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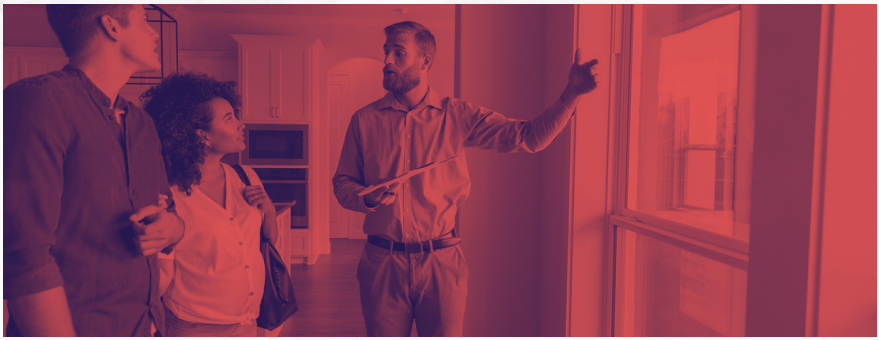
CALGARY REGION

SAFETY TIPS FOR BUILDERS



SAFETY TIPS FOR BUILDERS

COMMUNICATION

If a Sales Representative is working alone, a work alone safety plan must be followed. Communication is essential. Several things can help increase the safety of Sales Representatives:

- Equip each show home with a portable phone, cell phone or walkie-talkie.
- Ensure the Sales Representatives have all necessary contacts to call and location information to share in case of an emergency.
- Program emergency numbers into the telephone and have them listed in the show home.
- Establish or join a communication channel with other builders in the community e.g., WhatsApp group chat.
- Establish a distress code in case Sales Representatives need to call someone in front of the suspect, for example: "Red File."
- Have 2 levels of distress codes. Level 1 is used if the Sales Representative feels uneasy and wants someone to come to the show home. Level 2 means 911 should be called immediately.

SAFETY TIP: Have two levels of distress codes. Level 1 is used if Sales Representative feels uneasy and wants someone to come to the show home. Level 2 means 911 should be called immediately.

TRAINING

All Sales Representatives should receive training for the alarm system.

Consider self-defense training for your Sales Representatives. This can reinforce the options available in case of an attack and can help Sales Representatives deal with those options calmly and confidently.

Incorporate safety into orientation training for new Sales Representatives. Emphasize the information found in the **Tips for Sales Representatives** section of this guide. **(Pages 8 - 13)**

SAFETY TIP: Training can include mock drills and role-play of dangerous situations, to raise awareness of possible dangers and help Sales Representatives understand their options if they are faced with danger.

STAFF INVOLVEMENT

Involve staff in safety issues. Hold regular meetings with Sales Representatives and put safety on the agenda. Sales Representatives will often have ideas about what would help them feel safer.

In addition to regular meetings, let Sales Representatives know you have an "open door policy" when it comes to safety.

Encourage suggestions regarding personal safety and site safety and let Sales Representatives know how you will follow up.

SAFETY TIP: Schedule regular meetings with Sales Representatives to discuss safety issues, concerns, and suggestions.

CONDUCT VISUAL HAZARD ASSESSMENTS

Employers must closely examine and identify existing or potential safety hazards in the workplace. The assessment must be in writing and communicated to all affected Contractors. Employers must also involve employees in conducting the Hazard Assessment and in the elimination, reduction or control of the identified hazards.

SAFETY TIP: Involve employees in conducting the Hazard Assessment process, including identifying and eliminating/controlling hazards.

ENSURE CONTRACTORS ARE KNOWLEDGEABLE

Contractors must ensure their employees are trained and educated so they can perform their jobs safely.

Contractors must be made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks. A sizeable percentage of injuries on the job involve new employees and those returning to the workforce. These rules consider a wide variety of situations where employees work alone. The intent is to require Contractors to consider the hazards specific to their worksites and to adopt safety measures that address these hazards.

Occupational Health and Safety Officers inspecting a workplace will evaluate compliance with the Act, Regulation and Code using the Working Alone Safety Plan as a reference standard.

SAFETY TIP: Have contractors complete a safety prequalification package, where roles and responsibilities, prime contractor rules, and procedures are explained and ensure contractors have WCB coverage and liability insurance, if required.