



**AMHERST CRANE RENTALS LTD.**



# **AMHERST CONCRETE PUMPING LTD.**

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## **CORPORATE HSE POLICY**

September 2009

January 3, 2018

INCEPTION DATE

LATEST REVISION DATE

Valerie Brennan

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SENIOR MANAGEMENT

**It is the responsibility of each manager and worker to be familiar with this safety policy. As well, it will be reviewed yearly in the annual review.**

**As members of the Amherst Group, we expect that there is a mutual understanding of our commitment to the safe operation of machinery and equipment.**

**The employer is committed to Health and Safety and the protection of workers.**

**Amherst is committed to continually improve its health and safety and is committed to working within all legal requirements. Our goal can only be achieved with the mutual cooperation of management and workers.**

**Please do your part!**

This Safety Policy Document will be reviewed and updated from time to time. It is a generalized set of rules and conditions to be used as a guide in conjunction with the manufacturer's safety & operating manuals for your equipment.

## General Safety Rules

1. Every employee must have in their possession, and be familiar with the Safety & Operation manual pertaining to the machine that they may be operating or driving. Extra copies of manufacturers' operator manuals for each crane or concrete pump are available in the office. A review of the safe operation and maintenance of the equipment is detailed in such manuals.
2. Every employee who operates or maintains machinery or equipment must be familiar with, and review from time to time, the regulations provided in Ontario's Occupational Health & Safety Act and WHMIS for Construction. Pocket versions of the act and regulations are available in the office for review (Green-Book).
3. All employees must maintain and carry valid proof of training pertaining to the machinery or equipment being operated or maintained, consistent with the requirements of the Occupational Health & Safety Regulations, and the Ministry of Education requirements. Only qualified operators may operate machinery.
4. It is the responsibility of each driver and operator to notify the company of any change in status of their licenses and certificates of training, and/or any infringement that deems them uninsurable, or non-compliant with the laws in Ontario.
5. All employees working on or around equipment must wear protective clothing, hard hats, and safety glasses as required and as outlined in the Occupational Health & Safety Act (Green-Book).
6. All employees must ensure that their machines are equipped with fully charged fire extinguishers and all safety equipment required by law. Employees are encouraged to familiarize themselves with the location and contents of first aid kits in and around the plant.
7. Employees are reminded that they are in charge of their assigned machines and related equipment, and that they are also responsible for its safe operation.
8. No alcoholic beverages or illegal substances are permitted on the company premises. No employee shall arrive to the workplace, whether on the company premises, on any construction site, or near a piece of machinery, while under the influence of drugs or alcohol. Be aware of, and obey, over-the-counter and prescription drug specific warnings regarding the safe operation of machinery, equipment or motor vehicles.
9. All operators must respect the load capacities of hoisting and lifting equipment and prevent overloading. Special attention must be paid to wind restrictions.
10. Operators shall not permit anyone to ride unsafely on any machinery, forklift, loader or similar equipment, as well as the load.
11. Heavy equipment must not be operated or brought within:
  - a. 3 meters of electrical power lines carrying more than 600 volts.
  - b. 4.5 meters of lines carrying 150,000 volts.
  - c. 6 meters of lines carrying 250,000 volts.
12. All operators and drivers must maintain equipment and driver logs as required by the Occupational Health & Safety Act and Highway Traffic Act, and have them available for review by authorities as required.
13. Insurance Certificates and Highway Access Permits are produced annually for each machine and vehicle as required. It is the responsibility of the driver and operator to ensure that current copies of these documents are together with all the Jurisdictional documents.
14. In the event of any accident or injury involving an Amherst employee, or an individual working in conjunction with Amherst's machines & vehicles, it is the responsibility of the Amherst operator or driver to report to the dispatcher, to the jobsite supervisor, and to 911, such accident or injury immediately, or as soon as possible after the occurrence. Written reports are required and arrangements must be made as quickly as possible to meet with an Amherst supervisor to make such reports.

## Safe Operation of Concrete Pumps and Related Equipment

1. A complete “circle-check” inspection of your vehicle must be performed and “pre-trip inspection reports” filled out prior to driving or relocating any truck-mounted concrete pump. The requirements of this inspection are outlined in the Highway Traffic Act, and the equipment safety manuals. Please ensure that your machine is outfitted with the required decals and safety equipment.
2. A complete inspection of the concrete pump equipment & pipeline system must be performed prior to operating a concrete pump to ensure the capability of this equipment can handle the maximum pressure that may be exerted by the pump.
3. No operator shall allow unauthorized or inexperienced personnel to operate or move the concrete pump, placing boom or remote control.
4. Operators must make every effort to ensure the safety of other personnel working near the concrete pump. Please apprise such personnel of the possible dangers of the operation of the placing boom, concrete pump, and pipeline and that unauthorized persons must remain an adequate distance from the machine and not step between the concrete pump and the ready-mix delivery truck(s).
5. Placing Booms are not to be used for hoisting materials or any type of load other than the length of rubber placing hose specified in your Manufacturer’s operation manual.
6. Equipment shall not be operated without adequate outrigger placement. Outriggers must be properly blocked as outlined in the equipment operation manual.
7. In accordance with Occupational Health & Safety Act, Ontario Regulation No. 213/91, Section 186-1, no placing boom, or attachment, or object shall be brought within:
  - a. 3 meters of powerlines carrying 750 – 150,000 volts.
  - b. 4.5 meters of powerlines carrying 150,000 – 250,000 volts.
  - c. 6 meters of powerlines carrying 250,000 volts or more.

**\*If you are not sure about this proximity, please contact the dispatch office prior to setting up your machine.**
8. Prior to moving your machine or placing boom, using the assistance of a signal man or radio operator, please ensure that you have thoroughly inspected the site conditions with your assistant.
9. Operators and employees working in conjunction with concrete pumping equipment must read and be aware of the MSDS for any hazardous materials with which they may be in contact, such as ready-mixed concrete, acids, hydraulic oils and other fluids, and wear the necessary protective clothing when handling such materials.

## Safe Operation of Hydraulic Cranes and Related Equipment

1. A complete “circle-check” inspection of your vehicle must be performed and “pre-trip inspection reports” filled out prior to driving or relocating any hydraulic crane. The requirements of this inspection are outlined in the Highway Traffic Act, and the equipment safety manuals. Please ensure that your machine is outfitted with the required decals and safety equipment.
2. A complete inspection of the hoisting components must be performed prior to operating a crane, to ensure to the best of your knowledge the capability of this equipment to handle the maximum load to which it may be subjected.
3. No operator shall allow unauthorized or inexperienced personnel to operate or move the crane.
4. Operators must make every effort to ensure the safety of other personnel working near the crane. Please advise such personnel of the possible dangers of the operation, and that unauthorized persons must remain an adequate distance from the machine.
5. Equipment shall not be operated without adequate outrigger placement. Outriggers must be properly blocked as outlined in the equipment safety manual.
6. In accordance with Occupational Health & Safety Act, Ontario Regulation No. 213/91, Section 186-1, no boom, or attachment, or object shall be brought within:
  - a. 3 meters of powerlines carrying 750 – 150,000 volts.
  - b. 4.5 meters of powerlines carrying 150,000 – 250,000 volts.
  - c. 6 meters of powerline s carrying 250,000 volts or more.

**\*If you are not sure about this proximity, please contact the dispatch office prior to setting up your machine.**
7. Prior to moving your machine, with the assistance of a signal man or radio operator, ensure that you have thoroughly inspected the site conditions and safety hazards.
8. Prior to commencing your hoisting operation, the operator should perform a pre-lift meeting, with all personnel involved in handling the load and equipment, to establish the procedure to follow, communications between the operator and the rigging personnel, and abort-procedures.

**\*Remember! The operator has the right to refuse making a lift if they have reasonable cause to believe that the operation may be unsafe.**
9. For each lift performed the operator should attempt to maximize the safety margin between load weights and crane capacity, and minimize the number of crane movements required when the load is in the air. You must eliminate the potential for side-loading the crane.