

## LOAD HANDLING POLICY

**Potential Risks:** crushed under, caught between, hit by

### Objective

This policy establishes the rules that must be applied when moving and lifting loads or components of structures.

### Scope

This policy applies to any person under the authority of, and conducting any associated work for, the benefit of EBC or its subsidiaries.

At all times, this policy and procedure should be diligently applied with professionalism and respect for others. In case of doubt or conflict in its application, managers have the responsibility to contact EBC Human Resources management for guidance in its implementation.

### Distribution

This policy must be provided to all persons, working both on and off project sites, during their orientation session.

### Definitions :

**Rigging:** In the current policy, rigging will be defined as every load lifting operation using lifting equipment.

**Unique communication :** Clear and exclusive communication system between the operator and signaler in order to avoid confusion (example of confusion : busy radio frequency by too many people, too many people performing manual signs, etc.)

## LEGEND

-  The behavior or activity required by the organization.
-  **Important non-compliance for the organization**

## Planning

-  The employer must develop a lifting plan signed and sealed by an engineer, and then provide it to and review it with the workers involved. The criteria to determine if a lift is considered critical includes but is not limited to:
  - Hoisting/lifting more than 85% of the capacity of the equipment;
  - Hoisting/lifting performed on potentially unstable ground or where the load bearing capacity is unknown;
  - Tandem Hoisting/lifting;
  - Hoisting/lifting cage involving human lift
  - Hoisting/lifting over 45 metric tons (approx. 100 000 pounds);
  - Lifting in a location where full deployment of crane outriggers is not possible;
  - Standard Hoisting/lifting in an area assessed to be a high risk environment\*.

\*For instance near high voltage electrical line.

Before performing any work involving the lifting of any person with a basket, lifting cage, skip or platform, the employer must ensure that the plans (including installation and

dismantling procedures) are signed and sealed by an engineer of the manufacturer and are readily available in the equipment.

- The employer must ensure that persons assigned to rigging activities have sufficient skills necessary to ensure both worker and public safety

### Organization

- The employer must ensure that there is a unique and safe communication system between operators and signalers.
- The employer must be sure to use one or more tag lines to help prevent or limit rotation and other movements of the load.
- Lifting equipment choice is to be made based on lifting needs

### Control

- ⊘ The foreman must not allow the lifting of a load if conditions could potentially be dangerous or if the lifting plan is not available or not being followed.
- ⊘ Never remove synthetic web slings, wire rope slings, or chains that are stuck by using the lifting device.
- Everyone must avoid standing under a suspended load (concrete pump mast, bucket, formwork panels, etc.)
- ⊘ It is prohibited to enter a restricted area (with red tape or a barricade) **without verbal approval** from the person who installed it.
- An operator must remain at the controls of the equipment at all times with a suspended load.
- Rigging: Slings and rigging accessories must be inspected before each use. Only use chains specifically designed for hoisting and rigging.
- ⊘ It is prohibited to bypass a manoeuver assisting device or integrated safety device (ex: Rayco) without providing beforehand a method giving a higher degree of safety to manage a short term exceptional situation.
- As soon as an operator notices a malfunction he must immediately report it to his supervisor.
- The operator must check all controls at the beginning of each shift. If a control malfunctions, it must be adjusted or repaired before work can continue.
- The operator is responsible for controlling his equipment. If he sees something unsafe, he stops work immediately.
- The operator must have a clear and free view of the load and work zone or follow the indications of the authorized signaller.
- The operator must only obey the indications of the authorized signaller, but must respect all stop signals, no matter who gives them

If the rules of the main contractor, safety code or any regulation are different than those described above, the strictest shall apply.

## Roles and Responsibilities

For the employee, worker, subcontractor, etc.:

Everyone has the obligation to respect and enforce this policy and procedure.

### The Manager

The manager ensures compliance of this policy for the staff under their responsibility and ensures that the policy is known by all. In case of conflict, they shall communicate with the human resources department.

### Human Resources Management

Human Resources management is responsible for ensuring the updates and distribution of the current policy. They must also oversee administration and determine disciplinary measures deemed appropriate for enforcement.

## Disciplinary Measures

The person who does not respect the policy mentioned above will receive:

1. A verbal warning stating the correction(s) to be made, documented in the form of a correction or reprimand notice.
2. In the case of a repeated offence, a written warning is again written in the form of a correction or reprimand notice and is given to the person and to their superior.
3. Subsequently, if there is a recurrence, a write-up along with stricter disciplinary action resulting in an expulsion from the workplace for 1-2 workdays will be given.
4. In case of any further recurrence, a third written warning will be provided that can result in dismissal or expulsion from the project or a definite period of time.
5. Special Case:

When a person breaches a description for an **Important organization non-compliance**

In this specific case, the task performed must be stopped IMMEDIATELY, the first notice will correspond directly to step number 3 of disciplinary measures and the person will be expelled for a duration of 2 work days.

In case of any further recurrence, step 4 will apply regardless of the number of prior warnings given.

References: ACNOR Z150-1974