safe work areas.

Workers must:

- clean work areas regularly
- dispose of scrap materials properly
- report unsafe housekeeping conditions
- follow safe storage procedures



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Housekeeping is the responsibility of all workers.

### **Inspection and Monitoring**

Housekeeping conditions will be reviewed during:

- workplace inspections
- supervisor inspections
- safety meetings

Housekeeping issues identified during inspections must be corrected promptly.

### **Related Documents**

LOG-OHS-01 – Workplace Inspection Log  
FORM-OHS-07 – HSE Inspection Checklist  
REGISTER-OHS-02 – Corrective Action Register  
SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation

## **8.8 MACHINERY & EQUIPMENT OPERATION**

### **Equipment Inventory**

Viking Reinforcing Ltd maintains a documented inventory of all equipment, vehicles, and machinery that require inspection, maintenance, and safe operation controls.

This inventory includes:

- Rebar fabrication equipment (shears, benders)
- Forklifts and telehandlers
- Company vehicles and transport trucks
- Rigging and lifting equipment
- Tools and supporting equipment used in fabrication and installation
- Emergency equipment and safety devices

The equipment inventory ensures all applicable items are included in inspection, preventive maintenance, and operational safety programs.

The inventory is reviewed periodically and updated as equipment is added, removed, or modified.



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**Purpose**

The purpose of this section is to ensure that all fabrication machinery and equipment used by Viking Reinforcing Ltd is operated safely to prevent injury, equipment damage, and unsafe working conditions.

Reinforcing steel fabrication equipment contains moving parts, pinch points, and hydraulic systems that may present significant hazards if not operated correctly.

This program establishes safe operating requirements for machinery used in Viking Reinforcing fabrication yard operations and ensures that workers are properly trained and authorized before operating equipment.

This program complies with the Workers Compensation Act and the WorkSafeBC Occupational Health and Safety Regulation.

**Scope**

This procedure applies to all workers operating machinery within Viking Reinforcing Ltd fabrication yard operations.

Equipment covered by this program includes:

**Rebar Fabrication Equipment**

- Schnell BarWiser 22 Automatic Rebar Bender
- Big Blue HD42A Rebar Bender
- RMS Bender 11 Rebar Bender
- RMS 611 Hydraulic Rebar Shear
- RMS 411 Hydraulic Rebar Shear

**Mobile Equipment**

- forklifts
- telehandlers
- company vehicles used for material transport

**Authorized Operators**

Only workers who have received appropriate training and authorization may operate fabrication equipment or mobile equipment.

Workers must demonstrate competency before operating machinery independently.



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Unauthorized workers must not attempt to operate machinery.

Visitors or workers not trained on equipment must remain clear of operating areas.

### **Pre-Operation Equipment Inspection**

Operators must inspect machinery before beginning operation.

Inspection checks may include:

- verifying machine guards are in place
- checking emergency stop controls
- checking hydraulic lines for leaks
- inspecting shear blades and bending components
- confirming equipment stability
- ensuring work areas are free from obstructions

Any unsafe condition must be reported immediately and equipment must not be used until the issue is corrected.

### **Machine Guarding**

All fabrication machinery must have appropriate guards installed to protect workers from moving parts and pinch points.

Workers must never remove, bypass, or modify machine guards.

Guards must remain in place while machinery is operating.

If a guard is missing or damaged, the equipment must be removed from service until it is repaired.

### **Safe Operation of Rebar Shears**

Rebar shearing equipment presents serious pinch and cutting hazards.

Operators of the RMS 611 Hydraulic Rebar Shear and RMS 411 Shear must:

- keep hands clear of cutting areas
- ensure material is properly positioned before activation
- ensure other workers are clear of the cutting area
- avoid reaching into the shear while the machine is operating

Shearing equipment must only be operated from the designated control position.



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### **Safe Operation of Rebar Benders**

Rebar bending equipment contains rotating components that can create crush or pinch hazards.

Operators of the Schnell BarWiser 22, Big Blue HD42A, and RMS Bender 11 must:

- maintain safe distance from rotating arms
- ensure material is properly aligned before bending
- keep hands and clothing clear of moving parts
- ensure other workers remain clear of the bending area

Loose clothing, jewelry, or items that could become caught in machinery must not be worn.

### **Work Area Safety**

Work areas around machinery must remain clear and organized.

Workers must:

- keep walkways clear of scrap steel
- maintain adequate lighting around equipment
- remove scrap rebar from equipment areas
- ensure emergency stop controls remain accessible

Proper housekeeping around machinery helps prevent slips, trips, and equipment hazards.

### **Emergency Stop Controls**

All operators must be familiar with the location and operation of emergency stop controls on fabrication equipment.

Emergency stop controls must remain accessible and must not be obstructed.

In the event of an unsafe condition or malfunction, the operator must stop the machine immediately.

### **Maintenance and Lockout**

Machinery must not be serviced, cleaned, or repaired while energized.

Before performing maintenance or repairs:



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- machinery must be shut down
- energy sources must be isolated
- lockout procedures must be followed

Only authorized personnel may perform maintenance or repairs.

### **Mobile Equipment Operation**

Forklifts and telehandlers used in the yard must be operated safely to prevent collisions or material handling incidents.

Operators must:

- conduct equipment inspections before use
- ensure loads are stable before lifting
- maintain safe speeds within the yard
- watch for pedestrians and other workers

High visibility clothing must be worn when working near mobile equipment.

### **Worker Responsibilities**

Workers must:

- follow safe machinery operating procedures
- report equipment defects immediately
- avoid operating equipment without authorization
- follow training instructions and safety rules


Workers must not distract equipment operators while machinery is operating.

### **Supervisor Responsibilities**

Supervisors must ensure that:

- only trained workers operate machinery
- equipment inspections are conducted
- unsafe equipment is removed from service
- safe work procedures are followed

Supervisors must also ensure that workers remain clear of hazardous machinery areas.

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### Defective Tool and Equipment Removal from Service

Any tool, piece of equipment, or PPE identified as defective, damaged, or unsafe must be immediately removed from service.

Procedure:

1. The worker identifying the defect stops use of the item immediately.
2. A **Red Out-of-Service Tag (FORM-OHS-14)** is attached to the item, indicating the defect, the date, and the name of the worker who tagged it.
3. The worker notifies their supervisor.
4. A **qualified person** inspects the item to determine whether it can be repaired, requires specialist repair, or must be condemned. Qualified persons at Viking Reinforcing are: the Maintenance Lead, the Yard Supervisor, or an equipment-manufacturer-certified technician.
5. Repaired items are re-inspected and logged in **LOG-OHS-02 Equipment Inspection Log** before being returned to service. Condemned items are destroyed or disposed of to prevent accidental re-use.
6. Red-tagged items may not be used by any worker under any circumstances until cleared by a qualified person.

Supervisors are responsible for ensuring an adequate supply of red tags is available in the yard office and on every active jobsite vehicle.

### Related Documents

- SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation
- SOP-FAB-02 – RMS 411 Hydraulic Rebar Shear Operation
- SOP-FAB-03 – Schnell BarWiser 22 Rebar Bender Operation
- SOP-FAB-04 – Big Blue HD42A Rebar Bender Operation
- SOP-FAB-05 – RMS Bender 11 Operation
- FORM-OHS-12 – Equipment Pre-Use Inspection Form
- LOG-OHS-01 – Workplace Inspection Log
- REGISTER-OHS-05 – Hazard and Risk Register

## 8.9 VEHICLE INSPECTIONS

### Purpose

The purpose of this section is to ensure that all vehicles and mobile equipment used by Viking Reinforcing Ltd are inspected regularly to ensure safe operation and prevent mechanical failures that could result in injury, property damage, or unsafe working conditions.



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Vehicle inspections help identify mechanical defects, safety hazards, and maintenance needs before equipment is operated.

This program supports compliance with the Workers Compensation Act and the WorkSafeBC Occupational Health and Safety Regulation.

### Scope

This procedure applies to all vehicles and mobile equipment operated by Viking Reinforcing Ltd, including:

#### Company Vehicles

- placing crew trucks
- pickup trucks
- service vehicles used to transport tools and materials

#### Mobile Equipment

- forklifts used in the fabrication yard
- telehandlers used for material handling

Workers operating vehicles or mobile equipment must ensure inspections are conducted before use.

### Operator Responsibilities

Operators are responsible for ensuring vehicles and equipment are safe to operate.

Operators must:

- inspect vehicles before use
- report defects immediately
- not operate unsafe vehicles
- ensure loads are secured properly
- follow safe driving practices

If a defect is identified that may affect safe operation, the vehicle must not be used until repairs are completed.

### Pre-Use Vehicle Inspection

Operators must perform a visual inspection before operating a vehicle.



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Inspection items may include:

- tires and wheels
- brakes
- steering
- lights and signals
- mirrors and visibility
- windshield condition
- fluid leaks
- warning lights or indicators

Vehicles must be in safe operating condition before being used.

#### **Mobile Equipment Inspection**

Forklifts and telehandlers must be inspected before operation.

Inspection items may include:

- forks and lifting attachments
- hydraulic systems
- tires
- brakes and steering
- warning alarms and lights
- operator controls

Operators must ensure equipment is functioning correctly before use.

#### **Fire Extinguishers in Vehicles**

Crew trucks used by placing crews must be equipped with a portable fire extinguisher.

Operators must ensure the extinguisher is:

- present in the vehicle
- securely mounted
- accessible
- in good working condition

If the extinguisher has been used or is damaged, it must be replaced.

#### **Defect Reporting**

Any defects identified during vehicle inspections must be reported to a supervisor immediately.



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Examples of defects include:

- brake problems
- steering issues
- fluid leaks
- damaged tires
- malfunctioning lights

Vehicles with serious safety defects must be removed from service until repairs are completed.

### **Maintenance**

Vehicles and equipment must be maintained according to manufacturer recommendations.

Regular maintenance may include:

- oil and fluid changes
- brake inspections
- tire replacement
- mechanical repairs

Proper maintenance helps prevent breakdowns and unsafe conditions.

### **Worker Safety Around Vehicles**

Workers must exercise caution when working around moving vehicles or equipment.

Workers must:

- maintain safe distance from operating vehicles
- wear high visibility clothing
- remain visible to equipment operators
- avoid standing in blind spots

Safe communication between operators and ground workers must be maintained at all times.

### **Documentation**

Vehicle inspections may be documented using inspection checklists or logs.



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Inspection records may include:

- vehicle inspection forms
- mobile equipment inspection logs
- maintenance records

### Related Documents

FORM-OHS-12 – Equipment Pre-Use Inspection Form

LOG-OHS-01 – Workplace Inspection Log

REGISTER-OHS-02 – Corrective Action Register

LOG-OHS-05 – Equipment Maintenance Log

## 8.10 LOCKOUT/TAGOUT

### Purpose

The purpose of this procedure is to ensure that machinery and equipment are safely isolated from hazardous energy sources before maintenance, repair, cleaning, adjustment, or troubleshooting activities are performed.

Reinforcing steel fabrication equipment contains hazardous energy sources including electrical power, hydraulic pressure, and stored mechanical energy. If these energy sources are not properly controlled, workers may be exposed to serious injury caused by unexpected machine movement or equipment startup.

Viking Reinforcing Ltd requires lockout procedures to be followed whenever equipment servicing or maintenance could expose workers to hazardous energy.

This procedure complies with the Workers Compensation Act and the WorkSafeBC Occupational Health and Safety Regulation, Part 10 – Lockout.

### Scope

This procedure applies to all Viking Reinforcing Ltd employees performing maintenance, service, inspection, or repair work on equipment located in the fabrication yard or related operational areas.

Equipment covered by this procedure includes, but is not limited to:

#### Fabrication Equipment

- Schnell BarWiser 22 Automatic Rebar Bender
- Big Blue HD42A Rebar Bender



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- RMS Bender 11 Rebar Bender
- RMS 611 Hydraulic Rebar Shear
- RMS 411 Hydraulic Rebar Shear

#### Additional Equipment

- forklifts used in the yard
- telehandlers used for material handling
- other powered equipment requiring servicing or maintenance

Lockout procedures must be used whenever work could expose a worker to hazardous energy.

#### Hazardous Energy Sources

Fabrication machinery may contain one or more of the following energy sources:

##### ***Electrical Energy***

Electrical power used to operate fabrication equipment and control systems.

##### ***Hydraulic Energy***

Pressurized hydraulic systems used to operate shear blades and bending mechanisms.

##### ***Mechanical Energy***

Stored mechanical energy in springs, rotating components, and moving machine parts.

Workers must ensure that all hazardous energy sources are isolated before performing maintenance activities.

#### Situations Requiring Lockout

Lockout procedures must be used when performing tasks including:

- equipment maintenance
- equipment repairs
- blade replacement on shears
- clearing jammed rebar from machinery
- adjusting machine components
- cleaning equipment where moving parts may present hazards
- servicing hydraulic systems
- electrical work on machinery

If there is any possibility that equipment could start unexpectedly, lockout procedures must be applied.



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### **Authorized Employees**

Only trained and authorized employees may perform lockout procedures.

Authorized employees must understand:

- equipment energy sources
- isolation points
- lockout procedures
- verification methods

Employees not trained in lockout procedures must not attempt to isolate equipment.

### **Lockout Devices**

The following lockout devices may be used:

- personal safety locks
- lockout tags
- breaker lockout devices
- valve lockout devices where applicable

Each authorized employee must use a personal lock and tag when performing lockout.

Locks must be uniquely identifiable to the employee who applied them.

### **Lockout Procedure**

Before performing maintenance or service work, the following lockout procedure must be followed.

#### **Step 1 – Notify Affected Workers**

Workers operating or working near the equipment must be informed that lockout procedures will be applied.

#### **Step 2 – Shut Down Equipment**

The equipment must be shut down using normal operating controls. Operators must ensure machinery has completely stopped before proceeding.

#### **Step 3 – Isolate Energy Sources**

Energy sources must be physically isolated.

Isolation methods may include:



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- disconnecting electrical power
- shutting off hydraulic supply systems
- isolating control power
- isolating other energy sources where applicable

#### Step 4 – Apply Lock and Tag

The authorized worker must apply their personal lock and tag to the isolation device.

The tag must clearly identify:

- the worker performing the lockout
- the date
- the reason for the lockout

Multiple workers performing maintenance must each apply their own lock.

#### Step 5 – Release Stored Energy

Any stored or residual energy must be released or controlled.

Examples may include:

- relieving hydraulic pressure
- securing moving components
- allowing rotating parts to stop completely

Stored energy must be controlled to prevent unexpected movement.

#### Step 6 – Verify Isolation

Before beginning work, the authorized worker must verify that the equipment is properly isolated.

Verification may include:

- attempting to start the machine using normal controls
- visually confirming energy sources are disconnected
- confirming that hydraulic pressure has been relieved

Verification ensures the equipment cannot start unexpectedly.

### Lockout for Rebar Fabrication Equipment

When servicing Viking Reinforcing fabrication machinery, lockout procedures must be applied to the following equipment:

RMS 611 Hydraulic Rebar Shear

Lockout required when performing:



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- blade inspection or replacement
- clearing jammed rebar
- hydraulic maintenance
- electrical service work

#### RMS 411 Hydraulic Rebar Shear

Lockout required when performing:

- blade maintenance
- jam clearing
- hydraulic servicing
- mechanical adjustments

#### Schnell BarWiser 22 Rebar Bender

Lockout required when performing:

- mechanical maintenance
- bending arm adjustment
- electrical servicing
- jam clearing

#### Big Blue HD42A Rebar Bender

Lockout required when performing:

- maintenance on bending components
- electrical repairs
- mechanical adjustments

#### RMS Bender 11

Lockout required when performing:

- maintenance on rotating components
- mechanical servicing
- electrical servicing

### Removal of Lockout Devices

Lockout devices may only be removed by the worker who applied the lock.

Before removing the lock:

- the work area must be inspected
- all tools and materials must be removed
- machine guards must be reinstalled
- workers must be clear of the equipment



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After lock removal, the equipment may be safely restarted.

### **Worker Responsibilities**

Workers must:

- follow lockout procedures when performing maintenance
- never remove another worker's lock
- report unsafe lockout practices
- ensure equipment is isolated before performing work

Failure to follow lockout procedures may result in disciplinary action.

### **Supervisor Responsibilities**

Supervisors must ensure:

- lockout procedures are followed
- workers are properly trained
- equipment is maintained safely
- unsafe equipment is removed from service

Supervisors must also verify that lockout procedures are used whenever required.

### **Training**


Workers performing lockout procedures must receive training covering:

- hazardous energy sources
- lockout procedures
- equipment isolation points
- verification methods

Training records must be maintained to demonstrate worker competency.

### **Related Documents**

SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation  
SOP-FAB-02 – RMS 411 Hydraulic Rebar Shear Operation  
SOP-FAB-03 – Schnell BarWiser 22 Rebar Bender Operation  
SOP-FAB-04 – Big Blue HD42A Rebar Bender Operation  
SOP-FAB-05 – RMS Bender 11 Operation  
FORM-OHS-13 – Lockout / Tagout Record  
LOG-OHS-01 – Workplace Inspection Log  
REGISTER-OHS-05 – Hazard and Risk Register

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## 8.11 Workplace Inspections

### Purpose

- The purpose of workplace inspections is to proactively identify hazards, unsafe conditions, and unsafe work practices so that corrective actions can be taken before incidents occur.
- Viking Reinforcing Ltd conducts regular workplace inspections of fabrication areas, yard operations, mobile equipment, tools, and jobsite activities to ensure that work is performed safely and in compliance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation.
- Workplace inspections are a critical part of the company's Occupational Health and Safety Management System and support the ongoing identification and control of workplace hazards.

### Types of Workplace Inspections

Workplace inspections may include the following:

#### Fabrication Equipment Inspections

Inspection of rebar fabrication machinery and equipment including:


- RMS 611 Hydraulic Rebar Shear
- RMS 411 Rebar Shear
- Schnell BarWiser 22 Bender
- Big Blue HD42A Bender
- RMS Bender 11

Inspection items may include:

- machine guards and safety devices
- emergency stop functions
- hydraulic leaks
- blade wear and condition
- electrical components and wiring
- equipment stability and anchoring
- cleanliness and housekeeping around machinery

Equipment found to be unsafe will be removed from service until repairs are completed.

Defective equipment or tools identified during inspection or use shall be immediately red-tagged using FORM-OHS-14 – Red Out-of-Service Tag. The tag shall remain affixed until the item has been repaired or replaced by a qualified and competent person and verified safe for return to service. Tagged equipment must not be operated or used under any

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circumstances. The supervisor shall record the deficiency and corrective action in LOG-OHS-02 – Equipment Inspection Log.

### Mobile Equipment Inspections

Mobile equipment used in the yard must be inspected to ensure safe operation.

Equipment may include:

- forklifts
- telehandlers
- company vehicles used for transporting reinforcing steel

Inspection items may include:

- brakes and steering
- hydraulic systems
- tires and wheels
- warning alarms and lights
- lifting attachments and forks
- operator visibility and controls

Operators must complete equipment inspections prior to operation.

### Fabrication Yard Inspections

The fabrication yard and material storage areas must be regularly inspected to identify hazards such as:

- unstable or improperly stacked rebar bundles
- trip hazards caused by loose materials or uneven ground
- inadequate lighting
- traffic hazards involving forklifts and vehicles
- obstructed walkways or emergency exits
- unsafe storage of materials or equipment
- eye-wash stations – accessible, charged, within expiry
- first aid kits and stations – sealed, stocked (per FORM-OHS-09)
- fire extinguishers – charged, inspected, tagged, unobstructed
- emergency lighting and exit signage – functional
- propane cylinder storage area – secured, ventilated, separated from ignition sources
- WHMIS chemical storage cabinet – locked, labelled, SDS binder current
- steel storage racks – stable, not overloaded, secured against collapse
- muster point signage – visible, unobstructed



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- safety board – current postings (policy, attendant names, emergency numbers)

Rebar bundles must be stored in a stable manner to prevent rolling or collapse.

**Jobsite Placement Inspections**

Supervisors and crew leaders must inspect jobsite conditions when placing reinforcing steel.

Inspection items may include:

- protruding rebar requiring protective caps
- stability of rebar cages or assemblies
- housekeeping and debris hazards
- coordination with other trades and equipment
- safe access and egress routes
- working near excavations or formwork

Hazards identified during jobsite inspections must be reported and corrected before work continues.

**Inspection Frequency**

Workplace inspections will be conducted at the following intervals:


Inspection Type	Frequency
Fabrication equipment inspection	Daily / before use
Forklift and telehandler inspection	Daily
Fabrication yard inspection	Weekly
Jobsite placing inspection	Daily
Supervisor inspection	Weekly
Management safety inspection	Monthly

Additional inspections may be conducted following incidents, near misses, or changes in workplace conditions.

**Inspection Scope – All Locations and Items**

Workplace inspections cover the following locations and items at the fabrication yard and, where applicable, on construction jobsites:

fabrication equipment (shears, benders), mobile equipment (forklift, telehandler), company vehicles, storage racks, rebar bundling areas, yard traffic routes, office and administrative areas, first-aid kits, eye-wash stations, fire extinguishers, emergency

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lighting and exit signage, muster points, propane and fuel storage, chemical/WHMIS cabinet, hand tools, power tools, PPE stores, and housekeeping across all work areas.

## Responsibilities

### Supervisors

Supervisors are responsible for ensuring workplace inspections are conducted and hazards are addressed.

Supervisor duties include:

- conducting routine workplace inspections
- ensuring equipment inspections are completed
- correcting unsafe conditions
- documenting inspection results
- ensuring workers follow safe work procedures

### Workers

Workers must cooperate with workplace inspections and report any hazards identified during inspections.

Workers must:

- participate in inspections when requested
- report hazards immediately
- follow corrective actions implemented by supervisors


### Corrective Actions

Any hazards identified during workplace inspections must be corrected promptly.

Corrective actions may include:

- repair or replacement of equipment
- modification of work practices
- additional training for workers
- improved housekeeping or storage procedures
- implementation of engineering controls

Where immediate correction is not possible, temporary controls must be implemented until the hazard can be permanently resolved.

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Significant hazards will be recorded in the Hazard Identification and Risk Register, and corrective actions will be tracked through the Corrective Action Register.

### Documentation and Records

Inspection records will be maintained as part of the company's Occupational Health and Safety Management System.

Inspection records may include:

- fabrication equipment inspection logs
- mobile equipment inspection logs
- workplace inspection reports
- jobsite safety inspection records

### Worker Participation

Workers are encouraged to actively participate in workplace inspections by identifying hazards and recommending safety improvements.

Worker participation may include:

- assisting supervisors during inspections
- reporting hazards discovered during inspections
- recommending corrective actions

Worker involvement helps ensure hazards are identified and addressed effectively. Inspection findings and corrective actions are made available to workers through the following channels: posted on the Safety Board at the fabrication yard within 7 days, reviewed at the next scheduled toolbox talk, circulated by email to the Joint Health and Safety Committee within 7 days, and filed in the Workplace Inspection Log (LOG-OHS-01). Workers may request a copy of any inspection finding at any time.

### Related Documents

FORM-OHS-07 – HSE Inspection Checklist  
 FORM-OHS-12 – Equipment Pre-Use Inspection Form  
 LOG-OHS-01 – Workplace Inspection Log  
 REGISTER-OHS-05 – Hazard and Risk Register  
 REGISTER-OHS-02 – Corrective Action Register



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## 8.12 WORKING ALONE OR ISOLATION PROCEDURE

### Purpose

To ensure the safety of workers who are required to work alone or in isolation without immediate assistance.

### Definition

Working alone refers to situations where a worker cannot be seen or heard by another person and assistance is not readily available.

### Hazards

- Medical emergencies
- Equipment failure
- Slips, trips, and falls
- Delayed emergency response

### Controls

- A risk assessment must be conducted before working alone
- Workers must have a reliable communication device (phone or radio)
- A check-in system must be established
- Supervisors must define check-in intervals

### Supervisor Responsibilities

- Identify working alone situations
- Ensure controls are implemented
- Monitor check-in compliance


### Worker Responsibilities

- Follow check-in procedures
- Maintain communication
- Report hazards immediately

### Emergency Response

If a worker fails to check in:

- Supervisor will attempt contact
- Escalation procedures will be initiated

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- Emergency services may be contacted if required

This procedure supports hazard control and operational safety requirements.

### 8.13 SAFE WORK PROCEDURE MASTER INDEX

Viking Reinforcing Ltd maintains Safe Work Procedures (SWPs) for all critical tasks.

These include:

- Rebar shear operation
- Rebar bender operation
- Fuel handling and storage
- Fall protection and working at heights
- Manual lifting and carrying
- Ladder safety
- Rigging and hoisting
- Working alone
- Motor vehicle operation
- Fire safety and extinguisher use
- Spill response

#### Critical Task Identification

Viking Reinforcing Ltd maintains a list of critical tasks that present a higher risk of serious injury or incident.


Critical tasks include, but are not limited to:

- Rebar fabrication equipment operation (shears, benders)
- Forklift and telehandler operation
- Material loading and unloading
- Rebar installation at construction sites
- Rigging and hoisting activities
- Lockout/Tagout procedures
- Working at heights (where applicable)

These critical tasks require documented Safe Work Procedures, training, and competency verification.

The list of critical tasks is reviewed annually and updated as operations change.

#### Critical Task Register

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The Critical Task List is maintained as a controlled component of the Occupational Health and Safety Management System.

Each critical task is supported by:

- A documented Safe Work Procedure
- Required training and competency verification
- Hazard assessment and control measures

The Critical Task List is reviewed at least annually and updated when new processes, equipment, or hazards are introduced.


Records of critical task identification and review are maintained as part of documented information.

The following 15 critical tasks have been identified as higher-risk activities requiring documented Safe Work Procedures, competency verification, and supervisor sign-off.

Each is maintained in REGISTER-OHS-10 Critical Task Register.

1. Hydraulic Rebar Shear Operation (RMS 611) – SOP-FAB-01
2. Hydraulic Rebar Shear Operation (RMS 411) – SOP-FAB-02
3. Rebar Bender Operation (Schnell BarWiser 22) – SOP-FAB-03
4. Rebar Bender Operation (Big Blue HD42A) – SOP-FAB-04
5. Rebar Bender Operation (RMS Bender 11) – SOP-FAB-05
6. Small Rebar Bender Operation – SOP-FAB-06
7. Forklift Operation – SOP-FAB-08
8. Telehandler Operation – SOP-FAB-09
9. Rebar Loading / Truck Loading – SOP-FAB-10
10. Material Handling and Rigging – SOP-FAB-12
11. Rebar Placement at Site – SOP-SITE-01
12. Working Around Heavy Equipment – SOP-SITE-03
13. Working at Heights / Fall Protection – SOP-SITE-07
14. Lockout/Tagout – SOP-OHS-17
15. Rigging and Hoisting – SOP-FAB-16

The Critical Task Register is reviewed annually and updated whenever new equipment, processes, or site conditions are introduced.

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## 8.14 HSE OPERATIONAL CONTROL

### Purpose

The purpose of this procedure is to ensure that Viking Reinforcing Ltd conducts all operational activities in a controlled manner that protects the health and safety of workers and minimizes risks associated with workplace hazards.

Operational controls are implemented through safe work procedures, supervision, training, and hazard control measures to ensure work activities are performed safely and consistently.

This procedure supports compliance with ISO 45001:2018 Clause 8.1 – Operational Planning and Control and applicable WorkSafeBC Occupational Health and Safety Regulations.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations located in Parksville, British Columbia
- reinforcing steel fabrication activities
- reinforcing steel placement at construction sites
- company vehicles and mobile equipment
- supervisors, workers, contractors, and visitors

All work activities must be conducted in accordance with established safety procedures.


### Operational Planning

Before work activities begin, Viking Reinforcing must ensure that hazards have been identified and appropriate controls are in place.

Operational planning includes:

- reviewing hazards associated with tasks
- ensuring workers are properly trained
- confirming equipment is safe to operate
- ensuring required personal protective equipment is available

Supervisors must ensure that work activities are planned to minimize risks to workers.

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### **Hazard Control Measures**

Operational controls are implemented to reduce workplace risks.

These controls may include:

- safe work procedures
- equipment operating procedures
- lockout procedures
- personal protective equipment requirements
- hazard communication processes

Controls must follow the Hierarchy of Controls:

Elimination

Substitution

Engineering controls

Administrative controls

Personal protective equipment

This approach ensures hazards are controlled effectively.

### **Fabrication Yard Operational Controls**

Operational controls within the Viking Reinforcing fabrication yard focus on managing hazards associated with fabrication equipment and material handling.

Examples include:

- safe operation of rebar bending and shearing equipment
- safe handling and storage of reinforcing steel bundles
- traffic control for forklifts and telehandlers
- housekeeping practices to prevent slips, trips, and falls

Supervisors must ensure that workers follow established procedures during fabrication activities.

### **Fabrication Equipment Controls**

Fabrication equipment must be operated in accordance with approved procedures.

Examples of controlled equipment include:

- Schnell BarWiser 22 rebar bender
- Big Blue HD42A rebar bender



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- RMS Bender 11
- RMS 611 hydraulic rebar shear
- RMS 411 hydraulic rebar shear

Controls include:

- operator training and competency verification
- equipment inspections before use
- use of guarding and safety devices
- lockout procedures during maintenance

Only trained and authorized workers may operate fabrication equipment.

### **Material Handling Controls**

Reinforcing steel bundles and materials must be handled safely to prevent injuries.

Controls include:

- proper stacking and storage of materials
- safe lifting and carrying practices
- maintaining clear walkways and work areas

Supervisors must monitor work practices to ensure safe handling procedures are followed.

### **Mobile Equipment Controls**


Mobile equipment used by Viking Reinforcing may include:

- forklifts
- telehandlers
- company vehicles

Operational controls include:

- pre-use equipment inspections
- operator training and authorization
- safe traffic management within the yard
- adherence to site traffic rules at construction sites

Equipment operators must follow company procedures and applicable safety regulations.

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### Construction Job Site Operational Controls

When Viking Reinforcing crews work on construction projects, operational controls must align with the General Contractor’s safety program.

Workers must:

- attend site safety orientations
- comply with site-specific safety requirements
- follow Viking Reinforcing safety procedures

Viking supervisors must coordinate with site management to ensure Viking workers operate safely within the construction environment.

### Contractor and Subcontractor Controls

Where contractors perform work under Viking Reinforcing supervision, they must comply with Viking safety requirements.

Contractors must:


- follow applicable safety procedures
- comply with workplace hazard controls
- report hazards and incidents

Supervisors must monitor contractor activities to ensure compliance.

### Contractor and Subcontractor Evaluation and Monitoring

Viking Reinforcing Ltd. operates a documented process for evaluating and monitoring subcontractors throughout their engagement. This process is defined in **SOP-OHS-09 Contractor and Subcontractor Safety Management Procedure** and is supported by the following records:

- **FORM-OHS-20 Vendor Pre-Qualification** – completed before any new subcontractor is engaged. Evaluates WorkSafeBC account status, OHS program documentation, training records, insurance, COR/SECOR status (where applicable), and past incident history.
- **FORM-OHS-19 Subcontractor Safety Performance Monitoring** – completed during active engagement to track subcontractor performance against Viking’s safety requirements.

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**1. Pre-Qualification.** No subcontractor may commence work on a Viking Reinforcing project or site until FORM-OHS-20 has been completed, reviewed, and approved in writing by the Chief Safety Officer (or designate).

**2. Orientation.** All subcontractor workers must receive a Viking Reinforcing site-specific safety orientation prior to site access, documented on **FORM-OHS-01 Worker Orientation Checklist** and retained in the subcontractor's file.

**3. Ongoing Monitoring.** Subcontractor safety performance is monitored continuously through:

- workplace inspection records (FORM-OHS-07)
- incident, near-miss, and NCR records (FORM-OHS-01/02/04)
- JHSC and safety meeting minutes (LOG-OHS-04)
- daily FLHA and toolbox-talk records
- direct observation by Viking supervisors

Findings are documented in FORM-OHS-19 and reviewed by the Chief Safety Officer.

**4. Periodic Re-Evaluation.** Each active subcontractor is formally re-evaluated at minimum **annually**, or upon any of the following triggers: recordable incident, WorkSafeBC order, repeated inspection finding, or scope-of-work change.

**5. Corrective Action and Disqualification.** Subcontractor non-conformances are logged in **REGISTER-OHS-02 Corrective Action Register** and tracked to closure. Repeated or serious non-conformance may result in stop-work direction, contract review, or removal from the approved-subcontractor list.

**6. Records.** Pre-qualification files, monitoring forms, orientation records, and corrective actions are retained per SOP-OHS-12 Records Retention Procedure. Viking supervisors are responsible for day-to-day oversight; the Chief Safety Officer is accountable for the overall evaluation and monitoring program.



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### **Change Management**

Operational controls must be reviewed when changes occur, including:

- introduction of new equipment
- changes to work processes
- new project environments

Changes must be evaluated to ensure hazards are properly managed.

### **Monitoring Operational Controls**

Operational controls are monitored through:

- workplace inspections
- equipment inspections
- safety meetings
- incident investigations

Monitoring activities help ensure that safety procedures are followed.

### **Responsibilities**

#### **Management Responsibilities**

Management must ensure that adequate operational controls are established and maintained.

Management must also ensure that resources are available to support safe work practices.

#### **Supervisor Responsibilities**

Supervisors must:


- ensure workers follow safe work procedures
- monitor workplace conditions
- enforce safety rules

Supervisors must also ensure hazards are corrected promptly.

#### **Worker Responsibilities**

Workers must:

- follow established safety procedures

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- use required personal protective equipment
- report hazards or unsafe conditions
- participate in safety training

Workers play an important role in maintaining safe operations.

### Related Documents

- SOP-FAB-01 – RMS 611 Hydraulic Rebar Shear Operation
- SOP-FAB-02 – RMS 411 Hydraulic Rebar Shear Operation
- SOP-FAB-03 – Schnell BarWiser 22 Rebar Bender Operation
- SOP-FAB-04 – Big Blue HD42A Rebar Bender Operation
- SOP-FAB-05 – RMS Bender 11 Operation
- LOG-OHS-01 – Workplace Inspection Log
- LOG-OHS-02 – Equipment Inspection Log
- REGISTER-OHS-02 – Corrective Action Register

## 8.15 EMERGENCY PREPAREDNESS AND RESPONSE

### Purpose

The purpose of this procedure is to ensure that Viking Reinforcing Ltd is prepared to respond effectively to emergency situations that may occur during company operations.

Effective emergency preparedness protects workers, reduces potential injuries, minimizes property damage, and ensures compliance with regulatory requirements.

This procedure establishes processes for identifying potential emergencies, preparing workers to respond appropriately, and coordinating emergency response activities.

This procedure supports compliance with ISO 45001:2018 Clause 8.2 – Emergency Preparedness and Response and applicable WorkSafeBC Occupational Health and Safety Regulations.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations in Parksville, British Columbia
- reinforcing steel fabrication equipment operations
- reinforcing steel placement activities at construction sites
- company vehicles and mobile equipment
- workers, supervisors, contractors, and visitors



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Emergency response procedures must be followed at all company work locations.

### **Emergency Drill Testing**

Emergency response procedures shall be tested periodically through drills.

Following each drill:

- Performance will be evaluated
- Deficiencies will be identified
- Corrective actions will be implemented

Records of drills and improvements will be maintained to ensure continual improvement of emergency preparedness.

### **Potential Emergency Situations**

Potential emergency situations relevant to Viking Reinforcing operations may include:

#### **Fabrication Yard Emergencies**

- worker medical emergencies
- fire involving equipment, vehicles, or materials
- hydraulic oil or fuel spills
- machinery malfunction or failure
- vehicle or mobile equipment collision

#### **Construction Job Site Emergencies**

- worker injury during reinforcing steel placement
- falling materials or structural hazards
- equipment incidents
- fire or hazardous material incidents at the project site

These situations require rapid and organized response.

### **Emergency Response Principles**

During emergencies, Viking Reinforcing personnel must follow these principles:

- protect life and safety first
- notify emergency services if necessary
- secure the area to prevent further hazards



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- report the incident to supervision

Workers must remain calm and follow established emergency procedures.

### **Emergency Drill Frequency**

Emergency response drills shall be conducted at least annually and more frequently where required by changes in operations, identified risks, or regulatory requirements. Conduct random quarterly Muster drills.

Additional drills may be conducted following:

- Significant incidents
- Changes in emergency procedures
- Introduction of new hazards or processes

Drill frequency and outcomes will be reviewed during management review to ensure effectiveness.

### **Fabrication Yard Emergency Response**

When an emergency occurs at the Viking Reinforcing fabrication yard:

Workers must stop work immediately if necessary.

Workers must alert nearby personnel and supervisors.

Emergency services must be contacted if required.

First aid must be provided by trained personnel where necessary.

Supervisors must coordinate response activities.

Workers must follow instructions from supervisors and emergency responders.

### **Construction Job Site Emergency Response**

When working at construction projects, Viking Reinforcing workers must follow the emergency procedures established by the General Contractor or site owner.

Workers must:

- comply with site emergency procedures
- report emergencies to the site supervisor immediately
- follow site evacuation procedures

Viking Reinforcing supervisors must also notify Viking management of the incident.

This ensures that Viking Reinforcing maintains internal reporting and response procedures while coordinating with site safety systems.



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**Company Vehicle and Transport Emergencies**

- motor vehicle incident involving a loaded rebar truck
- load shift or load loss during transport
- driver medical emergency on the road
- vehicle fire

**Office and Administrative Area Emergencies**

- office fire or smoke event
- office medical emergency
- utility failure (power, water, gas)
- active threat or workplace violence

**Remote or Limited-Communication Jobsite Emergencies**

- loss of cell or radio coverage during an incident
- delayed emergency medical services response
- inclement weather isolation

A written Emergency Preparedness Risk Assessment covering each of these four locations (Fabrication Yard, Construction Jobsite, Company Vehicles, Office/Admin) is maintained in the ERP's folder and is reviewed annually.

**Emergency Equipment**

Emergency response equipment must be maintained and accessible.

Examples of emergency equipment may include:

- first aid kits
- fire extinguishers
- spill response materials
- emergency communication devices

Supervisors must ensure emergency equipment is inspected and maintained.

**Emergency Training**

Workers must receive instruction regarding emergency response procedures.

Training may include:

- first aid response procedures
- fire emergency procedures
- chemical spill response procedures
- hazard reporting procedures

Emergency procedures may be reviewed during worker orientation and safety meetings.

**Emergency Drills**



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Where appropriate, emergency response procedures may be practiced through drills or safety exercises.

Drills help workers understand their responsibilities and improve emergency response effectiveness.

Lessons learned from drills may be used to improve emergency procedures.

### **Coordination with Emergency Services**

Viking Reinforcing may coordinate emergency response activities with external organizations including:

- local fire departments
- ambulance services
- police services
- regulatory authorities

Emergency contact information must be readily available at the fabrication yard and accessible to supervisors at construction sites.

### **Communication During Emergencies**

Clear communication during emergencies is essential.

Workers must report emergencies immediately to supervisors.

Supervisors must ensure that emergency responders and management are notified when necessary.

Effective communication ensures that emergency situations are managed quickly and safely.

### **Post-Emergency Actions**

After an emergency event:

- incidents must be reported and investigated
- corrective actions must be implemented
- emergency procedures may be reviewed and updated if needed

These actions help improve the effectiveness of future emergency response activities.



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## **Responsibilities**

### **Management Responsibilities**

Management must ensure that emergency response procedures are established, communicated, and maintained.

Management must also ensure adequate resources are available for emergency preparedness.

### **Supervisor Responsibilities**

Supervisors must:

- ensure workers understand emergency procedures
- ensure emergency equipment is accessible
- coordinate emergency response activities

Supervisors must also ensure incidents are reported and investigated.

### **Worker Responsibilities**

Workers must:

- follow emergency response procedures
- report emergencies immediately
- cooperate with supervisors and emergency responders

Workers must also participate in emergency training where required.

Emergency Occurs

↓

Stop Work

↓

Alert Supervisor

↓

Call 911 if required

↓


Secure Area

↓

Incident Report

↓

Investigation

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### Related Documents

- LOG-OHS-04 – Safety Meeting Log
- LOG-OHS-03 – Emergency Drill Log
- FORM-OHS-02 – Incident Report Form
- REGISTER-OHS-02 – Corrective Action Register

### ***8.15.1 Emergency Response Plan***

#### **Purpose**

The purpose of this Emergency Response Plan is to ensure that Viking Reinforcing Ltd workers are prepared to respond safely and effectively to emergency situations that may occur during fabrication yard operations or reinforcing steel placement activities at construction sites.

This plan establishes procedures for responding to emergencies in order to:


- protect the health and safety of workers
- minimize damage to equipment and property
- reduce environmental impact
- ensure coordination with emergency services

This plan supports compliance with the WorkSafeBC Occupational Health and Safety Regulation and the ISO 45001 Emergency Preparedness and Response requirements (Clause 8.2).

#### **Scope**

This Emergency Response Plan applies to all Viking Reinforcing Ltd employees, contractors, and visitors working at:

- Viking Reinforcing fabrication yard facilities
- reinforcing steel placement sites at construction projects
- company vehicles used during operations

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Emergency response procedures may vary depending on whether the event occurs at the Viking yard or a construction job site.

### Types of Emergencies

Potential emergencies that may occur during Viking Reinforcing operations include:

#### Medical Emergencies

- serious injuries
- crushing injuries from equipment
- cuts from reinforcing steel
- heat stress or illness
- worker illness or collapse

#### Fire Emergencies

- equipment fires
- vehicle fires
- hydraulic fluid or fuel fires
- electrical fires

#### Equipment Emergencies

- machinery entrapment
- hydraulic failure
- uncontrolled equipment movement


#### Environmental Incidents

- hydraulic fluid spills
- fuel spills
- chemical spills

#### Construction Site Emergencies

- structural collapse
- falling objects
- major site incidents involving other trades

Workers must immediately report any emergency condition.

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## Emergency Contacts

Emergency contact information must be posted in visible locations within the fabrication yard and communicated to workers.

Emergency contact information may include:

- Fire Department
- Ambulance / Emergency Medical Services
- Police
- Environmental emergency reporting contacts

Workers must know how to contact emergency services when required.

## Fabrication Yard Emergency Procedures

If an emergency occurs in the Viking Reinforcing fabrication yard:

1. Workers must immediately notify nearby personnel.
2. The supervisor or designated first aid attendant must be notified.
3. Emergency services must be contacted if required.
4. Workers must follow evacuation or response procedures as directed.
5. Workers must not place themselves in danger while responding to emergencies.

## First Aid Response

Viking Reinforcing provides first aid equipment and trained first aid attendants as required by WorkSafeBC regulations.

First aid resources may include:

- first aid kits
- emergency response vehicles or carts
- trained first aid personnel

In the event of an injury:

1. First aid attendants must be notified immediately.
2. Injured workers must receive first aid treatment.
3. Emergency medical services must be contacted if necessary.
4. All injuries must be reported to supervision.

## Fire Response



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If a fire occurs:

1. Workers must alert nearby personnel immediately.
2. If the fire is small and it is safe to do so, a fire extinguisher may be used.
3. If the fire cannot be controlled, workers must evacuate the area.
4. Emergency services must be contacted immediately.
5. Workers must never attempt to fight large fires.

### **Evacuation Procedures**

If evacuation is required:

- workers must stop work immediately
- equipment must be shut down if safe to do so
- workers must move to a designated safe area away from the hazard

Supervisors will account for workers to ensure everyone is safely evacuated.

Workers must not re-enter hazardous areas until authorized.

### **Equipment Entrapment**

In the event a worker becomes trapped in fabrication equipment:

1. Equipment must be shut down immediately.
2. Lockout procedures must be applied.
3. Emergency services must be contacted.
4. Only trained personnel should attempt rescue operations.
5. Workers must never attempt unsafe rescue actions.

### **Environmental Spill Response**

If a spill occurs involving hydraulic fluid, fuel, or other materials:

1. Workers must report the spill immediately.
2. The source of the spill should be stopped if it is safe to do so.
3. Spill containment procedures must be implemented where possible.
4. Supervisors will determine if external reporting is required.
5. Spill response procedures may be implemented depending on the severity of the incident.

### **Construction Site Emergency Response**

When Viking Reinforcing crews are working on construction projects, the General Contractor's emergency response plan takes primary authority for the project site.



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Viking Reinforcing workers must:

- follow site-specific emergency procedures
- comply with the General Contractor's emergency response plan
- attend required site safety orientations

However, Viking Reinforcing supervisors remain responsible for:

- ensuring Viking workers are accounted for
- providing first aid assistance where appropriate
- reporting incidents to Viking management

Viking workers must cooperate fully with site emergency procedures.

### **Crew Vehicle Emergency Response**

Crew trucks used for reinforcing steel placement must carry:

- first aid kits
- fire extinguishers
- communication devices

Crew leaders must ensure emergency equipment is available and workers understand emergency reporting procedures.

### **Emergency Communication**

Workers must immediately report emergency situations to:

- supervisors
- first aid attendants
- emergency services where necessary

Communication methods may include:

- mobile phones
- radios
- direct verbal communication

Clear communication is critical during emergency response situations.

### **Training and Awareness**

Workers must receive training and instruction regarding emergency procedures including:

- first aid reporting



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- fire extinguisher locations
- evacuation procedures
- emergency communication

Workers must know how to respond to emergencies before beginning work.

### **Incident Reporting**

All emergencies, injuries, or near misses must be reported to supervision and documented according to company safety procedures.

Incident investigations may be conducted to identify root causes and prevent future incidents.

### **Related Documents**

- FORM-OHS-11 – Worker Training Record
- FORM-OHS-02 – Incident Report Form
- LOG-OHS-04 – Safety Meeting Log
- LOG-OHS-01 – Workplace Inspection Log
- REGISTER-OHS-02 – Corrective Action Register
- EMS-FORM-08-7 – Internal Contact List

### ***8.15.2 Medical Emergency***

#### **Purpose**

The purpose of this section is to ensure that medical emergencies are managed quickly and effectively in order to protect the health and safety of workers.

Medical emergencies may occur during fabrication yard operations or during reinforcing steel placement activities at construction sites. Proper response procedures help ensure injured or ill workers receive immediate assistance and appropriate medical care.

This program supports compliance with the Workers Compensation Act, the WorkSafeBC Occupational Health and Safety Regulation (Part 3 – First Aid), and the emergency preparedness requirements of ISO 45001 Clause 8.2.

#### **Scope**

This procedure applies to all Viking Reinforcing Ltd employees, supervisors, and workers performing activities at:

- the Viking Reinforcing fabrication yard



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- reinforcing steel placement job sites
- company vehicles used during operations

All workers must understand how to report and respond to medical emergencies.

### **Types of Medical Emergencies**

Medical emergencies that may occur during reinforcing steel fabrication and placement operations include:

#### **Traumatic Injuries**

- crush injuries from equipment
- cuts or lacerations from reinforcing steel
- struck-by incidents
- falls or slips

#### **Equipment-Related Injuries**

- pinch or crush injuries involving rebar bending equipment
- injuries involving hydraulic shear equipment
- material handling injuries

#### **Medical Conditions**


- heart attack
- stroke
- severe allergic reactions
- heat exhaustion or heat stroke
- illness or loss of consciousness

Workers must immediately report any medical emergency.

### **Reporting a Medical Emergency**

If a medical emergency occurs:

1. Workers must immediately notify nearby personnel.
2. A supervisor or designated first aid attendant must be contacted immediately.
3. Emergency medical services must be contacted if the injury or illness is serious.
4. The injured worker must receive first aid assistance until professional medical help arrives.
5. Workers must never leave an injured person unattended.

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### **First Aid Response**

Viking Reinforcing Ltd provides first aid equipment and trained personnel in accordance with WorkSafeBC First Aid requirements.

First aid resources may include:

- first aid kits located in the yard and vehicles
- trained first aid attendants
- emergency transportation arrangements

First aid attendants are responsible for assessing injuries and providing appropriate treatment until medical assistance is available.

### **Fabrication Yard Medical Emergencies**

If a medical emergency occurs in the fabrication yard:

1. Equipment must be stopped immediately if it is safe to do so.
2. The injured worker must be moved only if necessary to prevent further harm.
3. First aid must be administered by a trained attendant.
4. Emergency services must be contacted if required.
5. Supervisors must ensure the incident area is secured.
6. All incidents must be reported according to company safety procedures.

### **Construction Job Site Medical Emergencies**

When Viking Reinforcing crews are working at construction sites, the General Contractor's emergency response plan governs the overall site response.

Viking Reinforcing workers must:

- follow the site emergency procedures
- report injuries to their Viking supervisor
- cooperate with the General Contractor's emergency coordination

Viking supervisors remain responsible for ensuring:

- Viking workers receive appropriate medical attention
- the incident is reported to Viking management



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- internal incident reporting procedures are completed

### **Emergency Medical Services**

Emergency medical services must be contacted when injuries or medical conditions require professional medical care.

Emergency services may be contacted when:

- injuries are severe or life threatening
- workers lose consciousness
- workers experience chest pain or breathing difficulties
- workers suffer severe bleeding
- workers suffer suspected fractures or spinal injuries

Workers must provide emergency responders with clear information regarding the location and nature of the incident.

### **Transportation for Medical Treatment**

If emergency medical services are not required, injured workers may be transported for medical evaluation if necessary.

Transportation may be arranged through:

- supervisors
- designated first aid personnel
- company vehicles where appropriate

Workers must not drive themselves if their injuries may affect their ability to operate a vehicle safely.


### **Communication During Medical Emergencies**

Clear communication is essential during medical emergencies.

Workers must ensure that:

- supervisors are notified immediately
- emergency services are contacted when necessary
- workers nearby are informed of hazards

Communication devices such as mobile phones or radios may be used to contact emergency services.

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## Incident Reporting

All injuries and medical incidents must be reported and documented according to Viking Reinforcing safety procedures.

Reporting may include:

- first aid treatment records
- incident reports
- internal safety reporting documentation

Incident investigations may be conducted to determine the cause of the event and prevent recurrence.

## Worker Responsibilities

Workers must:

- report injuries immediately
- follow instructions from first aid attendants and supervisors
- cooperate during emergency response procedures
- participate in safety training and emergency preparedness programs

Workers must never ignore injuries or delay reporting incidents.

## Supervisor Responsibilities

Supervisors must ensure that:

- medical emergencies are responded to promptly
- first aid attendants are contacted when needed
- emergency services are contacted when required
- incidents are reported and documented properly

Supervisors must also ensure the safety of other workers during emergency response activities.

## Training and Awareness

Workers must receive training or instruction regarding:



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- reporting medical emergencies
- contacting first aid attendants
- emergency communication procedures
- recognizing serious medical conditions

Training may occur during worker orientation and safety meetings.

### **Related Documents**

FORM-OHS-02 – Incident Report Form  
FORM-OHS-03 – First Aid Treatment Report  
LOG-OHS-04 – Safety Meeting Log  
LOG-OHS-01 – Workplace Inspection Log  
REGISTER-OHS-02 – Corrective Action Register

### ***8.15.3 Fire Emergency***

#### **Purpose**

The purpose of this section is to establish procedures for responding to fire emergencies that may occur during Viking Reinforcing Ltd fabrication yard operations or reinforcing steel placement activities at construction sites.

Fire incidents can occur due to equipment malfunction, fuel or hydraulic fluid ignition, electrical faults, or other workplace hazards. This procedure ensures that workers understand how to respond safely in the event of a fire in order to protect workers, equipment, and property.

This procedure supports compliance with the WorkSafeBC Occupational Health and Safety Regulation and the emergency preparedness requirements of ISO 45001 Clause 8.2 – Emergency Preparedness and Response.

#### **Scope**

This fire emergency procedure applies to all Viking Reinforcing Ltd workers, supervisors, and visitors working at:

- the Viking Reinforcing fabrication yard
- reinforcing steel placement construction sites
- company vehicles used during operations

All workers must understand fire reporting and evacuation procedures.



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### **Potential Fire Hazards**

Although reinforcing steel itself is non-combustible, several fire hazards may exist during Viking Reinforcing operations.

#### **Fabrication Yard Hazards**

- hydraulic fluid used in fabrication equipment
- fuels used in vehicles and mobile equipment
- electrical equipment and control systems
- lubricants and oils used for machinery maintenance

#### **Job Site Hazards**

- construction site materials
- temporary electrical installations
- fuel used in mobile equipment
- hot work performed by other trades

Workers must remain alert to potential fire hazards in their work areas.

### **Fire Detection and Reporting**

Any worker who discovers a fire must immediately alert nearby personnel and report the emergency.

Workers must:

- warn nearby workers immediately
- notify a supervisor or first aid attendant
- contact emergency services if the fire cannot be controlled safely

Workers must never ignore signs of smoke or fire.

### **Use of Fire Extinguishers**

Portable fire extinguishers are provided at Viking Reinforcing facilities and within crew vehicles used for placing operations.

Fire extinguishers should only be used when:

- the fire is small and contained
- the worker has a safe exit route
- the worker has been trained in extinguisher use



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Workers must never attempt to fight a fire if doing so could place them at risk.

### **Fabrication Yard Fire Response**

If a fire occurs in the Viking Reinforcing fabrication yard:

1. Workers must immediately alert nearby personnel.
2. Equipment must be shut down if it is safe to do so.
3. A fire extinguisher may be used if the fire is small and controllable.
4. Emergency services must be contacted if the fire cannot be controlled.
5. Workers must evacuate the area if conditions become unsafe.
6. Supervisors must ensure workers move to a safe area and account for personnel.

### **Evacuation Procedures**

If evacuation is required:

- workers must stop work immediately
- machinery must be shut down if safe to do so
- workers must move away from the hazard area
- workers must gather at a safe location designated by the supervisor

Workers must remain at the designated safe area until further instructions are provided.

Workers must not re-enter affected areas until authorized.

### **Fire Response at Construction Job Sites**

When Viking Reinforcing crews are working at construction sites, the General Contractor's emergency response procedures govern the overall site response.

Viking Reinforcing workers must:

- follow the site fire emergency procedures
- comply with evacuation instructions from the General Contractor
- report incidents to their Viking supervisor

Viking supervisors remain responsible for ensuring:

- Viking workers are accounted for



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- incidents are reported to Viking management
- internal safety reporting procedures are completed

### **Fire Extinguishers in Crew Vehicles**

Crew trucks used by Viking Reinforcing placing crews must carry portable fire extinguishers.

Crew leaders must ensure the fire extinguisher:

- is present in the vehicle
- is accessible to workers
- is inspected regularly
- is replaced if used or damaged

These extinguishers provide fire protection when working at construction sites where fire equipment may not be immediately accessible.

### **Fire Prevention**

Workers must take reasonable precautions to prevent fires by:

- maintaining clean work areas
- controlling combustible materials
- reporting fuel or hydraulic leaks
- ensuring electrical equipment is used properly

Good housekeeping and equipment maintenance help reduce fire risks.

### **Communication During Fire Emergencies**

Workers must communicate clearly during fire emergencies.

Communication methods may include:

- verbal warnings
- mobile phones
- radios where available

Clear communication helps ensure workers can evacuate safely.

### **Worker Responsibilities**

Workers must:



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- report fires immediately
- follow evacuation procedures
- cooperate with supervisors during emergency response
- never place themselves at risk while attempting to fight fires

Workers must participate in emergency response training when provided.

### **Supervisor Responsibilities**

Supervisors must ensure that:

- fire emergencies are reported promptly
- workers evacuate safely when required
- emergency services are contacted when necessary
- incidents are documented according to company procedures

Supervisors must also ensure workers understand fire emergency procedures.

### **Training and Awareness**

Workers must receive instruction regarding:

- fire hazards
- fire extinguisher locations
- fire reporting procedures
- evacuation procedures

Training may occur during worker orientation or safety meetings.

### **Related Documents**

FORM-OHS-11 – Worker Training Record  
FORM-OHS-02 – Incident Report Form  
LOG-OHS-04 – Safety Meeting Log  
LOG-OHS-01 – Workplace Inspection Log  
REGISTER-OHS-02 – Corrective Action Register

#### ***8.15.4 Chemical Spill***

##### **Purpose**



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The purpose of this procedure is to establish a safe and effective response to chemical or hazardous material spills that may occur during Viking Reinforcing Ltd fabrication yard operations or reinforcing steel placement activities at construction sites.

Chemical spills can create safety hazards, environmental contamination risks, and regulatory reporting requirements. Prompt reporting and containment of spills helps minimize risk to workers and the environment.

This procedure supports compliance with the WorkSafeBC Occupational Health and Safety Regulation, environmental protection requirements, and the ISO 45001 Emergency Preparedness and Response (Clause 8.2).

### Scope

This procedure applies to all Viking Reinforcing Ltd employees working at:

- the Viking Reinforcing fabrication yard
- reinforcing steel placement construction sites
- company vehicles and mobile equipment

Workers must immediately report any chemical or hazardous material spill.

### Potential Spill Sources

Although reinforcing steel itself does not create chemical hazards, several materials used during operations may present spill risks.

#### Fabrication Yard

- hydraulic oil used in bending and shearing equipment
- lubricants and greases
- fuel used in mobile equipment
- cleaning solvents used for equipment maintenance

#### Construction Job Sites

- hydraulic fluid from equipment
- fuel spills from vehicles or machinery
- marking paints or similar materials

Workers must remain aware of potential spill hazards during operations.

### Spill Detection and Reporting



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If a spill occurs, workers must immediately notify nearby personnel and report the incident to a supervisor.

Workers must report:

- hydraulic leaks
- fuel spills
- chemical container damage
- any material that could contaminate soil or drainage systems

Spills must never be ignored or left unattended.

### **Initial Spill Response**

If a spill occurs, workers must take the following actions:

1. Identify the source of the spill.
2. Stop the source of the spill if it is safe to do so.
3. Alert nearby workers to the hazard.
4. Notify a supervisor immediately.
5. Workers must never attempt spill response actions that place them at risk.

### **Spill Containment**

Where it is safe to do so, workers may attempt to contain small spills to prevent further spread.

Containment methods may include:

- using absorbent materials
- preventing materials from entering drains
- containing fluids within the immediate spill area

Workers must avoid spreading the spilled material.

### **Large Spill Response**

If a spill cannot be safely controlled by workers:

- the area must be secured
- workers must keep a safe distance



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- supervisors must determine if external assistance is required

Emergency response services may be contacted where necessary.

### **Fabrication Yard Spill Response**

If a spill occurs in the Viking Reinforcing fabrication yard:

1. The source of the spill should be stopped if safe to do so.
2. Nearby equipment must be shut down if necessary.
3. Spill containment measures should be implemented.
4. Supervisors must determine if environmental reporting is required.
5. Spill response actions must prioritize worker safety and environmental protection.

### **Construction Job Site Spill Response**

When Viking Reinforcing crews are working at construction sites, the General Contractor's environmental response procedures govern overall site response.

Viking Reinforcing workers must:

- follow site spill response procedures
- report spills to the General Contractor
- notify their Viking supervisor

Viking supervisors remain responsible for ensuring internal reporting requirements are completed.


### **Environmental Protection**

Workers must take precautions to prevent chemicals from entering:

- storm drains
- soil
- nearby waterways

Spill containment measures should be used whenever possible to protect the environment.

### **Worker Responsibilities**

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Workers must:

- report spills immediately
- follow spill response procedures
- cooperate with supervisors during spill response
- use appropriate personal protective equipment when required

Workers must not ignore spills or leaks.

### Supervisor Responsibilities

Supervisors must ensure that:

- spill incidents are reported and documented
- spill containment measures are implemented
- environmental risks are addressed
- corrective actions are taken to prevent recurrence

Supervisors must also ensure workers understand spill response procedures.

### Training and Awareness

Workers must receive instruction regarding:

- recognition of spill hazards
- reporting procedures
- spill containment methods
- environmental protection requirements

Training may occur during worker orientation and safety meetings.

### Related Documents

FORM-OHS-02 – Incident Report Form  
 LOG-OHS-04 – Safety Meeting Log  
 LOG-OHS-01 – Workplace Inspection Log  
 REGISTER-OHS-02 – Corrective Action Register  
 FORM-OHS-02 – Incident Report Form  
 FORM-OHS-04 – Incident Investigation Report



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### ***8.15.5 Gas Leak***

#### **Purpose**

The purpose of this procedure is to establish safe response actions in the event of a suspected or confirmed gas leak during Viking Reinforcing Ltd fabrication yard operations or reinforcing steel placement activities at construction sites.

Gas leaks can create serious hazards including fire, explosion, and exposure to harmful gases. Immediate reporting and evacuation procedures are necessary to protect workers and prevent escalation of hazardous conditions.

This procedure supports compliance with the WorkSafeBC Occupational Health and Safety Regulation and the emergency preparedness requirements of ISO 45001 Clause 8.2 – Emergency Preparedness and Response.

#### **Scope**

This procedure applies to all Viking Reinforcing Ltd employees, supervisors, and visitors working at:

- Viking Reinforcing fabrication yard facilities
- reinforcing steel placement construction sites
- company vehicles and equipment operating at project sites

All workers must report suspected gas leaks immediately.

#### **Potential Sources of Gas Leaks**

Gas leaks may originate from several sources including:


##### **Fabrication Yard**

- propane cylinders used for equipment or heating
- gas systems from neighboring industrial facilities
- delivery vehicles carrying fuel or compressed gas

##### **Construction Job Sites**

- underground natural gas utilities
- temporary gas installations used by other trades
- propane cylinders used by contractors
- damaged gas lines during excavation activities

Workers must remain alert to unusual odors, sounds, or signs of gas leaks.

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### Warning Signs of a Gas Leak

Workers should be aware of common indicators of a gas leak including:

- the smell of gas (rotten egg odor often associated with natural gas)
- hissing sounds near pipes or cylinders
- damaged gas lines or valves
- visible gas release or vapor

Any suspected gas leak must be treated as a serious hazard.

### Immediate Worker Actions

If a gas leak is suspected or detected, workers must:

1. Stop work immediately.
2. Warn nearby workers of the hazard.
3. Move away from the affected area.
4. Notify a supervisor immediately.
5. Avoid creating sparks or ignition sources.

Workers must never attempt to repair or control gas leaks unless specifically trained and authorized.

### Fabrication Yard Gas Leak Response

If a gas leak occurs or is suspected in the Viking Reinforcing fabrication yard:

1. Workers must stop work immediately.
2. The area must be cleared of personnel.
3. Equipment and ignition sources must be shut down if safe to do so.
4. Supervisors must be notified immediately.
5. Emergency services must be contacted if necessary.

Workers must maintain a safe distance from the leak until the area has been declared safe.

### Construction Job Site Gas Leak Response

When Viking Reinforcing crews are working at construction sites, the General Contractor or site owner is responsible for managing site emergency response procedures, including gas leak incidents.



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Viking Reinforcing workers must:

- immediately stop work
- warn nearby personnel
- evacuate the affected area
- report the incident to the General Contractor and Viking supervisor

Workers must follow all instructions provided by the General Contractor regarding evacuation or emergency response procedures.

### **Viking Reinforcing Responsibilities on Job Sites**

Although the General Contractor manages the overall emergency response, Viking Reinforcing supervisors remain responsible for:

- ensuring Viking workers evacuate safely
- confirming that all Viking personnel are accounted for
- reporting the incident to Viking management
- cooperating with site emergency procedures

Viking workers must comply with the site emergency response plan at all times.

### **Fire and Explosion Prevention**

During a suspected gas leak, workers must avoid actions that could ignite gas.

Workers must not:

- operate electrical switches
- use open flames
- start vehicles or equipment near the leak
- smoke in the area

Eliminating ignition sources helps prevent fire or explosion hazards.

### **Communication**

Workers must clearly communicate gas leak hazards to:

- nearby workers
- supervisors
- site emergency personnel

Communication methods may include:

- verbal warnings



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- mobile phones
- radios where available

Clear communication helps ensure workers evacuate safely.

### **Worker Responsibilities**

Workers must:

- report suspected gas leaks immediately
- evacuate hazardous areas promptly
- follow instructions from supervisors and site emergency personnel
- cooperate during emergency response procedures

Workers must never ignore signs of a gas leak.

### **Supervisor Responsibilities**

Supervisors must ensure that:

- gas leak hazards are reported immediately
- workers evacuate safely
- emergency services or site authorities are notified
- incidents are documented according to company procedures

Supervisors must also ensure workers understand gas leak response procedures.

### **Training and Awareness**


Workers must receive instruction regarding:

- recognition of gas leak hazards
- emergency reporting procedures
- evacuation procedures
- communication requirements during emergencies

Training may occur during worker orientation and safety meetings.

### **Related Documents**

FORM-OHS-11 – Worker Training Record  
FORM-OHS-02 – Incident Report Form

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LOG-OHS-04 – Safety Meeting Log  
LOG-OHS-01 – Workplace Inspection Log  
REGISTER-OHS-02 – Corrective Action Register

### ***8.15.6 EMERGENCY TELEPHONE NUMBERS***

#### **Purpose**

The purpose of this section is to ensure that workers have immediate access to emergency contact numbers in the event of a workplace emergency.

Prompt contact with emergency services is critical when responding to injuries, fires, environmental incidents, or other hazardous situations.

Emergency contact information must be clearly posted at Viking Reinforcing Ltd facilities and made available to workers at construction job sites.

#### **Scope**

This procedure applies to all Viking Reinforcing Ltd employees working at:

- the Viking Reinforcing fabrication yard in Parksville, British Columbia
- reinforcing steel placement construction sites
- company vehicles used during operations

Emergency contact information must be accessible to workers at all times.

#### **Primary Emergency Number**

##### **Emergency Services**

911

Workers must call 911 immediately in situations involving:



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- serious injuries
- fires
- gas leaks
- life-threatening medical emergencies
- dangerous incidents requiring police, fire, or ambulance services

Workers must clearly state:

- the location of the emergency
- the type of emergency
- the number of injured persons if applicable

Local Emergency Services – Parksville Area  
Parksville Fire Department  
Non-Emergency:  
250-248-3242

Oceanside RCMP (Parksville / Qualicum Beach)  
Police Non-Emergency:  
250-248-6111

BC Ambulance Service  
Emergency: 911  
Non-Emergency Inquiries:  
1-877-795-0000

### **Environmental Emergency Reporting**

Spills or environmental incidents must be reported if they pose a risk to the environment.  
BC Environmental Emergency Program (24-Hour)

1-800-663-3456

This number must be contacted in the event of:

- fuel spills
- hydraulic oil spills
- hazardous material releases affecting the environment

### **WorkSafeBC Reporting**

Serious workplace incidents must be reported to WorkSafeBC.  
WorkSafeBC Emergency Reporting Line



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1-888-621-7233

Serious incidents that may require reporting include:

- serious worker injuries
- structural failures
- major equipment failures
- incidents requiring emergency services

Supervisors are responsible for determining reporting requirements.

Time-loss injuries and occupational diseases must be reported to WorkSafeBC within 3 business days via the Employer's Report of Injury (Form 7), submitted online through WorkSafeBC Employer Services. Fatalities, serious injuries, and major structural or equipment failures must be reported immediately by phone to WorkSafeBC Prevention at 1-888-621-7233. The scene must be preserved until a WorkSafeBC officer authorizes release, per Workers Compensation Act Section 173.

Poison Control Centre  
BC Drug & Poison Information Centre

1-800-567-8911

Workers should contact Poison Control in situations involving:

- chemical exposure
- ingestion of hazardous substances
- toxic inhalation exposure


### Utility Emergency Contacts

If underground utilities or gas lines are damaged:

FortisBC Gas Emergency

1-800-663-9911

Workers must report damaged gas lines immediately and evacuate the area.

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### Viking Reinforcing Emergency Contacts

Workers must also notify Viking Reinforcing supervision during emergency situations. Internal emergency contacts may include:

- Yard Supervisor
- Director of Maintenance
- Safety Officer
- Company Management

Contact numbers for Viking Reinforcing personnel must be posted in the yard office and available to workers.

### Emergency Numbers at Construction Job Sites

When working at construction sites, additional emergency contact numbers may be provided by the General Contractor.

Workers must:

- follow the site emergency contact procedures
- report emergencies to both the General Contractor and Viking supervision
- comply with the site emergency response plan

Site-specific emergency numbers may be posted at the job site safety board.

### Posting Requirements


Emergency phone numbers must be clearly posted in the following locations:

- fabrication yard office
- safety notice boards
- first aid stations
- crew vehicles used for placing operations

Workers must familiarize themselves with emergency contact procedures before beginning work.

### Related Documents

EMS-FORM-08-7 – Internal Contact List  
 FORM-OHS-11 – Worker Training Record  
 SOP-OHS-03 – Emergency Preparedness and Response Procedure

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SOP-OHS-13 – Emergency Medical Response Procedure

## 8.16 INJURY/ILLNESS REPORTING & INVESTIGATION

### Purpose

The purpose of this procedure is to ensure that all workplace injuries, illnesses, incidents, and near misses are promptly reported, investigated, and documented in order to identify causes and prevent recurrence.

Timely reporting and investigation allow Viking Reinforcing Ltd to improve workplace safety, implement corrective actions, and comply with regulatory reporting requirements.

This procedure supports compliance with:

- Workers Compensation Act (British Columbia)
- WorkSafeBC Occupational Health and Safety Regulation
- ISO 45001 Clause 10.2 – Incident, Nonconformity and Corrective Action

### Scope

This procedure applies to all Viking Reinforcing Ltd employees working at:

- the Viking Reinforcing fabrication yard
- reinforcing steel placement construction sites
- company vehicles and mobile equipment during operations

All incidents must be reported regardless of severity.

### Types of Incidents Requiring Reporting


Workers must report all incidents including:

#### Workplace Injuries

- cuts or lacerations from reinforcing steel
- crush injuries involving equipment
- slips, trips, and falls
- struck-by incidents
- equipment-related injuries

#### Illnesses

- heat stress or heat exhaustion
- illness occurring during work activities

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- exposure to hazardous materials

#### Near Miss Incidents

- equipment malfunction that could have caused injury
- falling materials
- unsafe equipment conditions
- unsafe work practices

Near misses must be reported even when no injury occurs.

#### Immediate Reporting Requirements

Workers must report incidents immediately to a supervisor or designated safety representative.

Workers must report:

- injuries requiring first aid
- serious injuries requiring medical attention
- unsafe conditions
- near miss incidents

Prompt reporting helps ensure that hazards are identified and corrected quickly.

#### Fabrication Yard Incident Response

If an injury or incident occurs in the Viking Reinforcing fabrication yard:


1. Work must stop if necessary to prevent further injury.
2. First aid assistance must be provided.
3. Supervisors must be notified immediately.
4. The incident area must be secured if hazards remain present.
5. Workers must cooperate with supervisors during incident reporting and investigation.

#### Construction Job Site Incident Response

When incidents occur at construction job sites:

- the General Contractor must be notified immediately
- Viking Reinforcing supervisors must also be informed
- workers must follow the site reporting procedures

Although the General Contractor manages overall site safety, Viking Reinforcing remains responsible for investigating incidents involving Viking employees.

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Supervisors must ensure Viking management is notified of the incident.

### Legislated Reporting Requirements

Viking Reinforcing Ltd reports workplace injuries and incidents to WorkSafeBC in accordance with the following legislated requirements:

- **Workers Compensation Act, Section 173** – employer report of injury (Form 7) submitted within **3 business days** of any injury requiring medical treatment beyond first aid or resulting in time loss.
- **OHS Regulation, Section 3.4** – immediate notification to WorkSafeBC at **1-888-621-7233** for: fatalities, serious injuries, major structural failures, major release of hazardous substances, dangerous incidents with potential for serious injury, and blasting incidents.
- **OHS Regulation, Section 3.6** – preservation of the scene of a serious incident until authorized by a WorkSafeBC officer.
- **Workers Compensation Act, Section 172** – worker's own report of injury to the employer as soon as practicable.

Supervisors are responsible for determining which reporting threshold applies. When in doubt, the incident is reported.

### Serious Incident Reporting

Certain incidents must be reported to WorkSafeBC immediately.

These incidents may include:

- serious worker injuries
- structural failures
- equipment failures that create serious risk
- incidents requiring emergency services

Supervisors must ensure regulatory reporting requirements are followed.

### Incident Investigation

All incidents must be investigated to determine the root cause and identify corrective actions.

Investigations may include:

- interviews with workers involved in the incident
- examination of equipment or materials involved
- review of work procedures
- identification of unsafe conditions or practices



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Investigations must focus on identifying causes rather than assigning blame.

### **Root Cause Analysis**

Investigations should identify underlying causes of incidents, such as:

- inadequate training
- unsafe work practices
- equipment malfunction
- poor housekeeping
- inadequate supervision

Corrective actions must be implemented to prevent recurrence.

### **Corrective Actions**

Following an investigation, corrective actions may include:

- modifying work procedures
- repairing or replacing equipment
- improving training or supervision
- implementing additional safety controls

Corrective actions must be documented and tracked until completed.

### **Worker Responsibilities**

Workers must:


- report injuries and incidents immediately
- cooperate during incident investigations
- provide accurate information during investigations
- follow safety procedures to prevent incidents

Failure to report incidents may result in disciplinary action.

### **Supervisor Responsibilities**

Supervisors must ensure that:

- incidents are reported and documented
- injured workers receive appropriate medical attention
- investigations are conducted promptly
- corrective actions are implemented

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Supervisors must also ensure workers understand reporting requirements.

### Training and Awareness

Workers must receive instruction regarding:

- incident reporting procedures
- near miss reporting
- workplace safety responsibilities
- hazard identification

Training may occur during worker orientation and safety meetings.

### Related Documents

- FORM-OHS-02 – Incident Report Form
- FORM-OHS-03 – First Aid Treatment Report
- REGISTER-OHS-02 – Corrective Action Register
- LOG-OHS-04 – Safety Meeting Log
- LOG-OHS-01 – Workplace Inspection Log

## 8.17 RETURN TO WORK POLICY

### Purpose

The purpose of the Viking Reinforcing Ltd Return to Work (RTW) Program is to assist injured or ill workers in returning to productive employment as soon as it is medically safe to do so.


Early and safe return to work helps injured workers recover more quickly while maintaining their connection to the workplace.

This program ensures that injured workers receive appropriate support and that modified duties are provided where possible.

This policy supports compliance with:

- Workers Compensation Act (British Columbia)
- WorkSafeBC Return to Work requirements
- ISO 45001 Clause 6.1 and Clause 10 – Continual Improvement

### Scope

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This program applies to all Viking Reinforcing Ltd employees who experience work-related injuries or illnesses while working at:

- the Viking Reinforcing fabrication yard
- reinforcing steel placement construction sites
- company vehicles during work activities

The program applies to both temporary and permanent employees.

### Program Objectives

The objectives of the Return to Work program are to:

- promote early and safe return to work
- support injured workers during recovery
- reduce the impact of workplace injuries
- maintain communication between the worker and employer
- provide meaningful modified work where possible

The program aims to return workers to their regular duties as soon as medically appropriate.

### Employer Responsibilities

Viking Reinforcing Ltd will:

- provide a safe workplace for employees
- report injuries in accordance with WorkSafeBC requirements
- maintain communication with injured workers
- provide modified or alternate duties where possible
- cooperate with WorkSafeBC and medical professionals

The company will make reasonable efforts to accommodate workers recovering from injuries.

### Supervisor Responsibilities

Supervisors are responsible for:

- ensuring injuries are reported immediately
- assisting injured workers in obtaining medical attention
- participating in return-to-work planning
- identifying suitable modified duties



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Supervisors must also monitor workers performing modified duties to ensure tasks remain safe.

### **Worker Responsibilities**

Workers are responsible for:

- reporting injuries immediately
- seeking medical attention when necessary
- cooperating with return-to-work plans
- performing modified duties within medical restrictions

Workers must inform supervisors if their condition changes or if assigned duties cause discomfort or risk further injury.

### **Medical Assessment**

Workers who experience injuries requiring medical attention must seek assessment from a medical professional.

Medical practitioners may provide recommendations regarding:

- work restrictions
- modified duties
- recovery timelines


Workers must provide relevant medical documentation to Viking Reinforcing where required to support return-to-work planning.

### **Modified Duties**

Where medically appropriate, Viking Reinforcing Ltd will attempt to provide modified duties that accommodate worker limitations.

Modified duties may include tasks that:

- avoid heavy lifting
- limit repetitive movements
- avoid hazardous equipment
- reduce physical strain

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Modified duties are temporary and will be reviewed as the worker recovers.

### **Fabrication Yard Modified Duties**

Where possible, injured workers may be assigned modified duties within the fabrication yard environment.

Examples of modified duties may include:

- administrative or documentation tasks
- light yard organization tasks
- equipment inspection assistance
- safety documentation or record management

Modified duties will always comply with medical restrictions.

### **Construction Job Site Modified Duties**

For workers assigned to reinforcing steel placement crews, modified duties may be arranged depending on the worker’s restrictions.

Examples may include:


- light assistance tasks
- material inventory tracking
- assisting with layout or measurement tasks
- documentation or communication support

If suitable modified duties cannot be performed safely at the job site, modified work may be assigned within the fabrication yard.

### **Coordination with Construction Site Management**

When Viking Reinforcing workers are assigned to construction sites, modified duties must also comply with the General Contractor’s site safety requirements.

Viking Reinforcing supervisors will coordinate with site management when necessary to ensure modified duties are appropriate and safe.

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### Communication During Recovery

Regular communication between Viking Reinforcing and the injured worker is essential.

Communication may include:

- updates regarding medical status
- return-to-work planning discussions
- coordination with WorkSafeBC case managers

Maintaining communication helps ensure a successful return to work.

### Monitoring Modified Work

Workers performing modified duties will be monitored to ensure the work remains safe and consistent with medical restrictions. i.e. Light Duty.

If duties become unsafe or inconsistent with medical recommendations, the return-to-work plan will be reassessed.

### Return to Regular Duties

Workers will return to their regular job duties once medically cleared to do so.


Supervisors will ensure that workers returning to full duties can safely perform their tasks.

If necessary, a gradual return to regular duties may be implemented.

### Related Documents

FORM-OHS-02 – Incident Report Form  
FORM-OHS-03 – First Aid Treatment Report  
Return to Work Plan Documentation  
REGISTER-OHS-02 – Corrective Action Register  
WorkSafeBC Claim Documentation

## 8.18 ISO 45001:2018 Occupational Health and Safety Management System Implementation

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### **Purpose**

The purpose of this section is to outline Viking Reinforcing Ltd's commitment to implementing and maintaining an Occupational Health and Safety Management System (OHSMS) aligned with the requirements of ISO 45001:2018.

The OHSMS establishes a structured framework for identifying hazards, managing workplace risks, improving safety performance, and protecting the health and safety of workers.

This system applies to Viking Reinforcing fabrication yard operations and reinforcing steel placement activities performed at construction sites.

### **Scope of the OHS Management System**

The Viking Reinforcing Occupational Health and Safety Management System applies to:

- fabrication yard operations
- reinforcing steel fabrication equipment
- reinforcing steel placement crews working on construction projects
- company vehicles and mobile equipment
- supervisors, workers, contractors, and visitors

The system is designed to ensure that occupational health and safety risks are effectively managed across all company operations.

### **Leadership Commitment**

Senior management at Viking Reinforcing Ltd is committed to providing a safe and healthy workplace for all workers.

Management demonstrates leadership by:

- establishing safety policies and procedures
- allocating resources necessary for safety programs
- promoting worker participation in safety initiatives
- ensuring compliance with legal and regulatory requirements

Management is responsible for ensuring that the Occupational Health and Safety Management System is implemented effectively throughout the organization.

### **Worker Participation and Consultation**



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Worker participation is an essential component of the Viking Reinforcing safety management system.

Workers are encouraged to actively participate in safety activities including:

- reporting hazards
- participating in safety meetings
- contributing to incident investigations
- providing suggestions for safety improvements

Worker participation helps ensure that workplace hazards are identified and addressed promptly.

### **Hazard Identification and Risk Assessment**

Viking Reinforcing implements systematic processes for identifying hazards and evaluating risks associated with workplace activities.

Hazards may arise from:

- fabrication equipment operations
- reinforcing steel handling
- mobile equipment operation
- construction site conditions
- environmental factors

Hazard assessments are conducted regularly to ensure that risks are properly controlled.

### **Operational Controls**

Operational controls are implemented to ensure that work activities are conducted safely.

These controls may include:

- safe work procedures
- equipment operating procedures
- lockout procedures
- hazard communication programs
- workplace inspections



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Operational controls help reduce risks associated with fabrication and construction activities.

### **Training and Competency**

Workers must receive appropriate training to perform their duties safely.

Training may include:

- equipment operation training
- hazard awareness training
- emergency response training
- workplace safety orientation

Workers must demonstrate competency before performing hazardous tasks.

### **Emergency Preparedness and Response**

Viking Reinforcing maintains emergency response procedures to ensure that workers can respond effectively to emergency situations.

Emergency preparedness includes procedures for responding to:

- medical emergencies
- fires
- chemical spills
- gas leaks
- environmental incidents


Workers receive instruction regarding emergency response procedures during orientation and safety meetings.

### **Incident Reporting and Investigation**

All workplace incidents, injuries, and near misses must be reported and investigated.

Investigations are conducted to identify root causes and implement corrective actions to prevent recurrence.

Incident investigations support continual improvement of the Occupational Health and Safety Management System.

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### Monitoring and Performance Evaluation

The effectiveness of the Occupational Health and Safety Management System is monitored through:

- workplace inspections
- safety meetings
- incident investigations
- safety performance reviews

Monitoring activities help identify opportunities for improvement and ensure safety programs remain effective.

### Continual Improvement

Viking Reinforcing is committed to continually improving its Occupational Health and Safety Management System.

Continual improvement may include:

- improving safety procedures
- implementing corrective actions
- enhancing training programs
- improving hazard control measures

Continuous improvement ensures that workplace safety performance evolves with changing operational needs.

### Application to Construction Job Sites


When Viking Reinforcing crews work at construction projects, workers must also comply with the General Contractor's safety management system.

Viking Reinforcing supervisors remain responsible for ensuring that Viking workers:

- follow Viking safety procedures
- comply with site safety requirements
- report hazards and incidents appropriately

This approach ensures integration between Viking Reinforcing safety programs and construction site safety systems.

### Enforcement of Safety Requirements

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Management ensures that health and safety policies, procedures, and rules are enforced consistently across all levels of the organization.

Management supports supervisors in enforcing safety requirements and takes appropriate action where non-compliance is identified.

Enforcement activities are monitored through inspections, audits, and performance reviews.

### Related Documents

REGISTER-OHS-05 – Hazard and Risk Register  
 FORM-OHS-04 – Incident Investigation Report  
 REGISTER-OHS-02 – Corrective Action Register  
 LOG-OHS-04 – Safety Meeting Log  
 FORM-OHS-11 – Worker Training Record  
 LOG-OHS-02 – Equipment Inspection Log  
 Return to Work Plan Documentation

## 9.0 PERFORMANCE EVALUATION

### Monitoring, Measurement, Analysis and Evaluation

Safety performance is monitored using:

- KPI tracking
- Incident and injury statistics
- Inspection results
- Training completion rates

### Internal Audit

Internal audits are conducted to verify compliance with ISO 45001 and internal procedures.

Audit results are documented and corrective actions are implemented.

### Management Review

Management reviews are conducted at planned intervals to evaluate:

- System effectiveness
- Safety performance



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- Audit results
- Opportunities for improvement

Outputs include decisions related to continual improvement.

## **9.1 OHS PERFORMANCE, RECORDS AND STATISTICS**

Viking Reinforcing Ltd monitors safety performance to evaluate the effectiveness of the OHSMS.

Performance indicators may include:

- Number of incidents and injuries
- Near miss reports
- Inspection completion rates
- Training completion rates
- Corrective actions closed

Records are maintained for:

- Incident reports
- Inspection logs
- Training records
- Hazard reports

Performance is reviewed during management review to support continuous improvement.


All workers must follow applicable procedures for their assigned tasks.

The Occupational Health and Safety Management System and Safety Program are formally reviewed at least annually to ensure their continued suitability, adequacy, and effectiveness.

## **9.2 OH&S PERFORMANCE MONITORING AND KPI REVIEW**

### **Purpose**

Viking Reinforcing Ltd. monitors and evaluates occupational health and safety performance to ensure that hazards are controlled, safety procedures are effective, and the Occupational Health and Safety Management System continues to improve.

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Performance monitoring provides management with information necessary to verify that safety objectives are being achieved and that workplace risks remain controlled.

This section supports compliance with ISO 45001:2018 Clause 9.1.1 – Monitoring, Measurement, Analysis and Evaluation.

### Monitoring Activities

Safety performance is monitored through a combination of operational inspections, worker participation, and incident reporting activities.

Monitoring activities include:

- workplace inspections of fabrication yard operations
- equipment inspections for fabrication machinery
- hazard reporting and near miss reporting
- incident and injury reporting
- safety meetings and toolbox talks
- emergency response drills
- corrective action tracking

These monitoring activities help identify safety improvements and verify that risk controls remain effective.

### Key Performance Indicators (KPIs)


Viking Reinforcing tracks safety performance using measurable indicators documented within the OH&S Objectives and KPI Register.

Examples of monitored indicators include:

- number of reported hazards or near misses
- workplace inspection completion rates
- equipment inspection completion rates
- worker training completion rates
- corrective action closure timelines
- number of recordable injuries or incidents
- completion of emergency response drills

Monitoring these indicators helps identify trends and opportunities for safety improvement.

### Data Review and Analysis

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Safety performance information is periodically reviewed by management and supervisors. Data analysis may include:

- identifying recurring hazards
- identifying equipment or process risks
- evaluating effectiveness of safety training
- evaluating effectiveness of corrective actions
- identifying areas requiring additional safety controls

Safety data is used to support informed decision making and improve workplace safety.

### Frequency of Review

Safety performance information is reviewed regularly through:

- routine workplace inspections
- incident investigations
- safety meetings
- periodic management review meetings


These reviews ensure that safety performance is monitored continuously.

### Worker Participation

Workers contribute to safety performance monitoring by:

- reporting hazards and unsafe conditions
- participating in safety meetings
- participating in inspections and hazard assessments
- contributing suggestions for improving safety procedures

Worker involvement strengthens the effectiveness of the safety management system.

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### 9.3 OHSMS MANAGEMENT REVIEW

#### Purpose

The purpose of the Occupational Health and Safety Management System (OHSMS) Management Review is to ensure that Viking Reinforcing Ltd's occupational health and safety program remains effective, relevant, and aligned with organizational objectives.

Management reviews provide an opportunity for senior leadership to evaluate safety performance, assess risks, review incident trends, and identify opportunities for continual improvement.

This process supports compliance with ISO 45001:2018 Clause 9.3 – Management Review.

#### Scope

The management review process applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations
- reinforcing steel fabrication equipment
- reinforcing steel placement crews working at construction sites
- company vehicles and mobile equipment
- supervisors, workers, contractors, and visitors

The review ensures that safety performance across all company activities is regularly evaluated.

#### Management Responsibility

Senior management is responsible for ensuring that periodic reviews of the Occupational Health and Safety Management System are conducted.

Management must evaluate whether the safety system:

- remains suitable for company operations
- is functioning effectively
- complies with regulatory requirements
- supports continual improvement

Management reviews are typically conducted at least once per year or more frequently when necessary.

#### Management Review Participants



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Participants in the management review may include:

- company management representatives
- supervisors or operational leaders
- safety personnel
- representatives involved in safety activities

Participation from individuals responsible for safety implementation helps ensure accurate evaluation of safety performance.

### **Review Inputs**

The management review process includes evaluation of relevant safety information including:

#### **Safety Performance**

- incident and injury statistics
- near miss reports
- workplace inspection results

#### **Hazard Identification**

- hazard assessments
- risk evaluations
- changes in workplace hazards

#### **Compliance Status**

- regulatory compliance with WorkSafeBC requirements
- compliance with company safety procedures

#### **Incident Investigations**


- results of incident investigations
- root cause analysis findings
- corrective actions implemented

#### **Worker Participation**

- safety meeting outcomes
- worker safety suggestions
- safety committee activities where applicable

#### **Operational Changes**

- new equipment or processes
- changes in work practices
- new construction site environments

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### **Review of Fabrication Yard Operations**

Management reviews must consider safety performance within the fabrication yard environment including:

- operation of rebar fabrication equipment
- machinery safety procedures
- lockout procedures
- housekeeping and hazard control

Management must evaluate whether existing controls effectively manage fabrication hazards.

### **Review of Construction Job Site Operations**

Management reviews must also consider safety performance related to reinforcing steel placement crews working on construction projects.

This includes evaluation of:

- site safety coordination with general contractors
- incident reporting from construction sites
- hazards associated with reinforcing steel installation

Management must ensure Viking Reinforcing workers are able to perform their work safely within construction environments.

### **Corrective Actions**


Where opportunities for improvement are identified, management must ensure that corrective actions are implemented.

Corrective actions may include:

- updating safety procedures
- implementing new training programs
- improving hazard controls
- modifying work practices

Corrective actions must be tracked until completion.

### **Continual Improvement**

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Management reviews help ensure that the Viking Reinforcing Occupational Health and Safety Management System continues to improve.


Improvements may involve:

- strengthening safety procedures
- improving hazard identification processes
- enhancing worker training
- improving communication regarding workplace safety

Continual improvement is a fundamental component of the OHSMS.

#### **Related Documents**

REGISTER-OHS-01 – OH&S Objectives and KPI Register  
 FORM-OHS-04 – Incident Investigation Report  
 REGISTER-OHS-02 – Corrective Action Register  
 LOG-OHS-04 – Safety Meeting Log  
 LOG-OHS-03 – Emergency Drill Log

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## 10.0 IMPROVEMENT

Viking Reinforcing Ltd continually improves the OH&S Management System through:

- Incident investigation
- Corrective actions
- Hazard reduction
- Worker feedback
- Management review outcomes

Nonconformities are addressed promptly, and corrective actions are implemented to prevent recurrence.

Continuous improvement ensures the ongoing effectiveness of the system and enhancement of workplace safety.

### Related Documents

FORM-OHS-11 – Worker Training Record  
 FORM-OHS-04 – Incident Investigation Report  
 LOG-OHS-04 – Safety Meeting Log  
 REGISTER-OHS-05 – Hazard and Risk Register  
 REGISTER-OHS-02 – Corrective Action Register  
 REGISTER-OHS-04 – Worker Training and Competency Register

## 10.1 NON-CONFORMANCE AND CORRECTIVE ACTION


### Purpose

The purpose of this procedure is to establish a systematic process for identifying, documenting, investigating, and correcting non-conformances related to Viking Reinforcing Ltd's Occupational Health and Safety Management System (OHSMS).

A non-conformance occurs when a workplace activity, condition, or process does not comply with:

- company safety procedures
- legal or regulatory requirements
- ISO 45001 Occupational Health and Safety Management System requirements
- established operational controls

Corrective actions are implemented to eliminate the root causes of non-conformances and prevent recurrence.

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This procedure supports compliance with ISO 45001 Clause 10.2 – Incident, Nonconformity and Corrective Action.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard activities
- operation of reinforcing steel fabrication equipment
- reinforcing steel placement at construction job sites
- company vehicles and mobile equipment
- supervisors, workers, contractors, and visitors

Non-conformances may arise during any work activity or safety management process.

### Examples of Non-Conformances

Non-conformances may occur in many forms including:

#### Fabrication Yard Operations


- failure to follow equipment safety procedures
- missing machine guards on bending or shearing equipment
- failure to follow lockout procedures during maintenance
- unsafe storage of reinforcing steel bundles
- housekeeping hazards in the yard

#### Construction Job Site Operations

- failure to follow site safety procedures
- unsafe material handling during reinforcing installation
- inadequate use of required personal protective equipment
- failure to follow hazard reporting procedures

#### Safety System Non-Conformances

- incomplete safety documentation
- missed inspections or safety meetings
- training requirements not fulfilled
- failure to implement corrective actions

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### Identification of Non-Conformances

Non-conformances may be identified through:

- workplace inspections
- safety audits
- incident investigations
- worker reports
- management reviews

Any worker may report a non-conformance if unsafe conditions or procedural deviations are identified.

### Reporting Procedure

When a non-conformance is identified:

1. The condition must be reported to a supervisor immediately.
2. Immediate action must be taken if the condition poses a safety hazard.
3. The issue must be documented in the appropriate safety records.
4. Documentation ensures that the issue can be investigated and corrected.

### Investigation Process

Supervisors or designated safety personnel must investigate reported non-conformances to determine the underlying cause.

Investigations may include:

- interviews with workers involved
- inspection of equipment or materials
- review of work procedures
- evaluation of workplace conditions

The goal of the investigation is to determine the root cause of the issue rather than assign blame.

### Root Cause Analysis

Root causes may include:

- inadequate training
- equipment malfunction
- unclear procedures



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- poor communication
- unsafe work practices

Identifying the root cause allows Viking Reinforcing to implement effective corrective actions.

### **Corrective Actions**

Corrective actions are implemented to eliminate the causes of non-conformances.

Corrective actions may include:

- revising safety procedures
- repairing or replacing equipment
- improving worker training
- enhancing supervision or inspections

Corrective actions must be tracked until they are completed.

### **Verification of Effectiveness**

Once corrective actions are implemented, supervisors must verify that the actions have effectively resolved the issue.

Verification may involve:

- follow-up inspections
- additional training
- monitoring of workplace activities

If corrective actions are not effective, additional measures must be taken.


### **Fabrication Yard Application**

Corrective actions related to fabrication yard operations may involve:

- adjustments to equipment operating procedures
- improvements to material storage practices
- additional training for equipment operators

These actions help ensure fabrication activities are performed safely.

### **Construction Job Site Application**

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When non-conformances occur at construction job sites, Viking Reinforcing supervisors must coordinate with the General Contractor where appropriate.

Corrective actions must ensure:

- compliance with site safety requirements
- protection of Viking Reinforcing workers
- proper reporting and documentation

### Worker Responsibilities

Workers must:

- report unsafe conditions or procedural deviations
- follow corrective actions implemented by supervisors
- participate in safety improvement initiatives

Workers play an important role in identifying safety system improvements.

### Supervisor Responsibilities


Supervisors must ensure that:

- non-conformances are investigated
- corrective actions are implemented
- safety procedures are updated when necessary
- workers understand safety expectations

Supervisors must also ensure documentation is completed.

### Related Documents

REGISTER-OHS-02 – Corrective Action Register  
 FORM-OHS-04 – Incident Investigation Report  
 FORM-OHS-08 – Work Site HSE Inspection Report  
 LOG-OHS-04 – Safety Meeting Log  
 REGISTER-OHS-01 – OH&S Objectives and KPI Register

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## 10.2 INCIDENT INVESTIGATION

### Purpose

The purpose of this procedure is to ensure that all incidents, including injuries, illnesses, near misses, property damage, and equipment incidents, are investigated promptly and systematically to determine root causes and implement corrective actions to prevent recurrence.

Viking Reinforcing Ltd investigates incidents to:

- protect workers from future harm
- identify failures in controls, procedures, supervision, or equipment
- meet legal and regulatory reporting obligations
- support continual improvement of the Occupational Health and Safety Management System (OHSMS)

This procedure supports compliance with ISO 45001:2018 Clause 10.2 and applicable WorkSafeBC requirements.

### Scope

This procedure applies to all Viking Reinforcing Ltd operations including:

- fabrication yard operations
- operation of rebar bending and shearing equipment
- material handling and storage
- vehicle and mobile equipment operations
- reinforcing steel placement on construction sites
- subcontractor activities under Viking control


Incidents must be investigated regardless of whether an injury occurred.

### Definition of an Incident

For Viking Reinforcing, an “incident” includes:

#### Injuries / Illnesses

- first aid cases
- medical aid cases
- lost time injuries
- occupational illnesses and exposures

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### Near Misses

• events that could have resulted in injury, illness, or damage (but did not)  
Property / Equipment Damage

- damage to equipment (shears, benders, forklifts, vehicles)
- dropped loads
- bending / shearing malfunctions
- hydraulic failures or leaks

Environmental Incidents (where applicable)

- hydraulic oil spills
- fuel spills

When Investigations Must Occur

Incident investigations must be conducted for:

- all injuries requiring first aid or medical attention
- all near misses with serious potential consequences
- all incidents involving mobile equipment or vehicle collisions
- all equipment failures that create risk to workers
- any event requiring emergency response
- incidents required to be reported to WorkSafeBC or other authorities

### Immediate Response (Before Investigation)

When an incident occurs, the priority is safety and stabilization.

Step 1 – Stop Work and Make the Area Safe

- stop operations immediately if needed
- isolate hazards (shut down machinery, lockout if required)
- prevent additional injury or damage


Step 2 – Provide First Aid / Emergency Response

- contact first aid attendant
- call 911 if required
- follow emergency response procedures

Step 3 – Preserve the Scene

Where safe and possible:

- do not disturb evidence
- keep equipment in place

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- secure the area

Scene preservation is essential for accurate investigation.

#### Notification Requirements

#### Fabrication Yard Incidents

Workers must notify:

- their supervisor immediately
- the first aid attendant (if injury)
- management as required

#### Construction Job Site Incidents

When working under a General Contractor:

1. Viking must follow the General Contractor's incident reporting and investigation umbrella (site rules take precedence for on-site coordination).
2. Viking must also complete its own internal investigation and reporting requirements.
3. Viking supervisors must notify Viking management promptly.
4. Viking Reinforcing will cooperate fully with the General Contractor and provide required investigation information while maintaining internal documentation and corrective action tracking.

#### Investigation Team and Responsibilities

Investigations are led by supervision and may include:

- Supervisor / Foreman responsible for the area
- Safety Officer / Safety Representative
- Maintenance leadership (where equipment failure is involved)
- Worker representative / worker participant (where possible)
- Additional qualified persons as required

Worker participation is encouraged during investigations, especially for identifying hazards and practical corrective measures.

#### Investigation Timeline

Investigations must begin as soon as practical after the incident.

Recommended timelines:

- serious incidents: investigation begins immediately once the area is safe



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- minor incidents/near misses: investigation begins within 24 hours
- documentation completed: as soon as reasonably possible, normally within 48–72 hours

### Investigation Process (Step-by-Step)

#### Step 1 – Collect Initial Facts

- date, time, location
- persons involved and witnesses
- task being performed
- equipment involved

#### Step 2 – Identify Direct Causes

Examples relevant to your operations:

- pinch point exposure on bender/shear
- unstable bundle stacking
- slip/trip hazard in yard
- vehicle / forklift traffic conflict
- improper rigging or load handling (if applicable)

#### Step 3 – Identify Root Causes (System Causes)

Root causes often include:

- inadequate training or competency
- unclear or missing safe work procedure
- lack of supervision / enforcement
- poor housekeeping
- equipment maintenance failure
- hazard controls not implemented
- work planning deficiency

Use a structured method such as:

- 5 Whys and/or Cause-and-Effect (Fishbone)

to ensure the investigation goes beyond “human error.”

#### Step 4 – Determine Corrective Actions

Corrective actions must address root causes, not just symptoms.



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Corrective actions may include:

- updating SOPs for shears/benders
- improving lockout implementation
- additional operator training / sign-off
- equipment repairs, guarding improvements
- traffic control improvements in yard
- revised rebar storage practices
- increased inspection frequency

Step 5 – Assign Responsibilities and Due Dates

Every corrective action must have:

- a responsible owner
- a deadline
- a verification method

Step 6 – Verify Effectiveness

Verification ensures corrective actions worked.

Methods may include:

- follow-up inspection
- observation of work practices
- competency validation
- review of incident trend data

If actions are not effective, additional corrective measures must be implemented.

Equipment-Specific Investigation Considerations (Viking Operations)

Investigations involving fabrication equipment should specifically review:

Rebar Shears


- RMS 611 Hydraulic Rebar Shear
- RMS 411 Hydraulic Rebar Shear

Check:

- blade condition, guarding, emergency stop function
- operator positioning and hand placement
- lockout use during jam clearing or blade service
- hydraulic leaks or pressure issues

Rebar Benders

- Schnell BarWiser 22
- Big Blue HD42A
- RMS Bender 11

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**Check:**

- rotating arm clearance and guarding
- operator training and competency
- safe loading and unloading practices
- emergency stop accessibility

**Yard Traffic / Mobile Equipment**

**Check:**

- forklift/telehandler inspection records
- pedestrian traffic routes
- visibility and communication practices
- load stability and securing

**Documentation Requirements**

All investigations must be documented using approved forms and registers.

Documentation must include:

- incident description
- immediate actions taken
- photos/sketches where applicable
- witness statements (as appropriate)
- direct and root causes
- corrective actions and due dates
- verification of effectiveness

**Records and Forms**

The following documents support incident investigation:

- FORM-OHS-02 – Incident Report Form
- FORM-OHS-04 – Incident Investigation Report
- FORM-OHS-03 – First Aid Treatment Report
- REGISTER-OHS-02 – Corrective Action Register
- LOG-OHS-04 – Safety Meeting Log
- LOG-OHS-01 – Workplace Inspection Log

**Communication of Learnings**

Investigation findings and lessons learned must be communicated to workers through:

- toolbox talks



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- safety meetings
- supervisor briefings
- updated SOPs or training refreshers

Where required, relevant learnings are shared with the General Contractor at job sites.

### **Supervisor and Worker Responsibilities**

#### **Worker Responsibilities**

Workers must:

- report incidents and near misses immediately
- cooperate with investigations
- provide truthful and accurate information
- follow corrective actions and updated procedures


#### **Supervisor Responsibilities**

Supervisors must:

- ensure incidents are investigated promptly
- ensure documentation is completed
- ensure corrective actions are assigned and completed
- ensure verification is performed
- ensure relevant reporting is completed (including WorkSafeBC/GC where required)

#### **Related Documents**

FORM-OHS-02 – Incident Report Form  
FORM-OHS-03 – First Aid Treatment Report  
FORM-OHS-04 – Incident Investigation Report  
FORM-OHS-01 – Hazard / Near Miss Report Form  
REGISTER-OHS-02 – Corrective Action Register  
FORM-OHS-02 – Incident Report Form  
REGISTER-OHS-05 – Hazard and Risk Register

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## 11.0 APPENDICES

### ISO 45001:2018 Clause Cross-Reference Matrix

ISO 45001 Clause	Requirement	Viking Reinforcing OHSMS Section
4.1	Understanding the organization and its context	Section 1.0 Health & Safety Policy / External Governing Bodies
4.2	Needs and expectations of workers and interested parties	Section 2.1 Safety Networking Policy / Health & Safety Representatives
4.3	Scope of the OH&S Management System	Scope of OHSMS Section
4.4	OH&S Management System	OHSMS Manual – Entire Document
5.1	Leadership and commitment	Section 1.0 Health & Safety Policy
5.2	OH&S Policy	Section 1.0 Health & Safety Policy
5.3	Organizational roles and responsibilities	Section 2.0 Roles and Responsibilities
5.4	Consultation and participation of workers	Section 2.1 Safety Networking Policy / Health & Safety Representatives
6.1.1	Actions to address risks and opportunities	Section 2.6 Hazards
6.1.2	Hazard identification and risk assessment	Hazard Identification and Risk Assessment Section
6.1.2.2	Assessment of OH&S risks	Hazard Assessment and Risk Evaluation
6.1.3	Determination of legal requirements	External Governing Bodies / Legal Register
6.2	OH&S Objectives and planning	Health & Safety Action Plan
7.1	Resources	Management Responsibilities
7.2	Competence	Section 2.9 Training
7.3	Awareness	Training / Worker Orientation
7.4	Communication	Safety Networking Policy
7.5	Documented information	Safety Documentation and Registers



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ISO 45001 Clause	Requirement	Viking Reinforcing OHSMS Section
8.1	Operational planning and control	All operational procedures
8.1.2	Hierarchy of controls	Hazard Assessment and Risk Evaluation
8.1.4	Procurement and contractor control	Jobsite Placement Procedures
8.2	Emergency preparedness and response	Section 2.17 Emergency Response Plan
9.1	Monitoring and measurement	Workplace Inspections / Equipment Inspections
9.2	Internal audit	Safety inspections and review processes
9.3	Management review	Management Review Section
10.1	Incident investigation	Injury/Illness Reporting & Investigation
10.2	Nonconformity and corrective action	Corrective Action Register
10.3	Continual improvement	Health & Safety Action Plan

**11.2 Approval Sign off Sheet**

APPROVAL		
Dept.	Signature	Date
Derek Sanderson ISO-MR		04/22/2026
Dan Ansell Chief Safety Officer		04/22/2026