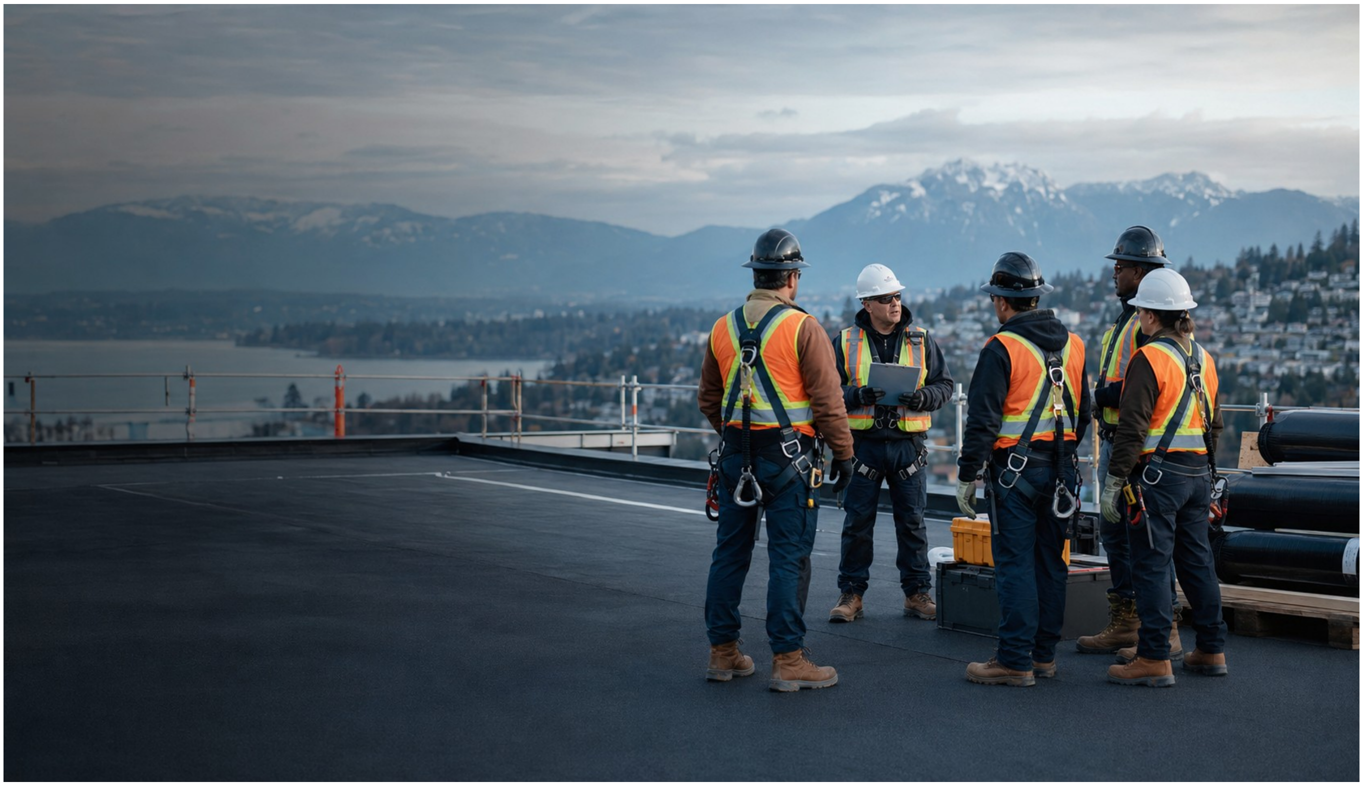


SAFETY MANAGEMENT SYSTEM

HEALTH • SAFETY • ROOFING • FIELD OPERATIONS

allianceoneconstructions.ca

British Columbia & Alberta Operations | Controlled Master Binder

Document	Revision	Issue date	Owner
SMS-001	1.1	04 August 2026	President / Safety Lead

IMPORTANT: This is a company framework and field-use system. A competent person must customize each site plan, verify current legislation, assign named responders, select equipment, and approve task-specific controls before work starts.

ALLIANCE ONE CONSTRUCTIONS

allianceoneconstructions.ca

Alliance One Constructions provides construction and property-improvement services across Alberta and British Columbia. The company website describes a focus on dependable craftsmanship, durable materials, transparent communication, safety awareness, and solutions tailored to residential and commercial needs.

Construction Capabilities

BUILD	PROTECT	IMPROVE
Residential construction	Roofing installation, repair and replacement	Kitchen and bathroom upgrades
Commercial construction	Siding and gutter solutions	Flooring: hardwood, laminate, vinyl and tile
Industrial and infrastructure work	Fence installation and outdoor works	Renovations and property upgrades

Brand Commitments

QUALITY	SAFETY	SERVICE
Skilled workmanship and durable project outcomes.	Work planned and performed under applicable requirements and site controls.	Clear communication, reliable coordination and customer-focused delivery.

Company Information

Website	Phone	Email
allianceoneconstructions.ca	+1 604-445-0113	allianceoneconstructionltd@gmail.com

Company information verified from allianceoneconstructions.ca on 04 August 2026. Confirm contact details before controlled issue.

Document Control & Approval

Role	Name	Signature	Date
Prepared for	allianceoneconstructions.ca		
Reviewed by	Competent safety professional / designate		
Approved by	President / owner		
Worker consultation	Worker representative / JHSC co-chair		

Revision History

Rev.	Date	Description	Approved by
1.0	04 Aug 2026	Integrated master safety management system issued for management review.	Pending signature
1.1	04 Aug 2026	Branding pages added; recurring footer removed.	Pending signature

Use & Limitations

- Keep the controlled master electronically; issue site copies only after required blanks are completed.
- Provincial law, client rules, manufacturer instructions, engineered designs and permits override this manual where more stringent.
- This manual does not certify compliance, worker competence, equipment suitability, engineering, or fire-code approval.
- Review at least annually and after legal change, serious incident, new equipment/process, or material operational change.

Mandatory Site Customization

Item	Before mobilization
Project parties	Name employer, prime contractor, supervisors, first aid attendants and subcontractors.
Emergency response	Insert address, GPS/access, hospital, muster point, alarm, rescue and transport arrangements.
Hazards	Complete formal hazard assessment, SSSP, JHA and daily FLHA.
High-risk work	Approve fall protection, rescue, hot work, energized work and hazardous-material controls.
Records	Define retention, privacy, distribution and close-out process.

Contents

Part	Controlled volume
A	Governance & Health and Safety Management Manual
B	Employee Orientation Handbook
C	Supervisor Handbook
D	Roofing Safety Manual
E	Fall Protection Program
F	Hot Work Program
G	WHMIS Program
H	Emergency Response Plan
I	Site-Specific Safety Plan
J	Safe Work Practices & Safe Job Procedures
K	Forms, Inspections & Training Records
L	Contractor & Subcontractor Package
M	Toolbox Talks
N	Official Sources & Compliance Crosswalk

Navigation note: Word users can update the automatic heading-based table of contents after opening. PDF bookmarks follow the heading hierarchy where supported.

PART A — Governance & Health and Safety Management Manual

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Safety commitment

allianceoneconstructions.ca will plan and perform work so workers, subcontractors, clients, occupants, visitors and the public are protected. No schedule, production target or cost justifies uncontrolled risk.

Scope

Applies to residential, commercial, roofing, siding, gutter, fencing, flooring, renovation, industrial and infrastructure activities in British Columbia and Alberta.

Leadership & accountability

Senior management supplies competent supervision, time, equipment, training and corrective-action resources. Performance reviews consider leading indicators, not only injury counts.

Worker rights and duties

Workers receive hazard information, participate in safety activities and may use the applicable unsafe-work refusal process without prohibited reprisal. Workers must use controls, report hazards and avoid work beyond their training.

Planning cycle

Plan: identify legal/client requirements and hazards. Do: implement controls and training. Check: inspect, investigate and audit. Act: close actions, communicate learning and revise the system.

Hazard assessment

Use formal assessments for recurring operations; JHAs for defined jobs; FLHAs at the point of work and whenever conditions change. Apply elimination, substitution, engineering, administrative controls, then PPE.

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
Definition	Exceptional	Could occur	May occur	Expected	Recurring

Risk rating

Likelihood and consequence are rated 1–5. Risk = likelihood × consequence. 15–25: stop and obtain senior/competent-person approval; 8–14: add controls before work; 1–7: maintain and monitor controls.

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
Definition	Exceptional	Could occur	May occur	Expected	Recurring

Competency & training

Competency combines knowledge, practical skill and experience. Orientation or a certificate alone does not establish competency. Supervisors verify performance and document gaps.

Inspections

Workers inspect tools/PPE before use. Supervisors complete documented site inspections. Defects are tagged, isolated and corrected; overdue critical actions stop affected work.

Incident management

Provide care, control hazards, preserve the scene where required, notify internal/external parties, investigate causes, assign corrective actions and share learning without blame.

Consultation

Use toolbox meetings, worker representatives/JHSC processes where applicable, hazard reporting and corrective-action feedback. Record unresolved items and escalation.

Records & privacy

Keep records legible, dated, signed and retrievable. Limit personal/medical information to authorized persons. Follow provincial, client, insurer and company retention requirements.

Program evaluation

Annual review examines objectives, inspections, training, incidents, worker feedback, contractor performance, emergency drills and legislative updates. Management signs the action plan.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART B — Employee Orientation Handbook

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Before starting

Complete company and site orientation; provide qualifications; disclose limitations that affect safe assignment through the approved confidential process; receive supervisor and emergency contacts.

Core expectations

Arrive fit for duty; inspect PPE/tools; participate in FLHA; maintain housekeeping; protect occupants/public; follow permits and signage; stop and report unexpected conditions.

Minimum PPE

CSA-compliant protective footwear, task-appropriate head/eye/hand protection and high visibility clothing as assessed. Hearing, respiratory and fall protection require selection, fit, training and inspection.

Reporting

Immediately report injury, illness, near miss, property/environmental damage, defective equipment, violence/harassment, and changing site hazards.

Unsafe work process

Stop, move to safety, notify the supervisor, explain the hazard, and participate in the applicable provincial investigation process. Do not resume until resolved under law/company procedure.

Emergency basics

Know the site address, alarm, exits, muster point, first aid location/attendants, rescue plan and communication backup. Call 911 when urgent and provide clear access instructions.

WHMIS basics

Read labels and SDS, follow handling/storage/disposal controls, never use an unlabelled product, and report damaged labels, leaks or symptoms.

Acknowledgement

The signed orientation record confirms topics were explained; it does not replace task training, supervision, competency evaluation or refresher training.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART C — Supervisor Handbook

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Pre-mobilization

Review contract scope, prime-contractor arrangements, permits, drawings, utilities, hazardous materials, access, public/occupant exposure, weather and emergency resources.

Daily start-up

Confirm crew/competency, review SSSP and schedule, lead FLHA, inspect critical systems, coordinate simultaneous operations, check weather and communicate stop-work triggers.

Control verification

Observe work. Ask workers to explain controls. Correct drift immediately. Stop work for missing guardrails/anchors, uncontrolled ignition, electrical exposure, unstable access or changed conditions.

Coaching & enforcement

Use respectful immediate coaching. Document repeated or serious nonconformance and apply fair progressive measures. Never discourage reporting.

Incident response

Provide care and scene control first. Make required notifications without delay. Photograph/document facts, interview separately, identify system causes and track actions to verified closure.

Shift close

Remove/secure hazards, confirm fire-watch completion, protect openings and materials, isolate defective equipment, update the next shift and submit records.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART D — Roofing Safety Manual

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Roof access & edge protection

Plan access before delivery. Prefer guardrails or restraint where practicable. Protect openings and skylights as fall hazards. Control ladders, hatches and public access below.

Roof condition

Assess structure, deck strength, slope, wet/icy surfaces, brittle materials, hidden openings, electrical/utility hazards and weather. Obtain engineering or owner information when capacity is uncertain.

Material loading

Confirm roof/load capacity, distribute loads, secure against wind, maintain access routes and keep materials back from edges. Use lifting zones and tag lines as planned.

Torch-on roofing

Only authorized trained workers may operate torch equipment. Complete hot-work permit, inspect cylinder/regulator/hose/torch, remove or shield combustibles, provide extinguishers and continuous fire watch.

Asphalt/adhesives

Review SDS; control burns, vapours, ignition and manual handling. Use closed containers, temperature control and manufacturer procedures. Provide washing and spill response.

Cutting & fastening

Guard tools, manage cords/hoses, control silica/wood/metal dust as applicable, direct fasteners away from people and inspect substrates for hidden services.

Weather

Define wind, lightning, heat, cold, rain, snow and visibility stop-work criteria using the system, manufacturer limits and site conditions. Secure loose materials before deterioration.

Housekeeping

Continuously remove tripping hazards, sharp debris and packaging. Use chutes/controlled lowering; never throw material. Barricade the drop zone.

End-of-shift fire check

Complete the permit-defined inspection period, check concealed spaces and adjacent levels where heat may travel, document final conditions and transfer watch only to an authorized person.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART E — Fall Protection Program

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Hierarchy

First eliminate exposure. Then use guardrails or travel restraint where practicable; use fall arrest only when restraint is not practicable; specialized work procedures require regulatory acceptance where applicable.

Provincial trigger

BC: fall protection is generally required at 3 m or more, or below 3 m when injury risk is greater; a written plan is required in specified circumstances including unguarded 7.5 m exposure. Alberta: apply current OHS Code Part 9 and site-specific plan requirements. Never choose the lower standard by convenience.

Planning

Document work area, elevations, edges/openings, system, anchor/engineering basis, clearance, swing fall, equipment, inspection, weather, access, rescue and responsible competent person.

Anchors & systems

Use only compatible certified components and anchors selected/installed to applicable law, standards, engineering and manufacturer instructions. Do not improvise, tie knots or mix incompatible connectors.

Inspection

User inspects before each use; competent-person and manufacturer inspections follow required frequency. Remove from service after fall arrest, failed inspection, missing identification or suspected damage.

Clearance

Calculate total fall distance including free fall, deceleration, harness stretch/D-ring movement, worker height, lifeline deflection and safety margin. Recalculate when geometry changes.

Rescue

A written, practiced rescue method must avoid relying solely on 911. Identify equipment, trained rescuers, suspension-trauma response, access, communications and medical follow-up.

Training

Provide legal review, hazard identification, plan/system selection, anchor/connectors, fitting, inspection, fall effects, clearance/swing fall, rescue and hands-on demonstration. Verify competence at the actual site.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART F — Hot Work Program

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Scope

Covers open flame, torch-applied roofing, welding, cutting, brazing, soldering, grinding and other spark/heat-producing work outside a designated approved area.

Authorization

The permit issuer inspects the area and authorizes time/location. The operator follows the permit. The fire watch has no conflicting duty and has suitable extinguisher/communication access.

Pre-work controls

Use a safer cold method where feasible; review combustibles and concealed spaces; isolate alarms only with authorization; cover openings; protect occupants; inspect fuel-gas equipment; control cylinders.

Torch equipment

Inspect cylinders, valves, regulator, hose, fittings and torch; use approved compatible equipment and leak-test method; keep cylinders upright/secured and away from heat/edges; close valves when not in use.

During work

Maintain the fire watch and exclusion area; keep flame directed safely; never heat unknown/closed containers; monitor wind and vapours; stop for leaks, alarm impairment or changing conditions.

Post-work fire watch

The permit specifies continuous watch and final inspection intervals based on hazards, applicable code, client/insurer rules and concealed construction. Record each check; extend watch when conditions warrant.

Emergency

Shut fuel only if safe, raise alarm, call 911, use extinguisher only if trained with a safe exit, evacuate and account for workers. Treat burns and smoke exposure promptly.

Records

Retain permit, fire-watch log, equipment inspection, training record, incident/corrective action and any alarm impairment/restoration evidence.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART G — WHMIS Program

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Inventory

Maintain a current site chemical inventory including fuels, propane, adhesives, primers, cleaners, coatings and compressed gases. Approve products before arrival and seek less hazardous substitutes.

Labels

Keep supplier labels legible. Apply compliant workplace labels when required. Quarantine unidentified containers; never decant into food/drink containers.

Safety data sheets

Obtain current SDS, keep readily available to workers and emergency responders, and review controls before first use and after updates.

Education & site training

Teach WHMIS system, pictograms, labels and SDS; add product- and task-specific instruction on use, storage, PPE, ventilation, spills, first aid and disposal. Verify understanding.

Storage & transport

Segregate incompatibles, secure cylinders upright, protect from heat/impact, use approved cabinets/containers and secondary containment, and comply with transportation requirements.

Exposure response

Stop work, move to fresh air/safety, use eyewash/washing as SDS directs, call emergency/poison resources as appropriate, provide SDS to responders, report and investigate.

Contractors

Subcontractors submit inventories/SDS before use and communicate hazards. allianceoneconstructions.ca coordinates shared exposure controls and verifies labels, access and worker training.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART H — Emergency Response Plan

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Plan basis

Each work site completes the ERP from its hazard assessment. Post concise instructions and ensure they are understood by workers, subcontractors and visitors.

Command & communications

The site supervisor is incident lead until relieved. Call 911, give exact access/GPS and hazards, send a spotter to meet responders, and use backup communications if cellular service is unreliable.

Medical emergency

Stop work and control hazards, provide first aid within training, summon help, protect privacy, arrange transport, preserve scene when required and report.

Fire/explosion

Raise alarm, call 911, shut fuel only if safe, evacuate to muster point, account for all persons, advise responders of cylinders/chemicals and do not re-enter until authorized.

Fall rescue

Activate the site rescue plan immediately, prevent additional falls, avoid unplanned rescuer exposure, perform trained rescue, provide first aid and medical evaluation.

Severe weather

Monitor authoritative alerts. Stop roof/lifting work at established thresholds; descend by planned route; secure materials; shelter/evacuate for lightning, wildfire smoke, extreme heat/cold or flooding.

Spill/release

Protect people, eliminate ignition if safe, stop source only if trained, contain away from drains, consult SDS, report externally where required and arrange compliant cleanup/disposal.

Violence/harassment

Prioritize immediate safety and emergency services. Preserve confidentiality, use the company reporting channel, prevent retaliation and follow investigation/support requirements.

Drills & review

Conduct drills appropriate to risk, record response time/gaps, correct deficiencies and revise after drills, incidents, staffing/site changes or legal updates.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

PART I — Site-Specific Safety Plan

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Project profile

Record owner/client, prime contractor, scope, address/GPS, schedule, contacts, adjacent occupants/public and applicable jurisdiction.

Coordination

Define who controls the site, how employers exchange hazards, shared emergency arrangements, permits, inspections and correction responsibilities.

Critical hazards

Identify falls, roof/deck condition, hot work, electrical/utility, hazardous materials/asbestos, lifting, mobile equipment, public traffic, weather, silica and manual handling.

Site layout

Attach a marked plan showing access, deliveries, muster, first aid, fire equipment, utilities, restricted/drop zones, roof access, rescue and washroom/welfare facilities.

Approval gate

No work starts until competent supervision, training, controls, inspections, emergency/rescue resources and required documents are confirmed.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

PART L — Contractor & Subcontractor Package

CONTROL OBJECTIVE | Translate leadership commitments into repeatable, verifiable field action.

Prequalification

Review insurance/clearance, safety program, incident performance, competency, equipment, training, disciplinary history where lawful, and capacity for the assigned risk.

Pre-mobilization submission

Provide scope, supervisor/crew, hazard assessment/JHA, SDS inventory, training evidence, equipment inspection/certification, emergency contacts and applicable permits/plans.

Site rules

Attend orientation, participate in FLHA/meetings, report incidents immediately, cooperate with coordination, follow stop-work directions and correct nonconformance.

Monitoring

allianceoneconstructions.ca supervisors verify field performance. Acceptance of contractor documents does not transfer the contractor's legal duties or establish equipment/worker competence.

Close-out

Submit completed inspections/permits, incidents, corrective actions, training and lessons learned. Performance informs future selection.

Required records

- Applicable plan/assessment/permit
- Orientation and competency evidence
- Inspection and corrective-action records
- Meeting and communication evidence
- Incident and annual-review records where applicable

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

PART J — Safe Work Practices & Safe Job Procedures

A Safe Work Practice states the rules and controls. A Safe Job Procedure gives the ordered steps. Supervisors must add site-, product-, equipment- and manufacturer-specific detail before use.

SJP-01 Torch-applied roofing

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

1. Verify competent crew, permit, weather, roof/deck and fall plan.
2. Inspect cylinders, regulator, hose, fittings, torch and extinguishers; leak test.
3. Remove/shield combustibles and inspect adjacent/concealed spaces.
4. Establish exclusion zone and continuous fire watch.
5. Ignite/use torch per manufacturer instructions; maintain safe cylinder/hosing position.
6. Stop and make safe for any leak, wind, alarm issue or changed condition.
7. Close valves, depressurize/store equipment, complete documented fire watch and final checks.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person

Stage	Required field question	Accountable role
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-02 Shingle roofing

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

8. Inspect roof access, deck, slope, edges/openings and weather.
9. Install preferred edge protection/restraint and verify rescue.
10. Stage materials within capacity and secure from wind.
11. Use guarded nailers/cutters; control hoses and hand placement.
12. Maintain clean access and protected drop zone.
13. Inspect completed roof and secure/remove materials before leaving.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-03 Ladder use

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

14. Select correct type/length/duty rating; inspect and tag defects.
15. Set on firm level base away from traffic/electrical hazards.
16. Use manufacturer angle/setup; secure against movement and extend for safe landing access as required.
17. Face ladder, maintain three points, keep belt buckle between rails; hoist materials separately.
18. Do not overreach, improvise height or work in unsafe weather.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-04 Scaffolds & platforms

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

19. Use engineered/manufacturer configuration and competent erectors.
20. Inspect foundation, components, ties, access, guardrails and load rating before release.
21. Tag status and prevent unauthorized alteration.
22. Inspect before each shift and after change/weather/impact.
23. Keep platform clear; do not exceed capacity; use independent fall protection where required.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-05 Power and pneumatic tools

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

24. Use correct listed tool/accessory and inspect guard, cord, hose and trigger.
25. De-energize before adjustment; secure work; control bystanders.
26. Wear assessed eye/face/hearing/respiratory protection.
27. Maintain balanced position and route cords/hoses away from edges/water/trips.
28. Remove damaged tools from service.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-06 Silica-generating work

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

29. Identify material/task and complete exposure assessment/control plan where required.
30. Use elimination/prefabrication, wet methods or local extraction; avoid uncontrolled dry sweeping.
31. Restrict area and use suitable HEPA cleanup.
32. Use selected respirator only under a compliant respiratory protection program.
33. Document training, inspections and exposure/health requirements as applicable.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-07 Manual handling

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

34. Assess weight, shape, route, height and grip.
35. Use mechanical aid or team lift; clear route.
36. Keep load close, use stable stance and avoid twisting.
37. Set down under control; stop if load shifts or exceeds capacity.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-08 Vehicle/mobile equipment

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

38. Authorized operator completes pre-use inspection.
39. Plan route, pedestrians, spotter signals and reversing controls.
40. Wear restraint; maintain visibility and exclusion zone.
41. Park on stable ground, lower attachments, isolate and secure.
42. Report/tag defects and document maintenance.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-09 Working near electrical systems

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

43. Identify overhead/underground/embedded services before work.
44. De-energize, lock out and verify absence of energy where applicable.
45. Maintain regulated clearances and use qualified persons.
46. Treat unknown conductors as energized; stop for changed conditions.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

SJP-10 Housekeeping & public protection

Approval	Supervisor	Crew / competency	Date
Site-specific review required			

Minimum PPE & prerequisites

As determined by hazard assessment, law, manufacturer instructions and client rules. Confirm orientation, task training, emergency arrangements and equipment inspection.

Procedure

47. Establish barriers, signage and controlled access.
48. Keep stairs, ladders, walkways and fire routes clear.
49. Secure tools/materials against wind and falling objects.
50. Remove nails/sharps and dispose through controlled means.
51. Inspect at intervals and shift end.

Stop-work triggers

- Conditions differ from plan or controls cannot be maintained.
- Required guard, permit, PPE, training, inspection or emergency resource is absent.
- Equipment is defective, unstable or used outside its rating/instructions.
- Weather, public exposure, simultaneous work or hazardous material creates uncontrolled risk.

Verification

Supervisor check	Result	Corrective action / owner / due date
Observed procedure and critical controls	☐ Acceptable ☐ Correct	
Worker can explain hazards and emergency action	☐ Yes ☐ Retrain	

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner

FRM-01 Field Level Hazard Assessment (FLHA)

Complete with the crew before work and whenever crew, task, location, weather, equipment or simultaneous operations change.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Task step / condition	Hazard & potential outcome	Initial risk	Controls in place	Residual risk

Stop-work / change check	Yes / No	Notes
Weather acceptable?		
Crew trained and fit for task?		
Tools/PPE/fall system inspected?		
Emergency/rescue plan understood?		
Public/other trades controlled?		

Worker name	Signature	Time

Worker name	Signature	Time

FRM-02 Job Hazard Analysis (JHA)

Supervisor-developed step-by-step assessment for non-routine, complex or higher-risk work.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Job step	Hazard / consequence	L	C	Risk	Control hierarchy / procedure	Responsible

Prepared by	Worker consultation	Approved by competent person	Review date

FRM-03 Daily Work Site Inspection

Document site conditions, deficiencies, immediate actions and accountable close-out.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Inspection item	OK	N/A	Action / comments
Access/egress and housekeeping	☐	☐	
Edges, openings, skylights and guardrails	☐	☐	
Fall systems, anchors and rescue equipment	☐	☐	
Ladders/scaffolds/platforms	☐	☐	
Hot-work area, permit, extinguisher and cylinders	☐	☐	
Electrical/cords/temporary power	☐	☐	
Tools, guards, hoses and equipment	☐	☐	
Chemical labels/SDS/storage/spill kit	☐	☐	
First aid, fire equipment and emergency access	☐	☐	
Public/occupant/drop-zone protection	☐	☐	
Weather, lighting and material security	☐	☐	
Sanitation and worker welfare	☐	☐	

Deficiency / location	Immediate control	Owner	Due	Closed / verified

FRM-04 Equipment & Tool Pre-Use Inspection

Use with manufacturer requirements. Remove unsafe equipment from service and identify it against accidental use.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Inspection item	OK	N/A	Action / comments
Identification and rating legible	☐	☐	
Guard/safety device installed and functional	☐	☐	
Cord/plug/battery/charger sound	☐	☐	
Hose, fittings, regulator and connections sound	☐	☐	
Fasteners/blade/bit/accessory compatible and secure	☐	☐	
Controls/trigger/emergency stop functional	☐	☐	
Leaks, cracks, deformation, excessive wear absent	☐	☐	
Required maintenance/current certification confirmed	☐	☐	
Manufacturer instructions available	☐	☐	
Defects tagged and isolated	☐	☐	

Equipment ID	Make/model	Inspector	Result	Defect / action
			☐ Pass ☐ Remove	
			☐ Pass ☐ Remove	
			☐ Pass ☐ Remove	
			☐ Pass ☐ Remove	

FRM-05 Fall Protection Plan & Equipment Record

Complete where required by law/company risk assessment. Attach layout/engineering and rescue detail.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Work area / elevation	Edges/openings	System & equipment	Anchor / engineering basis

Worker	Harness / connector ID	Pre-use result	Training verified

Clearance calculation	Value / basis	Rescue method & equipment	Rescuer(s)
Free fall + deceleration + stretch + worker + lifeline deflection + margin			

FRM-06 Hot Work Permit & Fire Watch Log

Permit issuer inspects the exact work area, adjacent levels and concealed spaces. Define watch duration from applicable requirements and actual hazards.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Location / exact task	Operator	Permit issuer	Valid from / to

Inspection item	OK	N/A	Action / comments
Cold method considered	☐	☐	
Combustibles removed or protected	☐	☐	
Openings/penetrations protected	☐	☐	
Adjacent/concealed spaces inspected	☐	☐	
Extinguishers suitable and accessible	☐	☐	
Alarm/sprinkler status confirmed	☐	☐	
Cylinder/valves/regulator/hose/torch inspected	☐	☐	
Ventilation/exposure controls active	☐	☐	
Exclusion zone and public protection active	☐	☐	
Fire watch named, briefed and free of conflicting duties	☐	☐	

Check time	Area condition / temperature / odour / smoke	Action	Fire watch initials

Check time	Area condition / temperature / odour / smoke	Action	Fire watch initials

Final inspection time	Permit closed by	Alarm/protection restored	Signature

FRM-07 Emergency Response Plan — Site Sheet

Post a completed copy. Attach route map, hospital directions and rescue plan.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Site address / GPS	Access instructions / gate code	Muster point	Nearest hospital / route

Role	Name	Phone / radio	Backup
Site incident lead			
First aid attendant			
Fall rescue lead			
Fire watch / warden			
Company emergency contact			

Emergency	Immediate actions / special hazards
Medical / injury	
Fire / explosion / propane	
Fall / suspended worker	
Spill / gas release	
Severe weather / wildfire smoke	
Violence / security / public	

FRM-08 Incident / Near-Miss Investigation

Focus on facts, immediate/underlying causes and system improvement. Complete required regulatory notifications separately.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Event date/time	Reported date/time	Location	Actual / potential severity

Person(s) involved / witness	Description of event and immediate response

Cause category	Finding / evidence	Corrective action	Owner / due / verified
Task/conditions			
Equipment/material			
Procedure/planning			
Training/supervision			
Coordination/system			

FRM-09 Worker Orientation & Training Record

Record company/site orientation, assigned procedures, practical demonstration and competency verification.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Worker	Hire date	Supervisor	Site / role

Inspection item	OK	N/A	Action / comments
Rights, duties and reporting channels	☐	☐	
Company policy and site rules	☐	☐	
Hazards, formal assessment, JHA and FLHA	☐	☐	
Unsafe-work process	☐	☐	
Emergency contacts, first aid, muster and alarms	☐	☐	
Incident/near-miss reporting	☐	☐	
WHMIS labels, SDS and product controls	☐	☐	
PPE selection, use, care and limitations	☐	☐	
Fall protection and rescue (if assigned)	☐	☐	
Hot work and fire watch (if assigned)	☐	☐	
Tools/equipment and lockout (if assigned)	☐	☐	
Violence/harassment prevention and reporting	☐	☐	
Public/occupant and environmental controls	☐	☐	

Training / procedure	Instructor	Date	Theory	Practical	Competency verified / restrictions
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

Training / procedure	Instructor	Date	Theory	Practical	Competency verified / restrictions
			☐	☐	

FRM-10 Toolbox Talk & Attendance

Use a relevant talk, invite worker input, assign actions and verify understanding.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Topic	Presenter	Project	Date / time

Key hazards / controls discussed:

Discussion notes

Worker questions / concerns	Action / owner / due

Printed name	Signature

FRM-11 Contractor Prequalification & Mobilization Checklist

Complete before award/mobilization and verify field performance after work starts.

Company / Project	Work site / location	Date / shift
allianceoneconstructions.ca		

Inspection item	OK	N/A	Action / comments
Legal company name and contacts	☐	☐	
Workers compensation registration / clearance	☐	☐	
Insurance certificates	☐	☐	
Health and safety program	☐	☐	
Supervisor and competent-person designation	☐	☐	
Worker training/qualifications	☐	☐	
Hazard assessment/JHA/SSSP	☐	☐	
Fall protection and rescue plan	☐	☐	
Hot-work program/permit/fire watch	☐	☐	
WHMIS inventory and SDS	☐	☐	
Equipment inspection/certification	☐	☐	
Emergency plan and first aid	☐	☐	
Incident statistics/references as appropriate	☐	☐	
Signed rules and reporting commitment	☐	☐	

Gap / condition of approval	Owner	Due	Verified

PART M — Toolbox Talks

TBT-01 Fall prevention: plan before exposure

Identify today's edges/openings and preferred protection. Confirm anchor/system, clearance and rescue. Inspect equipment together. Stop when geometry or weather changes.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-02 Torch roofing & hidden fire

Heat can travel through openings and ignite concealed materials. Review permit, cylinders/hoses, extinguisher, adjacent areas, continuous watch and documented final checks.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-03 Ladder setup

Match ladder to task, inspect it, use stable footing and secure against movement. Maintain three points and keep materials out of hands while climbing.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-04 Line of fire

Keep body parts out of pinch, crush, cutting, discharge and falling-object paths. Control stored energy and never stand beneath suspended or unsecured loads.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-05 Roof housekeeping & wind

Small debris and membrane rolls become trip or wind hazards. Keep access clear, secure materials continuously and stop before conditions exceed the plan.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-06 WHMIS & propane

Check labels/SDS, cylinder condition and upright secure storage. Keep ignition sources controlled and know leak/emergency actions before use.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-07 Heat and cold stress

Use weather monitoring, acclimatization, hydration, breaks, clothing and buddy observation. Report symptoms early and know emergency response.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-08 Public and occupant protection

Use barriers, signage, spotters and clean access. Control noise, dust, falling objects and deliveries. Never assume the public understands site hazards.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-09 Near misses are warnings

Report immediately, make safe and share facts. Near-miss learning corrects system weakness before injury; retaliation or blame undermines prevention.

ASK THE CREW: What can change today, and what condition means we stop?

TBT-10 End-of-shift securement

Close permits, finish fire watch, isolate defects, secure cylinders/materials/openings, remove waste and brief the next responsible person.

ASK THE CREW: What can change today, and what condition means we stop?

Field implementation checkpoint

Stage	Required field question	Accountable role
PLAN	What changed at this site, task, crew or shift?	Supervisor / crew
VERIFY	Which critical control must be physically checked before exposure?	Competent person
RECORD	Which assessment, permit, inspection or training record proves completion?	Document owner
COMMUNICATE	How will workers, subcontractors and affected occupants receive the update?	Supervisor
IMPROVE	What observation or lesson should be carried to the next project?	Management

PART N — Official Sources & Compliance Crosswalk

Verified 04 August 2026. Online consolidations and guidance can change. Consult the official legal text, regulator and qualified local professionals before applying requirements.

Official resource	Direct link	Use
Alberta OHS Act, Regulation & Code	https://www.alberta.ca/ohs-act-regulation-code	Legislative framework and current change information.
Alberta OHS Code — current official landing page	https://www.alberta.ca/occupational-health-and-safety-code	Current downloadable code; page states March 31, 2025 in-force edition.
Alberta searchable OHS legislation	https://search-ohs-laws.alberta.ca/	Convenience search; site directs users to King's Printer for official application.
Alberta Part 9 — Fall Protection	https://search-ohs-laws.alberta.ca/legislation/occupational-health-and-safety-code/part-9-fall-protection/	Fall protection technical requirements.
Alberta emergency response planning toolkit	https://open.alberta.ca/dataset/718675b7-07cc-4e98-83d7-389c611f46ae	ERP planning guidance and template basis.
Alberta workplace committees/representatives	https://www.alberta.ca/work-site-health-safety-committees	Participation requirements and guidance.
WorkSafeBC searchable OHS Regulation	https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation	BC Regulation, policies, guidelines and standards navigation.
WorkSafeBC Part 11 — Fall Protection	https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-11-fall-protection	BC fall protection triggers, hierarchy, plans, equipment and inspection.
WorkSafeBC Part 13 — Ladders & Scaffolds	https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-13-ladders-scaffolds-and-temporary-work-platforms	Access and temporary work-platform requirements.
WorkSafeBC WHMIS	https://www.worksafebc.com/en/health-safety/hazards-exposures/whmis	Labels, SDS, education and training resources.
WorkSafeBC emergency planning	https://www.worksafebc.com/en/health-safety/create-manage/preparing-for-emergencies	Emergency preparation guidance.
WorkSafeBC health & safety programs	https://www.worksafebc.com/en/health-safety/create-manage/managing-risk/health-safety-programs	Program development and management resources.
CCOHS WHMIS	https://www.ccohs.ca/oshanswers/chemicals/whmis_ghs/general.html	Federal-system educational reference; provincial duties still apply.
Canada National Building/Fire Codes portal	https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada	Model codes; confirm provincial adoption and local fire authority requirements.

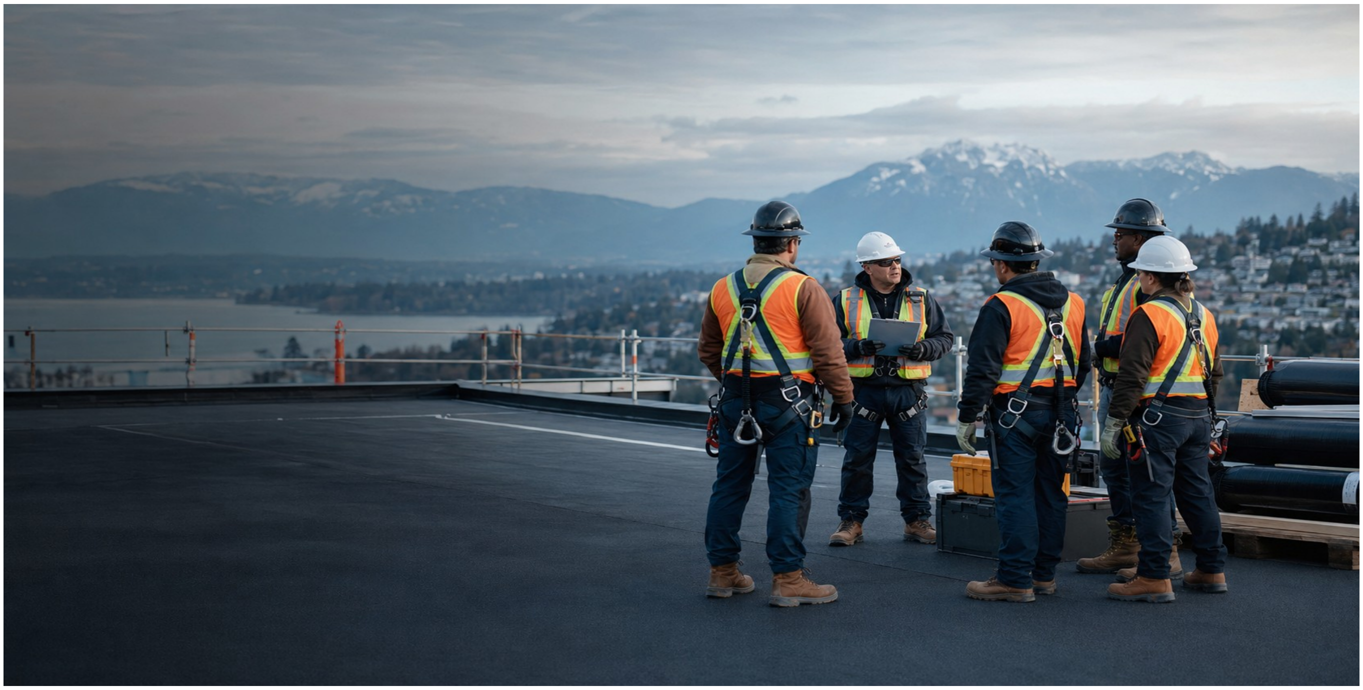
Jurisdiction crosswalk

Topic	British Columbia	Alberta	Company rule
Fall protection	OHS Regulation Part 11; generally 3 m or lower where greater injury risk.	OHS Code Part 9; verify current sections and plan triggers.	Use jurisdiction rule and the more protective feasible control.
WHMIS	OHS Regulation Part 5 + federal supplier system.	OHS Code WHMIS provisions + federal supplier system.	Inventory, labels, SDS, education and product/task training.
Emergency	Site-specific requirements under BC law and risk.	Each work site requires ERP under Alberta framework.	Completed site sheet, trained roles, rescue method and drills.
Hot work	OHS/fire/building/client/insurer requirements apply.	OHS/fire/building/client/insurer requirements apply.	Permit, authorized operator, fire watch, equipment checks and documented closure.

Management Implementation Checklist

Inspection item	OK	N/A	Action / comments
Appoint program owner and competent reviewers	☐	☐	
Obtain legal review for BC/Alberta applicability	☐	☐	
Insert real company contacts and responsibilities	☐	☐	
Complete project SSSP and emergency/site maps	☐	☐	
Approve fall protection systems and rescue resources	☐	☐	
Approve hot-work permit/watch durations with fire authority/client/insurer	☐	☐	
Build chemical inventory and collect SDS	☐	☐	
Verify worker/supervisor/contractor competency	☐	☐	
Issue forms and record-retention process	☐	☐	
Conduct worker consultation/JHSC review as applicable	☐	☐	
Run emergency and rescue drills	☐	☐	
Audit field use after 30/60/90 days	☐	☐	
Close gaps and sign Revision 1.0 approval	☐	☐	

FINAL RELEASE: This binder becomes an allianceoneconstructions.ca controlled policy only when signed by authorized management after competent review and site/process customization.



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allianceoneconstructions.ca	+1 604-445-0113	allianceoneconstructionltd@gmail.com

This Safety Management System supports a shared commitment to planning, communication, competent work and continuous improvement.