

## Guideline - Site Safety Orientation - All Workers

This document provides guidance on delivering a **Site Safety Orientation - All Workers**. This orientation has been designed to allow you the flexibility of addressing concerns specific to a worker or their trade while ensuring consistency across all Polygon Construction Management Ltd. (PCML) sites where PCML is the prime contractor. For most workers this orientation will be a quick exercise, especially for those who work on multiple PCML projects since they will be familiar with our standard requirements and expectations. But for some workers additional follow up will be needed; such as New or Young Workers, or when Fall Protection or other specific hazard work is involved.

**Context:** This orientation is to inform all workers of the health and safety requirements for the specific workplace. While there is some overlap, it does not replace the orientation required by [OHS Regulation 3.23](#) that is the obligation of the worker's direct employer to provide.

### Who Gets An Orientation

Any person who wishes to enter a PCML construction site as part of their employment must complete a **Site Safety Orientation - All Workers**. However, there are some reasonable exceptions to this requirement.

- Emergency services personnel entering the site in response to an emergency (e.g. police, ambulance, fire)
- Customers, since they are not on site as part of their employment and they will be escorted by a representative of PCML at all times (ie. Sales Tours & Homeowner Orientations)
- Persons only visiting the Site Office and not going into the construction areas

Depending on the circumstances, and at the discretion of the Site Superintendent, the following types of workers may also be exempted from the requirement for a Site Safety Orientation;

- Delivery Drivers, provided they do not leave the immediate area of their vehicle and are not involved with any crane operations other than to unstrap a load from the vehicle or trailer

### Before You Begin

This is your first interaction with Workers on Site. The manner and professionalism with which you deliver this Site Safety Orientation will establish the basis for your further interaction with them on Site.

Instruct the Workers to fill all fields legibly. Check marks should only be accepted from Workers who have no writing skills (illiteracy).

You are not required to read these guidelines to the Workers verbatim. In fact, it is recommended that you don't do this because these guidelines are for you. Develop your own style of delivery. Certain details of the Orientation will be more or less applicable depending on the trade so do your best to make it personal for that specific worker.

The orientation has numbers to help guide the worker through the different key points.

## 1 Worker Details

**Name** - name of the worker

**Date** - date of the orientation

**Project** - the name of the construction project.

On the PDF version of this form this is a fillable field.

**Employer** - this is the worker's direct employer, the business that pays their wages. It might be a subcontractor to another contractor on site.

**Position** - this is the role that worker will be performing on site (e.g. Framers, Plumber, Labour, etc)

**Supervisor** - this is the person responsible for directing that worker on site and who to go to for any issues related to that worker. If the worker will be a supervisor on site they will check the "I am a Supervisor" box and you will follow once this orientation is complete and have them complete the **Site Safety Orientation – Supervisor**.

In the case of Temporary/Day Labour the Worker will indicate their Employer (Best, LabourReady, etc.) but the **Supervisor** is the person and company on site who will be directing their activities.

**Emergency Contact** - this section is optional, but provides us with someone to notify in the event of an incident or injury

① Name \_\_\_\_\_ Date \_\_\_\_\_  
 Employer \_\_\_\_\_ Project \_\_\_\_\_  
 Position \_\_\_\_\_  
 Supervisor \_\_\_\_\_ I am a Supervisor

| Emergency Contact |       |
|-------------------|-------|
| Name              | _____ |
| Number            | _____ |
| Relation          | _____ |

## 2&3 New/Young Worker

The worker must circle Yes or No to the questions in both Parts 2 & 3.

**New / Young Worker**

|   | Circle One |    |
|---|------------|----|
| ② Are you a New/Young worker as defined by WorkSafeBC? (BC OHSR Sec 3.22)   | Yes        | No |
| ③ Has your Employer given you a safety orientation/training and do you have a clear understanding of your duties on site? | Yes        | No |

Worker has completed Employer's safety orientation  
 Date: \_\_\_\_\_ Supervisor Initials

### Part 2

In general, a "New worker" is any worker who is new to the construction industry and/or that particular trade, and "Young worker" means any worker who is under 25 years of age. Identifying New or Young workers will help us to coordinate with employers and supervisors to help protect this vulnerable demographic in our workplaces.

### Part 3 – IMPORTANT

If the worker indicates [No] to Part 3 the worker may enter the site once they complete the **Site Safety Orientation – All Workers** but their employer must provide them with the training required by [OHS Regulation 3.23](#) without undue delay.

The best practice is to immediately follow up with the worker's supervisor and remind them that the worker must not work independently or be without direct supervision until the Supervisor indicates the worker has completed the Employer's orientation and training. Keep the orientation close at hand and it shouldn't be more than 2-3 days before the Supervisor is able to date and initial that the worker has completed the Employer's safety orientation and training. Employer's are welcome to a copy of a worker's **Site Safety Orientation – All Workers** for any of their employees.

For workers such as Consultants, Inspectors, and other professionals; they may not recall having been given specific health and safety orientation and training as part of their on-boarding with their current employer. You might pose some questions to determine their level of health & safety competence as it pertains to their work.

If you have any concerns about professionals or other workers who indicate **[No]** on their Site Safety Orientation you should contact the PCML Safety Manager for further guidance.

## 4 Fall Protection

The worker must circle Yes or No to the first question in Part 4.

**Fall Protection**

④ Does your scope of work require you to use Fall Protection? Circle One No Yes → Has your Employer instructed you on the Fall Protection system and procedures to be used? Circle One Yes No

Worker has been instructed by Employer  
Date: \_\_\_\_\_ Supervisor Initials   

You should also review the worker’s orientation before releasing them onto site to ensure they have answered appropriately. For example, a worker for the Formwork contractor who will be involved in erecting suspended formwork who answers **[No]** to the first question likely hasn’t answered appropriately. You should follow up to ensure whether their work will expose them to a fall hazard.

If a worker indicates **[Yes]** to the first question in Part 4 then they must answer the second question as to whether they have been instructed by their employer on the fall protection system and procedures to be used.

If the worker indicates **[No]** to the second question they may complete the orientation, enter site, and work anywhere they will not be exposed to a fall hazard (i.e. guardrails are in place). You must follow up with the worker’s supervisor and advise them that the worker must be instructed by the Employer before performing work where they will be exposed to a fall hazard. Once the worker has been instructed the Supervisor can date and initial to indicate that the worker has been instructed by the Employer.

## 5 Hearing Protection

The worker must circle Yes or No to the question in Part 5.

**Hearing Test**

⑤ Do you have a valid Hearing Test Card? Circle One Yes No

Construction sites are noisy places, with sound frequently exceeding 85 dBA. Since PCML will coordinate the presence of mobile hearing test providers on site, this Part will help you keep track of which workers should get their annual test while they are at your site.


You can maintain a list of workers in a way that works for you and coordinate with the supervisors for when testing is next available.

**NOTE:** There is no cost to workers in the construction industry and employers must allow the time for hearing tests

## 6 Polygon Specific Requirements

These are the items common to all PCML construction sites. Workers must initial each item in Part 6 as you present them.

| POLYGON Specific Requirements  |  | Initials |
|--|--|----------|
| ⑥ Report any incidents or injuries to the First Aid Attendant, CSO, or Site Superintendent   |  |          |
| Minimum Clothing Requirement on Polygon Construction Sites                                   |  |          |
| Participation in Site Safety Meetings (Toolbox Talks, Trade meetings, Full Site meetings)    |  |          |
| Mobile Equipment has right-of-way on site and vehicles may not exceed 15 km/h                |  |          |
| Obey ALL site signage and KEEP OUT of restricted areas (Danger/Caution tape)                 |  |          |
| Intoxicating Drugs or Alcohol are strictly prohibited and No Smoking in any building on site |  |          |
| Hot Work Permit process  |  |          |

Scan here for the Polygon Construction Health & Safety Program 

### ***Report and incidents or injuries***

Inform the worker that it is their responsibility to report any incident or injury they are involved in (or witness) to a First Aid Attendant for the site, the CSO, or the Site Superintendent.

You can also take this opportunity to remind them of their general duty to take reasonable care to protect themselves and anyone else who might be affected by their work, and that they must cooperate with any person carrying out a duty under the Workers Compensation Act ([WCA 22](#)).

*“If you create the hazard, you are responsible for protecting yourself or others from the hazard.”*

### ***Minimum Clothing Requirement***

On any Polygon Construction site shirts and pants must be worn. Pants must be of sufficient length to meet the top of the footwear when the worker is standing. Shirts must have a shoulder seam and sleeve of sufficient length to cover the shoulder.

Shorts and sleeveless shirts are not allowed. Whether the worker rolls up their sleeves or pant legs is another matter and can be dealt with on a case by case basis.

### ***Participation in Site Safety Meetings***

Inform the worker that they are expected to participate in their employer’s toolbox talks, Trade meetings (if they are a supervisor), and Full site meetings. This is one of a worker’s three basic rights and responsibilities – The Right to Participate.

If the worker is a supervisor please encourage them to conduct their toolbox talks early in the week, when they will be most effective. To put it bluntly, Friday afternoon toolbox talks are essentially useless.

### ***Mobile Equipment***

Mobile equipment has the right-of-way on Polygon sites. Advise the worker to check for any mobile equipment when entering or exiting the site or structures. If the worker must cross the path of any mobile equipment they may only do so after getting the attention of the operator and receiving permission to cross the work area.

All workers in outdoor common areas, or in parkades must wear hi-vis clothing or vest.

If the worker will be operating mobile equipment, remind them of their obligations to use the seat belt (if equipped) whenever they are operating the equipment ([OHSR 16.5](#)) and to take the required steps if the view of the work area or direction of travel is obstructed ([OHSR 16.6](#))

### ***Obey ALL site signage***

Control Zones, Danger Tape, and any Signage are all to be respected and followed. Talk about some examples they might see on site (e.g. suspended formwork stripping areas or freshly installed tile)

Remind the worker that if they need to establish a control zone or use danger tape they must set it up **before** they start the task and **remove it** as soon as the task is complete.

## ***Intoxicating Drugs or Alcohol and Smoking***

Along with a workers general duty to ensure they are not impaired by alcohol, drugs, or other causes, Polygon does not permit the bringing or consumption of alcohol or other non-prescription drugs on the job site or working while under the influence. Any worker taking prescribed medications must report this to their supervisor as well as the CSO and / or First Aid Attendant.

Smoking is not permitted in the following locations on any PCML project site:

- During refuelling or around fuel storage areas
- Within or upon the structure being built, including parkades, balconies, and roofs
- Areas where construction debris is being disposed or accumulated
- Site offices, First Aid rooms, or Sales areas

If smoking is permitted on the site, it will only be in areas that specifically designated by the Site Superintendent as smoking locations; each equipped with signage, ash collector, and a portable fire extinguisher.

And yes, “smoking” includes the inhalation of any heated or combusted product (i.e. e-cigarettes or electronic vaporizers)

## ***Hot Work Permits***

Any work producing a spark or flame on or immediately adjacent to combustible material must have a Hot Works Permit issued prior to commencing the work. All aspects of the permit must be followed.

"Hot work" means riveting, welding, flame cutting, or other fire or spark-producing operation. This includes all work involving an open flame or raising the temperature of any solid material beyond 50 degrees Celsius (120 F)

Any worker performing a task that produces a spark or flame must have a dedicated fire extinguisher in close proximity. The worker should be able to retrieve the fire extinguisher without leaving the room they are working in or travelling more than a few steps.

## ***PCML Health & Safety Program Access***

|              | Initials |
|--------------|----------|
| perintendent |          |
| ings)        |          |
| 5 km/h       |          |
| pe)          |          |
| g on site    |          |

Scan here for the Polygon Construction Health & Safety Program



Along with the **Polygon Specific Requirements** is a QR code that the worker can scan with a compatible device to access the complete PCML H&S Program.

You can also provide them with a wallet card and direct them to <https://safety.polyhomes.com>. The online version is the official version of the Program and, where there is a discrepancy or conflict, supersedes any printed version.

**7 Site Specific Requirements**

These are the items specific to the immediate project site. Workers must initial each item in Part 7 as you present them.

**Location of the current OHS Regulation**

Inform the worker of the options available to them at this project for accessing the OHS Regulation. If you have a hard copy, let them know where it is located and how to access it. For example, *“It’s in the site office and you can review at the table.”*

You can also remind workers of the [OHSRegulation App](#) available for most mobile platforms, as well as the WorkSafeBC website (<https://www.worksafebc.com>)

**Site Map & Bulletin Board Location**

Indicate the location of the Site Map and Bulletin Board, review the contents if possible. Instruct the Worker on the Air Horn, Eye Wash, and Fire Extinguisher locations.

A good practice is to have a copy of the Site Map in the area where site orientations are done so it is available while doing the site orientation.

**Emergency Procedures and Muster Locations**

Review the Job Site Emergency Procedures, including any details specific to the Site. The standard use of air horns at all Polygon Construction Sites is 1 long blast for fire or evacuation and 3 short blasts (repeated at intervals) to summon First Aid.

Specifically indicate the Muster Location(s) and instruct the Worker that in the event of an emergency they are to remain there until released by their Supervisor or Emergency Response Personnel. This is so an accurate count of all Workers on Site can be made, ensuring that everyone got out safely.

**Site Hours and After-hours work requirements**

Let the workers know the restrictions of construction noise by the municipal noise bylaw and what the usual working hours for the site. Inform them on how any after-hours work will be coordinated at this project.

**Extra Items**

There are 2 additional blank items to add any additional **Site Specific Requirements**. For example, a Site Superintendent might not permit radios or portable speakers on site or there may be a specific safety consideration like public transit or overhead electrical lines adjacent to the site.

On the PDF version of the form these are fillable fields where you can add items prior to printing. If requesting a bulk print job from the Head Office please let the Construction Administrator for your project know if these fields will include any information.

| Site Specific Requirements   |  | Initials |
|--|--|----------|
| ⑦ Location of the current OHS Regulation   |  |          |
| Site Map & Bulletin Board Location   |  |          |
| Emergency Procedures and Muster Location(s)<br>Evacuation: 1 Long Blast<br>First Aid: 3 Short Blasts |  |          |
| Site Hours and After-hours work requirements   |  |          |
|  |  |          |
|  |  |          |

| Site Hours and After-hours work requirements |  |
|--|--|
|  |  |
|  |  |



## Notes

This is a free-form section to allow for the of capture anything else you or the worker feel is relevant. You can use this section to add additional **Site Specific Requirements** or the worker can note any allergies or medical conditions that might be relevant to the workplace.

| Notes |
|-------|
|       |
|       |
|       |
|       |
|       |
|       |

On the PDF version of the form this is a fillable field where you can add items prior to printing. If requesting a bulk print job from the Head Office please let the Construction Administrator for your project know if these fields will include any information.

## 8 Completing the Orientation

8 I understand and will comply with the PCML Health & Safety Program (see QR code on this form), the details of this orientation, current Occupational Health & Safety (OHS) Regulations and Site Safety Directives.

The final step is for the worker sign the Worker Signature field indicating that they

|   |                              |
|---|------------------------------|
| Worker Signature: _____   | Site Safety Signature: _____ |
| If the Worker cannot effectively communicate in English, a co-worker may translate the information discussed in this orientation, AND a translator must be on site anytime the Worker is on site. |                              |
| Translator Name: _____  | Translator Signature: _____  |

will comply with the PCML Health & Safety Program, the details of this orientation, current Occupational Health & Safety (OHS) Regulations and Site Safety Directives

In the event that a Translator is required their name and signature is also required.

Finally, once you have reviewed the form to ensure everything is filled in legibly, appropriately, and signed, the person conducting the orientation – you – will sign the Site Safety Signature field.

## Follow-up

### ***New / Young Workers and Fall Protection***

As a reminder, if the worker has indicated [No] to the question in [Part 3](#) or the second question in [Part 4](#) you will need to follow up with the worker’s supervisor.

It is recommended that you keep the worker’s orientation readily available, do not file it with the other orientations yet, until you have completed following up with the worker’s supervisor.

### ***Supervisors***

If the worker has indicated that they are a Supervisor the provide them with the **Site Safety Orientation - Supervisor** and complete that supplemental orientation before you release them onto site.

