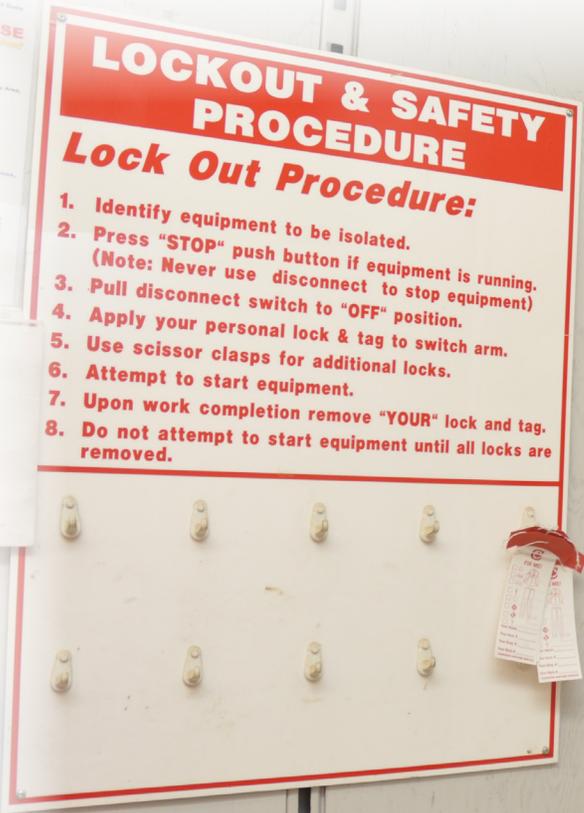


Lockout and Learn

LOCKOUT & SAFETY PROCEDURE
Lock Out Procedure:

1. Identify equipment to be isolated.
2. Press "STOP" push button if equipment is running. (Note: Never use disconnect to stop equipment)
3. Pull disconnect switch to "OFF" position.
4. Apply your personal lock & tag to switch arm.
5. Use scissor clasps for additional locks.
6. Attempt to start equipment.
7. Upon work completion remove "YOUR" lock and tag.
8. Do not attempt to start equipment until all locks are removed.



LOCKOUT STATION



DANGER

This energy source has been **LOCKED OUT.**

Only the individual who signed the reverse side may remove this lock/tag.

marks:



MAIN POWER DISCONNECT

ON

DANGER HIGH VOLTAGE

OFF

LOCKED OUT DO NOT OPERATE



LOCK OUT

TAG OUT

DANGER



IHSA has additional information on this and other topics.

Visit ihsa.ca or call Customer Service at **1-800-263-5024**.

The contents of this publication are for general information only. This publication should not be regarded or relied upon as a definitive guide to government regulations or to safety practices and procedures. The contents of this publication were, to the best of our knowledge, current at the time of printing. However, no representations of any kind are made with regard to the accuracy, completeness, or sufficiency of the contents. The appropriate regulations and statutes should be consulted. In case of any inconsistency between this document and the *Occupational Health and Safety Act* or associated regulations, the legislation will always prevail. Readers should not act on the information contained herein without seeking specific independent legal advice on their specific circumstance. The Infrastructure Health & Safety Association is pleased to answer individual requests for counselling and advice.

The basis for this document is *Lockout for Life*, a series of safety talks developed by the former Mines and Aggregates Safety and Health Association (MASHA). The content has been revised with permission from Workplace Safety North (WSN).



Every task can be performed safely. Refer to specific written procedures and consult your supervisor if any doubt exists before starting a job.

Remember: No job is so important that we cannot take the time to do it safely.

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September 2019

This booklet was revised and endorsed by the Surface Mining and Aggregates Sector Working Group in association with the Infrastructure Health and Safety Association.

IHSA would like to thank the working group members for contributing their knowledge, experience, and time to produce a health and safety booklet that will benefit both labour and management in the Aggregates sector.



Lockout and Learn 1

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

A worker used a shovel to clean debris from under a conveyor while the belt was moving. The shovel became caught in a pinch point. The worker was pulled into the equipment and fatally injured.

Why did it happen?

The worker did not shut down and lock out the equipment before starting to work on it.

How could it have been prevented?

1. Workplaces must have a procedure for shutting down and locking out equipment before doing routine maintenance or cleanup work. Management develops these safety procedures in collaboration with the Joint Health and Safety Committee or Health and Safety Representative for the site.
2. Workers must be trained in lockout procedures for specific equipment.
3. Everyone must follow the lockout procedures **every time**.

Know the Law

Mines and Mining Plants (O. Reg. 854)

185. (7) If any work is being done on a machine,
(a) the moving parts shall be stopped;
(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
(c) energy isolating devices shall be installed if the machine is not already equipped with them; and
(d) all energy isolating devices shall be properly engaged, locked and tagged.

196. (6) A conveyor shall be stopped and the prime mover de-energized, locked and tagged out when the conveyor is undergoing repairs, adjustments or maintenance unless,
(a) it is necessary to run the conveyor during such work; and
(b) effective precautions are taken to prevent injury to a worker from moving parts.

196.1. (1) Every conveyor shall have an emergency stopping system that operates a manual reset switch that stops the conveyor.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 2

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

Three workers had stopped a conveyor to clean out the pulleys. Two of them finished their work and started the conveyor up.

The third worker was standing on the conveyor when it suddenly started moving. He managed to jump free, but he hurt his ankle when he landed.

Why did it happen?

Although the workers locked out the conveyor, they didn't check to make sure everyone was clear before they started it up again.

How could it have been prevented?

1. A scissor lock should be used when more than one person is working on equipment. Each worker must remove their lock before the conveyor can start up.
2. A warning alarm should be sounded before the conveyor starts up.

Know the Law

Mines and Mining Plants (O. Reg. 854)

185. (7) If any work is being done on a machine,
(a) the moving parts shall be stopped;
(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
(c) energy isolating devices shall be installed if the machine is not already equipped with them; and
(d) all energy isolating devices shall be properly engaged, locked and tagged.
(8) Before doing any work to which subsection (7) applies, a worker shall verify, by testing, that the requirements of that subsection have been complied with.
(9) A tag required by clause (7) (d) shall,
(a) be secured to prevent its accidental removal;
(b) state the reason the energy isolating devices are locked and tagged;
(c) show the name of the person responsible for locking and tagging the energy isolating devices; and
(d) show the date on which the energy isolating devices were locked and tagged.

196. (2)(b). A conveyor shall have [...] a start-up warning device.
(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 3

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

A mechanic was replacing a hydraulic hose on a loader. He set the parking brake, raised the bucket, and was working underneath the hydraulic arms. When the hose was loosened, the hydraulic pressure was released and the arm came down, crushing the worker.

Why did it happen?

Not all energy sources are obvious. Even after it's turned off, a hydraulic system can hold energy. The stored hydraulic energy in the loader was not neutralized before work started.

How could it have been prevented?

1. Moving parts on mobile equipment must be blocked in position or mechanically secured.
2. Release any stored energy by bleeding off accumulators after the equipment has been shut down or by following the steps specified by the manufacturer.
3. Procedures should be developed and workers should be trained so they know what to do to make this type of task safe.

Know the Law

Mines and Mining Plants (O. Reg. 854)

108. (1) When the controls are left unattended,
(a) the bucket of a front-end loader, backhoe or other excavating machine;
(b) the blade of a bulldozer; or
(c) the load of a fork-lift truck, mobile crane or other hoisting machine,
shall be in the lowered position or adequately supported.
(2) Any part of a motor vehicle or other equipment, including the blade or bucket or dump box of a truck, the lowering of which may endanger a worker, shall be blocked so as to prevent its lowering accidentally.

185. (7) If any work is being done on a machine,
(a) the moving parts shall be stopped;
(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
(c) energy isolating devices shall be installed if the machine is not already equipped with them; and
(d) all energy isolating devices shall be properly engaged, locked and tagged.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 4

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

A worker was assigned to do repairs on a chemical supply pipeline. When he loosened the coupling, the chemical sprayed on his clothes and face.

Why did it happen?

The worker did not shut and lock out the main supply shut-off valve or bleed the section of pipe he was working on.

How could it have been prevented?

1. Lockout relates to more than just moving equipment. Pipelines carrying hazardous substances, compressed air, or liquid under pressure must be shut down, locked and tagged, bled or flushed, and checked before work starts. The workplace must have a procedure for doing this type of work.
2. Workers must be trained to know when they need to use lockout procedures and how to do it. They need to know the procedures for specific equipment and processes to ensure a zero energy state.

Know the Law

Mines and Mining Plants (O. Reg. 854)

185. (7) If any work is being done on a machine,
(a) the moving parts shall be stopped;
(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
(c) energy isolating devices shall be installed if the machine is not already equipped with them; and
(d) all energy isolating devices shall be properly engaged, locked and tagged.
(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Workplace Hazardous Materials Information System (WHMIS) (O. Reg. 860)

7. (1) An employer shall ensure that every worker who works with or who may be exposed in the course of his or her work to a hazardous product is instructed in [...]
- (d) procedures for the safe use, storage, handling and disposal of a hazardous product when it is contained or transferred in a pipe, a piping system including valves, [...] a conveyor belt or a similar conveyance;
 - (f) procedures to be followed in case of an emergency involving a hazardous product.

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 5

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

An employee doing maintenance on a mill turned the power on to check the unit. The breaker kicked out, which stopped the equipment. The worker went back to his repairs without shutting the mill down. Later the breaker was reset and the mill started up automatically, crushing the worker.

Why did it happen?

The worker did not lock out all of the controls for the equipment. The programmable logic controller (PLC) for the unit allowed power to return automatically when the breaker was reset.

How could it have been prevented?

1. Lockout procedures must be followed **every time**, even if no energy appears to be flowing through the system. Check and re-check.
2. PLCs and computerized systems must be programmed so that controls for each piece of equipment are reset following a power interruption. Energy should not flow automatically.
3. Equipment that starts automatically through a PLC or computerized system must be evaluated regularly by a knowledgeable person. All energy sources should be examined.

Know the Law

Mines and Mining Plants (O. Reg. 854)

155. (1) If electrical equipment is installed or modified, the work shall be done in accordance with good electrical practices.

158. (2) An employer shall establish a written locking and tagging program to protect the health and safety of workers.

185. (7) If any work is being done on a machine,

(a) the moving parts shall be stopped;

(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;

(c) energy isolating devices shall be installed if the machine is not already equipped with them; and

(d) all energy isolating devices shall be properly engaged, locked and tagged.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 6

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

An employee was working with electrical cables when the blade of the knife he was using slipped and cut into the cable. He suffered electrical burns on his hand as a result.

Why did it happen?

Power to the electrical cable had not been switched off and properly locked out before the worker started his repairs.

How could it have been prevented?

1. When dealing with electricity, all energy sources must be identified, shut down, locked out, and tagged before any repairs or maintenance take place.
2. Each piece of equipment must have proper lockout procedures identified to eliminate all power sources and workers must be trained in these procedures.

Know the Law

Mines and Mining Plants (O. Reg. 854)

158. (2) An employer shall establish a written locking and tagging program to protect the health and safety of workers.

(3) Before doing any work to which this section applies, a worker shall verify, by testing, that[...]:

1. All hazardous sources of electrical supply to the electrical equipment or conductors are isolated.
2. [...]all energy isolating devices are properly engaged, locked and tagged in accordance with subsection (5).
3. All hazardous stored electrical energy is discharged.

159. (3) Precautions to guard workers against injury by moving or energized parts shall be taken before maintenance, repair or adjustment work is performed on a machine that is energized.

185. (7) If any work is being done on a machine,

- (a) the moving parts shall be stopped;
- (b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
- (c) energy isolating devices shall be installed if the machine is not already equipped with them; and
- (d) all energy isolating devices shall be properly engaged, locked and tagged.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 7

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

A worker was cleaning debris from the main discharge chute of a feed conveyor. Before doing so, he shut down the conveyor. While he was working, however, a sampler arm cycled automatically and he was crushed against the chute wall.

Why did it happen?

Even though the conveyor was locked out, not of all the mechanical components had been shut down.

How could it have been prevented?

1. All moving parts of interlocked equipment must be shut down, locked out, and tagged before maintenance work begins.
2. The workplace must have procedures in place for common tasks such as cleaning up debris. The procedure must take into account how to deal with all energized equipment.
3. Workers must be trained how to follow these procedures.

Know the Law

Mines and Mining Plants (O. Reg. 854)

158. (2) An employer shall establish a written locking and tagging program to protect the health and safety of workers.

(3) Before doing any work to which this section applies, a worker shall verify, by testing, that[...]:

1. All hazardous sources of electrical supply to the electrical equipment or conductors are isolated.
2. [...]all energy isolating devices are properly engaged, locked and tagged in accordance with subsection (5).
3. All hazardous stored electrical energy is discharged.

159. (3) Precautions to guard workers against injury by moving or energized parts shall be taken before maintenance, repair or adjustment work is performed on a machine that is energized.

185. (7) If any work is being done on a machine,

- (a) the moving parts shall be stopped;
- (b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
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- (d) all energy isolating devices shall be properly engaged, locked and tagged.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 8

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

An electrician was connecting phase conductors in an electrical panel. A co-worker engaged the disconnect switch for the circuit, and the electrician received an electrical shock.

Why did it happen?

The electrician did not lock out the disconnect switch and did not attach tags to let others know he was working on the circuit.

How could it have been prevented?

1. Electrical switches must be de-energized and locked out before any work is done.
2. Lockout tags must be used to alert other workers. The tag must be marked with worker's name, the date, and the reason why the equipment or switch is locked out.

Know the Law

Mines and Mining Plants (O. Reg. 854)

185. (7) If any work is being done on a machine,
(a) the moving parts shall be stopped;
(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
(c) energy isolating devices shall be installed if the machine is not already equipped with them; and
(d) all energy isolating devices shall be properly engaged, locked and tagged.
(8) Before doing any work to which subsection (7) applies, a worker shall verify, by testing, that the requirements of that subsection have been complied with.
(9) A tag required by clause (7) (d) shall,
(a) be secured to prevent its accidental removal;
(b) state the reason the energy isolating devices are locked and tagged;
(c) show the name of the person responsible for locking and tagging the energy isolating devices; and
(d) show the date on which the energy isolating devices were locked and tagged.
(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 9

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

A worker on a diamond drill rig climbed up the mast of the drill to paint the mast while the drill was running. His jacket was caught in the rotating drill rods.

Why did it happen?

Power to the drill rods had not been switched off and properly locked out before the worker started his repairs.

How could it have been prevented?

1. No one should work on or near unguarded moving machinery.
2. Routine maintenance jobs must have procedures that set out how they can be done safely. The procedure must include shutting down, locking out, and tagging any moving equipment.

Know the Law

Mines and Mining Plants (O. Reg. 854)

159. (3) Precautions to guard workers against injury by moving or energized parts shall be taken before maintenance, repair or adjustment work is performed on a machine that is energized.

185. (2) A machine that has an exposed moving part that may endanger the safety of any person shall be fenced or guarded unless its position, construction or attachment provides equivalent protection.

185. (7) If any work is being done on a machine,

(a) the moving parts shall be stopped;

(b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;

(c) energy isolating devices shall be installed if the machine is not already equipped with them; and

(d) all energy isolating devices shall be properly engaged, locked and tagged.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 10

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

A welder was working in a sand and gravel chute during shift change. The oncoming operator, unaware of the maintenance work being done, turned on the high-pressure water spray. The spray flushed the welder down the chute. Luckily, the worker was rescued before being injured.

Why did it happen?

The welder did not lock out and tag the water controls before starting to work on the chute.

How could it have been prevented?

1. The workplace must have a procedure for shutting down and locking out equipment before doing routine maintenance or cleanup work.
2. Specific lockout procedures should be established for every piece of equipment.
3. Everyone must follow the procedures, **every time**.

Know the Law

Mines and Mining Plants (O. Reg. 854)

158. (2) An employer shall establish a written locking and tagging program to protect the health and safety of workers.

185. (7) If any work is being done on a machine,

- (a) the moving parts shall be stopped;
- (b) any hydraulic, pneumatic or gravity stored energy shall be dissipated or contained;
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- (d) all energy isolating devices shall be properly engaged, locked and tagged.

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- (a) be secured to prevent its accidental removal;
- (b) state the reason the energy isolating devices are locked and tagged;
- (c) show the name of the person responsible for locking and tagging the energy isolating devices; and
- (d) show the date on which the energy isolating devices were locked and tagged.

(10) If it is not practical to comply with subsection (7), work to which that subsection applies may be done if, while it is being done, barriers, shields or other effective precautions are used or taken for the safety of a worker.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 11

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

An electrician at an underground mine was removing the cover from an electrical panel when an arc sent current entering his right middle finger and exiting his right knee.

Why did it happen?

The electrician did not shut down and lock out the power supply to the panel before starting to work on it.

How could it have been prevented?

1. The workplace must have a procedure for shutting down and locking out equipment before doing routine maintenance or cleanup work. These procedures should be developed by management, working with the Joint Health and Safety Committee or the Health and Safety Representative.
2. Workers must be trained in lockout for specific equipment.
3. Everyone must follow the procedures, **every time**.

Know the Law

Mines and Mining Plants (O. Reg. 854)

158. (2) An employer shall establish a written locking and tagging program to protect the health and safety of workers.

159. (3) Precautions to guard workers against injury by moving or energized parts shall be taken before maintenance, repair or adjustment work is performed on a machine that is energized.

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(c) energy isolating devices shall be installed if the machine is not already equipped with them; and

(d) all energy isolating devices shall be properly engaged, locked and tagged.

(10) If it is not practical to comply with subsection (7), work to which that subsection applies may be done if, while it is being done, barriers, shields or other effective precautions are used or taken for the safety of a worker.

(See also s. 5.1 to 5.3: The employer is required to conduct a risk assessment and develop measures to control or eliminate hazards and potential hazards found in the assessment.)

Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

Lockout and Learn 12

Lockout and Learn is a series of real-life scenarios that supervisors or employers can use to educate workers on the importance of working safely around electrical energy.

1. **Tell** your workers about the incident.
2. **Ask** workers to identify why the incident happened.
3. **Discuss** ways that the incident could have been prevented.

What happened?

Technicians placed calipers and gauges on a water pump shaft for alignment. They left the area without locking out the equipment and with the power switch for the pump in the ON position. Another work crew started the pump, which caused the calibration instruments to fly off and damage equipment in the area. However, the workers did not receive any injuries.

Why did it happen?

The technicians failed to interrupt the power to the pump, lockout the switches, and tag the controls. They also failed to notify the second crew that they'd been working on the equipment.

How could it have been prevented?

1. The company should have had a procedure for shutting off power, locking out switches, and tagging controls before starting any maintenance procedures.
2. Everyone must be trained to follow the lockout and tagging procedures.
3. Everyone must follow these procedures, **every time!**

Know the Law

Mines and Mining Plants (O. Reg. 854)

158. (2) An employer shall establish a written locking and tagging program to protect the health and safety of workers.
159. (3) Precautions to guard workers against injury by moving or energized parts shall be taken before maintenance, repair or adjustment work is performed on a machine that is energized.
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- (a) the moving parts shall be stopped;
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Presenter	Date
Attendees	

Lock it out! Your life may depend on it.

NOTES

“BE A PRO—WORK SAFELY”

For more information or products please contact:

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