 <p>“Health and Safety Standard”</p>	<p>Document #: HS-CS1</p> <p>Revision#: 2</p> <p>Revision Date: May 1, 2019</p> <p>Approved By:</p>
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Purpose:

Horizon Plastics International is committed to provide safe and healthful work environment for our entire staff. In pursuit of this endeavour, the following written program is in place to first identify any Permit-Required Confined Spaces (PRCS) and to eliminate or control hazards associated with PRCS operations. This program is in accordance with the Occupational Health & Safety Act Permit-Required Confined Spaces Standard.

Scope:

This procedure establishes minimum requirements that must be met or exceeded by this location, and applies to activities performed by both site employees and contractor employees.

POLICIES AND PROCEDURES:

Policy:

To establish the policy and procedures working in confined spaces. Working in confined spaces can lead to injury or even death if adequate precautions are not taken. Only trained persons may enter or work in confined spaces.

Confined spaces can include storage tanks, process vessels, boilers, silos, storage bins, pits, and pipes, sewers, tunnels and shafts. Any place of work where the atmosphere is liable to be contaminated at any time by dust, fumes, mist, vapour, gas or other harmful substance, or is liable at any time to be oxygen deficient is defined as a confined space. When any work area is not subject to good natural ventilation, people can be readily exposed to harmful vapours. They can then suffer lack of oxygen, and collapse as a result. People entering the same space to rescue colleagues may become the next victims.

The Company will ensure that our employees are protected from the potential hazards involved in entering confined spaces. We will make every effort to comply with the requirements of the Occupational Health & Safety Act and Regulation 632/05 Confined Spaces and to exceed those requirements when necessary to ensure the safety of our workers.

Procedure:


Horizon Plastics International arranges to have an independent contractor perform work on-site that involves confined space entry, the Maintenance Manager or designate will ensure that the contractor complies with the requirements of this subject area and the OHS Act.

Confined Space Inventory:

Horizon Plastics International will maintain an inventory of all identified confined spaces. All permit-required confined spaces will be posted with danger signs.

Permit System:

Before any confined space can be entered, pre-entry procedures must be followed and a permit determination made.

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Record Keeping:

Horizon Plastics International is provided with all copies of CSE permit and training records.

Definitions:

“Assessment”

Means an assessment of the hazards with respect to one or more confined spaces in a workplace.

“Confined Space”

Means a fully or partially enclosed space:

- That is not both designed and constructed for continuous human occupancy, AND
- In which atmospheric hazards may occur because of its construction, location or contents or because of work that is done in it.

“Permit”

Means a written entry permit prepared by a competent person in advance of entering a specific confined space and that meets the requirements described in regulation. A “plan” may be incorporated into a permit.

“Competent Worker”


Is a worker who:

- Is qualified because of knowledge, training and experience to perform the work
- Is familiar with the OSHA and with provisions of the regulations that apply to the work
- Has knowledge of all potential or actual danger to health and safety in the workplace

“Competent Person”

Is a person who:

- Is qualified because of knowledge, training and experience to organize the work and its performance
- Is familiar with the OSHA and regulations that apply to the work
- Has knowledge of any potential or actual danger to health and safety in the workplace

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“Program”

Means a written program (as described in regulation) for one or more confined spaces in a workplace.

ROLES AND RESPONSIBILITIES:

Employer:

Manager/ Supervisors:

- Identify the types of confined space that a worker may be required to enter
- Prevent any unauthorized entry into a confined space
- Ensure a confined space entry permit is completed for each entry
- Facility Services currently is the only trained contractor that can complete confined space tasks
- **Under no circumstances is a Horizon Plastics employee to enter a confined space unless they have received the required training for entering a confined space.**

Host Employer’s Responsibilities with Contractor:


When contractors are involved in permit space entry work at our workplace, Horizon Plastics International will inform them of the following information and coordinate any entry operations:

- The location of the permit spaces at our facility and those entries into these spaces are only allowed through a permit space program or alternative procedures or space reclassification.
- Our rationale for listing the space as a permit space which has any identified hazards and our experiences with the particular space.
- Precautions that we have implemented to protect employees working in or near the space.
- The Maintenance Manager or designate will debrief the contractor at the completion of entry operation, or during if a need arises, and if any hazards were confronted or created during their work.

CONTRACTOR’S RESPONSIBILITIES WITH HOST EMPLOYER:

When contractor is hired to perform work in a confined space, the contractor will obtain the following information from the host employer and ensure the following tasks are performed:

- Obtain any information on the hazards of the permit space and information from previous entry operations from the host employer.
- Determine if the host employer’s workers will be working near the space.
- If the host employer will have employers working near the space during our operation, contractor will coordinate operations with the host employer’s representative.
- Will inform the host employer of the permit space program that will be utilized.

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- Hold a debriefing at the completion of the entry operation or during the entry operation (if needed) to inform the host employer of any hazards confronted or created.
- Provide a completed entry permit

Human Resources:

- With the appropriate Managers and JHSC assess this procedure for compliance with regulations.

JHSC:

- Actively assist management through consultation, in the development of the confined space program and specific plans.
- Review this policy and relevant procedures annually and make recommendations for changes if necessary.
- Conduct an annual audit of confined spaces within their area of responsibility.

Employees:

- Work in accordance with legislative requirements, this policy and its associated guidelines, and divisional confined space programs and plans.
- Attend all relevant confined space training before performing confined space work and apply knowledge gained in the performance of their work.
- Use or wear all equipment required to safely perform workplace specific activities.
- Report any violations, hazards or deficiencies in equipment to immediate supervisor without delay.
- Assist supervisory staff in developing safe work procedures for specific tasks.
- Follow established procedures in the event of an injury, accident or emergency.

FORMS:

Confined space hazard assessment
 Confined space entry permit
 Confined space inventory

COMMUNICATION:

This policy will be communicated to those workplace parties affected by the standard.

EVALUATION:

Management will review the effectiveness of the program annually. Revisions approved by management to the procedure will be completed and communicated as described above.

REVIEW AND UPDATE:

This standard will be reviewed annually.