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**VitalSine Inc.**

**Health, Safety**  
**Policy and Procedures Manual**

President: Wayne Snow

# **VitalSine Inc.**

## **Health, Safety Policy and Procedures Manual**

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### **1.0 Health and Safety Policy and Procedure.**

#### **1.1 Safety Policy Statements**

VitalSine Inc. recognizes the right of all its employees to work in a safe and healthy environment, it is also the right of all employees to refuse work if it is deemed unsafe and may continue to refuse until the unsafe condition has been corrected. As president, Wayne Snow, it is our intention to design and monitor a health and safety program that meets and/or exceeds the minimum requirements set out in the Nova Scotia Occupational Health and Safety Act. The management and employee's commitment to this program is clearly stated in the VitalSine Inc. Health, Safety Policy and Procedure Manual and will co-operate with the Joint Occupational Health and Safety Committee (JOHSC), or the representative of the employees. In addition to the management and employee's commitment we have also clearly stated the responsibilities of all contractors and sub-contractors employed by VitalSine Inc. to follow our Health, Safety Policy and Procedure Manual in our facility or work site.

#### **1.2 Communication and Training**

All employees full time or part time of VitalSine Inc. have received a copy of the Health, Safety Policy and Procedure Manual. All new hires are given a copy of the Health, Safety Policy and Procedure Manual an orientation and safety briefing conducted by the management or assigned officer of VitalSine Inc. prior to beginning their employment. Managers and Supervisors will be held responsible for insuring that the employees, under their supervision, follow this policy, use safe work practices and receive training to protect their health and safety. Managers and Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

#### **1.3 Evaluation**

Program evaluation is an ongoing process with regular Health and Safety Policy meetings to evaluate such issues as on site or our own facility hazard removal, personal protective equipment, safe transport of installed base equipment, proper use or repairs required of installation or test equipment. Any infractions of the Health, Safety, Policy and Procedure Manual by an employee will be dealt with through VitalSine Inc. Joint Occupational Health and Safety Committee (JOHSC) and noted on his/her file.

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### 1.4 Acknowledgement

An annual review of our Health, Safety Policy and Procedure Manual will be completed and verified by management or assigned officer of VitalSine Inc. no later than the end of September of the following year, changes in the Health, Safety Policy and Procedure Manual will result in new copies distributed to all employees full time or part time and to all contractors and sub-contractors employed by VitalSine Inc.. A letter outlining the changes and /or improvements will accompany the revised Health, Safety Policy and Procedure Manual.

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### 2.0 Roles and Responsibilities Policy and Procedure

#### 2.1 Facility and Site Responsibilities.

- 2.1.1 Supervisor/Lead Installer prior to the commencement of onsite work is to complete a Job Site Assessment (JSA). Visual inspection is to be conducted for any health and/or safety hazards and this information is to be relayed to the site foremen of that facility. The Job Site Assessment (JSA) completed inspection form is to be by end of day to be handed over to VitalSine Inc. safety representative.
- 2.1.2 Supervisor/Lead Installer is required without exception to provide safe working conditions for all workers under his/her supervision and provide good example for workers by always directing and performing work in a safe manner.
- 2.1.3 Supervisor/Lead Installer to provide instructions to all workers on safe work procedures. As part of the routine duties, Supervisor/Lead Installer shall require employees to use Personal Protective Equipment (PPE) without exception where required.
- 2.1.4 Supervisor/Lead Installer to correct physical conditions which are liable to cause an incident or near miss.
- 2.1.5 Supervisor/Lead Installer to provide each employee with information regarding hazards on the job and how to avoid them.
- 2.1.6 Supervisor/Lead Installer to undertake the investigation of incidents, or near misses to determine the underlying causes. These must be reported in detail to the President of VitalSine Inc. and the Joint Occupational Health and Safety Committee (JOHSC). The required Accident Report Form to be completed in a timely manner and made available to the Nova Scotia Labour Board and WCB if required. See emergency and contact numbers at the end of this document.
- 2.1.7 Supervisor/Lead Installer to provide a minimum of one toolbox meeting a week with his/her crew and record minutes on the Tool Box Meeting Form.

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- 2.1.8 Employees to carry out their work in a manner that will not create a hazard to their own safety and health or the safety and health of others. Assist Supervisor/Lead Installer in the reduction and controlling of incident producing conditions and unsafe acts on the work site.
- 2.1.9 Employees to report any/all incidents, accidents, near misses and/or injuries immediately to their Supervisor/Lead Installer.

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### **2.2 Facility and Site Housekeeping Procedure**

- 2.2.1 Supervisor/Lead Installer, employees, are responsible for daily clean up in our facility or work site, this also applies to contractors and sub-contractors employed by VitalSine Inc.
- 2.2.2 Office stock room to be kept clean and in order and all boxes to be stacked safely.
- 2.2.3 Warehouse equipment/product areas to be kept clean and in order and all boxes to be stacked safely.
- 2.2.4 The Technician work area and work bench to be kept clean and in order and all tools and test equipment to be stored after use.
- 2.2.5 Garbage is to be removed as often as needed to keep work and travel areas safe. All garbage is to be disposed of in a proper and safe manner.
- 2.2.6 Stairways and walkways are to be keep free of obstructions at all times.
- 2.2.7 Areas around any and all machinery to be clean and free of hazards.



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### **3.0 Personal Protective Equipment**

#### **3.1 Hard Hats**

VitalSine Inc. will supply CSA approved hard hats for its employees. It is the employee responsibility to ensure that there are no cracks, defects, paint or unapproved stickers that will affect the design of the hard hat. It is also the responsibility of the employee to ensure that the effected date of the hard hat in accordance with manufactures guidelines has not been exceeded.

#### **3.2 Safety Boots**

It is the employee responsibility to purchase his/her own CSA certified grade 1 safety boots; they must bear a green triangular patch stamped with the CSA registered trade mark.

#### **3.3 Eye Protection**

VitalSine Inc. will supply CSA approved eye protection with side shields for its employees. It is the employee responsibility to ensure that there are no cracks, defects and paint that will affect the design of the eye protection.

#### **3.4 High Voltage Electrical Rubber Gloves**

VitalSine Inc. will supply approved High Voltage Electrical Gloves for its field service technicians. It is the service technician's responsibility to ensure that there are no cracks or defects prior to the use of the gloves that will affect the safe use of the gloves. All rings and watches are to be removed without exceptions prior to the use of the gloves. Care must be taken to avoid contact with any chemicals, especially petroleum based products. If contact is made with petroleum based products the contaminant will be wiped off immediately and the gloves cleaned with mild soap. Ensure the gloves are completely dry before use.

#### **3.5 Abdominal and Back Support Belt**

VitalSine Inc. will supply abdominal and back support belts. They are to be used without exceptions when lifting anything over 40 pounds/18 kilograms.

#### **3.6 Work Gloves**

VitalSine Inc. will supply work gloves and they are to be used when moving batteries or handling installed base equipment at the warehouse facility or work site.

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### 3.7 Arc Flash Protective Face Shield

VitalSine Inc. will supply Arc Flash Protective Face Shields with chin cup for working around live voltages during a minor PM routine or a major PM routine. Face shields provided have a minimum 12 cal/cm<sup>2</sup> (Hazard Risk Category 2) rating. Employee must also wear proper eye protection along with the face shield. It is the employee's responsibility to ensure that there are no cracks, defects, paint, or unapproved stickers that will affect the design of the face shield. They are to be used at all times with the exception of initial installations (not including start-up) and battery replacements.

### 3.8 Arc Flash Protective Coveralls

VitalSine Inc. will supply Arc Flash protective coveralls for working around live voltages during a minor PM routine or a major PM routine. Coveralls used have a minimum 12 cal/cm<sup>2</sup> (Hazard Risk Category 2) rating. It is the employee's responsibility to ensure that there are no rips, defects, paint, or unapproved modifications that will affect the design of the coveralls. They are to be worn at all times with the exception of initial installation (not including start-up) and battery replacements.

### 3.9 Arc Flash Protective Clothing

VitalSine Inc. will supply Arc Flash Protective Pants, Shirt, Balaclava, High Voltage Gloves (where applicable) Leather safety Gloves (where applicable) for working around live voltages during a minor PM routine or a major PM routine. Clothing used have a minimum 12 cal/cm<sup>2</sup> (Hazard Risk Category 2) rating. It is the employee's responsibility to ensure that there are no rips, defects, paint, or unapproved modifications that will affect the design of the clothing. They are to be worn at all times with the exception of initial installation (not including start-up) and battery replacements. VitalSine Inc. will supply full cover Arch Flash Suits rated 40 cal/cm<sup>2</sup>. They are to be worn when an arch flash study determines the probability is present at any voltage when there is a transfer of power for installed base equipment.

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### **4.0 Safety Training**

#### **4.1 Emergency First Aid**

VitalSine Inc. will supply the cost of Emergency First Aid Training; the employees will learn the life saving technique of Cardiopulmonary Resuscitation (CPR) and the first aid treatment of electrical burns and electrical shock and the proper use of emergency first aid equipment and kits. VitalSine Inc. will provide an Emergency First Aid Kit located at our warehouse facility, our general office area and an Emergency First Aid Kit in the VitalSine Inc. service trucks. VitalSine Inc. will also supply an eye wash station located at our warehouse facility and our lunch room area this eye wash station will provide continuous flush for a minimum of 15 minutes.

#### **4.2 WHMIS Training**

VitalSine Inc. will supply the cost of WHMIS Training; WHMIS is a short form for Workplace Hazardous Materials Information System. It is a comprehensive plan for providing information on the safe use of hazardous materials used in our facility or work site. Information is provided by means of product labels, material safety data sheets (MSDS) and worker education programs.

#### **4.3 TDG Training**

VitalSine Inc. will supply the cost of TDG Training; TDG is a short form for Transportation of Dangerous Goods. It is a comprehensive plan for providing information on the safe transport of hazardous materials used in our facility or the transportation of dangerous goods to our work site.

#### **4.4 Forklift Operator Safety Training**

VitalSine Inc. will supply the cost of Forklift Operator Safety Training to an employee who may be required in his/her duties to operate a counterbalance sit-down rider forklift in the warehouse facility or work site.

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### **5.0 Tools and Test Equipment**

#### **5.1 Hand Tools**

VitalSine Inc. will supply hand tools for use by the field service technicians for the installation and maintenance of installed base equipment. Proper use of the hand tools is essential for the prevention of injury and the longevity of the hand tools. VitalSine Inc. will be informed of any broken or defective tools and tagged; these tools will not be used until repaired by an authorized dealer or replaced.

#### **5.2 Test Equipment**

VitalSine Inc. will supply test equipment for use by the field service technicians for the installation and maintenance of installed base equipment. A visual inspection prior to use of the test equipment and all test leads to be used with the test equipment will be conducted for signs of damage. VitalSine Inc. will be informed of broken or defective test equipment and tagged; that equipment will not be used until repaired by an authorized dealer or replaced. Proper use of the test equipment is essential for the longevity of the equipment. Test equipment and test leads will be properly stored to protect them from damage. Test equipment will be routinely calibrated as required by the manufacture and VitalSine ISO Quality Manual.

#### **5.3 Power Tools**

VitalSine Inc. will supply power tools for use by the field service technicians for the installation and maintenance of installed base equipment. A visual inspection prior to use of the power tools and the power cords will be conducted for signs of damage. VitalSine Inc. will be informed of broken or defective power tools and tagged; that equipment will not be used until repaired by an authorized dealer or replaced. Proper use of the test equipment is essential for the longevity of the equipment. All power tools will be properly stored to protect them from damage.

#### **5.4 Ladders**

VitalSine Inc. will supply non-conductive fiberglass ladders for use by the field service technicians for the installation and maintenance of installed base equipment. Proper use and storage is essential for the prevention of injury and longevity of this equipment, if defective these items will be repaired by an authorized dealer or replaced.

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### **6.0 Lock-Out/Tag-Out**

#### **6.1 Lock-Out/Tag-Out Process**

Prior to any work being performed by the employees of VitalSine Inc. or contractors and sub-contractors employed by VitalSine Inc. all possible energy sources which need to be isolated in order to make the installed base equipment safe must be locked out and/or tagged out prior to any work on the equipment. Preventive Maintenance Procedure performed on installed base equipment must be in maintenance by-pass before any work can be carried out on the equipment.

#### **6.2 Lock-Out/Tag-Out Removal**

Only the employees of VitalSine Inc. assigned to perform work on a designated piece of installed base equipment or contractors and sub-contractors employed by VitalSine Inc. also assigned to perform work on a designated piece of installed base equipment may remove the lock-out/tag-out. Employees, sub-contractors and contractors must inform personal in the area of the installed base equipment that the lock-out/tag-out is being removed and the equipment is now energized.

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### 7.0 Accident Investigation

#### 7.1 Accident Investigation and Reporting

Any accidents involving an employee of VitalSine Inc or contractors and sub-contractors employed by VitalSine Inc. must have an accident report completed and verified by management or assigned officer of VitalSine Inc.

#### 7.2 Classification of Occupational Injuries

- 7.2.1 A=An injury that does not require first aid treatment at a first aid station by a person trained in first aid, there is no time lost by this type of injury.
- 7.2.2 B=An injury that does require first aid treatment at a first aid station by a person trained in first aid, there minimal time lost by this type of injury.
- 7.2.3 C=An injury that requires treatment by a health care professional where an employee leaves his/her place of work to seek medical attention and returns to work no later then the beginning of his/her next scheduled shift, minimal time lost by this type of injury.
- 7.2.4 D=An injury that requires long term treatment by a health care professionals where an employee leaves his/her place of work to seek medical attention and does not return to work at the beginning of his/her next scheduled shifts, extended time lost by this type of injury.

#### 7.3 Accident Investigation Recommendations

An internal review will be conducted of any accidents involving an employee of VitalSine Inc. or contractor and sub-contractor employed by VitalSine Inc. by management or assigned officer of VitalSine Inc. and recommendations made to prevent such an injury from happening again. All employees, contractors and sub-contractors will be informed of any changes to this policy.

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### **8.0 Disciplinary Action**

#### **8.1 Disciplinary Action**

An internal review will be conducted of any accidents/near misses or refusal to comply using PPE involving an employee, contractor or sub-contractor employed by VitalSine Inc. If an accident was preventable as a result of improper use of hand tools, power tools, test equipment or failure to comply using PPE a letter of reprimand will be placed in the employee's file of VitalSine Inc. Any extended disciplinary action to an employee of VitalSine Inc. will be determined by the management or assigned officer of VitalSine Inc. Contractors or sub-contractors employed by VitalSine Inc. will be expected to conduct disciplinary actions regarding their own employees in the case of an accident/near miss or refusal to comply using PPE.

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### **9.0 Injury Reporting Forms**

#### **9.1 Injury Reporting Forms**

Injury reporting forms will be made available by management or assigned officer of VitalSine Inc. these forms will be filled out by both the employee and management or assigned officer of VitalSine Inc. a copy will be placed in the employee's file along with the accident investigation report and any disciplinary action taken against the employee, contractor or sub-contractor employed by VitalSine Inc.



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### 10.0 Company Vehicles

#### 10.1 Care and Control

Due to Insurance & Liability concerns VitalSine Inc. has adopted the following rules & policies for employees pertaining to the use of a Company Vehicle(s). All company vehicles are assets of VitalSine Inc. and are to be respected & cared for appropriately by all employees. Any abuse or misuse will not be tolerated.

- 10.1.1 Persons other than authorized employees of VitalSine Inc. are prohibited from; riding as passengers or, operating the VitalSine Inc. service vehicles. Driving while under the influence of alcohol and/or drugs will not be tolerated and will be cause for immediate termination of employment.
- 10.1.2 Employees authorized to operate a company vehicle are to obey all Provincial, State, & Federal Traffic Laws. At no time is an employee to exceed posted speed limits. Any fines resulting from any traffic violations are the responsibility of the employee. Management will also review the incident for any disciplinary actions. This also includes parking violations. Speeding tickets may be cause for employment suspensions (WITHOUT PAY).
- 10.1.3 No persons other then VitalSine Inc. employees are authorized to operate company vehicles. Employees operating company vehicles are responsible for maintaining the cleanliness of the vehicle as well as consistently checking important fluid levels, engine & transmission oils.
- 10.1.4 Careless & imprudent driving will not be tolerated & may be cause for immediate termination of employment.
- 10.1.5 Employees are not to exceed 2000RPM & 100kMS per hour speed limit on highways when operating service vehicles. Employees are to maintain log books conduct pre-trip inspections and report to Department of Transportation Scales when applicable when operating service vehicles.
- 10.1.6 Employees operating company vehicles are responsible for their own fuel costs when operating the company vehicle from their personal residence to VitalSine Inc.'s offices.

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### **11.0 Contractors and Sub-Contractors Proof of Insurance**

#### **11.1 Proof of Insurance**

All contractors and sub-contractors employed by VitalSine Inc. must provide VitalSine Inc. a valid Certificate of Insurance for not less than \$2,000,000.00 in General Commercial Liability Insurance naming VitalSine Inc. as additional insured. Contractors and sub-contractors must also provide VitalSine Inc. a valid Certificate of Insurance for \$1,000,000.00 Vehicle Liability Insurance for all vehicles used as well as a Letter of Good Standing from The Workers Compensation Board from the Province where the work is being performed. All contractors and sub-contractors must comply with this prior to performing any work on any site on behalf of VitalSine Inc.

# **VitalSine Inc.**

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### **12.0 Environmental Policy**

#### **12.1 Handling and Transport of Batteries**

- 12.1.1 VitalSine Inc., its employees, contractors and sub-contractors will transport and handle all batteries in a prudent and safe manner at all times to protect employees, the public and the environment. VitalSine Inc. its employees, contractors and sub-contractors will wear CSA approved eye protection with side shields and work gloves without exceptions while handling and transporting batteries.
- 12.1.2 Batteries stored in our warehouse facility and /or work site are to be kept in a safe area to prevent any damaged by any mobile transport equipment.
- 12.1.3 VitalSine Inc. will ensure that the disposal of spent batteries will be carried out by an authorized recycling company.
- 12.1.4 In the event any damage occurs to any batteries an immediate clean-up procedure will be carried out, clean-up material will be stored in a proper container for disposal. An incident report must be filled out and a copy handed to management or assigned officer of VitalSine Inc.
- 12.1.5 Transportation of Dangerous Goods (TDG) and Material Safety Data Sheet (MSDS) forms must be filled out and on hand when transporting batteries.

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### **14.0 Emergency and VitalSine Inc. contact phone numbers**

#### **Ambulance, Fire and Police**

Phone; 911

#### **Nova Scotia Labour Board**

Phone; 902-424-6730

Fax; 902-424-1744

Toll free; 1-877-424-6730

Email; [labourboard@gov.ns.ca](mailto:labourboard@gov.ns.ca)

#### **Workers Compensation Board of Nova Scotia**

Phone; 902-491-8999

Injury reporting fax; 902-491-8001

Toll free; 1-800-870-3331

#### **CEO, Wayne Snow, VitalSine Inc.**

Phone; 902-835-0497

Toll free; 1-877-500-6937

Cell; 902-489-1116

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#### **Service Manager/Safety Rep, Jeff Snow, VitalSine Inc.**

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