

# SITE SAFE

## Best Practice Guide for Concrete Supply



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## Purpose

The purpose of this “SITE SAFE” Best Practice Guide for Concrete Supply is to outline our commitment and expectations to safety of our employees and our construction partners. The policies and procedures outlined in this document are designed to promote a safe and healthy work environment for all parties.

Please review and acknowledge the following health and safety policy, procedures and requirements prior to project start.

**Concrete Company logo**



## Part 1 - Health and Safety Policy

\_\_\_\_\_ (Company name) is committed to protecting the health and safety of all our employees and those who work with and around us at our facilities, plants, on job sites and on the road. As a critical ongoing objective, we will strive to provide and maintain a safe and healthy environment throughout the organization.

Protection of our workers from workplace injury and occupational illness is an ongoing critical objective that cannot be compromised. To achieve an acceptable level of performance a strong safety culture and safe work practices must be established.

All General Contractors (the Constructor) are responsible for the health and safety of our workers while on the job site under their supervision; to ensure that machinery and equipment are safe and that all work is conducted with established safe work regulations, practices and procedures. All Employers are responsible to provide the necessary and proper training to workers in their specific work tasks to protect their own and other's health and safety. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury and occupational illness.

Everyone, from the senior executives to the workers shall comply with all applicable regulations and legislation and accept safety as a personal responsibility. All workers are to follow safe and established work practices and procedures in all aspects associated with our operations. Commitment to health and safety must continue to form an integral part of Ready Mixed Concrete Association of Ontario (RMCAO) and how we conduct business.

## Part 2 - Job Site Practices

### **JOB SAFE Policy**

In conjunction with the Ontario Ministry of Labour Occupational Health and Safety (OH&S) Act and Regulations for Construction Projects and as per RMCAO, the following rules will apply;

- (a) No Contractor chutes or other equipment will be added to the truck
- (b) Concrete trucks will go no closer then 1 metre (minimum) distance from excavation/ramp edge
- (c) Ramps must be built to a SAFE and PROVEN quality
- (d) Trucks will not be towed
- (e) Signalers are required (see below)

### **Signaller Policy**

As Per OH&S Act & Regulations for Construction Projects – Reg. 213/91 s.104

Section (3) Operators of vehicles, machines and equipment shall be assisted by signalers for entering, backing or exiting job site if either of the following applies:

- (a) The operator's view of the intended path of travel is obstructed.
- (b) A person could be endangered by the vehicle, machine or equipment or by its load.

Section (5) The operator and signaller shall

- (a) Jointly establish the procedures by which the signaller assists the operator, and
- (b) Follows those instructions - O.Reg. 145/00, s.27.

## Part 3 - Pre-Construction Conference Check List

*This Checklist section may be used separately or in conjunction with the OGCA/RMCAO Best Practices Guide for Concrete Construction Section H*

### Concrete SITE SAFE Requirements

Contractor \_\_\_\_\_

Project \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_ Contacts \_\_\_\_\_

#### 1. Entering and exiting project site

Clear entry location \_\_\_\_\_

Hazards and obstructions \_\_\_\_\_

*Identification of, numbers and locations (low wires, roofs, structures, tools, equipment, service boxes, workers, etc.).*

Job staging area location to prepare for discharge \_\_\_\_\_

Signalers for entry, exit, directions and backing up \_\_\_\_\_

*Identify contractor's signaler and confirm all signals to be used.*

#### 2. The purpose of the Personal Protective Equipment (PPE) Policy is to protect our workers from exposure to workplace hazards and the risk of injury.

Compulsory\* PPE for all locations will consist of, but will not be limited to, the following:

- (a) Safety Boots – Green Patch
- (b) Hard Hat
- (c) Safety Glasses
- (d) Safety Vest

Additional PPE (as required by Contractor)

- (a) Ear protection
- (b) Safety Gloves
- (c) Hearing protection

\*PPE requirements resulting from an MSDS, specific job site or contractor prerequisite and the Ready Mixed Concrete Association of Ontario (RMCAO), who's Policy may supersede these assessments.

#### 3. Driver and Concrete Truck Position

- (a) Minimum space (width) required per truck is **5** metres
- (b) Minimum distance (width) required between trucks is **2** metres
- (c) Moving position description (curb, gutter, sidewalk) \_\_\_\_\_

## **Concrete Delivery Practices**

### 1. Concrete Delivery to a Concrete Pump

- (a) The constructor should ensure that concrete pump equipment are certified to a recognized industry certification program (e.g. CSA Standard Z151 - Concrete Pumps and Placing Booms).
- (b) The constructor should ensure that all concrete pump operators are trained and/or certified to a recognized industry certification program (e.g. RMCAO Concrete Pump Operator Safety Training).
- (c) Left-over concrete in the pump will not be discharged back into the mixer.

### 2. Concrete Delivery to a Crane and Bucket

- (a) All crane operators and equipment shall be certified as the appropriate Ontario Ministry of Labor regulations.
- (b) No ready mix truck driver or other supplier personnel will in any way handle, signal or land a concrete bucket.
- (c) Left-over concrete will not be discharged back into the mixer.

In addition and in general:

- (a) If the concrete load has to be checked by climbing on to the truck, the concrete truck driver must do so only when the empty bucket is on the ground.
- (b) If there are two concrete buckets being used, the concrete truck driver must inform the bucket man or job supervisor that he (the driver) has to check the load and can only do so while both buckets remain on the ground.
- (c) The concrete truck driver must have a clear escape/exit route for all stationary work. This may result in only one truck at discharge point at one time.
- (d) No crane buckets, construction materials, pump booms or similar shall be moved or hoisted over the concrete truck or driver.
- (e) The concrete truck driver shall not undertake any other role other than their own, or handle other equipment on site.
- (f) Under no circumstances is the concrete truck driver permitted to be on the catwalk, ladder or other platform off the ground of any other equipment for the purpose of concrete discharge.
- (g) No worksite personnel are permitted access to a ready mix truck platform, ladder or truck.
- (h) No crane loads or concrete buckets shall lifted or hoisted be over the truck and driver at any time.

### 3. Driver Reporting

- (a) Near miss/hazard reporting \_\_\_\_\_
  - (b) Violence in the workplace reporting \_\_\_\_\_
  - (c) Incident reporting \_\_\_\_\_
- The concrete truck driver shall report safety infractions/incidents such as listed above or other issue(s).

### 4. Truck Clean Out












- (a) Job staging area location to prepare for job site exit \_\_\_\_\_
- (b) Environmental area location \_\_\_\_\_
- (c) Special requirements \_\_\_\_\_

### 5. Truck Exiting Project Site

- (a) Clear exit location \_\_\_\_\_
- (b) Signaler for traffic and pedestrian control \_\_\_\_\_

# READY MIX Driver Handsignals

2008

 <p><b>Head In</b></p>	 <p><b>Back In</b></p>	 <p><b>Back Up</b></p>
 <p><b>Pull Forward</b></p>	 <p><b>Stop</b></p>	 <p><b>Raise Chute</b></p>
 <p><b>Lower Chute</b></p>	 <p><b>Start pouring</b></p>	 <p><b>Stop Pouring</b></p>
 <p><b>Lock or Unlock Chute</b></p>	 <p><b>Slow Down Drum</b></p>	<p><b>NO RESPONSE SHOULD BE MADE TO UNCLEAR SIGNALS</b></p>

**CONTRACTOR AGREEMENT and SIGNED COPIES**

As an employer we understand and will comply with “Duties of Employers” as set out in Sections 25 and 26 of the Ontario Health and Safety Act and Regulations.

I have read and acknowledged RMCAO’s Health and Safety Policy and Site Safety Guide procedures and requirements.

Signature \_\_\_\_\_  
(General Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Concrete Supplier)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Forming Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Floor Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Pump Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Crane Contractor)

Date \_\_\_\_\_



**CONCRETE SUPPLIER AGREEMENT and SIGNED COPIES**

As an employer we understand and will comply with “Duties of Employers” as set out in Sections 25 and 26 of the Ontario Health and Safety Act and Regulations.

I have read and acknowledged RMCAO’s Health and Safety Policy and Site Safety Guide procedures and requirements.

Signature \_\_\_\_\_  
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Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Concrete Supplier)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Forming Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Floor Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Pump Contractor)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
(Crane Contractor)

Date \_\_\_\_\_

