



HEALTH & SAFETY PROGRAM MANUAL

DRYSTAR WALL & CEILING LTD.

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*Compliant with the BC Workers Compensation Act and the
WorkSafeBC Occupational Health & Safety Regulation*

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PURPOSE & SCOPE

This Health & Safety Program Manual establishes the minimum occupational health and safety requirements for all DRYSTAR Wall & Ceiling Ltd. employees, subcontractors, visitors, and suppliers working on DRYSTAR projects in British Columbia. The purpose of this manual is to:

- Prevent workplace injuries, occupational illnesses, and serious incidents
- Establish clear safety responsibilities at all levels of the organization
- Ensure compliance with the BC Workers Compensation Act and the WorkSafeBC Occupational Health & Safety Regulation (OHSR)
- Provide practical field procedures for commercial steel-stud framing, drywall, suspended (T-bar) ceilings, acoustic systems, insulation, and firestopping
- Establish safe work expectations for all employees and subcontractors
- Promote a proactive safety culture throughout all DRYSTAR operations

This manual applies to all DRYSTAR employees, subcontractors, supervisors, foremen, project managers, and visitors on any DRYSTAR project site in BC. Where a site-specific safety plan (developed by the prime contractor under OHSR Part 20) imposes more stringent requirements than this manual, the more stringent requirement applies.

SECTION 1 – COMPANY SAFETY PROGRAM

1.1 Company Safety Policy

DRYSTAR Wall & Ceiling Ltd. is committed to maintaining a safe and healthy workplace for all workers, subcontractors, visitors, and clients. Safety is our highest priority on every project.

Management is committed to:

- Providing a safe and healthy workplace free of recognized hazards
- Providing proper supervision and task-specific training for all workers
- Identifying, assessing, and controlling hazards before work begins
- Ensuring workers have appropriate PPE and equipment in good working order
- Investigating all incidents, near misses, and unsafe conditions to prevent recurrence
- Complying with the BC Workers Compensation Act, the WorkSafeBC OHS Regulation, and all applicable legislation
- Continuously improving the company safety program through review and feedback

Supervisors and Foremen are responsible for:

- Enforcing company safety policies and procedures with their crew
- Conducting hazard assessments and Field Level Risk Assessments (FLRAs) before each task
- Ensuring workers are trained, competent, and signed off on applicable Safe Work Procedures (SWPs)
- Providing supervision adequate to the work being done and the workers performing it (OHSR s. 3.1)
- Correcting unsafe acts and conditions immediately
- Ensuring workers use proper PPE and fall protection
- Conducting regular inspections and toolbox talks
- Reporting all incidents, injuries, and near misses to management

Workers are responsible for:

- Reading and following company safety procedures and SWPs
- Working safely and responsibly at all times
- Wearing required PPE correctly at all times on site
- Reporting hazards, incidents, near misses, and unsafe conditions to their supervisor
- Refusing unsafe work as protected under the Workers Compensation Act and OHSR s. 3.12
- Cooperating with the prime contractor and WorkSafeBC officers
- Participating in safety meetings, toolbox talks, and required training

⚠ WARNING: No job is so important that it cannot be performed safely. STOP WORK when safety cannot be assured.

1.2 Worker Rights

Under the BC Workers Compensation Act and the WorkSafeBC OHS Regulation, every worker has the right to:

- Know about workplace hazards and how to protect themselves
- Participate in workplace safety activities, inspections, and investigations

- Refuse unsafe work, without reprisal, where the worker has reasonable cause to believe that performing the work would create an undue hazard to the worker or to another person (OHSR s. 3.12)

A worker who refuses unsafe work must immediately report the matter to their supervisor. The supervisor must investigate and either remedy the hazard or, if the worker still believes the work is unsafe, the matter must be investigated jointly by the supervisor and the worker. If unresolved, the matter must be reported to WorkSafeBC, which will investigate without undue delay.

⚠ REPRISAL PROHIBITED: No worker may be disciplined, dismissed, or otherwise penalized for exercising any right or carrying out any duty under the OHS Regulation (Workers Compensation Act s. 47).

1.3 Disciplinary Policy

Safety is non-negotiable at DRYSTAR. Failure to follow company safety rules may result in progressive disciplinary action:

- Verbal warning and documented coaching
- Written warning
- Suspension without pay
- Removal from project site
- Termination of employment or contract

⚠ WARNING: Serious safety violations — including failure to use fall protection at height, tampering with safety equipment, working while impaired by drugs or alcohol, or knowingly creating imminent danger — may result in immediate removal from the project site and termination.

1.4 Impairment Policy

DRYSTAR maintains a fitness-for-duty standard on all project sites. No worker may perform safety-sensitive work while impaired by any substance, whether legal or illegal.

- Workers must not be impaired by alcohol, cannabis, prescription drugs, or any other substance while working
- Workers must not possess or consume alcohol or non-prescription drugs on any project site
- Workers taking prescription or over-the-counter medications that may impair their ability to work safely must notify their supervisor before beginning work, and the supervisor must reassess task assignment
- Workers who self-identify a substance-use concern, or who seek treatment, will be supported under DRYSTAR's duty-to-accommodate obligations and will not be disciplined for seeking help
- DRYSTAR may conduct post-incident or reasonable-cause testing only where permitted by law and the collective agreement (if any), and only on safety-sensitive positions, in accordance with current BC human rights jurisprudence

NOTE: Impairment from legally prescribed cannabis or medication is still a safety concern. The same rules apply: workers cannot perform safety-sensitive work while impaired. Supervisors must conduct a modified-duty assessment for workers taking medications that affect alertness, balance, reaction time, or judgment.

1.5 Subcontractor Safety Requirements

All subcontractors working on DRYSTAR projects must:

- Maintain a current WorkSafeBC account in good standing (a clearance letter must be on file before mobilization)
- Ensure all workers are trained in applicable SWPs and site-specific requirements, including site orientation under OHSR s. 3.23
- Comply with all DRYSTAR safety rules, SWPs, and site-specific plans
- Coordinate with the prime contractor's safety plan under OHSR Part 20
- Report all incidents, injuries, near misses, and refusals of unsafe work to the DRYSTAR site supervisor
- Provide proof of certifications (fall protection, MEWP, forklift, asbestos awareness, etc.) on request

1.6 Workplace Bullying & Harassment Prevention

DRYSTAR will not tolerate bullying or harassment of any kind, in compliance with WorkSafeBC OHS Policies D3-115-1 through D3-115-3. Bullying or harassment is any conduct that the person knew or ought reasonably to have known would cause humiliation or intimidation, but excludes reasonable management action carried out reasonably.

Prohibited Conduct

- Verbal abuse, intimidating comments, or threats
- Spreading rumours or malicious gossip about coworkers
- Humiliating practical jokes
- Sabotaging a coworker's work or tools
- Discrimination based on a protected characteristic under the BC Human Rights Code
- Sexual harassment, including unwelcome comments, jokes, or physical contact

Reporting

- Workers experiencing or witnessing bullying or harassment must report it to their supervisor or directly to the Health & Safety Coordinator
- Reports may be made verbally or in writing and will be treated with discretion
- Workers who report in good faith are protected from reprisal under WCA s. 47

Investigation

- DRYSTAR will investigate every complaint promptly, fairly, and confidentially
- Where appropriate, the complainant and respondent will be kept separate during the investigation
- Findings and any corrective actions will be communicated to the complainant and respondent

Training

- All workers receive bullying and harassment training during site orientation
- Supervisors receive additional training on recognizing, responding to, and investigating complaints
- This policy is reviewed annually

1.7 Workplace Violence Prevention

Under OHSR ss. 4.27–4.31, DRYSTAR has assessed the risk of workplace violence on its projects. Although the risk on commercial construction sites is generally low, the following procedures apply:

- Workers must report any actual or threatened violence — from coworkers, other trades, or members of the public — to their supervisor immediately
- Workers must not engage in confrontation with intoxicated, hostile, or threatening individuals on site; instead, withdraw to a safe location and contact the supervisor
- Where work is performed in tenanted or publicly accessible buildings, the supervisor must conduct a site-specific violence risk assessment as part of the FLRA
- Workers exposed to a workplace violence incident will be offered appropriate post-incident support

1.8 Working Alone or in Isolation

Under OHSR ss. 4.20–4.22, where a worker is assigned to work alone or in isolation — for example, performing punch-list work in a completed building after hours, or finishing work in a part of a building isolated from other trades — a written check-in procedure must be in place.

- The supervisor must identify hazards specific to the lone worker situation (medical emergency, slip and fall, hostile encounter)
- A documented check-in schedule must be established (minimum every 2 hours)
- The check-in contact must have a means to call for assistance if a check-in is missed
- Workers must NOT perform high-hazard tasks alone, including: work at height requiring fall arrest, MEWP use, powder-actuated tool use, work in a shaft, work in a confined space, or any task identified by the FLRA as requiring two-person standby

SECTION 2 – HAZARD ASSESSMENT & RISK MANAGEMENT

2.1 Field Level Risk Assessments (FLRA)

A Field Level Risk Assessment must be completed before starting any task, when site conditions change, when new hazards are identified, or when new tasks begin. FLRAs are mandatory on all DRYSTAR projects. FLRAs must identify:

- Scope and location of work
- All hazards present (physical, chemical, biological, ergonomic, psychosocial, environmental)
- Required controls using the hierarchy of controls
- Required PPE for the task
- Emergency considerations and nearest first aid resources
- Working alone or isolation considerations
- Names and signatures of all workers present

Completed FLRAs must be reviewed with all workers, signed by each worker, and retained on site for inspection. Records are retained for a minimum of 3 years (OHSR s. 3.6).

2.2 Hazard Reporting

All hazards, near misses, unsafe acts, and unsafe conditions must be reported immediately to the site supervisor. Work must stop where:

- Imminent danger exists or is reasonably believed to exist
- Adequate controls are not in place
- Fall hazards are uncontrolled
- Unsafe or defective equipment is identified
- Weather or environmental conditions create unacceptable risk

NOTE: Workers who stop work due to an identified hazard are protected from disciplinary action under the Workers Compensation Act (s. 47) and OHSR s. 3.12.

2.3 Hierarchy of Controls

Hazards shall be controlled using the following hierarchy, from most to least preferred (OHSR s. 4.3):

- Elimination – Remove the hazard completely
- Substitution – Replace with a less hazardous method or material
- Engineering Controls – Physical changes (guards, ventilation, barriers)
- Administrative Controls – Procedures, scheduling, signage, training
- Personal Protective Equipment – Last line of defense; always combined with higher-order controls

NOTE: PPE alone is never sufficient. It must always be combined with at least one higher-order control. The OHSR requires the employer to demonstrate that engineering and administrative controls are not practicable before relying on PPE.

2.4 WHMIS (Hazardous Products Regulations)

DRYSTAR complies with current WHMIS requirements under the federal Hazardous Products Act and Hazardous Products Regulations, as updated to align with GHS Revision 7 (2022 amendments), and OHSR Part 5.

- Safety Data Sheets (SDS) must be available for all hazardous products on site
- Workplace and supplier labels must comply with the Hazardous Products Regulations (GHS-compliant)
- Workers must receive WHMIS education before handling hazardous products, and product-specific training before using each product
- Workers must review the SDS before using any unfamiliar product
- Products must be stored, used, and disposed of according to SDS requirements

2.5 Occupational Exposure Limits (OELs)

Exposure to airborne contaminants must be kept below the OELs in Table 5-1 of the OHS Regulation. Where a contaminant is not listed in Table 5-1, the most recent ACGIH Threshold Limit Value (TLV) applies. Common limits relevant to wall and ceiling work include:

- Respirable crystalline silica: 0.025 mg/m³ (8-hour TWA)
- Asbestos (all forms): 0.1 fibres/cc (8-hour TWA), with action level 0.05 f/cc
- Gypsum dust (calcium sulfate): 10 mg/m³ inhalable, 3 mg/m³ respirable (8-hour TWA)
- Methylene diphenyl diisocyanate (MDI, in SPF insulation): 0.005 ppm (8-hour TWA), with skin sensitization potential
- Wood dust (softwood/hardwood): 5 mg/m³ inhalable; 1 mg/m³ for sensitizing species

SECTION 3 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.1 Minimum Site PPE Requirements

The following PPE is mandatory on all active DRYSTAR construction sites at all times:

- Hard hat (CSA Z94.1, Class E for electrical hazards; Type 1 or Type 2 as per site assessment)
- High-visibility safety apparel meeting CSA Z96, Class 2 (background + retroreflective material) on most sites; Class 3 where vehicle traffic, public roadways, or low-light conditions are present
- CSA-approved Grade 1 steel or composite toe boots (CSA Z195) with puncture-resistant sole (Grade P)

Additional task-specific PPE may include:

- Hearing protection (CSA Z94.2) – required for chop saw, powder-actuated tools, and sustained noise above 85 dBA Lex (OHSR s. 7.6)
- Safety Glasses
- Respiratory protection per CSA Z94.4 – required for silica-generating activities, sanding, asbestos awareness scenarios, and dusty environments; selection driven by exposure assessment
- Cut-resistant gloves (ANSI/ISEA 105 Level A4 minimum or EN 388 equivalent) – for handling sheet metal, drywall, and tin snips
- Full body harness and lanyard / self-retracting lifeline meeting CSA Z259.10 / Z259.11 / Z259.12 – required at heights of 3 m (10 ft) or greater, or where a fall of less than 3 m involves an unusual possibility of injury (OHSR s. 11.2)
- Tool and PPE tethers – required when working at height over occupied or trafficked areas
- Face shields – required for grinding, chipping, and overhead work with debris hazard
- Knee pads – required for sustained kneeling work
- Knee support straps – required when working on drywall stilts

3.2 PPE Inspection, Care, and Replacement

Workers are responsible for:

- Inspecting all PPE before each use for defects, damage, or expiry
- Maintaining PPE in clean, serviceable condition
- Reporting damaged or defective PPE to the supervisor immediately
- Not modifying or altering PPE in any way

PPE must be replaced:

- After any impact or shock load to a hard hat
- After fall arrest activation of a harness or lanyard
- When visibly damaged, cracked, or degraded
- When the manufacturer's service life has been exceeded

NOTE: Harnesses and lanyards that have arrested a fall must be immediately removed from service and destroyed or tagged as non-serviceable, even if no visible damage is present (OHSR s. 11.7).

SECTION 4 – FALL PROTECTION PROGRAM

4.1 General Requirements

Under OHSR Part 11, fall protection is required when:

- Work is being done at a place from which a fall of 3 m (10 ft) or more may occur, OR
- Work is being done at a place from which a fall of less than 3 m involves an unusual possibility of injury (for example, a fall onto rebar, machinery, water, or hazardous substances)

A written, site-specific Fall Protection Plan is required (OHSR s. 11.3) before any work where the use of fall restraint, fall arrest, or a safety net is required, OR for any work performed at a height of 7.5 m or more above the next lower level. Approved fall protection systems, in order of preference (OHSR s. 11.2(2)):

- Guardrail systems (top rail 92–107 cm above work surface, intermediate rail at the midpoint, toe board minimum 10 cm)
- Other elimination/prevention measures (covers, barricades)
- Travel restraint systems (prevents worker from reaching the fall hazard)
- Fall arrest systems (full body harness, energy-absorbing lanyard or SRL, and rated anchor)
- Safety nets (where other methods are not practicable)
- Control zones with a qualified safety monitor — permitted only where guardrails or fall arrest are not practicable AND only on work surfaces sloped 4:12 or less (OHSR s. 11.20)

⚠ WARNING: Safety monitor systems are not a substitute for guardrails or fall arrest where those systems can reasonably be used. Control zones are a last-resort option permitted only on low-slope work and require WorkSafeBC notification for certain applications.

4.2 Fall Protection Equipment Requirements

Workers using fall arrest systems must:

- Hold current fall protection training certification (OHSR s. 11.6)
- Inspect all equipment before each use (harness, lanyard, connectors, anchor)
- Use approved anchor points capable of withstanding 22 kN (5,000 lb) or designed by a professional engineer to a 2:1 safety factor (OHSR s. 11.6)
- Maintain 100% tie-off where required by the fall protection plan
- Calculate free fall distance and clearance: free fall + deceleration distance + harness stretch + worker height + safety margin must be less than the available clearance to the next lower level
- Remove damaged or activated equipment from service immediately

NOTE: Maximum free fall using an energy-absorbing lanyard is 1.8 m (6 ft) (OHSR s. 11.7). Workers must confirm that adequate clearance exists below the anchor point — typically 5.5–6 m below the anchor for a 1.8 m free-fall configuration.

4.3 Control Zones

Where a control zone is used, it must:

- Be established in accordance with OHSR ss. 11.18–11.20
- Be at least 2 m wide, measured from the unguarded edge

- Be clearly identified with warning lines, barricades, or danger tape
- Restrict unauthorized access to the fall hazard area
- Be supervised by a qualified safety monitor whose sole duty is monitoring workers in the zone
- Be supported by a written fall protection plan

4.4 Dropped Object Prevention

When working at height over occupied or trafficked areas:

- All tools must be secured with approved tool tethers where practicable
- Materials must be staged away from edges and openings
- Barricades and exclusion zones must be installed directly below work areas
- Workers below elevated work must be protected from falling objects (exclusion zones, hard hats, overhead protection)
- Housekeeping must be maintained continuously to prevent accumulation of debris at height
- A Falling Object Prevention Plan must be reviewed and signed off by all workers (OHSR s. 4.30 and Part 20)

4.5 Stilt Use (Fall Prevention)

The use of drywall stilts introduces additional fall and trip hazards. Stilts are permitted in BC for interior drywall and ceiling work but are not a substitute for engineered access where the work height exceeds the stilt's design range. Refer to SWP 8: Working on Stilts.

- Workers must be trained in stilt use before being permitted to work on stilts
- Stilts must be inspected before each use
- Stilts must not be used on stairs, ramps, scaffolds, or elevated platforms
- Stilts must not be used near unguarded floor openings or roof edges
- Work areas must be clear of debris, cords, and obstructions before stilt use
- Adequate lighting must be maintained in all stilt work areas

4.6 Fall Rescue

A site-specific written rescue plan is required before any worker is exposed to a fall hazard requiring fall arrest (OHSR s. 11.3(2)).

- Rescue procedures must be reviewed with all workers before work at height begins
- Rescue equipment (e.g., descent device, ladder, MEWP) must be available and accessible at the work area
- Suspension trauma (orthostatic intolerance) is a serious risk — a suspended worker must be rescued as soon as possible, ideally within 10 minutes
- A worker rescued from suspension must not be laid flat immediately; follow current first aid post-fall suspension protocols
- Workers must practice the rescue procedure before working alone at height

SECTION 5 – LADDERS, SCAFFOLDS & MEWPs

5.1 Ladder Safety

Per OHSR Part 13 (Ladders, Scaffolds and Temporary Work Platforms), workers must:

- Inspect ladders before each use; remove defective ladders from service immediately and tag 'Do Not Use'
- Use only commercially manufactured ladders meeting CSA Z11 (portable ladders)
- Maintain 3 points of contact at all times
- Use ladders only on stable, level surfaces
- Not stand on the top two rungs of a step ladder or the top three rungs of an extension ladder
- Not overreach — keep the belt buckle between the rails
- Maintain proper extension ladder angle of approximately 75°: base out 1 foot for every 4 feet of working height (4:1 ratio) (OHSR s. 13.4)
- Extend extension ladders a minimum of 900 mm (3 ft) above the landing point
- Secure ladders at the top, bottom, or both where practicable
- Use fall protection when working from a ladder at a height of 3 m or more if both hands are required for the work (OHSR s. 11.2)

NOTE: Defective ladders must be tagged 'Do Not Use' and removed from service immediately. Do not attempt to repair a damaged ladder on site.

5.2 Baker (Rolling) Scaffold Safety

Baker scaffolds and other rolling scaffolds must meet OHSR Part 13:

- Be inspected by a qualified person prior to each use
- Be erected on level, stable surfaces
- Have all wheels locked before any worker climbs onto the platform
- Have guardrails installed on all open sides when the platform is above 3 m, and recommended whenever the platform exceeds 1.2 m as best practice
- Have a designated, safe means of access (e.g., trap door deck)

Workers must NOT:

- Climb scaffold braces or cross-members
- Move a scaffold while any worker or material is on the platform
- Use unstable platforms, makeshift planking, or unauthorized extensions
- Overload the scaffold beyond the rated capacity

5.3 MEWP (Scissor Lift / Boom Lift) Safety

Only trained and authorized workers may operate Mobile Elevated Work Platforms (MEWPs) per OHSR s. 13.32 and CSA B354 series. Workers must:

- Complete operator training that includes both classroom and practical evaluation
- Complete a pre-use inspection using the manufacturer's checklist before each shift
- Wear a full body harness with energy-absorbing lanyard attached to the manufacturer's anchor point inside the platform when operating a boom lift (Group B Type 3)
- Follow manufacturer operating limits for load capacity, slope, and wind speed

- Cease elevated operations in winds exceeding the manufacturer's limit (commonly 12.5 m/s / 28 mph for outdoor MEWPs)
- Maintain barricades below elevated work areas
- Maintain communication with a ground person trained in emergency lowering
- Never exceed safe reach limits or extend any body part outside the guardrail
- Never use a MEWP as a crane to suspend or rig loads unless designed and rated for that purpose

Emergency rescue procedures (including manual lowering) must be reviewed with all operators before first use and posted in the work area.

NOTE: Scissor lifts may be used indoors on level, stable surfaces only. Boom lifts require personal fall arrest tie-off to the manufacturer's anchor point in the basket at all times.

SECTION 6 – SILICA EXPOSURE CONTROL

6.1 Silica Hazard Overview

Crystalline silica is found in concrete, masonry, cement board, fibre-cement siding, and as a trace ingredient in some drywall joint compounds. Inhalation of respirable crystalline silica can cause silicosis (an irreversible lung disease), lung cancer, COPD, and kidney disease. Exposure is regulated under OHSR s. 5.57 and the Designated Substance provisions of Part 6. The 8-hour Occupational Exposure Limit is 0.025 mg/m³ respirable crystalline silica. Silica-generating activities common to commercial wall and ceiling work include:

- Drilling, cutting, or grinding concrete or masonry substrates (anchor installation)
- Cutting cement board, fibre-cement, or terrazzo
- Dry sanding of drywall joint compound containing silica (most modern compounds are low-silica, but some specialty and texture compounds still contain measurable silica — confirm with SDS)
- Core drilling in concrete substrates
- Demolition of existing drywall, plaster, or stucco systems
- Any activity that generates visible dust in areas with concrete, masonry, or silica-containing materials

6.2 Exposure Control Plan

Under OHSR s. 5.54 and s. 6.112, a written Exposure Control Plan (ECP) for crystalline silica is required where exposure may exceed 50% of the OEL. The ECP includes:

- Statement of purpose and responsibilities
- Risk identification, assessment, and control measures
- Education and training
- Written safe work procedures
- Hygiene facilities and decontamination procedures
- Health monitoring (where required)
- Documentation
- Annual review

6.3 Engineering and Administrative Controls

The following controls must be used in order of preference:

- Wet methods – water suppression during cutting and drilling reduces airborne dust by up to 90%
- HEPA vacuum dust extraction (LEV) – attach directly to tools wherever possible (shrouded grinders, vacuum-equipped saws)
- Isolation and enclosure of dusty work areas
- Work scheduling to reduce number of workers exposed
- No dry sweeping of silica dust – use HEPA vacuum only
- Adequate general ventilation in enclosed work areas

6.4 Respiratory Protection for Silica Work

Where engineering controls do not reduce silica exposure to below the OEL, respiratory protection is required:

- N95 disposable respirator: minimum for low-dust drywall sanding work (where the SDS confirms silica content)
- Half-face respirator with P100 filter: required for sustained dry grinding, cutting, or drilling of concrete/masonry
- Powered Air Purifying Respirator (PAPR) with HE filter: required for prolonged or high-concentration exposure

NOTE: Refer to SWP 11: Silica-Generating Activities for full task-specific procedures.

SECTION 7 – ASBESTOS & HAZARDOUS BUILDING MATERIALS

7.1 Scope

DRYSTAR does not perform asbestos abatement. However, commercial wall and ceiling work in existing buildings (renovation, alteration, demolition, or repair) regularly intersects with materials that may contain asbestos. This section sets out DRYSTAR's awareness, identification, and response procedures.

7.2 BC Asbestos Licensing & Certification (effective January 1, 2024)

Under recent amendments to the Workers Compensation Act and OHSR Part 6:

- Any employer performing asbestos abatement work in BC must hold a WorkSafeBC asbestos abatement licence
- Any worker performing asbestos abatement work must hold an asbestos abatement certificate issued by SkilledTradesBC
- DRYSTAR does not perform abatement; if asbestos-containing material (ACM) is suspected or identified, work must stop and a licensed abatement contractor must be engaged

7.3 Materials That May Contain Asbestos

In buildings constructed or renovated before 1990 (and occasionally in later buildings), the following materials may contain asbestos:

- Vermiculite attic and wall-cavity insulation (especially Zonolite-brand)
- Sprayed-on fireproofing on structural steel
- Acoustic ceiling textures and 'popcorn' ceilings
- Suspended ceiling tiles (some 2×2 and 2×4 tile types)
- Drywall joint compound manufactured before 1980
- Plaster and stucco systems
- Vinyl floor tiles and tile mastics (relevant when removing baseboard or wall finishes)
- Pipe and boiler insulation
- Cement-asbestos board (Transite) panels and pipe

7.4 Pre-Work Hazardous Materials Assessment

Before any work begins on an existing building, the prime contractor or owner must provide a hazardous materials survey identifying the location and condition of all asbestos-containing materials, lead-containing paint, and other designated substances (OHSR s. 20.112).

- DRYSTAR site supervisors must obtain and review the hazardous materials report before mobilizing crews
- If no report has been provided, work must NOT begin until one is received
- All ACM locations must be communicated to crews during site orientation
- Where work could disturb ACM, the area must be abated by a licensed contractor before DRYSTAR proceeds

7.5 Discovery of Suspected ACM During Work

If a worker encounters material suspected to contain asbestos that is not identified in the hazmat report:

- STOP WORK immediately
- Do not disturb the material further
- Evacuate workers from the immediate area and post a sign restricting access
- Notify the site supervisor
- The site supervisor must notify the prime contractor and DRYSTAR management
- A qualified person must assess and sample the material before work resumes

⚠ WARNING: Asbestos disturbance, even briefly, can release fibres that remain airborne for hours. Inhalation of asbestos fibres causes asbestosis, lung cancer, and mesothelioma — diseases that are incurable and may not appear for 20–40 years. There is no safe level of asbestos exposure.

7.6 Asbestos Awareness Training

All DRYSTAR workers who may work in existing buildings must receive asbestos awareness training, which must cover:

- Health effects of asbestos exposure
- Materials that may contain asbestos in BC buildings
- The hazardous materials survey process
- How to recognize suspected ACM
- Stop-work and reporting procedures
- The regulatory framework (OHSR Part 6, asbestos licensing and certification)

7.7 Lead in Surface Coatings

Pre-1990 commercial buildings may have lead-based paint on walls, trim, and structural elements. Cutting, sanding, or drilling into lead-painted surfaces is regulated under OHSR Part 6.58–6.66 (Lead) and requires a written exposure control plan.

- Confirm lead status via the hazmat survey before disturbing any pre-1990 painted surface
- Low-disturbance methods (manual hand tools, wet methods) must be used wherever feasible
- Where lead disturbance cannot be avoided, the site must be enclosed, workers must wear half-face P100 respirators, and decontamination procedures must be in place

7.8 Mould

Moisture-damaged drywall, ceiling tiles, and insulation may contain mould growth. Per OHSR Part 6 (biological agents) and the WorkSafeBC Mould Guideline:

- Visible mould on materials slated for removal must be assessed before disturbance
- Small areas of mould (less than 1 m²) on non-porous surfaces may be cleaned by trained workers using personal protective equipment (gloves, eye protection, N95 respirator)
- Larger areas, or porous-material contamination, must be remediated by a qualified remediation contractor
- Workers with mould allergies, asthma, or immune-compromise must not perform mould-disturbance tasks

SECTION 8 – ERGONOMICS & MUSCULOSKELETAL INJURY

PREVENTION

8.1 General Ergonomics

Musculoskeletal injuries (MSIs) are among the most common injuries in commercial wall and ceiling work, resulting from repetitive motion, awkward postures, sustained force, and heavy lifting. Under OHSR ss. 4.46–4.53, DRYSTAR is required to identify, assess, and control MSI risk factors and to consult workers when doing so.

8.2 Manual Material Handling

Workers must use safe handling techniques at all times:

- Plan the lift: clear the path, test the load weight, get assistance for heavy or awkward loads
- Keep the load close to the body
- Lift with the legs, not the back
- Avoid twisting while lifting — pivot with your feet
- Team lift drywall sheets, bundles, and materials exceeding 23 kg (50 lb) per person
- Use mechanical aids (material carts, dollies, pallet jacks, drywall lifts) wherever practicable

NOTE: A standard 4×8 sheet of 5/8" Type X drywall weighs approximately 30 kg (66 lb). All drywall installation should be planned with mechanical aids or team lifts.

8.3 Overhead Work Practices

Sustained overhead work significantly increases the risk of shoulder, neck, and back injuries. Workers must:

- Use proper access equipment (scaffold, MEWP) to bring the work to a comfortable working height wherever possible
- Limit sustained overhead work where practicable; rotate tasks every 20–30 minutes
- Take micro-rest breaks and stretch between overhead tasks
- Use extension handles on screw guns, pole sanders, and taping tools
- Avoid overreaching — reposition access equipment frequently

8.4 Repetitive Task Management

For highly repetitive tasks (screwing, taping, sanding):

- Rotate workers between tasks where crew size permits
- Encourage workers to report early signs of MSI (tingling, numbness, aching) to their supervisor — early reporting prevents chronic injury
- Use ergonomic hand tool selections where available (pistol-grip screw guns, padded taping knives, automatic taping tools)
- Schedule rest breaks to allow recovery

SECTION 9 – HEAT STRESS

9.1 Heat Stress

Under OHSR ss. 7.27–7.30, DRYSTAR must identify and control heat stress risk where workers are exposed to hot environments. Although most wall and ceiling work is indoors, heat stress can occur in unconditioned buildings during commissioning, in attic and roof-cavity work, and during summer exterior work.

- Conduct a heat stress assessment using the ACGIH TLV (WBGT) when ambient temperatures exceed 25 °C and the workload is moderate to heavy
- Provide cool drinking water in proximity to the work area; encourage 1 cup every 20 minutes
- Schedule the heaviest work for cooler parts of the day where practicable
- Allow workers to self-pace, acclimatize new workers progressively over 5–14 days
- Provide shaded or air-conditioned rest areas
- Train workers and supervisors to recognize signs of heat exhaustion and heat stroke

⚠ HEAT STROKE IS A MEDICAL EMERGENCY: Symptoms include confusion, very high body temperature, hot dry or sweaty skin, fast pulse, and loss of consciousness. Call 911, move the worker to a cool area, apply cool water or ice packs to neck and groin, and do not give fluids if the worker is unable to swallow.

SECTION 10 – GENERAL TOOL & EQUIPMENT SAFETY

10.1 General Power Tool Safety

All power tools must be used, inspected, and maintained in accordance with the manufacturer's instructions and OHSR Part 12.

- Inspect all tools before use; remove defective tools from service with a 'Do Not Use' tag
- Use only tools for their intended purpose
- Ensure all guards and safety devices are in place and functional
- Keep fingers, hands, and body clear of cutting edges and moving parts
- Disconnect tools from power before changing blades, bits, or accessories
- Never carry tools by the cord or pull the cord to disconnect
- Keep cords clear of cutting paths, liquids, and heat sources
- Use GFCI protection on all temporary power outlets (OHSR s. 19.32)

10.2 Chop Saw / Miter Saw Safety

When using chop saws or miter saws to cut steel stud framing:

- Wear safety glasses, hearing protection, and gloves at all times
- Ensure the saw is secured on a stable work surface
- Keep hands and fingers clear of the blade path — use a hold-down clamp
- Allow the blade to stop completely before raising it or adjusting material
- Keep bystanders back a minimum of 2 m from the cutting area
- Inspect blades regularly — replace worn, cracked, or damaged blades immediately
- Use a metal-cutting blade rated for the material; do not use wood-cutting blades on steel studs

10.3 Powder-Actuated Tools

Refer to SWP 10: Powder-Actuated Tools. Under OHSR s. 12.116, an operator must be trained and authorized by the employer. Key requirements:

- Only operators trained by the tool manufacturer (or an authorized training body) and authorized by DRYSTAR may use powder-actuated tools
- Hearing protection and safety glasses are mandatory
- Never leave a loaded tool unattended
- Handle misfires according to the manufacturer's instructions only
- Charges must be stored in a locked container away from heat and incompatible materials

10.4 Electrical Safety

Under OHSR Part 19 (Electrical Safety):

- Use Ground Fault Circuit Interrupter (GFCI) protection on all temporary 120 V circuits
- Inspect extension cords before use — replace damaged cords immediately
- Use only CSA-listed cords rated for construction use (SJTW or SOOW minimum)
- Do not run cords under doors, through water, or in areas subject to vehicle traffic
- Never overload circuits or use improper connections
- Identify and de-energize circuits before cutting into walls — use lockout/tagout per OHSR Part 10

- Maintain limits of approach to energized parts (OHSR s. 19.27); only qualified electrical workers may work on or near energized equipment

10.5 Lockout & De-energization

Under OHSR Part 10, before cutting into a wall, ceiling, or partition that may contain concealed services (electrical wiring, water lines, gas piping, communications, fire suppression):

- Identify all energy sources and concealed services in the area
- Coordinate with the prime contractor and applicable trades to lock out the affected systems
- Verify de-energization with a tester or pressure gauge before cutting
- Apply personal locks and tags; only the worker who applied a lock may remove it
- Document lockout activities

SECTION 11 – FIRESTOPPING & HOT WORK

11.1 Firestopping Overview

DRYSTAR performs firestopping of joints and head-of-wall conditions in fire-rated assemblies. Firestopping must be installed in accordance with the listed system (e.g., UL or ULC certified) shown on the project drawings. Improper firestopping is both a code violation and a serious safety hazard.

Hazards

- Skin and eye irritation from intumescent sealants, mortars, and putties
- Respiratory irritation from solvent vapours in some firestop sealants
- Confined space and overhead work in shafts and head-of-wall conditions
- Sharp edges on metal sleeves, conduit, and pipe penetrations

Controls

- Review the SDS for each firestop product before use
- Wear nitrile gloves, safety glasses, and a respirator where the SDS requires it
- Provide adequate ventilation; for solvent-based firestop in enclosed areas, use mechanical ventilation
- Confirm the firestop system listing applies to the field condition; never substitute products mid-installation
- Inspect installed firestops; reject and re-do any installation that does not match the listed system

11.2 Hot Work

Hot work (cutting, grinding) is occasionally required for steel-stud connections, metal stud splicing, or rated assemblies. Per OHSR Part 12 and Part 5:

- A Hot Work Permit must be obtained from the prime contractor before any hot work begins inside an occupied or finished building
- Combustible materials within 11 m (35 ft) must be removed, shielded, or wetted down
- A fire watch must be posted during hot work and for at least 30 minutes after work stops
- An ABC fire extinguisher must be at the work area, inspected and serviceable
- Hot work must NOT be performed in areas where flammable vapours, dust, or gases may be present
- Workers must wear appropriate FR clothing and respiratory protection where required
- Coordinate hot work with the building's fire alarm/sprinkler system manager to prevent false alarms or accidental dry-pipe activation

⚠ FIRE RISK: Hot work is responsible for many construction-site fires. Confirm that the fire alarm system is operational or that an approved compensating measure is in place before hot work begins.

SECTION 12 – SAFE WORK PROCEDURES (SWPs)

The following task-specific Safe Work Procedures (SWPs) form an integral part of this Health & Safety Program Manual. All workers must review and sign off on applicable SWPs before beginning work. Each SWP covers: scope of work, required PPE, required tools and equipment, required training and certifications, pre-task requirements and FLRA triggers, and a step-by-step table identifying hazards and controls.

SWP 1: Steel Stud Framing Installation

Scope of Work

Installation of steel stud framing, track, and related components in accordance with project drawings, specifications, and the relevant BC Building Code requirements.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Impact drill and bits
- Metal-cutting chop saw with guard
- Level and chalk line
- Ladder (inspected)
- Sawhorses
- Powder-actuated tool or screw fasteners as specified
- Scaffold or MEWP where required

Required Training

- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Fall protection training (OHSR s. 11.6) where exposed to falls ≥ 3 m
- Falling Object Prevention awareness
- Fit testing / respiratory protection training where required
- Powder-actuated tool training where required (manufacturer-trained, employer-authorized)

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs, JHAs, SOPs, task-specific fall protection plans, and the Falling Object Prevention Plan
- A Field Level Risk Assessment must be completed before the task starts
- All hazards must be identified and controlled before work begins
- If a hazard cannot be controlled, work must stop and further assessment is required
- All fall protection equipment, tools, access equipment, and PPE must be inspected before use
- Defective equipment must be removed from service and reported to the supervisor
- Barriers and control zones must be installed where required
- Tools and materials must be secured when working at height or near openings

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, drawings, and fall protection requirements	Incomplete understanding of hazards or scope	All workers review procedures and sign off prior to work commencing
Deliver and stage steel stud materials	Strains; trips; dropped materials	Use proper lifting techniques; team lift heavy materials; maintain clear access routes
Complete FLRA	Unidentified hazards	Review work area and identify hazards before starting work
Inspect tools, PPE, and access equipment	Defective equipment; cuts; falls	Inspect chop saws, drills, PAT tools, ladders, scaffolds, MEWPs, harnesses, and PPE prior to use
Establish control zones with flagging and signage	Unauthorized access; struck-by hazards	Barricade work area and maintain exclusion zone below elevated work
Don and connect fall protection equipment	Fall from height	Workers inspect and connect fall protection to approved 22 kN anchor points before exposure to fall hazards
Set up and inspect scaffold, ladder, or MEWP	Equipment failure; falls	Pre-use inspection of access equipment; level, stable surface
Review layout and framing locations	Layout errors; coordination issues	Confirm dimensions and framing locations with project drawings before installation
Measure and cut steel studs and track	Lacerations; flying debris; noise exposure	Use blade guards; wear gloves, eye protection, and hearing protection; keep hands clear of blades; secure workpiece
Install bottom and top track	Strains; overreaching; PAT hazards	Maintain stable footing; secure track immediately; PAT used only by trained/authorized workers with 3 m exclusion zone
Install vertical steel studs	Pinch points; cuts; falling materials	Wear gloves; secure framing immediately after placement; maintain material control
Install overhead framing where required	Falls; dropped materials; overreaching	Use proper access equipment; maintain exclusion zone below work area; do not overreach
Maintain housekeeping throughout work	Trips; falling debris; sharp metal offcuts	Remove scrap metal, fasteners, and packaging regularly; place sharp metal in puncture-resistant containers
Remove control zones upon completion	Fall hazard; unauthorized access	Ensure area is safe before removing barricades or reopening access
Continue process for remaining areas	Repetitive strain; fatigue	Rotate tasks where possible; maintain communication with crew; continue FLRA review as conditions change

SWP 2: Drywall (GWB) Installation

Scope of Work

Installation of gypsum wallboard (drywall) sheets to steel-stud or wood framing in accordance with project drawings and specifications.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Impact drill and screw gun
- Self-retracting utility knife
- Level and chalk line
- Ladder (inspected)
- Straight edge and T-square
- Drywall saw
- MEWP or scaffold where required
- Drywall lift where required

Required Training

- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Fall protection training where required
- Fit testing / respiratory protection training where required
- Site-specific Falling Object Prevention Plan review

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs, JHAs, task-specific fall protection plans, and the Falling Object Prevention Plan
- A Field Level Risk Assessment must be completed before the task starts
- All hazards must be identified and controlled before work begins
- All fall protection equipment, tools, access equipment, and PPE must be inspected before use
- Confirm hazardous materials report is reviewed (especially for renovation work) — see Section 7 (Asbestos)
- Barriers and control zones must be installed where required
- Tools and materials must be secured when working at height or near openings

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, drawings, and fall protection plan	Incomplete understanding of hazards or scope	All workers review procedures and sign off prior to commencing
Deliver and stage drywall materials	Strains; trips; dropped materials	Use proper lifting techniques; team lift sheets (>23 kg); use material carts; maintain clear access routes
Complete FLRA	Unidentified hazards	Review work area and identify hazards before starting work
Inspect tools, PPE, and access equipment	Defective equipment; cuts; falls	Inspect knives, drills, ladders, scaffolds, MEWPs, harnesses, lanyards, and PPE prior to use
Establish control zone with flagging and signage	Unauthorized access; struck-by hazards	Barricade work area and maintain exclusion zone below elevated work
Don and connect fall protection equipment	Fall from height	Inspect and connect fall protection to approved anchor points before exposure to fall hazards
Set up access equipment	Equipment failure; falls	Ensure access equipment is inspected, level, stable, and suitable for the work
Measure drywall sheets and confirm layout	Trips; coordination errors	Review drawings; maintain clean work area
Cut drywall to required size	Lacerations; dust; eye injury	Use self-retracting knife where possible; cut away from body; wear gloves and safety glasses; control dust
Lift and position drywall sheets	Strains; pinch points; dropped material	Use drywall lift or team lifts (>23 kg); maintain control of sheets at all times
Install drywall and secure into position	Pinch points; overreaching; falling materials	Fasten boards immediately with drywall screws; do not leave sheets unsecured
Overhead drywall installation	Falls; strains; dropped materials	Use proper access equipment; do not overreach; maintain exclusion zone below work
Maintain housekeeping throughout work	Trips; falling debris	Remove scrap drywall, screws, packaging, and debris regularly
Reinstall guardrails and remove control zones	Fall hazard; unauthorized access	Ensure area is safe before removing barricades or reopening access

SWP 3: Drywall Finishing (GWB Finishing)

Scope of Work

Application and finishing of drywall joints and surfaces including taping, mudding, sanding, patching, corner bead installation, and texture touch-ups.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Taping knives and trowels
- Mud pans and mixing equipment
- Pole sanders and sanding blocks
- Power sander with HEPA dust extraction
- Ladders (inspected)
- Scaffold or MEWP where required
- Work lights
- GFCI-protected extension cords and temporary power

Required Training

- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Fall protection training where required
- Respiratory protection training and annual fit testing where required
- WHMIS training for joint compound and related products
- Silica awareness where joint compound SDS indicates silica content

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs, JHAs, and task-specific fall protection plans
- A Field Level Risk Assessment must be completed before the task starts
- All hazards must be identified and controlled before work begins
- Dust extraction systems and respirators must be inspected before starting sanding activities
- Adequate ventilation must be available in enclosed spaces
- Barriers and control zones must be installed where required

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, and fall protection plan	Incomplete understanding of hazards	All workers review procedures and sign off prior to commencing

Task Step	Hazards	Controls / Safe Work Practices
Don fall protection equipment where required	Fall from height	Inspect and connect fall protection to approved anchors before exposure to fall hazards
Set up ladders, scaffold, or access equipment	Falls; equipment failure	Ensure access equipment is level, secure, and suitable
Mix drywall compound	Dust inhalation; strains	Follow manufacturer instructions; wear respiratory protection where required; use proper lifting techniques
Apply tape and first coat of compound	Repetitive strain; awkward positioning	Maintain stable footing; use proper body positioning; rotate tasks
Apply additional coats and install corner bead	Strains; cuts; overreaching	Secure corner bead properly; avoid overreaching; reposition access equipment
Sand drywall joints and surfaces	Dust exposure; eye irritation; repetitive strain	Use HEPA dust extraction where possible; wear respirator and eye protection; maintain ventilation; do NOT dry sweep
Overhead sanding or finishing	Falls; falling debris; dust exposure	Use proper access equipment; maintain exclusion zones below work areas
Maintain housekeeping	Trips; slipping; dust	Remove debris, sanding dust
throughout work	buildup	(HEPA vacuum only), and excess compound regularly; no dry sweeping
Remove access equipment and reopen work area	Trips; unauthorized access	Ensure work area is clean and safe before removing barricades

NOTE: Confirm the SDS for the joint compound in use. Compounds containing >0.1% crystalline silica require additional controls per Section 6 and SWP 11.

SWP 4: T-Bar Ceiling Grid & Tile Installation

Scope of Work

Installation of suspended T-bar ceiling grid systems, ceiling tile panels, suspension wires, trims, and related ceiling components.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Laser level
- Chalk line
- Tin snips
- Impact drill and bits
- Wire cutters and pliers
- Ladders (inspected)
- Scaffold or MEWP where required
- Material carts
- GFCI-protected temporary power

Required Training

- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Fall protection training where required
- Fit testing / respiratory protection training where required
- Asbestos awareness training (renovation projects in pre-1990 buildings)

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs, JHAs, and task-specific fall protection plans
- A Field Level Risk Assessment must be completed before the task starts
- All hazards must be identified and controlled before work begins
- Renovation projects: confirm the hazardous materials survey has been reviewed before disturbing any existing ceiling assemblies
- All fall protection equipment, tools, access equipment, and PPE must be inspected before use
- Barriers and control zones must be installed below elevated work areas
- Tools and materials must be secured when working at height

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, drawings, and fall protection plan	Incomplete understanding of hazards	All workers review procedures and sign off prior to commencing
Confirm hazmat survey (renovation work)	Disturbance of asbestos-containing ceiling tiles or sprayed fireproofing	Confirm with site supervisor that survey identifies all ACM in work area; stop work if suspect material is found
Deliver and stage ceiling grid materials	Strains; trips; material damage	Use proper lifting techniques and maintain organized staging areas
Complete FLRA	Unidentified hazards	Review work area and identify hazards before starting work
Inspect tools, PPE, ladders, scaffold, or MEWP	Defective equipment; falls	Inspect all tools and access equipment prior to use
Establish control zones and signage	Unauthorized access; struck-by hazards	Barricade work area below elevated work and post warning signage
Don fall protection equipment where required	Fall from height	Inspect and connect fall protection to approved anchor points before exposure to fall hazards
Set up access equipment	Falls; equipment failure	Ensure access equipment is level, stable, and suitable
Complete ceiling layout and elevations	Coordination errors; overreaching	Verify dimensions and elevations with project drawings before installation
Install perimeter trims and wall angles	Cuts; falling materials	Wear gloves; secure materials immediately
Install suspension wires and anchors	Falling debris; overreaching; repetitive strain	Maintain stable footing; secure wires properly; follow engineered spacing
Install main runners and cross tees	Strains; falling materials	Install grid components per manufacturer and approved drawings
Level and square ceiling grid	Awkward positioning; repetitive strain	Use proper body positioning and maintain stable footing
Install ceiling tiles and panels	Cuts; falling materials; dust exposure	Handle tiles carefully; wear gloves and respiratory protection where required
Coordinate with adjacent trades	Coordination hazards; falling materials	Maintain communication with nearby trades; exclusion zone below work
Maintain housekeeping throughout work	Trips; falling debris	Remove scrap wire, packaging, tile debris, and garbage regularly
Remove access equipment and reopen area	Trips; unauthorized access	Ensure area is clean and safe before removing barricades

SWP 5: Tectum Acoustic Wall & Ceiling Panel Installation

Scope of Work

Installation of Tectum (or equivalent acoustic) wall and ceiling panels, trims, suspension systems, and related components in accordance with project drawings, manufacturer specifications, and approved shop drawings.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Laser level
- Impact drill and bits
- Screw guns
- Tin snips
- Utility knives
- Panel lifting equipment where required
- Circular saw
- Ladders (inspected)
- Scaffold or MEWP where required
- Material carts
- GFCI-protected temporary power

Required Training

- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Fall protection training where required
- Fit testing / respiratory protection training where required
- Manufacturer-specific panel installation training where required

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs, JHAs, and task-specific fall protection plans
- A Field Level Risk Assessment must be completed before the task starts
- Confirm panel layout, suspension locations, and shop drawing approval before installation
- All fall protection equipment, tools, access equipment, and PPE must be inspected before use
- Barriers and control zones must be installed below elevated work areas
- Wood-dust extraction must be in place where panels will be cut on site

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, drawings	Incomplete understanding of scope	All workers review procedures and sign off prior to commencing
Deliver and stage Tectum panels	Strains; trips; panel damage	Use proper lifting techniques; material carts; protect panel faces
Complete FLRA	Unidentified hazards	Review work area and identify hazards before starting work
Inspect tools, PPE, and access equipment	Defective equipment; falls	Inspect tools, ladders, scaffolds, MEWPs, and PPE prior to use
Establish control zones and signage	Unauthorized access; struck-by hazards	Barricade work area below elevated work; post warning signage
Don fall protection equipment	Fall from height	Inspect and connect fall protection to approved anchor points
Set up access equipment	Falls; equipment failure	Ensure access equipment is level, stable, and suitable
Confirm layout with approved drawings	Coordination errors; installation errors	Verify all dimensions and locations with approved shop drawings
Install wall angle, clips, or suspension system	Cuts; falling debris; overreaching	Wear gloves; follow manufacturer's installation sequence; maintain stable footing
Cut Tectum panels (where required)	Wood-fibre dust exposure; eye injury; noise	Use saw with dust extraction; wear respirator and eye/hearing protection; cut outdoors or in ventilated area
Lift and position panels	Strains; pinch points; dropped panels	Team lifts or panel lifting equipment; maintain control at all
		times
Fasten panels	Pinch points; falling materials	Fasten per manufacturer torque/spacing; do not leave panels unsecured
Install perimeter trims and transitions	Cuts; overreaching	Wear gloves; reposition access equipment rather than overreaching
Final alignment and inspection	Overreaching; repetitive strain	Reposition access equipment; verify alignment with laser level
Maintain housekeeping throughout	Trips; falling debris	Remove packaging, fasteners, and offcuts regularly
Remove access equipment	Trips; unauthorized access	Ensure area is clean and safe before reopening access

SWP 6: Acoustic Baffle Installation

Scope of Work

Installation of suspended acoustic baffles, hanging hardware, suspension systems, and related components.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Laser level
- Impact drill and bits
- Screw guns
- Measuring tape
- Ladders (inspected)
- Scaffold or MEWP where required
- Material carts
- GFCI-protected temporary power

Required Training

- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Fall protection training where required
- Fit testing / respiratory protection training where required

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs, JHAs, and task-specific fall protection plans
- A Field Level Risk Assessment must be completed before the task starts
- Confirm baffle layout, suspension locations, and approved drawings
- All fall protection equipment, tools, access equipment, and PPE must be inspected before use
- Barriers and control zones must be installed below elevated work areas

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Deliver and stage acoustic baffles	Strains; trips; material damage	Use proper lifting techniques; organized staging
Complete FLRA	Unidentified hazards	Review work area and identify hazards before starting work

Task Step	Hazards	Controls / Safe Work Practices
Inspect tools, PPE, and access equipment	Defective equipment; falls	Inspect all tools and access equipment prior to use
Establish control zones and signage	Unauthorized access; struck-by hazards	Barricade work area below elevated work; post warning signage
Don fall protection equipment	Fall from height	Inspect and connect fall protection to approved anchor points
Set up access equipment	Falls; equipment failure	Ensure access equipment is level, stable, and suitable
Confirm layout with approved drawings	Coordination issues; installation errors	Verify dimensions and suspension locations with approved drawings
Install anchors and suspension hardware	Falling debris; overreaching	Maintain stable footing and secure hardware immediately
Lift and position baffles	Strains; dropped materials; pinch points	Use team lifts where required and maintain control of baffles
Secure baffles into final position	Falling materials; awkward positioning	Confirm all hardware is tightened per manufacturer specifications
Final alignment	Overreaching; repetitive strain	Reposition access equipment as required
Maintain housekeeping	Trips; falling debris	Remove packaging, fasteners, and garbage regularly
Remove access equipment	Trips; unauthorized access	Ensure area is clean and safe before reopening access

SWP 7: Shaft Wall & Shaft Ceiling Installation

Scope of Work

Installation of shaft wall framing, liner panels, and related components in elevator shafts, stairwells, and mechanical shaft enclosures.

Required PPE

- Hard hat
- CSA Z94.3 safety glasses if required
- CSA Z96 Class 2 high-visibility apparel
- Cut-resistant gloves
- CSA Z195 Grade 1 footwear
- Full body harness and SRL (MANDATORY for shaft work)
- Tool and PPE tethers (MANDATORY — all tools must be tethered in shaft environments)
- Respirator where dust exposure is present

Tools / Equipment Required

- Impact drill and bits
- Chop saw
- Level and chalk line
- Ladder
- Sawhorses
- Powder-actuated tool
- Mobile scaffold or shaft-rated platform

Required Training

- Fall protection training (mandatory for shaft work)
- Fit testing / respiratory protection training where required
- Basic hand tool training
- Shaft-specific fall protection plan review
- Confined space awareness (where the shaft may meet confined-space criteria — see OHSR Part 9)

Pre-Task Requirements

Before work begins:

- A site-specific Shaft Work Fall Protection Plan must be completed and approved before work begins
- A Field Level Risk Assessment must be completed before the task starts
- Confirm whether the shaft meets confined-space criteria (atmospheric, configuration, hazards); if yes, follow OHSR Part 9 — entry permit, atmospheric testing, attendant
- Lone work in a shaft is PROHIBITED — two-worker minimum
- All tools and materials must be tethered — dropped objects in shafts can be fatal
- Only workers directly involved in shaft work are permitted inside the shaft work area
- Barricades must be maintained at all shaft access points
- Adequate lighting must be provided throughout the shaft work area
- All elevator landings must be physically barricaded and lockout coordinated with the elevator contractor

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, and shaft fall protection plan	Incomplete understanding of hazards	All workers review procedures and sign off
Confirm elevator/shaft lockout with prime contractor	Live elevator system; falling counterweights	Verify elevator is locked out, doors are blocked, and shaft is isolated per OHSR Part 10
Establish exclusion zone at shaft access points	Unauthorized entry; falling hazards	Restrict all access; post signage; maintain barricades throughout
Inspect tools, PPE, access equipment, tethers	Defective equipment; dropped objects; falls	All tools tethered; inspect harnesses, lanyards, anchors, and PPE
Don fall protection equipment	Fall from height (severe hazard)	Inspect and connect fall protection to approved 22 kN anchors BEFORE entering shaft areas
Set up scaffold or platform	Falls; equipment failure	Use scaffold designed for shaft use; inspected, level, and stable
Confirm layout and framing locations	Layout errors; coordination issues	Confirm dimensions with project drawings
Install shaft wall track and framing	Strains; cuts; falling materials	Maintain stable footing; secure framing immediately; gloves at all times
Install liner panels and gypsum board	Pinch points; overreaching; falling materials	Team lift panels; fasten immediately; maintain control
Maintain housekeeping	Falling debris (severe hazard in shaft)	Remove ALL loose materials from shaft immediately; no debris left at height
Reinstall barricades upon completion	Unauthorized access; fall hazard	Re-secure all openings before leaving the area; verify elevator lockout removed only by elevator contractor

NOTE: Shaft work has the highest fall-fatality rate in commercial finishing work in BC. Treat every shaft entry as if the next misstep could be fatal.

SWP 8: Working on Stilts

Scope of Work

Use of drywall stilts for drywall installation, taping, sanding, ceiling work, and related interior finishing activities.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Adjustable drywall stilts (manufacturer-approved, in serviceable condition)
- Manufacturer-approved stilt straps and hardware
- Hand tools and finishing tools as required
- Work lights and GFCI-protected temporary power
- Barricades and signage where required

Required Training

- Stilt user training and familiarization (required before first use)
- Fall prevention awareness training
- Site orientation under OHSR s. 3.23
- Basic hand tool training
- Respiratory protection / fit testing where required

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on applicable SWPs and JHAs
- A Field Level Risk Assessment must be completed before the task starts
- Stilts must be inspected before use for loose hardware, damaged straps, worn components, or defects
- Stilts must be adjusted to the proper height and fit securely
- Work areas must be free of debris, cords, openings, uneven surfaces, and obstructions
- Adequate lighting must be provided
- Stilts must NOT be used on stairs, ramps, scaffolds, elevated platforms, or near unguarded floor openings or roof edges
- Stilts must NOT be used where the working height exceeds the stilt's design range (typically 1.2 m / 48" max)
- Lone work on stilts is discouraged; use the buddy system

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, and work area conditions	Incomplete understanding of hazards	All workers review procedures and identify hazards prior to commencing
Inspect stilts prior to use	Equipment failure; falls	Inspect straps, bolts, footplates, and braces; remove defective stilts from service
Adjust stilts to proper height and fit	Loss of balance; improper fit	Adjust evenly; secure tightly to boots and legs
Inspect work area and access routes	Trips; falls; obstructions	Remove debris, cords, materials, and other hazards from all walking surfaces
Put on stilts and confirm stability	Loss of balance	Use stable support when putting on stilts; ensure proper footing before movement
Walk through work area carefully	Trips; collisions; falls	Take short controlled steps; maintain awareness of surroundings; avoid sudden movements
Perform drywall finishing or ceiling work	Overreaching; repetitive strain; falling materials	Keep body centred; reposition frequently; avoid overreaching
Use hand tools while on stilts	Loss of balance; dropped tools	Maintain stability; secure tools when not in use
Navigate around work area	Falls; collisions	Announce presence; maintain clearance from other workers and equipment
Remove stilts when task is complete or moving	Falls on stilts on unsuitable surfaces	ALWAYS remove stilts before ascending/descending stairs, ramps, or ladders
Maintain housekeeping throughout	Trips; falls	Keep work area free of debris, cords, and materials at all times

SWP 9: Material Handling & Delivery

Scope of Work

Delivery, unloading, staging, handling, and movement of construction materials, tools, equipment, and supplies on project sites.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Full body harness and energy-absorbing lanyard / SRL where required
- Tool and PPE tethers where required
- Hearing protection where required
- Respirator where dust exposure is present

Tools / Equipment Required

- Material carts and dollies
- Pallet jacks (manual or powered)
- Forklift or telehandler where required
- Lifting straps and rigging where required

Required Training

- Manual material handling training
- Forklift / telehandler certification (CSA B335) where required
- Falling Object Prevention awareness
- Rigging training where slings are used

Pre-Task Requirements

Before work begins:

- Review delivery routes and staging areas before unloading
- Ensure access routes are clear, stable, and rated for the intended load
- Confirm material specifications and quantities match delivery documentation
- Identify and communicate overhead hazards in delivery and staging areas
- Ensure mechanical aids are available and serviceable
- Establish exclusion zones around unloading areas

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review delivery route and access conditions	Unidentified hazards; unstable surfaces	Confirm access routes are clear, stable, and free of hazards
Confirm staging location with site supervisor	Coordination failures; blocked access	Ensure staging does not block emergency access or other trades
Inspect mechanical handling equipment	Equipment failure; tip-over; dropped loads	Pre-use checklist on carts, jacks, forklifts
Establish exclusion zone around unloading area	Struck-by hazards	Barricade unloading zone; restrict access to involved workers

Task Step	Hazards	Controls / Safe Work Practices
Unload materials from delivery vehicle	Strains; dropped materials; tip-over	Use mechanical aids; team lift heavy loads; maintain load stability
Stage materials in designated areas	Strains; trips; tip-over	Stage drywall on edge or flat per manufacturer; do not stack beyond safe heights; keep aisles clear
Move materials to point of use	Strains; trips; dropped materials	Use carts and dollies; maintain clear paths; call out when moving large loads
Manual lifts where required	Strains; back injuries	Plan the lift; keep load close; lift with legs; avoid twisting; team lift
		loads >23 kg
Maintain housekeeping	Trips; falling debris; blocked egress	Remove packaging, debris, and empty pallets immediately

SWP 10: Powder-Actuated Tools

Scope of Work

Use of powder-actuated fastening tools (PATs) for fastening track, clips, and related materials to concrete or steel substrates. Regulated under OHSR s. 12.116.

Required PPE

- Hard hat
- CSA Z94.3 safety glasses with side shields
- CSA Z96 Class 2 high-visibility apparel
- Hearing protection (CSA Z94.2 — MANDATORY)
- Task-specific gloves
- CSA Z195 Grade 1 footwear

Tools / Equipment Required

- PAT (manufacturer-approved, in serviceable condition)
- Approved charges and fasteners (correct calibre for application)
- Manufacturer guards and accessories
- Barricades and signage
- Locked storage container for charges

Required Training

- Manufacturer-certified PAT training (OHSR s. 12.116 requires the worker to be trained and authorized by the employer)
- WHMIS training (propellant charges)
- Site orientation under OHSR s. 3.23

Pre-Task Requirements

Before work begins:

- Verify operator training — only authorized workers may use PATs
- Complete FLRA and identify all workers in the area, including workers on the opposite side of the substrate
- Inspect the tool, fasteners, and charges before use
- Confirm substrate suitability — never fire into inappropriate substrates (e.g., very hard concrete, cracked concrete, brick, glazed tile, surface-hardened steel)

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP and manufacturer instructions	Improper use; injury to self or others	All workers understand operating procedures, limitations, and misfire protocols
Complete FLRA and identify nearby workers	Unidentified hazards; unauthorized presence	Identify surrounding workers and potential hazards; notify all nearby trades — including workers on opposite side
Inspect PAT and fasteners	Tool failure; misfire	Inspect tool, guards, fasteners, and charges; do not use if defective
Load tool per manufacturer instructions	Accidental discharge	Keep tool pointed away from workers and body at all times when loading

Task Step	Hazards	Controls / Safe Work Practices
Confirm substrate suitability	Ricochet; tool failure; penetration through substrate	Verify substrate; check opposite side for workers; do not fire into compromised substrate
Fasten material to substrate	Flying debris; noise; ricochet	Wear hearing and eye protection; firm stance; hold tool perpendicular and firmly against substrate
Address misfires per manufacturer	Accidental discharge; injury	Wait 30 seconds minimum; keep tool pointed at substrate; follow manufacturer misfire protocol exactly
Unload and secure tool when not in use	Unauthorized use; accidental discharge	Store unloaded tool in locked container; secure charges separately
Maintain housekeeping	Trips; debris; spent charges	Remove spent charges, debris, and offcuts regularly

NOTE: Lone work with a PAT is PROHIBITED. The 3 m exclusion zone is inadequate if a worker is on the opposite side of a wall, partition, or column — verify visually before firing.

SWP 11: Silica-Generating Activities

Scope of Work

Drilling, cutting, grinding, sanding, or demolition activities that may generate airborne crystalline silica dust, including dry sanding of silica-containing drywall joint compound, drilling or cutting concrete, cutting cement board, and core drilling.

Required PPE

- Hard hat
- CSA Z94.3 safety glasses
- CSA Z96 Class 2 high-visibility apparel
- Task-specific gloves
- CSA Z195 Grade 1 footwear
- Respiratory protection per exposure assessment (N95 minimum; half-face P100 for sustained concrete work; PAPR for prolonged or high-concentration exposure)
- Hearing protection where required
- Disposable coveralls for high-dust tasks

Tools / Equipment Required

- HEPA vacuum with dust extraction attachment
- Wet cutting equipment where required
- Drills, grinders, and cutting tools with integrated dust shrouds
- Respirators (fit-tested for each worker)
- Barricades and signage

Required Training

- Silica awareness training (mandatory)
- Respiratory protection training / annual fit testing
- WHMIS training
- Site orientation under OHSR s. 3.23

Pre-Task Requirements

Before work begins:

- Review the site Silica Exposure Control Plan (Section 6.2)
- Complete FLRA and identify all silica-generating activities in the work area
- Inspect dust extraction systems and respirators before starting
- Establish control zones and signage to restrict access to dusty work areas
- Ensure adequate ventilation is available
- Confirm hygiene facilities are available (water for hand/face washing)
- NEVER dry sweep silica dust — HEPA vacuum only

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP and silica exposure controls	Inadequate understanding of silica hazards	Workers understand silica hazards, health effects, and required controls

Task Step	Hazards	Controls / Safe Work Practices
Complete FLRA	Unidentified hazards; unprotected workers nearby	Identify all silica activities and proximity of other workers
Inspect dust control equipment and respirators	Equipment failure; dust exposure	Ensure respirators seal properly and dust extraction is functioning
Establish control zone and signage	Unauthorized exposure to silica dust	Restrict access; post silica hazard warning signs
Set up ventilation where required	Dust accumulation in enclosed spaces	Local exhaust or general dilution ventilation operational before beginning
Perform silica-generating work	Airborne silica exposure; eye injury; noise	Use wet methods or HEPA dust extraction; wear respirator; wear hearing protection
Maintain ventilation and dust control	Dust accumulation	Use ventilation and dust control systems continuously
Clean work area using HEPA vacuum	Airborne silica re-suspension	HEPA vacuum only — no dry sweeping; clean tools and equipment before removing from area
Dispose of waste materials	Dust exposure during disposal	Seal silica-contaminated waste in bags before disposal
Decontaminate workers and PPE	Residual dust exposure	Clean PPE before removal; wash hands and face before eating or drinking; shower at end of shift where possible

SWP 12: Insulation & Firestopping Installation

Scope of Work

Installation of batt and mineral wool insulation in wall and ceiling cavities, application of intumescent firestop sealants, mortar, and putty pads at penetrations and head-of-wall joints in fire-rated assemblies.

Required PPE

- Hard hat
- CSA Z96 Class 2 high-visibility apparel
- Nitrile or chemical-resistant gloves for sealants; cut-resistant gloves for handling materials
- CSA Z195 Grade 1 footwear
- N95 minimum respirator (fibreglass and mineral wool dust); half-face with organic vapour cartridge if SDS requires (solvent-based firestop)
- Hearing protection where required
- Fall protection where required

Tools / Equipment Required

- Utility knife and insulation saw
- Caulking guns (manual and pneumatic)
- Hand mixers for firestop mortar
- Trowels and putty knives
- Ladders (inspected); scaffold or MEWP where required
- Personal lighting

Required Training

- Site orientation under OHSR s. 3.23
- WHMIS training for each firestop product (SDS-specific)
- Manufacturer training for the specific firestop system being installed
- Respiratory protection and fit testing where required
- Fall protection training where required

Pre-Task Requirements

Before work begins:

- Review SDS for each firestop product before opening containers
- Confirm the firestop system to be installed matches the project documents (listed UL/ULC system, not substituted)
- Confirm ventilation is adequate; solvent-based products in enclosed areas require mechanical ventilation
- Inspect tools, ladders, scaffolds, MEWPs, and PPE
- Workers with skin sensitivity or respiratory conditions must be reassigned away from fibrous insulation and SPF-adjacent work

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, SDS, and approved firestop system	Incorrect system; chemical exposure	All workers review the firestop system listing and SDS prior to work

Task Step	Hazards	Controls / Safe Work Practices
Confirm penetration and joint conditions	Wrong system applied	Verify penetrating items, substrate, and rating match the listed system
Set up ventilation and PPE	VOC and dust exposure	Mechanical ventilation in enclosed areas; respirator per SDS; coveralls for batt insulation
Cut and place batt or mineral wool insulation	Skin and eye irritation; cuts	Wear gloves, eyewear, long sleeves; use a sharp insulation knife; avoid compressing R-value
Apply firestop mortar, sealant, or putty	Skin/eye irritation; vapour inhalation; sharp metal edges around penetrations	Wear chemical-resistant gloves; avoid skin contact; maintain ventilation; tape sharp edges where present
Tool and clean joints	Repetitive strain; chemical exposure	Use ergonomic tools; rotate tasks; clean spills immediately per SDS
Label installed firestops	Future re-work confusion	Apply firestop ID label per manufacturer and AHJ requirements
Maintain housekeeping	Trips; chemical spills	Cap containers; remove waste insulation in sealed bags; dispose of solvent rags per SDS
Inspect installed firestops	Improperly rated	Self-inspect per listing; reject and
	assembly; building code violation	re-do any installation that does not match

NOTE: Improper firestopping is a serious building-code and fire-safety failure. Never substitute products or modify the listed system without engineering approval.

SWP 13: Hazardous Building Materials Awareness (Renovation Work)

Scope of Work

Awareness, identification, and stop-work procedures when DRYSTAR work in an existing building may disturb asbestos-containing materials (ACM), lead-containing paint, mould, or other hazardous building materials. DRYSTAR does NOT perform abatement.

Required PPE

- Hard hat
- CSA Z94.3 safety glasses
- CSA Z96 Class 2 high-visibility apparel
- Task-specific gloves
- CSA Z195 Grade 1 footwear
- N95 respirator (until material is confirmed asbestos-free; remove from area immediately if confirmed)
- Disposable coveralls if disturbance has already occurred — for evacuation only

Tools / Equipment Required

- Site hazardous materials report
- Photo documentation tools (phone/tablet)
- Barricades and 'Do Not Enter' signage
- Sealable bags for sample retention (if directed by qualified person)

Required Training

- Asbestos awareness training (MANDATORY before any renovation work in pre-1990 buildings)
- Lead awareness training (where applicable)
- Site orientation under OHSR s. 3.23

Pre-Task Requirements

Before work begins:

- Obtain and review the hazardous materials survey from the prime contractor or building owner BEFORE mobilizing
- If no survey is available, work in any pre-1990 building must NOT begin
- Identify all known ACM, lead-containing paint, and mould locations in the work area
- Crew must be briefed on what suspected ACM looks like in this specific building

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review hazmat survey with crew	Disturbance of unknown ACM	Crew briefed on every identified hazardous material in work area;
		locations marked on plans
Plan work to avoid ACM disturbance	Inadvertent disturbance	Adjust framing or attachment points to avoid ACM; consult engineer if substitution is needed
Recognize suspected ACM during work	Inhalation of asbestos fibres	Stop work IMMEDIATELY upon encountering vermiculite, sprayed fireproofing, pipe insulation, old ceiling tile/texture, or any unknown layered material

Task Step	Hazards	Controls / Safe Work Practices
Evacuate the area	Continued exposure	Withdraw all workers; restrict re- entry; ventilate downward to keep dust below worker level if possible without spreading fibres
Barricade and sign the area	Unauthorized entry	Post 'Do Not Enter — Suspected ACM' signage; barricade access
Notify supervisor and prime contractor	Continued risk	Site supervisor notifies prime contractor and DRYSTAR management without delay
Document the discovery	Loss of evidence	Photograph the location and material; record time, location, and workers involved
Wait for qualified assessor	Premature return to work	Do NOT resume work in the area until a qualified person samples the material and confirms it is safe OR a licensed abatement contractor remediates
Worker decontamination (if disturbance occurred)	Take-home contamination	Workers remove coveralls in- place into sealed bags; wash hands and exposed skin; do not wear contaminated clothing off- site
Worker exposure reporting	Unrecorded exposure	Report all known or suspected asbestos exposure incidents to WorkSafeBC and DRYSTAR management; record in worker's exposure file

NOTE: Asbestos abatement in BC requires a WorkSafeBC asbestos abatement licence (effective January 1, 2024). DRYSTAR does not hold this licence and will not perform abatement under any circumstance.

SWP 14: Cut-Off Saw (Portable Abrasive Saw)

Scope of Work

Operation of portable cut-off saws (gas-powered or electric) for cutting steel stud, track, pipe, concrete, masonry, and other construction materials during commercial wall and ceiling installation and associated site work.

Required PPE

- Hard hat
- High-visibility apparel
- CSA Z195 Grade 1 protective footwear
- Safety glasses plus full face shield when operating saw
- Double hearing protection: ear plugs AND ear muffs when saw is running
- Cut-resistant gloves, Level 5
- Respirator: N95 minimum; half-face P100 for concrete or masonry cuts

Tools / Equipment Required

- Portable cut-off saw (gas or electric) with all guards installed
- Cutting wheel rated for material (diamond, abrasive, or metal-cutting as required)
- Blade wrench (manufacturer-supplied or rated equivalent)
- Clamps or vise to secure material during cutting
- Class ABC fire extinguisher, readily accessible
- HEPA vacuum or water suppression for silica-generating cuts
- Barricade tape or cones to mark exclusion zone

Required Training

- Site orientation under OHSR s. 3.23
- Cut-off saw operator competency (manufacturer-specific or employer sign-off)
- Respiratory protection training and annual fit testing where respirator required
- WHMIS training for fuels and associated products
- Silica Exposure Control Plan review for concrete or masonry cuts — refer to SWP 11
- Basic hand tool and power tool safety

Pre-Task Requirements

Before work begins:

- All workers must review and sign off on this SWP and applicable JHAs before operating the saw
- Complete a Field Level Risk Assessment (FLRA) to identify site-specific hazards
- Inspect the saw, cutting wheel, guards, and safety devices; remove from service if any defect found
- Verify wheel is correct for the material and is not cracked, chipped, or worn beyond limits
- Remove or protect flammable/combustible materials; confirm fire extinguisher is within reach
- Establish exclusion zone; notify all nearby workers before starting the saw
- For concrete or masonry cuts, activate the Silica Exposure Control Plan per SWP 11

Safe Work Procedure

Task Step	Hazards	Controls / Safe Work Practices
Review SWP, FLRA, and manufacturer instructions	Incomplete hazard identification	All workers sign off on SWP; complete FLRA; review manufacturer operating manual before work begins
Inspect saw, blade/wheel, and guards	Equipment failure; blade break; laceration	Inspect wheel for cracks or chips; confirm rated for material; verify all guards secured; tag out and remove from service if any defect found
Don required PPE	Flying debris; noise; dust inhalation; laceration	Hard hat, face shield over safety glasses, double hearing protection (plugs and muffs), Level 5 cut-resistant gloves, CSA footwear, respirator
Stage materials and establish exclusion zone	Struck-by; bystander injury; slips and trips	Clamp material to prevent movement; clear trip hazards; establish 3 m exclusion zone; notify all nearby workers before starting saw
Check for flammables; position fire extinguisher	Fire; ignition from sparks or hot debris	Remove or protect combustible materials; confirm a Class ABC extinguisher is within arm's reach before any cut is made
Start saw per manufacturer instructions	Accidental start; kickback; loss of control	Start gas saw on firm, level ground — never drop-start; confirm guard is secured and all controls function before bringing saw to material
Position body and approach cut	Kickback; struck-by rotating blade; overbalance	Stand to the side — never in line with cutting wheel; ensure stable footing and balance; do not overreach
Execute cut	Blade break; laceration; flying debris; fire	Maintain full throttle throughout; downward pressure only — no lateral force; do not change direction mid-cut; hands min. 15 cm from blade; do not cut above waist height
Control dust during cutting	Silica inhalation; respiratory	Use HEPA vacuum or wet
	disease; eye injury	suppression for concrete/masonry; maintain ventilation; no dry sweeping — refer to SWP 11: Silica- Generating Activities
Shut down, secure, and maintain saw	Contact with coasting blade; laceration; smoldering debris	Allow blade to fully stop before setting down; check for smoldering sparks; disconnect spark plug wire or unplug before blade changes; use correct wrench; confirm new wheel is rated for material
Clean up and restore work area	Trips; residual fire risk; dust re-suspension	Remove all debris with HEPA vacuum — no dry sweeping; confirm no smoldering material remains; return saw to storage with guard in place

Worker Sign-Off — SWP 14: Cut-Off Saw (Portable Abrasive Saw) Each worker listed below confirms that they have read, understood, and agree to follow this Safe Work Procedure. Workers must sign before performing this task.

Worker Name (Print)	Signature	Date	Supervisor Initial

I confirm all workers listed above have been oriented to this SWP, understand the hazards and controls, and are competent to perform this task. Supervisor Name (Print): _____

Signature: _____

Date: _____

SECTION 13 – INCIDENT REPORTING & INVESTIGATIONS

13.1 Internal Reporting Requirements

All incidents must be reported to the supervisor immediately and to management as soon as practicable. Reportable incidents include:

- Injuries (first aid, medical aid, time loss)
- Near misses (incidents that could have resulted in injury or damage)
- Property damage
- Equipment damage or failure
- Environmental incidents (spills, releases)
- Unsafe conditions or acts
- Refusals of unsafe work
- Discovery of suspected ACM or other hazardous materials

13.2 Reporting to WorkSafeBC

Under OHSA s. 3.4 and Workers Compensation Act s. 172, DRYSTAR must report the following to WorkSafeBC immediately by telephone (1-888-621-7233):

- Death of a worker resulting from the workplace incident
- Serious injury or condition that has the potential of resulting in death
- A major structural failure or collapse
- A major release of a hazardous substance
- A blasting incident causing injury
- A dangerous incident involving explosives, whether or not there is personal injury
- Diving incident
- Any fall from an elevation by a worker that requires medical treatment beyond first aid

⚠ PRESERVE THE SCENE: After a reportable incident, the scene must be preserved and not disturbed until released by WorkSafeBC, except to attend to injured workers, prevent further injury, or protect property from significant loss (OHSA s. 3.5).

13.3 Incident Investigations

All incidents will be investigated to identify root causes and prevent recurrence. Under Workers Compensation Act ss. 173–176:

- A preliminary investigation must be commenced within 48 hours of the incident, and a preliminary report submitted to WorkSafeBC within 48 hours for reportable incidents
- A full investigation must be completed and the report submitted to WorkSafeBC within 30 days
- Investigations are conducted jointly by the employer and a worker representative
- Investigation reports must identify causes (immediate, underlying, and root) and corrective actions
- Corrective actions must be assigned with due dates and verified as completed
- Findings must be communicated to affected workers
- Incident investigation records must be retained for at least 3 years (OHSA s. 3.6)

NOTE: Near misses are learning opportunities. Workers are encouraged to report all near misses without fear of blame. The investigation framework above applies to near misses with serious potential (high-energy, high-consequence events) — not minor near misses, which are tracked through the toolbox-talk and FLRA process.

SECTION 14 – EMERGENCY RESPONSE

14.1 General Requirements

Emergency procedures must be reviewed with all workers at site orientation and whenever conditions or personnel change. Site-specific emergency information must be posted at the site office, change room, or main entrance. Emergency information shall include:

- Site address and access instructions for emergency services
- Emergency contacts: supervisor, management, WorkSafeBC (1-888-621-7233)
- Nearest hospital with address and contact number
- Designated muster / assembly point(s)
- First aid attendant name(s) and location of first aid kit and AED (if provided)
- Location of fire extinguishers and emergency shut-offs (water, gas, electrical)
- Site-specific evacuation plan and routes

14.2 Fire Response

In the event of a fire:

- Stop work immediately and alert nearby workers
- Activate the nearest fire alarm or contact 911
- Evacuate via the nearest safe exit route
- Proceed to the designated muster point
- Account for all workers and report to the supervisor
- Do not re-enter until the all-clear is given by the fire department

NOTE: Only trained workers may use fire extinguishers, and only if the fire is small and contained, there is a clear exit behind you, and you have been trained in the PASS technique (Pull, Aim, Squeeze, Sweep).

14.3 Medical Emergency Response

In the event of a medical emergency or serious injury:

- Call 911 immediately if there is any doubt about the severity
- Do not move an injured worker unless there is immediate danger of further injury
- Provide first aid within your level of training
- Keep the injured worker calm and warm
- Notify the supervisor and management immediately
- Preserve the scene for investigation (OHSR s. 3.5)

14.4 Fall Rescue

Refer to Section 4.6. A site-specific written fall rescue plan is required before any worker is exposed to a fall hazard requiring fall arrest.

SECTION 15 – TRAINING & ORIENTATION

15.1 New & Young Worker Orientation

Under OHSR ss. 3.22–3.25, all new and young workers (under 25) must receive site-specific safety orientation BEFORE beginning work. The orientation MUST cover the following items, signed off by the worker and supervisor (per OHSR s. 3.23):

- Names and contact information of the worker's supervisor
- Hazards specific to the worker's tasks
- Workplace rights and responsibilities of workers, supervisors, and the employer, including the right to refuse unsafe work and protection from reprisal
- Workplace H&S rules, policies, and procedures, including the bullying and harassment policy
- Required PPE, where to obtain it, how to use it, and how to maintain it
- Procedures for working alone or in isolation
- Procedures for working with violent persons (including refusing service)
- Reporting unsafe conditions and incidents, and the first aid resources available on site
- Emergency response, including muster point, evacuation routes, and fire extinguishers
- Location of, and how to access, the OHS Regulation, this Health & Safety Program Manual, and Safety Data Sheets

Workers must sign the orientation acknowledgement form before commencing work. Signed forms must be retained on file for the duration of employment and at least 3 years after.

15.2 Site-Specific Orientation

Each project site requires a site-specific orientation tailored to the prime contractor's safety plan, identified site hazards (including hazardous materials), site rules, muster points, and first aid resources.

15.3 Toolbox Talks

Toolbox meetings shall be conducted a minimum of once per week to discuss:

- Current site hazards and controls
- Recent incidents or near misses
- Upcoming work activities and associated hazards
- Safety concerns raised by workers
- Status of corrective actions

Attendance records, topics, and any worker concerns must be documented and retained for at least 3 years.

15.4 Required Training Certifications

Proof of certification must be provided before work begins. Required training includes:

- Site orientation per OHSR s. 3.23 — every worker, before first day of work
- Fall protection training (OHSR s. 11.6) — every worker exposed to falls ≥ 3 m, with retraining as required
- Powder-actuated tool training (manufacturer) — every PAT operator
- MEWP / EWP operator training (CSA B354) — every MEWP operator
- Forklift / telehandler certification (CSA B335) — every operator

- Occupational First Aid (current BC scheme: Basic / Intermediate / Advanced) — at least one current first aid attendant per the site first aid assessment (Section 15.5)
- Respiratory protection training and annual fit testing (CSA Z94.4) — every worker required to wear a tight-fitting respirator
- WHMIS education — every worker; product-specific training before using each new hazardous product
- Silica awareness training — every worker performing silica-generating activities
- Asbestos awareness training — every worker who may work in pre-1990 buildings
- Stilt user training — every worker using drywall stilts
- Workplace bullying and harassment training — every worker (Section 1.7)

15.5 First Aid Assessment

Effective November 1, 2024, BC has reformed its occupational first aid requirements. Required first aid coverage is determined by a workplace-specific assessment under OHSR Part 3, Schedule 3-A, considering:

- Workplace hazard rating (Low / Moderate / High) — most commercial wall and ceiling work is HIGH hazard due to working at heights, power tools, and material handling
- Number of workers present per shift
- Travel time from the workplace to a hospital

Based on the assessment, the workplace must have one of the following first aid certifications on site:

- Basic – minimal coverage for small, low-hazard workplaces
- Intermediate – moderate hazard or moderate distance to hospital
- Advanced – high hazard and/or remote location

First aid attendants must hold a current certificate from a WorkSafeBC-recognized provider, be paid while on first aid duty, and be relieved promptly when called upon. First aid kits, equipment, and records (First Aid Register) must be maintained per Schedule 3-A.

NOTE: These classifications (Basic / Intermediate / Advanced) replace the previous Occupational First Aid Levels 1, 2, and 3. Workers holding the older OFA certificates are valid until expiry but should re-certify under the new framework.

SECTION 16 – INSPECTIONS

16.1 Inspection Requirements

Per OHSR s. 3.5, regular inspections shall be conducted by supervisors and workers to identify and correct hazards before injuries occur. Formal inspections must be documented for:

- Work areas (weekly, or before beginning new tasks)
- Ladders (before each use)
- Scaffolds and work platforms (before each use, and weekly thereafter while in use)
- MEWPs (pre-shift inspection using manufacturer's checklist)
- Fall protection equipment (before each use; formal inspection by a qualified person at intervals not exceeding the manufacturer's recommendation or annually, whichever is more frequent)
- Fire extinguishers (monthly visual; annual servicing)
- Power tools and electrical equipment (before each use)
- First aid supplies (monthly)

All deficiencies must be corrected promptly. Equipment that cannot be immediately repaired must be tagged 'Do Not Use' and removed from service.

SECTION 17 – COMPANY RULES

17.1 General Site Rules

The following rules apply to all workers on every DRYSTAR project:

- No horseplay, fighting, bullying, or harassment of any kind
- No drugs or alcohol on site at any time; no impaired work
- Maintain good housekeeping — clean as you go
- Use proper PPE at all times as required for the task
- Follow supervisor instructions and company safety procedures
- Report all hazards, near misses, and incidents immediately
- Use tools only for their intended purpose
- Maintain barricades, signage, and control zones
- Secure all tools and materials when working at height or near openings
- Follow all site-specific safety requirements
- Respect all other trades and their work
- Cell phone use is restricted to rest/lunch breaks or for work-related coordination; never while operating tools or working at height

 **WARNING:** Violation of any DRYSTAR safety rule may result in immediate removal from the project site. Serious violations will result in termination.

SECTION 18 – MANAGEMENT REVIEW

The DRYSTAR Health & Safety Program shall be formally reviewed at minimum annually by senior management to:

- Evaluate the effectiveness of safety policies, SWPs, and controls
- Update procedures to reflect regulatory changes, new equipment, or new activities
- Incorporate lessons learned from incidents, near misses, and inspections
- Improve the usability of the program in the field
- Set safety objectives and targets for the coming year

Management shall ensure corrective actions are implemented where deficiencies are identified during the review. Review results shall be documented, signed by senior management, communicated to all supervisors, and incorporated into training.

MANAGEMENT REVIEW SIGN-OFF LOG

This log records the annual management review of the DRYSTAR Health & Safety Program required under Section 18. Each entry confirms that senior management has reviewed the program's effectiveness, updated it as needed, and approved it for continued use.

By signing below, the reviewer confirms that the program has been evaluated against current operations, applicable regulations, and lessons learned from incidents and inspections, and that any required corrective actions have been assigned.

Review Date	Reviewed By (Name & Title)	Corrective Actions Identified / Follow-Up	Signature	Date Signed
				

Completed logs shall be retained in the Health & Safety Program file and communicated to all supervisors following each review.

APPENDIX A – FORMS & RECORDS

The following forms shall be maintained, accessible on site, and retained per OHSR record-keeping requirements:

- Field Level Risk Assessment (FLRA) Form
- Toolbox Meeting / Safety Meeting Attendance Form
- Site-Specific Safety Orientation Acknowledgement Form (OHSR s. 3.23)
- Incident Investigation / Near Miss Report Form
- Site Inspection Form
- Fall Protection Plan (site-specific)
- Falling Object Prevention Plan
- Silica Exposure Control Plan
- Equipment Pre-Use Inspection Checklists (scaffold, MEWP, ladder, PAT, harness, forklift)
- Hazardous Materials Discovery Log
- SWP Worker Sign-Off Log
- First Aid Register
- Training and Certification Records
- Emergency Contact / Muster Point Information Sheet
- Workplace Bullying and Harassment Complaint Form
- Working Alone / Check-In Log

APPENDIX B – RECORDS RETENTION SCHEDULE

DRYSTAR retains health and safety records as follows (minimums; some are kept longer for legal protection):

- Incident investigation records — minimum 3 years (OHSR s. 3.6)
- First Aid Register — minimum 3 years
- Training and orientation records — duration of employment plus 3 years
- Inspection records — 3 years recommended
- Fall protection equipment inspection records — at least 1 year, or per manufacturer
- Exposure monitoring records (silica, lead, noise) — minimum 10 years; medical exposure records (asbestos): 40 years (OHSR s. 6.34)
- Subcontractor clearance letters — current plus 1 year
- Bullying and harassment investigation records — 5 years

APPENDIX C – REGULATORY REFERENCE

This manual has been developed in compliance with the following legislation, regulations, and standards (current as of May 2026):

- Workers Compensation Act, RSBC 2019, c. 1 (re-enacted; formerly RSBC 1996, c. 492)
- WorkSafeBC Occupational Health and Safety Regulation (OHSR), BC Reg. 296/97 — as amended
- Part 3 – Rights and Responsibilities (ss. 3.1–3.27, including site orientation s. 3.23)
- Part 4 – General Conditions (including working alone ss. 4.20–4.22, workplace violence ss. 4.27–4.31, MSI prevention ss. 4.46–4.53, guardrails s. 4.55)
- Part 5 – Chemical Agents and Biological Agents (Table 5-1 OELs; s. 5.54 Exposure Control Plan; s. 5.57 Crystalline Silica)
- Part 6 – Substance-Specific Requirements (Asbestos ss. 6.1–6.32; Lead ss. 6.58–6.66; Designated Substances)
- Part 8 – Personal Protective Clothing and Equipment (including CSA Z96 hi-vis s. 8.24; respirators s. 8.32)
- Part 9 – Confined Spaces
- Part 10 – De-energization and Lockout
- Part 11 – Fall Protection (3 m / unusual injury risk threshold, anchor strength 22 kN, fall protection plan, rescue plan)
- Part 12 – Tools, Machinery and Equipment (PAT s. 12.116)
- Part 13 – Ladders, Scaffolds, and Temporary Work Platforms
- Part 19 – Electrical Safety
- Part 20 – Construction, Excavation and Demolition (prime contractor responsibilities)
- WorkSafeBC OHS Policies D3-115-1, D3-115-2, D3-115-3 — Bullying and Harassment
- WorkSafeBC OHS Policies on Asbestos Licensing and Worker Certification (effective January 1, 2024)
- WorkSafeBC Schedule 3-A — Occupational First Aid (revised November 1, 2024; Basic / Intermediate / Advanced)
- Hazardous Products Act, Canada, R.S.C. 1985, c. H-3, and Hazardous Products Regulations (WHMIS, as updated to GHS Rev. 7)
- BC Building Code 2024 — fire-resistance ratings, smoke and fire control
- CSA Z94.1 – Industrial Protective Headwear
- CSA Z94.2 – Hearing Protection
- CSA Z94.3 – Industrial Eye and Face Protectors
- CSA Z94.4 – Selection, Use, and Care of Respirators
- CSA Z195 – Protective Footwear
- CSA Z96 – High-Visibility Safety Apparel
- CSA Z259 series – Fall Protection Equipment
- CSA Z11 – Portable Ladders
- CSA Z797 – Access Scaffold Code of Practice
- CSA B335 – Forklift / Industrial Lift Truck
- CSA B354 – Mobile Elevating Work Platforms (MEWPs)

Workers and supervisors should refer to the current edition of the WorkSafeBC OHS Regulation for the most up-to-date regulatory requirements. The OHS Regulation is available at www.worksafebc.com.

MANUAL ACKNOWLEDGEMENT & SIGN-OFF

I acknowledge that I have read, understood, and agree to comply with the DRYSTAR Wall & Ceiling Ltd. Health & Safety Program Manual, including all Safe Work Procedures (SWPs).

Worker Name (Print): _____

Signature: _____

Date: _____

Company / Trade: _____

Supervisor / Foreman Sign-Off:

Supervisor Name (Print): _____

Signature: _____

Date: _____