DELTA SPRINGS LTD

ALBERTA HEALTH & SAFETY POLICY

AND REFERENCE MANUAL

SAFE WORK PROCEDURES

REVISED (JUNE 7, 2021)

Note: This Health and Safety Reference Manual is an overview and summary of the Company's COR program. The Company refers to Delta Springs LTD.

ADDRESS:129 HAMPTONS COMMON NE, HIGH RIVER, AB T1V 0B1

Alberta Construction Safety Association

Issue Date: July 19, 2021
Expiry Date: January 15, 2022

SMALL EMPLOYER TEMPORARY LETTER OF CERTIFICATION (SETLC)

DELTA SPRINGS LTD.
129 HAMPTONS COMMON NE
HIGH RIVER, ALBERTA
T1V 0B1

The company has met the requirements for issuance of a Small Employer Temporary Letter of Certification and agrees to the following conditions:

1. A full-time employee of the Company has completed the ACSA Safety Education courses required; Principles of Health & Safety Management, and Construction Safety Training System (CSTS), as well as Standard First Aid;

2. An administrative audit was conducted and confirms that the components of the safety management system are in place;

3. It is the responsibility of the company to complete and submit the Small Employer Evaluation Tool with all the required supporting documentation for the issuance of a SECOR before the expiry date of this TLC.

Tammy Hawkins
Chief Operations Officer

Occupational Health & Safety Policy Statement

Delta Springs LTD, is committed to the protection from accidental injury and loss to its employees and property.

COMPANY HSE POLICY

In fulfilling this commitment, Senior Management will provide and maintain a safe and healthy work environment that promotes Occupational Health and we will strive to eliminate hazards which may result in injury, illness, and property damage.

Accidental injury and loss can be controlled through good management in combination with active employee involvement in our health and safety management system.

Supervision and Management will be responsible for and take all necessary actions to eliminate or control hazardous working conditions and work in compliance with laws pertaining to occupational health and safety. Management will also work in consultation and cooperation with all workers.

Senior Management recognizes the rights of workers to work in a safe and healthy work environment. All employees, subcontractors, supervisors, and visitors will be held accountable for their health and safety performance and are responsible for their own personal safety and that of their co-workers. They are expected to use the safest work methods to carry out their job and point out sources of danger and suggest means to remedy them.

I trust that each of you will join me in a personal commitment to enforce this Health and Safety Policy as a way of life.

Gary Parker
President

Gary Parker

Reviewed in Alberta on June 2021
Previously reviewed on January 2019

Table of Contents

INTRODUCTION

This manual is to be used by accountable, company management in the implementation and maintenance of our loss control programs, and by workers, contractors and subcontractors and their employees, for a healthy and safe work environment. The procedures contained in this manual will not be compromised, as the construction industry is a hazardous occupation. All personnel are obliged to maintain these procedures toward the goal of outstanding performance in safety on our job sites.

The Occupational Health & Safety Act and Regulations for Construction Sites in Alberta cover the safety requirements in the Construction Industry. All employers, employees, supervision, contractors, and subcontractors on our job sites are always to work in full accordance with this Act and Regulations, including the owners and/or constructor's site safety rules and regulations. This manual is intended as an adjunct to these rules and regulations.

No manual can foresee and allow for every situation on a construction site, competence, training, professionalism, experience, and common sense, together with these rules and regulations, become the policy. In the event no rule or guide is found, contact the Project Manager or Manager Safety & Human Resources, for specific instructions.

The procedures outlined, diligently applied together with the application of the respective Act and Regulations, will assist us in achieving our common goal: eliminating all job site accidents. Safety begins with each employee – regardless of position or rank in

the Organization and his/her positive attitude and resolve. The safe way to do a job must always be found before going ahead. This will continue to reduce and eliminate job site accidents.

All employees will receive a copy of Delta Springs. Health & Safety Policy & Procedure Employee Booklet and will abide by the policy as outlined. We welcome and encourage your suggestions for improving this manual, as well as safety at our sites.

Occupational Health and Safety (OHS) Act, Regulation and Code

The OHS Act, Regulation and Code are the pieces of legislation that set standards for workplace health and safety. Their main purpose is to prevent injuries, diseases and deaths, due to workplace hazards. This legislation is administered by Alberta Human Resources and Employment (AHRE) and is enforced by Occupational Health and Safety Officers. It describes specific requirements that must be met on the work site. If the requirements are not met, the Officer has the authority to order corrective action or to shut the work site down. Employers must comply or they may be subject to prosecution and penalties.

The OHS Act – sets out the basic duties of owners, employers, workers, contractors and suppliers. It gives the government power to make regulations and codes (i.e., rules) about health and safety at the workplace. The OHS Act sets standards to protect and support the health and safety of workers throughout the province and gives Officers the authority to visit work sites and enforce the requirements.

The OHS Regulation – addresses certain requirements related to government policy and administrative matters.

The OHS Code – specifies all the technical standards and rules that employers and workers must comply with to fulfill their obligations. The Code covers different topic areas, such as hazard assessment and control, general safety, noise, chemical hazards, violence in the workplace and first aid, to name a few. There are 39 parts (i.e., chapters) in the Code. These parts are listed on page 65 of the supplemental information. There are also several handouts in the supplemental information that include excerpts from the Code.

As a worker, students should be aware of the requirements of the OHS Act,

Regulation and Code that apply to them at their workplace.

Refer to the Workplace Health and Safety Teachers Toolkit for:

OHS Act: An Employer’s Guide

HS Act: A Worker’s Guide.

Due Diligence

Due diligence is the level of judgement, care, prudence, determination and activity that a person would reasonably be expected to do under particular circumstances. Failure to prove that an employer or worker had been duly diligent in complying with the OHS legislation can result in significant penalties.

The OHS Act states: 2 (1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

(a) the health and safety of

(i) workers engaged in the work of that employer, and

(ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and

(b) that the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act and the regulations.

In addition,

• Suppliers are responsible to ensure, as far as it is reasonably practicable to do so, that anything the supplier supplies complies with the Act, Regulation and Code.

• Contractors who direct the activities of another employer at a work site shall ensure, as far as it is reasonably practicable to do so, that that employer complies with the Act, Regulation and Code.

General Obligations

Employers Under the OHS Act, employers are responsible for ensuring the health and safety of all workers at the work site. Specific requirements are outlined throughout the OHS Act, Regulation and Code, depending on the work that is to be done. You meet the definition of employer if: • you employ one or more workers • you are designated to represent the employer • you are a director or officer of a company whose responsibility is to oversee worker health and safety • you are self-employed. (OHS Act, Section 1, 2(1)) Employer responsibilities include making sure that: • equipment is kept in safe working order • dangerous chemicals are properly labelled and stored • workers perform their duties, as required by the legislation • workers have the training needed to do their jobs safely • workers are informed of any hazards on the job site • workers who may be exposed to certain hazards, e.g., chemicals, noise, are monitored

Workers

OHS legislation sets out what a worker must or must not do and outlines specific duties. Workers must: • take reasonable care to protect the health and safety of themselves and other workers • cooperate with their employer for purposes of health and safety. (OHS Act, Section 2(2)) Worker responsibilities: • do not perform work that may endanger themself, others, if not competent to perform that work • use or wear safety equipment the employer requires to be used or worn • use safety devices, such as guards on machines, and never take them off or alter them • report hazards to supervisor • participate in training for safe equipment operation. Worker Rights and Responsibilities The OHS Act is in place to protect the health and safety of workers. It does this by establishing

certain rights but it also sets out some expectations, i.e., responsibilities, that workers must follow. The right to a safe workplace: employers are required to perform a hazard assessment to identify actual and potential hazards associated with a job. Once hazards are identified, they must be controlled so that workers do not become injured or ill. If possible, workers should be involved in this process.

The right to know: employers must provide information about the assigned job and any hazards in that job. If workers do not get training or are left with questions, there are some things they should ask: • What hazards are there and how could they affect my health and safety? • How do I do this job safely? • What protection do I need so that I don't get injured or become sick? The responsibility to refuse unsafe work: the OHS Act prohibits a worker from doing any work he or she feels poses a risk of imminent danger. Section 35 outlines the workers' duty to refuse work in such a case. Example #1 • A construction worker who has not been trained to handle explosives is being asked by his employer to destroy some explosives left behind at the work site by another employer. (Handling explosives is a danger normally present for blasters, who are trained and certified to safely handle them, but not for the construction worker.) • The construction worker must refuse to carry out the work and inform his employer of his refusal and the reasons. • The employer must investigate and take action to eliminate the imminent danger; e.g., the employer could require the blasting company to come back and dispose of its explosives.

What to Expect if You Refuse to Work The OHS Act requires that no worker shall carry out work if, on reasonable and probable grounds, the worker believes that there exists, or the work will cause to exist, an imminent danger to the health or safety of that worker or another worker present at the work site. Nor shall the worker operate any tool, appliance or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site. In the event a worker is in such a situation, he or she must notify his or her employer of his or her refusal and the reason for the refusal.

The OHS Act requires that the employer then investigate and take action to eliminate the danger. During the investigation, the employer must ensure that no workers operate the equipment or do the work until the danger has been eliminated. Workers may be temporarily assigned to do something else until the situation has been resolved. The employer must give the worker a report of the investigation outcome and what action was taken. If the worker believes that an imminent danger still exists, he or she may file a complaint with Workplace Health and Safety. An OHS Officer will be assigned to investigate and make a ruling on the situation and inform the worker and his or her employer of any action taken. Protection against Reprisals There are provisions under the OHS Act (Sections 36 and 37) to protect workers from reprisal. If a worker is terminated or disciplined for reporting a dangerous situation, for refusing to carry out imminent danger work or acting in compliance with with the OHS legislation in any other way, he or she can file a complaint with an OHS Officer.

Prime Contractor
On construction projects, there are often several employers, each with their own workers, equipment and jobs to do. If everything is not properly managed, the site can get confusing and people can be injured. Therefore, if there are two or more employers involved in work at a work site, at the same time, there must be a prime contractor. The purpose of a prime contractor is to, as far as it is reasonably practicable to do so, ensure the OHS Act, Regulation and Code are complied with at the work site.

Joint Work Site Health and Safety Committees (JWHSCs)
While many work sites in Alberta have a voluntary JWHSC, there are provisions in the legislation (Section 31 of the Act and Part 13 of the Code) to order a company, by Ministerial Order, to establish a JWHSC. If this is the case, there are specific requirements, clearly outlined in Part 13 of the Code, that must be met. The purpose a JWHSC, whether

voluntary or legislated, is to address health and safety concerns in the workplace. It is usually made up of equal representation from management and front-line workers. The committee will hold meetings and minutes will most likely be posted in a central location for the employees to read. Workers are encouraged to find out about their JWHSC and to read the minutes to stay abreast of health and safety concerns at their workplace. Workers may be asked to sit on the committee; this is a great opportunity to have a positive impact on the health and safety of the workplace.

Reporting Serious Injuries and Death at the Workplace

When an incident occurs that results in, or might have resulted in, a serious injury to a worker, the employer must notify the nearest Workplace Health and Safety office as soon as possible. There are five critical situations that must be reported: • an injury or accident that results in death • an injury or accident that results in a worker being admitted to a hospital for more than two days • an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury • the collapse or upset of a crane, derrick or hoist • the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.If a worker is involved in or aware of a serious incident, he or she should report it immediately to a supervisor to ensure that it can be investigated. The purpose of an investigation is to determine what went wrong so that appropriate preventative measures are implemented to prevent recurrence. Failure to report an incident can result in a prosecution against the company or the employer. (OHS Act, Section 18) Refer to Handout 5 – Reporting Injuries and Incidents: Quick Facts (page 29).

Fines and Penalties

There are consequences that can be faced if the law is not followed. Under Section 41 of the OHS Act, a person who contravenes the Act, Regulations or Code, or who fails to comply with an Officer's order is guilty of an offence and liable of a fine up to $500,000 or imprisonment up to six months or both. If there is a second offence, that individual may be liable of a fine up to $1,000,000 and/or imprisonment up to 12 months. Judges may also order additional or alternative actions. For example, a company might be required to provide funding to create a new course or to support existing health and safety initiatives.

Safety Codes Act

Under the Safety Codes Act, the Ministry of Municipal Affairs is responsible for safety standards/rules in 10 areas: • building • fire • electrical • gas (i.e., natural and propane) • plumbing • private sewage treatment systems • boilers and pressure vessels • elevators/escalators • amusement rides • passenger ropeways (ski lifts). In many cases, permits are required and inspections are carried out by municipalities or appointed agencies/corporations. The Human Rights, Citizenship and Multiculturalism Act states: "Whereas it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income or family status,..." In Alberta, it is against the law to discriminate against anyone with respect to: • employment or the application for employment • goods, services, accommodation or facilities customarily available to the public (e.g., restaurants, stores, hotels, provincial government services) • tenancy (i.e., residential or commercial rentals) • public statements, publications, notices, signs, symbols, emblems or other representations • membership in trade unions, employers' organizations or occupational associations • pay. The Human Rights, Citizenship and Multiculturalism Act is administered by the Alberta Human Rights and Citizenship

Commission. The Apprenticeship and Industry Training Act This Act sets standards for apprenticeship and trades and is administered by the Ministry of Advanced Education. The legislation provides the framework for the apprenticeship and training system. The Act requires government to provide training in designated trades and also regulates who can work in compulsory certification trades. Standards Canadian Standards Association (CSA) standards that relate to the workplace include office ergonomics, machine guarding, punch and brake press safety, fork truck safety and other standards for equipment like safety boots, hard hats, electrical appliances, ladders and fall protection. They are not lawing themselves but sometimes are referred to, in Alberta legislation, as a standard for compliance with the requirements. The CSA marking on equipment gives users the assurance that it has been tested to meet tough Canadian standards. Page 19 What you should see in a Workplace the Workers' Compensation Board, Workplace Health and Safety and Employment Standards all have posters that you may see posted at a work site. You may also see some of the following items: • a Health and Safety policy • first aid record forms • copy of the OHS Act, Code and Regulations • a copy of a Workplace Health and Safety inspection report or the employer's inspection reports • Material Safety Data Sheets • Employment Standards outlining rights and responsibilities • WCB poster explaining reporting procedures • Joint Work Site Health and Safety Committee meeting minutes.

Legislations

"An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site."
Occupational Health and Safety Code, Part 2, Section 7(1)

"An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified."
Occupational Health and Safety Code, Part 2, Section 7(2)

"An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified. "
Occupational Health and Safety Code, Part 2, Section 8(1)

"An employer must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards."

"An employer must ensure that the hazard assessment is repeated:

a. at reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions,

b. when a new work process is introduced,

c. when a work process or operation changes, or d. before construction of significant additions or alterations to a work site."

Occupational Health and Safety Code, Part 2, Section 7(4)
"An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it."
Occupational Health and Safety Code, Part 2, Section 7(3)

“A Prime contractor must ensure that any employer on a work site is made aware of an existing or potential work site hazards that may affect that employer’s workers. “

Occupational Health and Safety Code, Part 2, Section 7(5)

Occupational Health and Safety Code, Part 2, Section 8(2)

SAFETY ROLES AND RESPONSIBILITIES

Health and safety activities are based on specific individual responsibilities, most of which can be found in the Occupational Health and Safety Act, Regulation and Code. Outlined are details of specific responsibilities in the workplace to assist in implementing health and safety functions. This outline is not intended to be all-inclusive, but to help all parties better understand their responsibilities.

All individuals in the company, at all levels and functions are responsible for understanding and carrying out the responsibilities and duties outlined below. Responsibilities are

Assigned to the following parties

- Owner
- Prime Contractor
- Employer
- Director
- Officer
- Supervisor
- Workers
- Contractors
- Subcontractors
- Health and Safety Representative
- Joint Health and Safety Committee
- Visitor

OWNER

“owner” includes a trustee, receiver, mortgage in possession, tenant, lessee, or occupier of any lands or premises used as a workplace, and a person who acts for or on behalf of an owner as his agent or delegate.

- Before a site begins, the owner shall determine whether any designated substances are present at the site and shall prepare a list of all designated substances that are present at the site.

- The tenderer of the site shall include the list of designated substances with the tender and ensure that the constructor has received the total list prior to entering a binding contract. PRIME

CONTRACTOR

"prime contractor" means a person (or company) who undertakes a site for an owner and includes an owner who undertakes all or part of a site by himself or by more than one employer.

- Ensure that all appropriate documentation for the start-up of a site has been processed.
- Ensure that the measures and procedures required by the current Occupational Health and Safety Act, Regulation and Code and the Prime Contractor's own Health and Safety Program are carried out on the site.
- Ensure that employers and workers on the site comply with the Act, Regulation and Code and the Constructor's Health and Safety Program.
- Ensure that the health and safety of workers on the site is protected.
- Monitor subcontractors and vendors for compliance with the Occupational Health and Safety Act, Regulation and Code
- Ensure that subcontractors and vendors are obliged by contract to comply with the Constructor's health and safety program.
- Monitor safety performance and take corrective action.

EMPLOYER

"employer" means a person (or company) who employs one or more workers or contracts for the services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, prime contractor, contractor or subcontractor to perform work or supply services;

- Appoint a competent supervisor.
- Ensure that the Health and Safety Policy has been communicated to all staff.
- Take every reasonable precaution in the circumstances for the protection of a worker.
- Provide a safe and healthy workplace.
- Establish, maintain, and review at least annually a health and safety program.
- Establish and maintain Worker Profile, Safety and Training Records.
- Report accidents and injuries to authorities as required by law.
- Provide first aid and medical care.
- Provide workers with health and safety information.
- Inspect sites and meet regularly with supervisors to monitor the program and take corrective
- action where required.

- Conduct Company safety meetings at regular intervals.
- Consider accident prevention and safety performance when evaluating Supervisors and Workers.

DIRECTOR AND OFFICER

- take all reasonable care that the corporation complies with the Occupational Health and Safety Act, Regulation and Code
- take all reasonable care that the corporation complies with orders and requirements of inspectors and Directors.
- take all reasonable care that the corporation complies with orders from Alberta Occupational Health and Safety inspectors.

SUPERVISOR

"supervisor" means a person who has charge of a workplace or authority over a worker; A Supervisor must also be a competent worker. competent worker means a person who, I. is adequately qualified, II. suitably trained and III. with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

- Implement on-site accident prevention.
- Review safe work procedures for the site.
- Monitor the health and safety performance of subcontractors.
- Report accidents and injuries to management as required by the program and regulations.
- Investigate accidents and take actions to prevent reoccurrence.
- Ensure that the Company's Health and Safety Program is followed at the work level.
- Enforce disciplinary actions for violations of the Company's Health and Safety Program.
- Ensure that protective equipment required by law and by the program is provided, accessible, used and maintained properly by workers and that workers understand the reasons for its use.
- Instruct personnel in proper work practices and update instructions as needed.
- Check work practices and work areas for hazards and take corrective action where required.
- Consult and co-operate with the Health and Safety Representative/Committee where appropriate
- Acquaint workers with hazards and safe work procedures.
- Ensure all new hire employees receive orientation training.

WORKER

"worker" means a person who performs work or supplies services for monetary compensation.

- Comply with the Occupational Health and Safety Act, Regulation and Code.
- Take every reasonable precaution necessary to prevent accidents.
- Work in accordance with the health and safety program.
- Work in a manner that will not endanger anyone.
- Report unsafe situations immediately to your supervisor.
- Report injury or illness immediately to your supervisor.
- Help new workers recognize job hazards and follow proper procedures.
- Participate in joint health and safety committees where applicable.
- Must be aware that workers are subject to disciplinary action where either Company Safety rules, or government regulations are violated; SUBCONTRACTOR OR VENDOR (i.e. EMPLOYER)
- Maintain a health and safety program as required under the Act, Regulation and Code.
- Adhere to the subcontractor's health and safety program as well as the Company site specific Health and Safety program.
- Monitor site conditions in their work area and take corrective action.
- Report accidents, incidents, lost-time injuries, and any hazards immediately to the Prime Contractor.

HEALTH AND SAFETY REPRESENTATIVE

- (when required by provincial or federal legislation).
- Inspect the workplace.
- Identify situations that may be a source of danger.
- Relay concerns from workers and make recommendations to the Supervisor; All workers must first go to their immediate supervisor with their concern to mediate corrective action.
- Assist in accident investigations; • Assist in resolving work refusals and reports of dangerous circumstances.

JOINT HEALTH AND SAFETY COMMITTEE

- (when required by provincial legislation or mandated by senior management).
- Inspect the workplace.

- Attend Joint Health and Safety Committee meetings.
- Review health and safety reports.
- Identify situations that may be a source of danger.
- Relay concerns from workers and make recommendations to the Employer; All workers must first go to their immediate supervisor with their concern to mediate corrective action.
- Assist in accident investigations.
- Assist in resolving work refusals and reports of dangerous circumstances.

VISITOR

a) All visitors must sign in with the office (trailer) at the time they arrive

and sign out when they leave. Appendix 4 “Sign in Sheet”

b) Visitors must read and abide by Imperium Contracting & Project

Management Inc. Health and Safety policy and procedures.

c) Appropriate Personal Protective Equipment must be worn while on

site.

d) Visitors must be under direct supervision of a Imperium Contracting &

Project Management Inc. employee (preferably a supervisor) at all

times while on premise.

e) Employees off duty are considered visitors and must sign in.

f) The general public is not permitted on site at any time and must be

escorted of the premises immediately.

g) Visitors include delivery personnel, Subcontractor, Suppliers etc.

COMPANY SAFETY PROCEDURES

Accident/Incident Investigation

Policy Statement

Delta Springs requires all employees to immediately report to their supervisor all accidents and incidents that result in injury or property damage, and all near misses with the potential for injury or property damage. Supervisors will report the accident to management within 24 hours to ensure timely submission to the WSIB. Each accident will be analyzed to determine causes and contributing factors and the analysis will be used to reduce or eliminate the risk of further incident.

Objective

The prime objective of accident investigation is prevention. Finding the causes of an accident and taking steps to control or eliminate it can help prevent similar accidents from happening in the future. Accidents can rarely be attributed to a single cause. Work environment, job constraints, and supervisory or worker experience can all play a part. These factors must be examined to determine what role each had in causing the accident.

Once the causes are established, precautions must be identified and implemented to prevent a recurrence. Investigators must always keep in mind that effective accident investigation means fact-finding, not fault-finding.

To explain why and how an accident happened, investigators must collect information on the events that took place before and during the event. Investigators can then determine accident conditions by examining physical evidence and interviewing witnesses. Both of these steps are of equal importance and should be done as soon as possible to ensure complete accident investigation. Equally important is the need to document the steps that were taken immediately after the accident to deal with the emergency and to begin the investigation. It also identifies the forms to be used and the procedures to be followed within specified time frames.

Definitions

An **Accident** is defined as an unplanned event that causes harm to people or damage to property. Accidents are categorized as one of the following:

- **Lost-time Injury** (LTI) refers to any injury that prevents a worker from coming to work on the day following the day of the injury.
- **Medical Aid** refers to any injury not severe enough to warrant more than the day of injury off, but where medical treatment by a doctor is given.
- **First Aid** refers only to injuries that can be treated on the job without any days lost.
- An **Incident** is defined as property damage but with no injury to workers.
- A **Near Miss** is a situation in which no injury or damage occurred but might have if conditions had been slightly different.
- **Occupational Illness** is defined as a condition resulting from a worker's exposure to chemical, biological or physical agents in the workplace to the extent that the health of the worker is impaired.
- **Critical Injury** is defined as an injury of a serious nature that:
    a) Places life in jeopardy
    b) Produces unconsciousness
    c) Results in substantial loss of blood
    d) Involves the fracture of a leg or arm but not a finger or toe
    e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe
    f) Consists of burns to a major portion of the body or
    g) Causes the loss of sight to an eye.

Role of Supervisor in an Accident Investigation

The Supervisor and the Site Health and Safety Coordinator if applicable) must investigate all accidents and incidents that involve workers. This includes completing the Accident Investigation Report, taking statements from witnesses and collecting any other pertinent information and ensuring the injured worker has received the necessary medical assistance.

The supervisor is responsible for ensuring that all accident reports are transmitted to the Health and Safety Department as described below. If a worker sustaining a First Aid later seeks medical aid, the supervisor must advise the Health and Safety Department and have the treating practitioner complete a Functional Abilities Form.

If we are not the Constructor, report the accident to the Constructor through their Safety Coordinator or Project Manager.

The supervisor should contact the injured worker at least once a week. If you require assistance, contact the Health and Safety Department.

Procedure:

1. Employee reports a work-related accident that occurred at the workplace.

2. Administer first aid as required.

3. Arrange for transportation for injured employee to medical treatment if required.

4. Ensure Return to Work package accompanies worker.

5. Isolate the accident area and call the Ministry of Labour if it is a reportable critical injury or fatality in the workplace.

6. If the MOL gives permission to alter the scene, eliminate the hazard if possible. Or guard the accident scene if worker is critically injured until the MOL investigates and releases the scene.

7. Investigate the cause of the accident and report findings in the Accident Report form. Ensure all areas of the form are completed.

8. Send copy of the form to the Health and Safety Department

9. Report all accidents/incidents as follows:
    - Lost-time Injuries
    - Medical Aid
    - First Aid
    - Incidents and Near Misses

Reporting and Investigating

Reporting and Investigating Injuries and Incidents

The information in this Safety Bulletin is intended to help employers report and investigate workplace injuries and incidents as required by the *Occupational Health and Safety (OHS) Act*. This is the law that governs workplace health and safety in Alberta.

Certain workplace injuries and incidents must be reported and investigated.

Injuries may also have to be reported to the Workers' Compensation Board – Alberta as outlined under the *Workers' Compensation Act*, which falls outside the scope of this Bulletin.

What types of injuries and incidents have to be reported?

According to the *OHS Act*, injuries and incidents have to be reported to the Government of Alberta if they:

If you are unsure about whether to report the injury or incident, report it.

(a) result in a death;

(b) cause a worker to be admitted to hospital for more than two days;

(c) involve an unplanned or uncontrolled explosion, fire or flood that causes or has the potential to cause a serious injury;

(d) involve the collapse or upset of a crane, derrick or hoist; or

(e) involve the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

(f)

WORK SAFE ALBERTA

For dangerous occurrences at a mine or mine site, there are additional reporting requirements. Refer to section 544 of the Occupational Health and Safety Code for details:

http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2009.pdf

Who's responsible for reporting the injury or incident?

It's the responsibility of the prime contractor, or if there is no prime contractor, then the contractor or employer responsible for the work site.

How soon after the injury or incident must it be reported?

Immediately, or as soon as possible given the circumstances.

If an injury is serious enough that it may cause a worker to stay in hospital for more than 2 days, report the injury right away. Do not wait for 2 days to confirm that it is a reportable injury.

To whom do I report the incident or injury?

Reportable incidents and injuries must be reported to the Workplace Health and Safety Contact Centre.

Notify the Government of Alberta's Workplace Health and Safety Contact Centre by telephone at **1-866-415-8690** (780-415-8690 in the Edmonton local calling area). The Contact Centre is able to accept calls 24 hours per day, seven days per week.

What information will I be asked to provide?

Be prepared to provide the following information:

(a) location of incident or injury;

(b) site contact person's name, job title and phone number(s);

(c) general details of what happened;

(d) time and date the incident or injury occurred;

(e) name of employer;

(f) employer's relationship to the worksite (owner, prime contractor, contractor or supplier);

(g) injured worker's name, date of birth, and job title (if applicable); and

(h) name and location of hospital the worker was taken to (if applicable).

If the incident or injury happened at a well site, be prepared to provide the following additional information:

(a) name of the rig manager;

(b) well site supervisor's name and phone number;

(c) name of the drilling company;

(d) rig number; and

(e) rig phone number(s).

If all the information regarding the incident or injury isn't immediately available, call in with the information that is available. Additional information can be provided when it becomes available.

What about reporting other types of incidents or injuries?

The *OHS Act* doesn't require the reporting of other types of incidents or injuries to government. If you're unsure about whether to report the incident or injury, call it in.

WORK SAFE ALBERTA

What happens after an incident or injury has been reported?

An occupational health and safety officer or investigator may be dispatched to the incident scene to gather additional information or conduct an investigation. An officer or investigator has the authority to:

(a) visit the scene of the incident,

(b) ask any questions to determine the causes and circumstances of the incident,

(c) request information from anyone present at the time of an incident,

(d) seize or take samples of any substance, material, product, tool, appliance or equipment that was present at, involved in, or related to the incident, and

(e) stop all or some of the activities at the worksite.

A government investigator may visit the worksite and conduct a formal investigation.

I was told that I can't touch or move anything at the scene of a reportable incident or injury. Is this true?

Yes and no. You can't disturb the scene of a reportable incident or injury unless:

(a) you have to attend to someone who has been injured or killed;

(b) you have to take some action to prevent further injuries;

(c) you have to protect property that is endangered as a result of the incident; or

(d) you have been given permission to do so by an occupational health and safety officer or a peace officer.

WORK SAFE ALBERTA

When and by whom does an investigation have to be conducted?

When any reportable incident or injury happens, an investigation has to be conducted and an investigation report completed. An investigation also has to be conducted and an investigation report completed for other incidents that had the potential to cause a serious injury.

It's the responsibility of the prime contractor, or if there is no prime contractor, then the contractor or employer responsible for the work site to investigate and complete an investigation report. The prime contractor, contractor or employer is required to conduct their own independent investigation regardless of whether the government conducts an investigation.

Why bother with an investigation report?

Three reasons. First, it's the law. Second, finding out what happened can help prevent a similar injury or incident from happening. And third, finding out what happened can help prevent future property damage and production losses.

What do I do with the investigation report when it's completed?

The prime contractor's, contractor's or employer's investigation report is an internal company document and must be kept on file for a minimum of two years following the incident or injury. You're not required to send a copy to the government. However, the report has to be readily available for inspection by an occupational health and safety officer when requested.

WORK SAFE ALBERTA

Can an employer's investigation report or witness statements be used in court as evidence?

The investigation report and witness statements can't be used as evidence in a trial arising out of the incident or injury. Witness statements and reports can only be offered as evidence in a prosecution for perjury (giving false evidence or testimony) or for the giving of contradictory evidence.

What resources are available to assist me in completing an investigation?

The Government of Alberta, in consultation with its industry partners, has created an eLearning program that introduces employers and workers to the basic steps of investigating workplace incidents. The program can be accessed from the following web link:

Learning Resource

http://employment.alberta.ca/whs/learning/Incident/Incident.htm

What does an investigation report look like?

A sample investigation report template that you can use is attached. If you already have an incident report form at your workplace, check that it includes at least the same type of relevant information.

The Workers' Compensation Board (WCB) – Alberta injury report form is not an investigation report. A separate investigation report must be completed.

Sample Incident Investigation Report

WORK SAFE ALBERTA

1) Type of incident (as described under section 18 of the *Occupational Health and Safety [OHS] Act*). Check all that apply.

[ ] Serious injury [ ] Serious incident [ ] Minor injury

[ ] Potential for serious injury (near miss)

[ ] Property damage [ ] Production loss [ ] Other: _____

Requires immediate reporting to the Government of Alberta, Workplace Health and Safety: [ ]Yes [ ]No 1-866-415-8690 WHS Contact Centre

Date/time reported (if applicable): _____

2) Basic information

Date and time of incident: _____

Location of incident: _____

Name of employer: _____

3) Injured workers (if any)

Name (worker #1): _____

Position/title: _____

Nature of injury: _____

Severity: [ ] Fatal [ ] More than 2 days in hospital [ ] Medical aid
[ ] First aid [ ] Time lost from work [ ] Permanent disability

Name (worker #2): _____

Position/title: _____

Nature of injury: _____

Severity: [ ] Fatal [ ] More than 2 days in hospital [ ] Medical aid
[ ] First aid [ ] Time lost from work [ ] Permanent disability

4) Witnesses (if any)

Were witness statements taken? [ ] Yes (attached to report) [ ] No

5) Circumstances/description of incident (Accurately describe, in chronological order, the relevant details of what happened immediately before, during, and after the incident. Attach a sketch, diagram or photographs if it will help with the description.) Sketch, diagram or photographs attached?
[ ] Yes [ ] No

6) Causes (What were the **direct, indirect and root causes** of the incident? Figure 1 contains a cause analysis model that may help identify the causes.)

7) Corrective actions (What can be done to prevent a similar incident from occurring in the future? **Be sure to address the root causes.** List the actions that have already been taken (include the date) plus any additional actions that must be taken. Indicate who is responsible for seeing the actions completed and by when.)

8) Investigation team

Name (person #1): _____

Name (person #2): _____

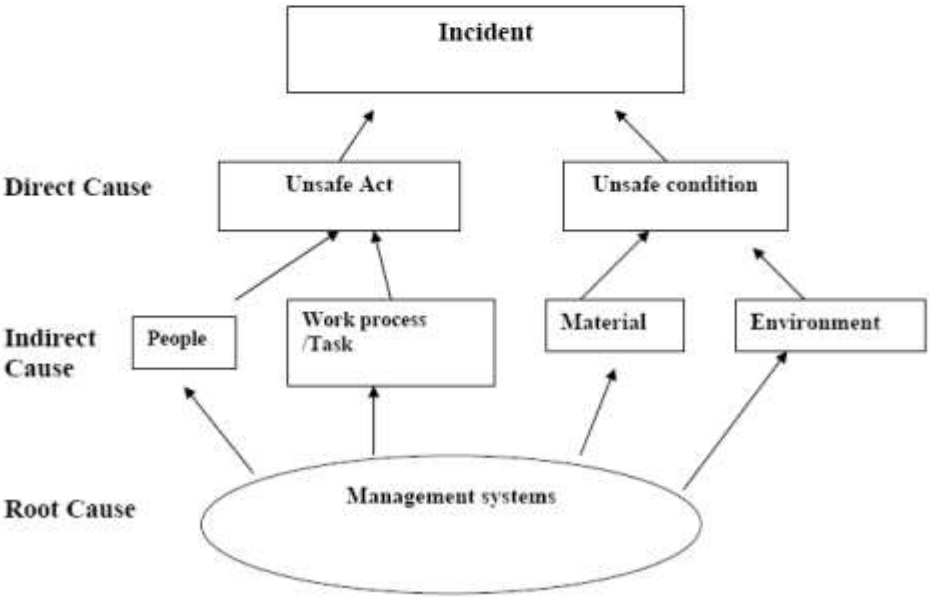
Name (person #3): _____

Date of investigation: _____

9) Follow-up

For the purpose of preventing future injuries, corrective actions must be completed in accordance with the *OHS Act*, Regulation and Code.

Figure 1: Sample Incident Cause Analysis Model



- To learn the basics of how to conduct an incident investigation, complete the Incident Investigation eLearning program, http://employment.alberta.ca/whs/learning/Incident/Incident.htm

Sketch, diagram or photos of incident scene

WORK SAFE ALBERTA

Sample Witness Statement Form

WORK SAFE ALBERTA

1) Basic information

Name of witness: _____

Position/title: _____

Name of employer: _____

Date of incident: _____

Date of statement: _____

2) Statement of observations and facts

Where were you when the incident occurred? (Draw a sketch on the next page if it is helpful to show where you were in comparison to the incident location.)

Describe what you saw, heard, smelled, felt or tasted **immediately before** the incident.

Describe what you saw, heard, smelled, felt or tasted **during** the incident.

Name of witness: _____

Statement of observations and facts, continued

Describe what you saw, heard, smelled, felt or tasted **immediately after** the incident.

3) **Sketch of incident scene** (Draw a sketch if it is helpful to describe your observations or show where you were when the incident occurred.)

4) **Other comments about the incident?**

WORK SAFE ALBERTA

Contact us:

Province-Wide Contact Centre

Edmonton & surrounding area:
780-415-8690

Throughout Alberta:
1-866-415-8690

Deaf or hearing impaired
- In Edmonton: **780-427-9999**

or
- **1-800-232-7215** throughout Alberta

Web Site

www.worksafely.org

Getting copies of OHS Act, Regulation & Code:

Queen's Printer

www.qp.gov.ab.ca

Edmonton 780-427-4952

Workplace Health and Safety

http://employment.alberta.ca/whs-ohs

Call any Government of Alberta office toll-free
Dial 310-0000, then the area code and telephone number you want to reach

NEAR MISS REPORTING – POLICY & PROCEDURE

PURPOSE

The Management of KBD Transportation is committed to providing a safe and healthy work environment by protecting employees from workplace injury and disease when reasonably possible to do so.

The purpose of this policy is to ensure that all near-miss incidents (including minor incidents) are reported, recorded and investigated. Reporting and sharing information with relevant parties creates an opportunity to answer the questions of what happened and why and then to use this insight to determine how to prevent a reoccurrence. Following the steps outlined in this policy will:

- Promote an open, learning culture in regards to workplace safety;
- Employ a systematic approach for all administration, shop employees and drivers to report NEAR MISS INCIDENTS;
- Encourage an opportunity to gain understanding and insight from an incident's analysis;
- Utilize that knowledge to prevent or reduce future risk of reoccurrence; and
- Support management's goal of establishing a reporting culture with an aim to identify and control hazards, reduce risk and prevent harmful incidents.

It is the policy of KBD Transportation that employees will perform work in the safest manner possible, in accordance with the Canada Labour Code, Part II.

SCOPE

This policy applies to all employees of KBD Transportation, who, regardless of level, location, or job description, all have a role in creating and maintaining an injury-free workplace.

While the Management of KBD Transportation acknowledges responsibility for implementing and managing health and safety for the workplace as a whole, employees must also recognize and accept responsibility for their decisions and actions which can, and will, affect their own personal safety as well as the personal safety of others.

RELEVANCE

Many safety activities are reactive and not proactive, and some organizations wait for losses to

occur before taking steps to prevent a recurrence. NEAR MISS incidents precede MAJOR events and are often overlooked as there was no harm (no injury, damage or loss). An opportunity to prevent the incident is lost if these events are not reported. Recognizing, reporting and investigating NEAR MISS incidents can significantly improve worker safety and enhance an organization's safety culture.

PROCEDURE FOR REPORTING A "NEAR MISS" INCIDENT

1. An employee who witnesses a NEAR MISS incident must complete the NEAR MISS REPORTING form (Exhibit "A") and submit to the Safety and Compliance Manager. The reporting system is non-punitive and, if desired by the person reporting, anonymous;
2. All NEAR MISS INCIDENTS will be reviewed by the Safety & Compliance Manager and the Joint Health & Safety Committee to identify the root cause and the weaknesses in the system contributing to the incident (see Exhibit "B"). The reporting employee (or contractor) may be asked to participate in the incident investigation; and
3. Investigation results will be used to improve safety systems, hazard control, risk reduction, and to educate employees. All of these represent opportunities for training, feedback on performance, and a commitment to continuous improvement.

COMMUNICATION

The steps taken (training, new policies & procedures, etc.) to improve workplace safety as a result of the NEAR MISS investigation will be reported to the Management by the Safety & Compliance Manager.

Monitoring and investigation results of NEAR MISS incidents will be communicated to employees in at least one of the following venues:

- Safety & Compliance Manager discussion with employees;
- Bulletin board postings; and/or
- Minutes of the Joint Health & Safety Committee Meetings.

ROLES & RESPONSIBILITIES

It is the responsibility of KBD Management to:

- Enforce federal health and safety laws, standards and procedures;
- Support the development and implementation of safe working practices through provision

of proper resources;

 Review health and safety procedures annually (minimum) or as necessary; and

 Consider incentives that encourage NEAR MISS reporting and enhance the culture.

It is the responsibility of the Safety & Compliance Manager to:

 Enforce federal health and safety laws, standards and procedures;

 Acknowledge and document potential hazards reported by KBD employees;

 Monitor health & safety performance, re-designing health and safety practices and procedures when prudent to do so;

 Include training for new employees to identify hazards and work safely as part of their orientation; and

 Celebrate the success and value of the NEAR MISS reporting process with all employees!

It is the responsibility of the Safety & Compliance Manager and Members of the Joint Health & Safety Committee to:

 Perform thorough investigations based on facts and provide recommendations for corrective action to ensure that the potential for any future occupational injury, disease and accidents is eliminated.

It is the responsibility of KBD Employees to:

 Ensure action has been taken to maintain safety and ensure safety of the area;

 Promptly report (within 24 hours) all incidents by completing the NEAR MISS REPORTING form, (reporting only FACTS) and submit to Safety & Compliance Manager; and

 Provide statements and participate in the NEAR MISS investigation.

It is the responsibility of Outside Contractors to:

 Follow the same reporting procedure as employees directly employed by KBD Transportation; and

 Provide statements and participate in the NEAR MISS investigation.

NON-PUNITIVE EXEMPTIONS

NEAR MISS reporting is non-punitive and workers will not be subject to progressive disciplinary measures unless their behaviour coincides with one of the following serious offences:

 Willful breach of professional codes;

 Acts of gross negligence;

 Acts of gross misconduct (eg. Possession of alcohol, illicit narcotics or non-prescribed pharmaceuticals while on company property, or use thereof while operating KBD equipment);

 Repeated unreported violations;

 Malicious activities (including malicious reporting of untrue allegations against a colleague); and/or

 Workplace violence, including but not limited to: fighting, assault, harassment or possession of a weapon.

 DEFINITIONS

Near Miss: An event that under different circumstances could have resulted in physical harm to an individual or damage to the environment,
equipment, property and/or material.

Incident: An event that may result in a crisis.

Hazard: Anything with the potential to cause injury, damage or loss

Exhibit "A"

NEAR MISS Reporting Form

Date of Incident:	**Time of Incident:**
Location:	**Injuries?: Yes / No**

Persons Involved in Near Miss Incident:

Other Witnesses	
Names	Contact Numbers

Briefly describe what happened including the sequence of events. Safety & Compliance Manager and JH & S Committee will investigate scene of incident or near miss; conditions present at time of incident; what was involved, what activity (if any) was taking place prior and at time of incident. What hazards was the worker exposed to? What hazards may have contributed to the incident occurring? (Attach photos if available)

Near Miss Incident #_____

COMPANY RULES

Violation of any Company Rule can lead to disciplinary or termination. Chargebacks may occur for any damage to Company property, equipment, or vehicles.

1. All workers must be fit for duty upon engaging in any work-related task. Any usage, possession or impairment due to illegal drugs or alcohol while engaged in any work for Delta Spring, including carrying of these substances in Company vehicles, will be considered grounds for dismissal.
2. All Personnel must comply with Delta Springs PPE requirements and meet CSA standards. All appropriate PPE must be worn as the work site, hazards and tasks dictate. All Subcontractors must comply with PPE requirements and supply their own.
3. Workers have three basic health and safety rights. The 'right to know' the hazards at work and how to control them. The 'right to participate in identifying, assessing, eliminating and controlling workplace hazards. The 'right to refuse' work you believe is unusually dangerous to themselves or other. All workers must take reasonable care to protect the health and safety of themselves and other workers and cooperate with their Supervisor for purposes of health and safety.
4. Horseplay and/or Practical jokes will not be tolerated.
5. All accidents, incidents, injuries, near misses and spills must be reported immediately to Supervisory personnel. All Supervisors must comply with Delta Springs incident reporting and investigative processes.
6. Harassment or violence will not be tolerated in the workplace and are cause for dismissal.
7. Theft, vandalism or any other misuse of company property will not be tolerated.
8. Company Vehicles are to be used for Company purposes only. Vehicles are to remain parked afterhours and on non-working days.
9. All personnel must abide by the law in Company vehicles.
10. Seat belts must be worn in Company vehicles and equipment. No exceptions.

11. Possession or transport of weapons is strictly prohibited.

12. All Delta Springs vehicles are equipped with a GPS monitoring system. Tampering with this system in any way will not be tolerated.

13. The use of cellular phones is limited to lunch and coffee breaks.

14. Only engage in tasks or operate equipment which you are competent.

15. All vehicles and equipment must maintain a safe working distance from power lines, wellheads, and pipelines. Owner approval must be granted prior to working within these limits of approach and as per owner requirements.

16. Prior to refueling any company vehicle, the engine must be shut off and driver must ensure there are no sources of ignition present.

17. All posted rules and speed limits in Delta Springs yards and parking lots must be followed at all times.

RIGHTS AND OBLIGATIONS

Three Basic Rights

All employees and sub-contractors of Delta Springs, have three specific health and safety rights guaranteed by law. These rights are:

The Right to Know

Workers have the right to know about the hazards of their jobs.

Delta Spring's supervisors and worker teams have compiled all the known hazards of your job and how to control them, using Standard Job Procedures, Safe Work Practices and Personal Protective Equipment (PPE).

In addition, you are protected by the Workplace Hazardous Materials Information System (WHMIS). WHMIS legislation and WHMIS training by Delta Springs provides the worker with:

• Labels on containers of hazardous materials.

• Material Safety Data Sheets (MSDSs) with additional information.

• Education and training so that you will understand the hazards of the substances you work with.

The Right to Participate

Workers are the key to identifying and correcting health and safety issues within Delta Springs's. You will be encouraged to participate in Toolbox Meetings and other safety related processes. You are expected to tell your supervisor of any concerns you may have about your health and safety.

The Right to Refuse Work

Workers have the right, and in fact an obligation to refuse to undertake hazardous work. When you refuse work which you believe is likely to endanger you, report the problem to your supervisor to determine a satisfactory resolution of the problem. There will be no harmful repercussions for this action, when undertaken with good intentions.

All workers will be trained on work refusal procedures at time of new hire orientation.

This obligation is more fully defined in the OH&S Act, Section 35, which reads:

35(1) No Worker shall:

a) carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker,

b) carry out any work if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site, or

c) operate any tool, appliance, or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist an imminent danger to the health or safety of that worker or another worker present at the work site.

35(2) In this section, “imminent danger” means in relation to any occupation

a) a danger that is not normal for that occupation, or

b) a danger under which a person engaged in that occupation would not normally carry out the person’s work.

In accordance with this act, the worker must report immediately to his/her supervisor, providing his reason for not carrying out the work. Upon notification related work must stop and will not resume until the supervisor investigates and takes immediate action to eliminate the imminent danger. The investigation and actions taken to resolve the issue shall be documented using Delta Springs Right to Refuse Form, with a copy given to the worker.

If, following the investigation and the actions taken by the supervisor to eliminate the danger, the worker still believes that imminent danger exists, he may pursue the matter in accordance with the legislation.

POLICIES

PROGRESSIVE DISCIPLINE POLICY

This safety enforcement policy provides guidelines for the reprimand of a worker who does not comply with company safety policies and/or applicable government acts and regulations. A Supervisor, member of Management or member of the Safety Division can initiate the disciplinary action on a job site. Disciplinary actions are to be used to prevent a safety violation from recurring. Employees will be informed of and receive a copy of this Progressive Discipline Policy at new hire orientation.

The following disciplinary actions are listed from minor to severe, and in the order that they would be used. If a verbal warning is issued to the non-compliant worker and the safety violation is not corrected, the supervisor should follow through with a written warning.

Verbal Warning:

The worker will be informed of a minor safety violation (i.e. not wearing the required PPE) and that a written warning will be issued if the offence is not corrected or is repeated and will be documented in the employee's file.

Written Warning:

The worker will be informed of a potential serious safety violation or repeated offenses of a minor safety violation in the form of a written warning report and documented in the employee's file. Also, a written warning will be issued to the worker that a more severe action will be taken if the violation is ignored or repeated.

Discharge:

This action will be used only for very serious safety violations or where the worker refuses to follow and obey safety rules. This action is the final step and good judgment should be used when administering this action. An automatic discharge/suspension will be issued for any drug or alcohol offence. Drugs or alcohol will not be permitted in the workplace. Impairment by illegal drugs or alcohol will not be tolerated. Workers who fail to notify their supervisor of prescription drug use which may impair their judgment or physical skills will be considered for discharge. Any worker arriving to work impaired by drugs or alcohol will be immediately discharged / suspended.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

PERSONAL PROTECTIVE EQUIPMENT POLICY

Delta Springs mandates that employees utilize adequate personal protective equipment where necessary in the performance of their duties. Divisions shall determine and document what constitutes adequate personal protective equipment (PPE) through completion of a job hazard assessment or development of a safe work practices and safe job procedures. Divisions shall ensure that employees are adequately trained, and that assigned PPE is worn when required. Employees shall use assigned PPE when called for by the hazard assessment, safe work practice, safe job procedures, or otherwise outlined by legislated standards. Employees will adhere to the higher standard directed by client requirements. PPE shall be maintained by the employee in a clean, sanitary, and usable condition.

The necessary basic PPE includes but is not limited to hard hats, CSA approved safety boots with ankle support, Nomex IIIA coveralls, traffic vests, safety glasses, and any other specialized PPE as required on worksites or by OH&S regulations.

Hazards that will determine PPE are as follows:

- Workers exposed to eye hazards must wear eye protection,
- Workers exposed to foot hazards must wear foot protection,
- Workers exposed to head hazards must wear protective head gear,
- Workers exposed to hand hazards must wear gloves.
- Workers exposed to skin hazards must wear protective clothing.
- Workers exposed to noise hazards must wear hearing protection.

All employees are trained on the selection, use, and care of PPE at time of new hire orientation. Employees involved in work that requires specialized PPE shall be trained prior to use. PPE shall be inspected daily prior to use and taken out of service when defects are noted.
All PPE used by this company shall conform to OH&S Regulations and relevant Safety Standards. Delta Springs will supply and maintain all specialized PPE, such as Scott Air Packs and H2S

Detectors.

Visitors shall be provided appropriate PPE when visiting a hazardous area.

Any employee who is found to be in violation of our PPE policy will be subject to disciplinary actions up to and including dismissal.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

WORKPLACE VIOLENCE & HARASSMENT POLICY

Delta Springs is committed to providing a workplace that is free of intimidation, threats of violence, and acts of violence and harassment of any kind.

Delta Springs will ensure that all workers are instructed through New Hire Orientation, in how to recognize workplace violence, the policy, procedures, and workplace practices that effectively minimize or eliminate workplace violence. Employees will learn the appropriate response to workplace violence, including how to obtain assistance, the procedure for reporting, investigating and documenting incidents of workplace violence.

Intimidation: an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.

Threat of Violence: an intentional act that threatens bodily harm to another person or damage to the property of another.

Act of Violence: an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Delta Springs prohibits acts of intimidation as well as actual or threatened violence against coworkers or any other persons who are on site. The following types of behaviors are examples of violations of this policy:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, punching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

• Sexual harassment

Security and safety in the workplace require the cooperation of every employee. Any employee who is the subject of, or a witness to, a suspected violation of this policy is strongly encouraged? to report the violation to the next-in-line supervisor who is not a party to the violation. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the Local Police Department.

Any supervisor, manager, or other person in authority who receives a report of a suspected violation of this policy shall investigate the suspected violation and shall consult with management immediately.

Any employee found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal and, if appropriate, shall be prosecuted to the full extent of the law. No employee shall be retaliated against in his/her employment for reporting intimidation, threats or acts of violence.

Employee Responsibilities

All Delta Springs employees are required to adhere to this policy. It is the responsibility of every employee to assist and cooperate in making the workplace as safe and secure as possible.

• Any conduct or “jokes” which involve intimidation and/or threats are inappropriate and will be taken seriously.

• Employees are strongly encouraged to report any perceived violation of the Workplace Violence & Harassment Policy to their next-in-line supervisor who is not a party to the violation. No employee shall be subjected to criticism, reprisal, retaliation, or disciplinary action for good faith reporting pursuant to this policy.

• Any employee reporting an injury or adverse symptom because of an incident of violence is advised to consult a physician of their choice for treatment or referral.

• Employees who are the subject of, or witnesses to, a possible violation of this policy may be

requested by management to document their experience or observations to facilitate the handling of the situation.

• Employees are strongly encouraged to report Restraining Orders to the Local Police and to their supervisors when those Orders affect the workplace.

Supervisor Responsibilities

All Delta Springs supervisory employees are required to adhere to this policy.

Supervisors have a crucial role in making Delta Springs a safe and secure working environment by reducing the potential for employee workplace violence through training, appropriate and consistent use of sound supervisory practices and by applying timely corrective action when necessary. Adherence to Delta Springs policies, workplace rules and regulations, documentation of employee performance problems and appropriate training in identifying early warning signs, appropriate workplace conduct, and/or conflict resolution will greatly assist in the prevention of potential workplace violence harassment.

It is the responsibility of all supervisors to report the results of their investigations into alleged violations of this policy to their next-in-line supervisor and to consult with the management on potential employee workplace violence situations as appropriate.

Supervisors shall document all violations of the Workplace Violence & Harassment Policy in order that appropriate corrective action can be administered.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

PREVENTIVE MAINTENANCE POLICY

All tools, vehicles, and equipment shall be properly maintained to reduce the risk of injuries to employees or damage to property. All inspections will be carried out as per manufacturer specifications and legislation. Records of all the inspections and maintenance will be kept in the correct files.

Delta Springs has an established inventory on all company owned equipment. This inventory is to be always kept current. When any new equipment is purchased it will be added to ensure up to date records.

Supervision shall ensure that all preventative maintenance is carried out by qualified personnel according to applicable regulations, standards, and manufacturers specifications.

All employees shall check all tools, vehicles, and equipment before working with them. Employees shall take out of service any tools, vehicles, or equipment that pose a hazard due to need of repair or have a missing safeguard. No tool, vehicle, or equipment shall be returned to service until properly repaired by qualified personnel and repairs are properly documented. Vehicles, equipment, and tools that have been tagged out of service shall not be used until deemed safe to operate by a designated competent person. Out of service tags can be obtained through the shop if an individual identifies an unsafe vehicle or piece of equipment.

All motor vehicles and trailers owned and/or under the care and control of Delta Springs. shall be periodically inspected and/or repaired in accordance with the most current Commercial Vehicle Maintenance Standards Regulation (copy kept in the Shop Foreman's office). Inspections shall be systematically carried out as per the Delta Springs Maintenance Program.

A mandatory daily inspection is done as per NSC Standard 13. Each employee is required to turn in their Tool Inspection sheets to their direct supervisor. Any problems being reported will be

brought to the attention of the Shop Foreman. All problems and repairs will be transferred to a work order and handed into the Shop Foreman upon completion.

Delta Springs dictates that no one shall operate or permit another person to operate a commercial vehicle if that vehicle or its equipment is in a condition that is likely to cause damage to person or property. Should any vehicle be deemed to be inoperable, the driver must immediately notify their direct supervisor.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

INSPECTION POLICY

It is Delta Springs policy to control losses of human and material resources by identifying and correcting unsafe acts and conditions through the use of Formal and Informal inspections and safety audits. A formal inspection is a documented assessment whereas an informal inspection is an observation. Any follow up should be indicated with whom is responsible for the corrective action and a date to ensure follow up is done as indicated. These inspections will be conducted on the shop, offices, and various field locations to ensure Safe environments, compliance with the HSE program and promote visible leadership.

Managers, supervisors, and workers are required to perform informal daily inspections of work sites. They should constantly watch for unsafe acts and unsafe conditions. Informal inspections take place during normal working hours. If possible, any unsafe condition observed should be corrected immediately. If the problem cannot be corrected immediately, the condition should be recorded, and appropriate steps initiated.

Safety Audits will take place at a minimum once per year. These audits will allow Delta Springs to identify our strengths within our HSE Management program as well as identify any areas that we can improve on.

Signed: Gary Parker (Owner/CEO) Date: June 7, 2021

WORK ALONE POLICY

Employees working alone or in remote areas and who may face the risk of a disabling injury and who do not have emergency assistance readily available will check in with their Supervisor? Regular checks will then be scheduled by using phones, radios, GPS monitoring, or by site visits. When the employee is clear of the hazard area, the employee must notify the designated supervisor or dispatcher.

If effective electronic communication is not practicable, or readily available at the work site, Delta Springs will ensure that:

- the Supervisor or another competent worker visits the worker, or
- the worker contacts the Supervisor or competent worker.

The visits or contact will be at interval of time appropriate to the nature of the hazards associated with the work being done.

Standard Time Guidelines

It is the responsibility of the worker to check in and out with a designated supervisor or dispatcher. It is the responsibility of that designated person to ensure that the employee is complying with these guidelines. If the employee does not comply, the designated person is responsible for ensuring that the employee is safe.

Suggested time guidelines:

- Morning Check In – By 0800 Hrs.
- Mid-day Check In – By 1230 Hrs.
- End-day Check Out – By 1800 Hrs.

If work continues beyond the agreed End-day Check out time, the worker then must check in at this time and continue to check in at 2-hour intervals until work is complete and worker checks out.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

EMERGENCY RESPONSE POLICY

On each job site, the manager and / or supervisor will gather the information such as the location of the nearest hospital, fire response unit, and first aid station to help minimize travel time to nearest facility for treatment of employee's injuries.

This information is to prevent confusion during an emergency. All personnel will be aware of the various procedures to follow on each job site should an incident occur.
Delta Springs will review the Emergency Response process after an emergency to identify critical components of the overall response. Delta Springs maintains detailed records of all incidents. Information, knowledge, and experience acquired from having to respond to an incident or emergency situations will be well documented during all aspects of an emergency response, and this information will be used to update response procedures, equipment, and staff training requirements.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

HAZARD ASSESSMENT POLICY

If an existing or potential hazard to workers is identified during a hazard assessment, the Company must take measures in accordance with this section and AB OHS Code Part 2 Section 9 “Hazard Elimination and Control” to:

a) eliminate the hazards, or

b) if elimination is not reasonably practicable, control the hazard.

Delta Springs supervisory personnel are required to assess all worksites, jobs, and tasks to identify existing or potential hazards to the worker’s safety. This assessment must be completed prior to the commencement of work.

On-going hazard assessments must be completed, with the involvement of workers and supervisors as follows.

- at reasonable intervals
- when a new work process is introduced
- when a work process or operation changes
- before the construction of a new work site.

If the hazard cannot be eliminated Delta Springs will use Engineering, Administrative and/or PPE controls. Engineering controls are incorporated into the process itself, sometimes as part of the equipment. Substitution could be one engineered method to follow. Administrative controls are used to minimize the exposure to a hazard by worker training and worker rotation. If the engineering or administrative controls do not achieve this, then the Company must ensure the appropriate PPE is used by workers affected by the hazard. The Company may use a combination of engineering, administrative and PPE controls to achieve a greater level of worker safety.

Signed: Gary Parker (Owner/CEO) Date: June 7, 2021

SAFETY TRAINING POLICY

The purpose of this policy is to provide for general and specialized safety training throughout all levels of the organization.

An organizational chart is established and provided in section one of this manual. This chart will help with understanding the reporting flow as well as the different levels and departments within the company.

Delta Springs will provide all safety training that is necessary to minimize the potential loss of human and physical resources to the employee and employer. It is a condition of employment that employees attend these training sessions.

This training will include, but not limited to:

- Safety orientations for newly hired and/or internally transferred personnel.
- Job-Specific training.
- Safety training for Supervisors and Management.
- Task and trade-specific training and certification.
- Specialized Safety and related training
- Refresher and update training
- Vehicle Operation Awareness Training

Safety training and current valid safety certificates are required by all employees at Delta Springs. The following are required safety training tickets that employees must have as a condition of employment: Company Orientation, First Aid, WHMIS, TDG, CSTS/RSTS, EGSO. Further requirements depending on position may include but are not limited to: H2S Alive, Global Ground Disturbance II, Confined Space, Flag Person.

Delta Springs HR Division will arrange for employees without required training to attend safety courses. As these safety courses are a condition of employment, employees may not be paid for the time during which they attend courses and may be charged back for the cost of the course.

In-house training will not be charged back to the employee.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

ENVIRONMENTAL SUSTAINABILITY POLICY

Delta Springs is committed to providing a healthy and safe working environment for all us employees, management, sub-contractors, our customers, the public as well as protecting the environment around us.

Delta Springs's expects all their employees to do their best to prevent harm to the environment. Our goals on the job can be met without risking harm to the environment. We shall use, store and dispose of products in such a manner that will provide appropriate protection to the environment and workers. Workers will be kept informed on how to do their jobs in such a manner as to prevent environmental harm and waste of materials, and where possible, we shall recycle and promote the use of recycled products. We will operate in compliance with all relevant environmental legislation, and we will strive to use principles of sustainability and environmental best practices in all that we do.

Whenever possible Delta Springs's will minimize unnecessary use of hazardous materials and products, use substitutions when feasible, and take all reasonable steps to protect human health and the environmental impact on local habitat when activities may affect them. One way Delta Springs's minimizes our environmental impact by limiting the idling time of our trucks and equipment to reduce greenhouse gas emissions. Vehicles and equipment will be kept in good condition with up-to-date preventative maintenance. All work is completed in the most efficient manner possible to limit our impact on the environment.

Where possible, Delta Springs 's purchases and uses environmentally responsible products. These products have been selected based on criteria set to reduce environmental impact. This criterion includes manufacturing processes that reduce energy and/or water consumption, products with low toxicity or environmental hazard, durability, use of recycled materials, ability to be recycled and products that can be refilled or refurbished at end of life.

Energy conservation measures will be used whenever possible. This will include shutting down equipment when not in use, use of energy efficient light bulbs, use of new energy efficient technology, using equipment with the ENERGY STAR mark, etc. Water conservation measures will be used whenever possible. This will include repair on any equipment leaking water, use of a broom instead of a hose for cleaning purposes, upgrade equipment efficiency, educate employees, etc. Delta Springs's promotes efficient use of energy, materials, and resources throughout us operations.

Whenever our job requires us to work near water, Delta Springs's takes every possible measure to limit our impact on waterways, regardless of size. Along with implementing a Water Diversion Procedure, we also take care not to store chemicals or refuel vehicles near waterways. Delta Springs's has an Environmental Program that includes Water Diversion, Waste Management, Spill? Prevention and Response.

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

SUBSTANCE ABUSE POLICY

Delta Springs

ALCOHOL & DRUG POLICY

EFFECTIVE DATE: April 3, 2017

3.1 NEED, INTENT AND SCOPE

DELTA SPRINGS is committed to the safety and productivity of all operations on behalf of them employees, customers, and the communities in and through which they operate. The company recognizes that the use of illicit drugs, and the misuse of alcohol and medications can limit an employee's ability to properly do his/her job and can have a serious negative impact on the health and safety of themselves and others. The purpose of this Policy is to establish DELTA SPRINGS expectations for appropriate behavior, to establish consequences of non-compliance, to provide consistent guidelines for all Employees and to provide a means for supporting Employees who are dealing with current or emerging drug and alcohol problems. This policy is subject to ongoing review and evaluation, and modifications will be made as deemed necessary.

This policy applies to all employees while engaged in company business, working on company premises or worksites, travelling to and from worksites and operating company vehicles and equipment. Employees in positions designated as safety sensitive are subject to additional testing requirements. Safety sensitive positions include Operator, Labourer, Truck Driver, Foreman, Dispatch, Mechanics, HSE Department, Transportation Department, Operations Managers, Project Managers and Superintendents.

As well, this policy applies in whole or in part to contractors while providing services to Delta Springs. Any contravention will be considered a breach of their contract.
Violation of the policy is grounds for disciplinary action. All employees are required to read, sign and comply with all parts of this policy as a condition of employment. All employees should be aware that this policy and the procedures it contains in no way constitute a contract or contractual agreement of any kind whatsoever.
Some employees will be subject to additional requirements which are site specific, as required for

any circumstances or conditions outlined by our Customer's Policy Contractor Requirements.

PROHIBITED ALCOHOL AND DRUG-RELATED CONDUCT

The possession, consumption, or offer for sale of alcohol, illegal drugs, or the misuse of prescription drugs, or any product or device that may be used to tamper with any sample for a drug and alcohol test, is strictly prohibited on the company property, in company vehicles or in circumstances deemed to present risk to concerns of DELTA SPRINGS as to client and employee safety, lease operators, its financial integrity, security, and safety of its property as well as its public reputation.

The use or possession of alcohol or illegal drugs on company premises, in company vehicles or while on duty, is grounds for immediate dismissal.

Any employee taking a prescription or non-prescription medication, whether prescribed by a licensed medical practitioner, which is known to cause impairment and possibly affect the ability to perform work in a safe and productive manner, must notify his or her direct supervisor or other designated person that will determine whether the employee can remain at work or whether work restrictions are required. Employees are advised to make their physicians or pharmacists aware of their safety-sensitive occupation and request information regarding effects and side effects of medications. Any medication or medical information reported will be treated as confidential. Employees taking medications which may cause impairment are prohibited from performing safety sensitive job functions. See Section 3.6 Prescription Drugs.

All employees of Delta Springs are expected to perform to the standards set forth in them respective job descriptions. Declines in work performance due to substance abuse will be addressed initially in the same manner as performance deterioration for other reasons.
Off duty use of any mood or mind-altering substances or medications, which could adversely affect an employee's job performance, or which could jeopardize the safety of other employees, our customers, the public or our company property is proper cause for administrative or

disciplinary action, up to and including termination of employment.

On or off duty employees who are arrested for drug or alcohol related offenses may be considered in violation of this policy. The employee must report the charge to their immediate supervisor. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present duties, the employee's work record and other related factors as it is deemed appropriate. The employee may be referred to the company's EAP program for a substance abuse assessment and must consent to release outcome and recommendations to the company. The employee may be required to agree to a conditional work agreement. The employee may be subject to disciplinary action, up to and including termination.
Employees who are charged with an impaired driving related offense or have received an administrative temporary license suspension because of impaired driving must advise them direct supervisor prior to operating any equipment. Impaired driving includes, but is not restricted to, testing over the legal BAC in that jurisdiction. This may result in not being able to operate equipment until the suspension is complete. Employees convicted of impaired driving, whether in a personal or company vehicle, are subject to disciplinary action up to and including dismissal, and/or completion of a drug and alcohol assessment as a condition of continued employment.

Delta Springs reserves the right to investigate any situation where there is reason to believe that a specific employee or group of employees may be in possession of illegal drugs or alcohol, in violation of this policy. Employees may be required to submit to searches of them clothing, lockers, company vehicles, desks, toolboxes, lunch boxes, brief cases or other containers brought to company property. The supervisor or company official who may make a determination for a search shall be trained in administering alcohol and drug programs in the workplace.

All employees:

1. Are required to abstain from the consumption of alcohol eight (8) hours prior to reporting for scheduled hours. Violations of the eight (8) hour abstinence period will result in disciplinary

action up to and including termination of employment.

2. Are expected to be sober, well rested and fit for duty when reporting to work. If under the influence of alcohol / drugs, must advise their immediate supervisor or other designated person when contacted, or upon reporting to work. Failure to advise will result in disciplinary action.

3. If perceived to be under the influence of alcohol / drugs will be immediately removed from the workplace and evaluated by his / her supervisor or designated person.

4. If an employee reports unfit for duty, the employee's unavailability will be noted and may result in disciplinary action.

When a request to report to work outside the usual schedule is made to employees scheduled to be on call and employees not scheduled to be on call:

a) All employees and contractors must advise their immediate supervisor or other designated person when contacted if they have consumed alcohol within eight (8) hours of reporting or are otherwise not fit to work.

b) Must be administered a fitness for duty test in accordance with reasonable suspicion protocols (such as supervisors' observations or a breath testing device) before beginning any work assignment if:

I. perceived to be under the influence of alcohol displays evidence of alcohol consumption, such as the smell of alcohol on the breath.

ii. has consumed alcohol during the eight (8) hours prior to reporting

There are limited exceptions for the authorized use and possession of alcoholic beverages as follows:

If approved by the Company, the moderate and responsible use of alcohol at Company Business or social functions is not prohibited by this policy. The Company manager authorizing this exception to the policy is required to take responsible action to ensure safe transportation for all participants. The occasional receipt of a gift consisting of a small quantity of alcoholic beverage, which must remain unopened while on Company Property, is also not prohibited by this policy.

EMPLOYEE DRUG AND ALCOHOL TESTING

Pre-Employment Testing

All applicants to safety sensitive positions are required to submit to a pre-employment drug test as part of their routine pre-placement procedures. Employment at DELTA SPRINGS is conditional on a negative drug test.

Pre-Access Testing

When a customer requires pre-access/site-access testing, employees are required to undergo a drug screening test and alcohol test as a condition of access to the customer's site.

Qualification Testing

Existing employees transferring from non-safety sensitive positions into safety sensitive positions are required to submit to drug and alcohol testing before commencing work in the safety sensitive position.

Re-Qualification Testing

Delta Springs INC. will not be implementing re-qualification testing at this time.

Random Testing

Delta Springs INC. will not be implementing random testing at this time.

Reasonable Suspicion Testing

Where a supervisor has either "cause to believe" or a "reason to suspect" an employee's performance is impaired, or an employee is unfit for duty, the supervisor, in agreement with the next level of management shall require the employee to submit to a drug and/or alcohol test. The supervisor or company official who may make a reasonable suspicion determination shall be trained in administering alcohol and drug programs in the workplace and will provide to the employee the reason for the request to test. The Supervisor will arrange to have the employee transported to the nearest collection site for testing. Any employee undergoing a reasonable suspicion test shall be placed on administrative leave without pay pending the outcome of test results.

Post- Incident Testing

• All employees shall be subject to post-incident testing if:

• Employee is involved in an incident resulting in a fatality, or

• Any incident which involves a moving traffic violation, the vehicle is disabled (must be towed) or there is a physical injury involved.

• Any lost time injury

• Any serious or potentially serious incident

• Any motor vehicle incident involving > $10,000 damage to any vehicle, equipment, or property, or where “reasonable grounds” exists

• Any circumstance or conditions dictated by customer policy

• Other incidents and near misses may be subject to post-incident testing at the discretion of a company representative.

• A spill or abnormal discharge of gas, liquid, or solid causing long term health effects, public evacuation or serious environmental discharge.

As soon as possible following an incident as defined in this policy, the employee shall make every attempt to contact his/her supervisor or company official. The employee must remain available for testing, or the company may consider the employee to have refused to submit to testing. The supervisor will provide to the employee the reason for the request to test. Employees involved in an incident must refrain from consuming alcohol for eight hours following the incident or until tested. Every attempt will be made to have the alcohol test completed within 8 hours and the drug test completed within 32 hours.

RETURN TO DUTY FOLLOW-UP TESTING

Employees who are returning to duty after engaging in prohibited conduct regarding alcohol misuse or drug use, shall undergo a return to duty alcohol and/or drug test with a result indicating a negative test.

Follow-up unannounced alcohol and/or drug testing will be required six times in a twelve-month period or as recommended by the Substance Abuse Professional as a condition of employment.

Return to Duty and Follow-Up testing must be directly observed and must be conducted at a facility designated by DELTA SPRINGS.

3.5 PRESCRIPTION DRUGS

All employees who are required to take prescription drugs which could impair their work performance must report this to their supervisor. Employees are responsible for using the

prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug. In circumstances of concern regarding reported medication use and/or following a negative drug test report with a safety advisory issued by the Medical Review Officer, a fitness for work assessment should be conducted to ensure the safety of the employee and others in the workplace. DELTA SPRINGS will complete a risk assessment by requesting a physician report which will include the employee's current job description and Physical Demands Analysis with the physician's determination stating the employee may/may not perform these safety sensitive duties while taking the medication as prescribed. The report will identify what work, if any, can be performed safely while using the medication. Accommodation in a non-safety sensitive position may be offered if available. The report will also include the name of the drug, possible side effects, and the name of the doctor who prescribed the drug?

Failure to disclose to the employer, the use medications with any potentially unsafe side effects, will result in disciplinary action up to and including termination. Misuses of any legally prescribed or non-prescribed drugs may subject an employee to the same disciplinary procedures as for those who abuse illegal drugs.

3.6 TESTING CUT-OFF LEVELS AND NON-NEGATIVE RESULTS MANAGEMENT

Drug Tests

Employees will be tested for the following controlled substances, marijuana, cocaine, opiates, amphetamines, methamphetamines MDMA (Ecstasy) and phencyclidine (PCP). Cut off levels, above which a test result is considered positive, have been established by the US Department of Human Health Services (DHHS) and the Canadian Model developed by the Construction Owners Association of Alberta (COAA). See table below. Drug testing includes an initial screening test and a confirmation test when required, consistent with US DOT testing standards and COAA Model standards. Employees with a confirmed positive drug test must be removed from duty and referred to a Substance Abuse Professional for evaluation.

Alcohol Tests

If the results of the employee's alcohol test indicate an alcohol concentration of greater than 0.00 the employee, if a driver, shall not be permitted to drive until the start of the driver's next regularly

scheduled duty period but not less than 24 hours following the alcohol test. Results of alcohol concentration of greater than 0.00 are considered a positive test and employee must be removed from duty and referred to a Substance Abuse Professional for evaluation. Alcohol testing includes an initial screening test and a confirmation test when required, consistent with US DOT testing standards and COAA Model standards.

3.7 CONSEQUENCES OF A NON-NEGATIVE TEST

Any employee whose drug/alcohol test is confirmed positive will be subject to the following actions:

The employee will be informed of the results by his / her direct supervisor (or other designated person) and may be suspended immediately pending the laboratory confirmation result from the Medical Review Officer. If the lab confirmation result is negative, the employee will be returned to work with pay. If the lab confirmation result is positive, the suspension will continue without pay, until the following conditions have been met. All positive confirmation alcohol tests will result in an immediate suspension as indicated above.

Before returning to safety sensitive duties, any employee must undergo the following:

Complete an evaluation by a qualified Substance Abuse Professional (SAP)

Agree to complete any recommendations (including treatment) made by the SAP,

Pass a return-to-duty alcohol and/or drug test.

Agree to return-to-work conditions that include six unannounced follow-up alcohol and/or drug testing over a period of twelve months.

All Return to Duty conditions will be the employees' expense.

This is a condition of continued employment at DELTA SPRINGS. Should any test, during the twelve-month period be confirmed positive for alcohol/drugs and/or the employee does not comply with SAP recommendations, the employee will be subject to termination. Return to work provisions will include the signing of a return to duty agreement specifying exact employment conditions.

Where the employee's job-related problems are known to be the result of a drug or alcohol problem and if remedial action have been considered and rejected or when the employee has either rejected assistance or demonstrates a lack of serious commitment to overcoming the

problem, termination of employment may apply.

3.8 COLLECTION PROCEDURES

Any drug / alcohol testing conducted under this policy shall be performed at a collection site designated by DELTA SPRINGS for the purposes of administering this policy. The company will not accept test results from any facility other than the one designated by the company. Once a request is made, the employee must proceed immediately to the determined collection facility. Transportation and supervisor escort will be provided when required, for example, reasonable cause or post incident testing

Collection procedures at all testing facilities shall conform to the most recent industry standards as noted in the COAA Canadian Model and referenced as the DOT Urine Specimen Collection Guidelines for the U.S. Department of Transportation Workplace 49 CFR Part 40.

http://www.dot.gov/sites/dot.gov/files/docs/Urine_Specimen_Collection_Guidelines_July3_2014_A.pdf

Testing procedures, including urine collection, oral fluid and breath alcohol testing, urine laboratory analysis and medical review procedures, shall be conducted in accordance with applicable Canadian industry standards outlined in the COAA Canadian Model and referenced to the US DOT regulations, including 49 CFR Part 40.

A laboratory based oral fluid drug test may be requested for reasonable suspicion, as indicated in the COAA Canadian Model.

3.9 REFUSAL TO TEST

An employee's refusal either to:

a) Comply with a request made by DELTA SPRINGS to submit to alcohol and/or drug testing

b) Provide a suitable sample for an alcohol and/or drug test, shall subject the employee to disciplinary action up to and including termination of employment.

The Company will refer such an employee to a Substance Abuse Professional.

ALCOHOL

Refusal of an employee to complete and initially sign the breath alcohol testing form, to provide an adequate amount of oral fluid or breath, or otherwise cooperate with the testing process in a way that prevents the completion of the test, shall be noted by the Screening Test Technician or Breath Alcohol Technician on the certification form. If a licensed physician reports no medical

reason for the inability to produce a sample, the failure to provide an adequate sample shall be regarded as a refusal to test.

DRUGS

Refusal of an employee to complete and initially sign the consent form, to provide an adequate amount of urine or oral fluid, or otherwise cooperate with the testing process in a way that prevents the completion of the test shall be noted by the collection site personnel on the consent form. If a licensed physician reports no medical reason for the inability to produce a sample, the failure to provide an adequate sample shall be regarded as a refusal to test.

Attempts to tamper with a sample are considered a refusal to test. Any person refusing to submit to alcohol and/or drug testing shall be considered in violation of this policy and subject to immediate termination. Any conduct that clearly indicates an attempt to substitute or adulterate a specimen will result in a second collection under direct observation, in accordance with Urine Specimen Collection Guidelines (as noted in Section 4.3.1).

3.10 FAILURE TO PROVIDE A SAMPLE

Individuals who cannot provide a urine sample initially may consume up to 40 ounces of appropriate fluids over a three-hour period. After that time has elapsed, efforts to collect the sample shall cease and a “shy bladder” situation shall be declared. Individuals unable to provide either an adequate urine sample or breath sample shall be referred to a physician for evaluation. If the evaluation fails to identify an acceptable medical explanation for the inability to provide a specimen, the failure to provide a sample shall be considered as a “refusal to test”.

3.11 CONFIDENTIALITY OF TEST RESULTS

DELTA SPRINGS will exercise reasonable care and precaution to protect the confidentiality of employee alcohol and drug screening results and conduct any investigation, search, or test in a manner which respects the dignity and privacy of the individual.

DELTA SPRINGS will have controls and protocols in place that ensure protection of privacy and personal information. All alcohol and drug test results will remain strictly confidential and may be reported only to the designated company official. All test results shall be maintained off-site in a confidential and secure location with controlled access.

3.12 COST OF THE PROGRAM

Testing

DELTA SPRINGS shall pay for all costs associated with this alcohol and drug testing program except return to duty testing, follow-up testing, and retest of any sample.

Employee Assistance

DELTA SPRINGS will cover the cost of an assessment and counselling for voluntary self-referrals. Following a positive drug or alcohol test result, employees will be responsible for the cost of a substance abuse assessment and any recommended counselling and/or treatment required.

EMPLOYEE ASSISTANCE PROGRAM AND SELF HELP

DELTA SPRINGS maintains an employee assistance referral program which provides help and information to employees who suffer from substance abuse and other personal or emotional problems. However, it is the responsibility of each employee to seek assistance before performance problems lead to disciplinary action. Once a violation of the "Alcohol and Drug Policy" occurs, subsequent employee use of the referral program on a voluntary basis will not lessen disciplinary action.

DELTA SPRINGS recognizes that alcohol and drug dependency are treatable illnesses and that early intervention greatly improves the probability of a lasting recovery. This policy encourages employees who feel they may have a substance abuse problem and would like to take advantage of this program to contact the Designated Employer Representative or the company designated Substance Abuse Professional. All communication is confidential. Voluntary disclosure of an alcohol or drug problem will not in and of itself result in discipline. Reasonable accommodations will be made as required.

Employees will be supported through a treatment and aftercare program consistent with the Substance Abuse Professional’s recommendations. Reasonable accommodations will be made as required.

An employee who believes that he or she may be unable to comply with this Alcohol and Drug Policy must seek help by reporting noncompliance to their supervisor or Designated Employer Representative DER, to ensure that he or she presents no safety risk to himself or herself or to others at the workplace.

3.14 EDUCATION & TRAINING OF EMPLOYEES AND SUPERVISORS

Supervisor Training

All persons designated to supervise employees in safety sensitive positions will receive training on alcohol misuse and controlled substance use. The training will be used by the supervisors to determine whether reasonable suspicion exists to require an employee to undergo reasonable suspicion testing. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of drugs which may cause impairment. Supervisor Training Programs shall be conducted in accordance with applicable Canadian industry standards outlined in the COAA Canadian Model and referenced to the US DOT regulations – Employer Guidelines.

Employee Education Program

DELTA SPRINGS is committed to informing employees of the existence of this alcohol and drug policy and taking reasonable steps to inform its employees of the safety risks associated with the use of alcohol and drugs and the assistance available under the employee assistance program. This policy stresses the importance of prevention and early identification of potential situations. As part of Delta Springs overall concern for the health and well-being of all employees, the company will provide employees with written educational information on the effects of alcohol and controlled substances on an individual's health, work, and personal life. All employees are required to read the written educational information, as part of this program.

3.15 EMPLOYEE RESPONSIBILITIES

All employees are required to read, sign, and comply with all parts of this policy. Understanding, accepting and complying with the "Alcohol and Drug Policy" is a condition of employment with Delta Springs.

All employees are required to arrive and remain fit for work during their assigned duties free from all effects of drugs & alcohol.

Employees shall consult with their doctor and/or pharmacist regarding the proper use of prescribed medications and any negative impact they may have on their performance or safety.

Employees shall use medication responsibly and report any potentially harmful prescription they may be taking to their supervisor.

All employees shall seek support if they feel that they have or may be acquiring a drug or alcohol dependency, participate in the company's employee assistance program and follow all recommendations of the program.

All employees shall encourage their peers or co-workers to seek help when there is a potential breach or breach of policy.

All employees shall cooperate with any work modification related to safety concerns as a result of a current or emerging problem.

Because all individuals working for DELTA SPRINGS have a shared responsibility for workplace safety, employees are encouraged to look out for other employees, contractors, or visitors in terms of fitness for duty and safety. They are expected to take appropriate action to ensure no individual remains in an unfit condition on DELTA SPRINGS Premises or DELTA SPRINGS Worksites such that they may endanger themselves or others, by ensuring their supervisor or another member of management is advised of the situation.

3.16 SUPERVISOR RESPONSIBILITIES

Supervisors shall communicate and give leadership in the administration of this policy.
Supervisors shall be trained in administering alcohol and drug programs in the workplace and in recognizing signs and symptoms of impairment. Supervisors shall also be trained in intervention techniques with employees who are suspected of being at work under the influence of alcohol and/or drugs.

Supervisors shall be responsible for ensuring employees submit to substance abuse testing as required, in a timely manner as outlined in this policy.

Supervisors shall be responsible for addressing prescription medications their employees are taking and working with the company's safety department to make sure the prescription won't affect their work.

Supervisors will understand the company's performance management policy and how this Alcohol and Drug Policy is integral to that policy. Supervisors will act on performance deviations.
Supervisors shall act on reported or suspected alcohol or drug use by employees.
Supervisors will be responsible for guiding employees who seek assistance to appropriate resources (for example, the employee assistance program or other community services).
Supervisors shall be knowledgeable about return to work situations and the management of relapse situations.

3.17 EMPLOYER RESPONSIBILITIES

Employer shall provide a safe workplace.
Employer shall provide prevention programs that emphasize awareness, education, and training as the principal methods of ensuring commitment to and compliance with this Alcohol and Drug Policy.

Employer shall ensure managers and supervisors are aware of client requirements with respect to substance abuse and impairment in the workplace.
Employer shall ensure proper investigation and inquiry procedures are followed when interviewing employees and investigating s pursuant to the policy requirements.
Employer will ensure all employees know how to access employee assistance services.
Employer shall ensure all test results and required documents are managed in a confidential manner, with restricted access.
This Alcohol and Drug Policy does not alter or pre-empt any of Delta Springs current policies

Signed: *Gary Parker* (Owner/CEO) Date: June 7, 2021

HAZARD ASSESSMENT

Delta Springs has a program in place to help identify, rank and control hazards within us operations.

Hazard assessment is the basis for prevention of injury or damage in the workplace. Through hazard assessment, we examine both potential hazards that may be encountered in the work place as well as those immediately visible.

Documented hazard assessments are completed prior to work, and at reasonably practicable intervals thereafter. These must also be completed upon any change in scope of work or workers, site conditions or supervision.

4.1 DEFINITIONS

Hazard: Any circumstance or condition which poses the risk of an incident or injury.

Hazard Assessment: A formal process used to identify hazards that have the potential to result in incident, injury, equipment damage, loss of materials or property or harm to the environment.

Risk: The probability that during a period of activity a hazard will result in an incident with definable consequences.

Risk Management: A reduction in the probability of risk or risks to an acceptable level to ensure hazards do not result in an incident with definable consequences.

Recognition and control of hazards is necessary to ensure that appropriate action is taken within a timely manner.

It is through the control of hazards that the following may be accomplished:

- Reduced frequency and severity of incidents
- Reduced human suffering
- Reduced financial costs

4.2 RESPONSIBILITIES

Administration / Management of Change (MOC)

It is the responsibility of the HSE Manager to provide direction in the develop of MOC and is to

maintain the Hazard assessment and MOC Program. All management will receive Leadership in Safety Excellence to ensure adequate knowledge in MOC. When a MOC occurs the HSE Manager will notify management and safety advisors of the changes and ensure that the changes are implemented into the work force. These procedures are kept in the HSE Manager's office.
Management of Change (MOC) is the process used to review all proposed changes to materials, technology, equipment, procedures, personnel, and company operations before these permanent or temporary changes are implemented to ensure health, safety, environmental and/or quality standards will be maintained while staying on budget.

Delta Springs President, HSE Manager, Project Manager, and any other affected personnel must be included in these reviews to ensure all areas are being addressed accordingly. Once agreed upon the HSE Director will facilitate the management of change process.
Once the review determines that a proposed change is approved without negative impact to the health, safety, environment, quality, or economic standards:

- The applicable safety information will be updated accordingly
- All employees will be informed and retrained if necessary, prior to resuming work.
- Orientation will also be updated to reflect changes.

Once a change has been implemented, there will be a follow-up to make sure that all precautions and preparations were handled properly without negative impact.
Workers

If reasonably practicable, the Company must involve affected workers in hazard assessment and control or elimination of hazards identified. Delta Springs will ensure that workers affected by hazards identified in a hazard assessment report, are informed of hazards and the methods used to control or eliminate these hazards. Workers names and their participation in the process will be documented on the written hazard assessment reports or on toolbox meeting documentation.
Supervisors

Delta Springs supervisory personnel will assess a work site to identify existing and potential hazards prior to work beginning at a work site. Supervisors will prepare a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified. Supervisors must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

They must also ensure that the hazard assessment is repeated:

• At reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, when a new task is introduced, when a work process or operation changes, or prior to construction of a new worksite or significant additions or alterations to an existing work site.

4.3 CONDUCTING A HAZARD ASSESSMENT

• Assemble all personnel involved.

• Discuss possible hazards with employees.

• Tour the entire operation.

• Look for possible hazards originating from environment, material, equipment, and people.

• Keep asking “What If?”

• Mark on the checklist all items that need attention.

• Review the findings with workers and solicit their input for control measures.

The first ranking estimates the severity or consequence of the problem if the potential incident were to occur:

1 Insignificant (i.e. No injuries, minimal / no financial loss)

2 Minor (i.e. Non-serious injury, illness, or damage Medium financial loss)

3 Moderate (i.e. Severe injury, serious illness, and property and/or equipment damage)

4 Major (i.e. Causing deaths, widespread occupational illness, extensive property damage, large financial loss).

5 Catastrophic (i.e. Death, dismemberment, hospitalization, extensive property damage, massive financial Loss)

The second ranking estimates the probability of the incident occurring:

5 Almost Certain – Often occurs once a week

4 Likely – Could easily happen once a month

3 Possible – Could happen or known to happen once per year.

2 Unlikely – Hasn't happened yet but could once every 10 years

1 Rare – Conceivable but only in extreme circumstances once in 20 years

Each hazard is assigned both rankings, and the result determines priority in terms of corrective action. A hazard ranked high (in red, 6 and up to 9) is more important and serious than one ranked low (in green, 1 to 2).

		Severity				
		Insignificant (1) No injuries /minimal financial loss	**Minor (2)** First aid /medium financial loss	**Moderate (3)** Medical treatment / high financial loss	**Major (4)** Hospitable/large financial loss	**Catastrophic (5)** Death/massive financial loss
Probability	**Almost Certain (5)** Often occurs/once a week	**Moderate (5)**	**High (10)**	**High (15)**	**Catastrophic (20)**	**Catastrophic (25)**
	Likely (4) Could easily happen /once a month	**Moderate (4)**	**Moderate (8)**	**High (12)**	**Catastrophic (16)**	**Catastrophic (20)**
	Possible (3) Could happen or known it to happen / once a year	**Low (3)**	**Moderate (6)**	**Moderate (9)**	**High (12)**	**High (15)**
	Unlikely (2) Hasn't happened yet but could / once every 10 years	**Low (2)**	**Moderate (4)**	**Moderate (6)**	**Moderate (8)**	**High (10)**
	Rare (1) Conceviable in extreme circumstances / once in 100 years	**Low (1)**	**Low (2)**	**Low (3)**	**Moderate (4)**	**Moderate (5)**

4.4 PRE-JOB HAZARD ASSESSMENT

Pre-job hazard assessments are essential to ensure that hazards and risk are identified, and the appropriate controls are implemented prior to mobilization of equipment and personnel to the site.

Pre-job hazard assessment begins at the estimating stage of the project or job. All hazards identified will be prioritized using the Risk matrix tool. The information collected during this prehab hazard assessment can also be used to develop a site-specific safety plan.

4.5 IDENTIFYING HAZARDS

Before the start of any work or when there is a significant change in the work conditions, a hazard assessment must take place of the task being performed. This assessment will be done by the

workers on site as well as the supervisors involved.

Job Safety Analysis (JSA) is a method that can be used to identify, analyze and record:

a) the steps involved in performing a specific job.

b) the existing or potential safety and health hazards associated with each step; and

c) the recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

Field Level Hazard Assessment (FLHA) is a method that an individual or crew would use to minimize or eliminate potential losses (to people, property, materials, or the environment) while in the field.

The FLHA Process is:

1. STOP and Think
2. Look around – Identify hazards
3. Access hazards
4. Control hazards
5. Resume work

4.6 HAZARD CONTROL STRATEGIES

Whenever possible, hazards should be eliminated or controlled at their source, as close as possible to where the problem is created– using engineering solutions. If this is not possible, controls should be placed between the source and the workers. The closer a control is to the source of the hazard the better. If this is not possible, hazards must be controlled at the level of the worker.

Administrative controls and personal protective equipment (PPE) control hazards at the level of the worker. These control methods reduce the likelihood and severity of worker injury but do not eliminate the hazard. A combination of several hazard control approaches may be necessary in some situations.

Engineering Controls

Engineering controls deal with the elimination or isolation of the hazard from the worker, and physically limits the workers exposure to the hazard. This would be the preferred method of

hazard control.

Administration Controls

An administrative control involves activities such as worker education, training, safe work practices and procedures. Administrative controls limit or reduce the exposure time the worker has to the hazards.

Personal Protective Equipment (PPE)

PPE is the final line of defence against the risks identified from the hazard assessment. Other than the basic PPE, additional PPE is only implemented after all reasonably practicable means of risk mitigation have been attempted.

4.7 OCCUPATIONAL HYGIENE, HEALTH AND ERGONOMICS

To prevent exposure to occupational health hazards that can lead to occupational disease and/or injury is the primary objective of occupational hygiene.

This is done by a systematic process of anticipating, recognizing, measuring, evaluating and controlling the health hazard. Occupational Hygiene, Health and Ergonomic issues must be brought forward to the Delta Springs Safety department for action.

4.8 HAZARD IDENTIFICATION AND RISK ASSESSMENT

Processes are in place to identify potential hazards using JSA's, FLHA's, facility wide or area specific analysis/inspections.

Involve employees by:

a) discussing what you are going to do and why.

b) explaining that you are studying the task, not employee performance; and

c) involving the employees in the entire process.

Delta Springs will review our company's accident/injury/illness/near miss history to determine which jobs pose the highest risk to employees. We identify the safety standards that apply to our jobs and incorporate their requirements into our JSA.

Setting Priorities

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable. Hazards are classified/prioritized and addressed based on the risk associated with the task / (Risk analysis

matrix outlining severity and probability).

Delta Springs gives priority to:

a) Jobs with the highest injury or illness rates

b) Jobs with "close calls", where an incident occurred but no one got hurt

c) Jobs identified as being in violation of safety standards

d) Jobs with the potential to cause serious injuries or illness

e) Jobs in which one simple human error could result in severe injury

f) Jobs new or unfamiliar to our operation; and

g) Jobs that due to their complexity require written instruction.

Emergency Control of Hazard

If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers:

a) only those workers competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard, and

b) every reasonable effort must be made to control the hazard while the condition is being corrected.

If ordered to do so by a Director, Delta Springs will prepare and implement a health and safety plan that includes the policies, procedures and plans to prevent work site incidents, work related injury and occupational diseases.

Basic Procedure

Once the job has been selected, the supervisor and/or safety representative will discuss the JSA procedure and its purpose with the employees who perform the job. Using the JSA form, the supervisor and employees must list each job step in order of occurrence. Job steps should provide adequate information without being too specific. The wording for each job step should begin with an action word such as "remove," "open" or "pour."

Once the job steps have been recorded, identify, and list the potential hazards or accidents which might occur for each step. To do this, ask yourself and your employees questions such as:

Is there a danger of striking against, being struck by, or otherwise making injurious contact with?

an object?

• Can the employee be caught in, by, or between objects?

• Can the employee be strained by pushing, pulling, lifting, bending, or twisting?

• Does the work environment contain a potential safety and/or health hazard such as a toxic gas, vapor, mist, fumes, dust, noise, heat, or electrical hazard?

• Is there a potential for a slip or trip?

• Can the employee fall from one level to another?

The next step in the JSA process is to develop a safe job procedure or control action to address the hazard(s) in each job step. The safe job procedure should clearly identify exactly what the employee needs to do and/or what the employee needs to know to perform the task safely. Avoid general statements such as "be careful" or "use caution." Identify ways to eliminate or reduce the hazards using the Engineering or administrative controls, and if required, personal protective equipment.

The JSA form includes a section to list all the required personal protective equipment the employee must wear when performing the job. The safe job procedure for each job step must specify when the employee needs to wear the protection based on the hazards of that job step.

The JSA form includes a section to list all the required tools and equipment needed to perform the job. Remember, injuries frequently occur because the employee selected the improper tool or equipment to perform a job. When the JSA has been completed, the supervisor should sign and date it and send a copy to the safety department for review and for filing in the corresponding job number file.

Identified hazards are addressed and mitigated by dedicated assignment, appropriate documentation of completion and implemented controls.

JSA Utilization / Training

Each supervisor will establish a department JSA file and shall make it accessible to employees for review when needed. JSA’s will stay on site for the duration of the task. Whenever possible, a copy of the JSA should be laminated and secured to the machine/equipment or at the permanent location where the job is being performed. When a job involves the use of highly toxic or extremely dangerous hazardous substances, it's a good idea to attach the MSDS pages for these substances to the JSA.

JSA Process Review

A review process is in place to avoid creating new hazards derived from the corrective measures. The JSA will be reviewed by the Supervisor to ensure that the corrective measures have not unintentionally recreated new hazards. Prior to filing the JSA's in the safety department office, they will be reviewed by the safety personnel.

4.9 MEETINGS

Pre-job meeting

For jobs that have specific or high-risk tasks or where owner/client dictates, Delta Springs will conduct a pre-job safety start up meeting and review the procedure and processes with job foremen, Superintendents, and employees.

Tailgate/Toolbox meeting

At the beginning of each workday thereafter, all foremen will hold a tailgate / toolbox meeting for all work being done with their crew. These are informal meetings which allow on-site personnel to review Safe Work Practices/Safe Operating Procedures for a specific hazard. All workers on site is required to attend. Any relevant Safety topics may be discussed at this time.

Weekly safety meeting

Delta Springs Safety Meeting & Hazard Assessment form is to be used to conduct weekly safety meetings that involve ALL Delta Springs employees on the job site. These meetings will provide workers with a broad understanding of the hazards of the job site. These meetings will also focus on recent incidents and recommendations for prevention.

4.10 SAFETY ALERTS

Safety Alerts will be distributed by the Safety Department to inform management and employees about relevant health and safety issues.

It is Delta Springs Safety Department responsibility to send these alerts out at regular intervals showing a proactive approach to safety.

Safety Alerts will be sent out via email to all staff, be reviewed at regular safety meetings and are posted for all employees to review.

Safety Alerts with regards to general health and safety may be distributed with pay stubs.

Safety alerts shall be sent out to communicate what has been learned from any significant incident. Safety alerts shall also be sent out when the safety department comes across any trending so that we can take a proactive approach to mitigate incidents.

4.11 CONTROLLED PRODUCTS

All controlled product fall under Workplace Hazardous Materials Information System (WHMIS) and require having a current MSDS available to the workers on the work site.

Employees who purchase, receive or work with controlled products on the work site are responsible to ensure that a MSDS is available for that product on site. An MSDS registry shall be kept by the safety department for use by the employees. All controlled products to be stored as outlined in their MSDS.

4.12 CHEMICALS, BIOLOGICAL AND HARMFUL HAZARDS OR SUBSTANCES

Ensure to follow all the above-mentioned standards as well as check with the Supervisor/Foremen or Designated Safety Personnel should you encounter anything you are not sure of. OH&S has a set of schedules and tables to deal with these situations all workers need to be aware of them. Atmospheric testing will be done and documented prior to any work and periods during the work. Follow the MSDS or Industry standard. At no time will workers be exposed to any substance concentrate over the ceiling limits. Worker will be competent in the use of monitoring equipment used and trained in the appropriate practices. Should chemicals be present in the work area, ensure you have the appropriate first aid equipment as well as eye wash and emergency showers (if required) on location. Before beginning work, review the safe work practice and manufacturer directions for emergency equipment.

4.13 CRITICAL TASK ANALYSIS

A task is considered a critical task if the consequences of performing the task incorrectly and without necessary controls has a significant potential for loss to people, product, process, or profit. A Critical Task Analysis is the process of conducting an inventory of a task and breaking down the Severity, Frequency, and Probability of hazards to occur. Delta Springs will ensure those tasks have specific job procedures and a code of Practice in place for each of these critical hazard tasks as legislation dictates.

FORMS – See Appendix B

- Field Level Risk Assessment
- Hydrovac Field Level Risk Assessment
- Pre-Job Hazard Assessment
- Job Safety Analysis
- Safety Meeting and Hazard Assessment
- Tailgate Meeting

SAFE WORK PRACTICES

Safe work practices explain ways of controlling hazards and doing jobs to maintain a minimum risk to people and property. Safe work practices are generalized statements of what you should or should not do to do a job or task safety. Safe work practices are a great topic for toolbox talks, as they serve as good reminders of the 'right' way to do things.

To reduce risks, Delta Springs has several generalized safe work practices. Due to the diversity of circumstances and situations within Delta Springs the information contained in Safe Work Practices cannot be considered complete or applicable in every situation.

Supervisors and employees must refer to Federal and Provincial Health and Safety Legislation, industry practices, customer policy and site-specific requirements to ensure that the work is accomplished safely.

Development

Each Division of Delta Springs will have specific Safe Work Practices developed for them operations.

Employees, Supervisors and Management of Delta Springs will be involved in the development and/or review of these Safe Work Practices.

All Safe Work Practices will be developed using the standard Delta Springs Safe Work Practice format and are based on a task hazard assessment.

Review

Safe Work Practices will be periodically reviewed to ensure that they are complete, accurate and applicable.

Suggestions for additional Safe Work Practices or changes to the existing Safe Work Practices can be made in writing and submitted to Delta Springs Safety Department.

Approval

The Safety Department and Senior Management will approve all Safe Work Practices for Delta Springs

Availability

Safe Work Practices applicable to the work being performed will be available and reviewed with

all workers at the work site prior to the start of the task.

Applicable Safe Work Practices should be reviewed at Safety/Tailgate Meetings before the start of work. Safe Work Practices will be used in job-specific training to instruct employees in them job duties and to verify employee competency and understanding.

Responsibilities

All Employees

Follow the guidelines described in a Safe Work Practice.

Supervisors/Foremen

Ensure that the Safe Work Practices and associated Safe Operating Procedures are available, reviewed, and followed at the work site.

Codes of Practice

Codes of Practice are specific Safe Work Practices that are required by OHS Legislation for hazardous work, and normally Policies, Procedures, and Practices. Delta Springs Safety Department will develop all Codes of Practices.

SAFE OPERATING PROCEDURES

Safe Operating Procedures are a written step-by-step description of how a particular task is to be performed it is used during performance of the work by the person performing the work (or by two people doing the work – one reading and one doing). Examples of procedures include equipment start-up or shut-down procedures; normal operating procedures; written operating instruction, abnormal operating procedures, emergency procedures, special test procedures, maintenance procedures, preventative maintenance procedures, construction installation procedures, calibration procedures, hydrostatic test procedures, and inspection procedures. Should further clarification be required, contact your designated safety personnel.

Development

Each Division of Delta Springs will have specific Safe Operating Procedures for their operations. Procedures will be developed for high-hazard work or where historical information, legislation, a hazard assessment or customer requirements dictate.

Employees, Supervisors and Management of Delta Springs will be involved in the development and/or review of these Safe Work Procedures.

All Safe Work Procedures will be developed using the standard Delta Springs Safe Work Procedure format and are based on task hazard assessment.

Review

Employees, Supervisors and Health and Safety Advisors will periodically review Safe Operating Procedures to ensure that they are complete, accurate and applicable.

Availability

Safe Operating Procedures applicable to work being performed will be available to all employees at the work site.

Safe Operating Procedures must be reviewed at Tailgate/Toolbox Meetings before the start of any work using the procedure.

Safe Operating Procedures can be used in job-specific training to instruct employees in their job duties and to verify employee competency and understanding.

Responsibilities

All Employees

Follow established steps described in a Safe Operating Procedure.

Supervisors/Foreman

Complete a Hazard Assessment to determine the need for a specific procedure.

Ensure that the Safe Operating Procedures and associated practices are available, reviewed and

followed at the work site.

Ensure that all steps in a Safe Operating Procedure are carried out in accordance with the

Procedure.

Deviations Safe Operating Procedures do not allow for flexibility. Deviations for Safe Operating Procedures require a written Hazard Assessment detailing the changes. Changes must be approved by the Safety Advisor and if required by the client/owner site representative.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of Personal Protective Equipment (PPE) is the final line of defense between employee and hazard and applies to all employees at the work site. This includes subcontractors, visitors, clients or customer representatives.

Where possible, hazards will be eliminated or controlled to reduce the risk associated with a specific task.

These controls include:

• Elimination of the hazard

• Isolation of the hazard

• Administrative controls

Delta Springs will make available all required PPE for its employees. All employees will receive training in the use, care, maintenance, and storage of the PPE issued to them at orientation, tailgate & safety meetings.

All Personal Protective Equipment will be within the requirements of the local OHS legislation and the specific requirements of a customer or client. Where site-specific PPE requirements exist, employees of Delta Springs will follow requirements.

No piece of PPE will be modified or changed contrary to the manufacturer's instructions, specifications or OHS legislation.

All PPE that is of questionable reliability, damaged or in need of service or repair will be removed from service immediately.

All PPE that has been removed from service will be tagged "OUT OF SERVICE" or destroyed immediately. Any PPE tagged "OUT OF SERVICE" will not be returned until repaired and inspected by a qualified person.

All PPE when used properly must not endanger the worker.

7.1 PPE BASED ON LOCATION, JOB AND POSITION

Delta Springs will provide the following PPE as required by the OH&S Act at no cost to the employee:

• Safety glasses

• Hearing protections

• Specialized Personal Protective Equipment, such as fall arrest and gas monitors

Delta Springs, should a worker be unable to provide their own, will make available the following PPE as required by OH&S and client/owner requirements:

• Steel toed boots with adequate ankle support

• Hard Hat

• Gloves

• Fire Retardant Coveralls

• High Visibility Coveralls

• High Visibility Safety Vest

If any employee requires basic PPE for a job, the employee shall contact their designated safety representative to find out what Delta Springs will supply and what the employee is responsible to provide. Please note that on oilfield sites signage will be posted with the required PPE for that location.

All PPE used by this company shall conform to OH&S Regulations and relevant Safety Standards.

Site Workers

PPE Requirements for all Site Workers (on any site), all employees working on Oilfield sites, Delta Springs sites and Gravel Pits:

• CSA Approved safety boots with ankle support

• Safety Glasses

• Hard Hat

• High Visibility Stripes

• Gloves as required

• Hearing Protection

• Any additional PPE as required by site specific policy or existing hazards.

Earthworks and Highway Crews

PPE Requirements for Earthworks & Highway Construction:

• CSA Approved safety boots with ankle support

• High Visibility Vest

• Gloves as required

• Hard hats

• Safety Glasses when a hazard exists for particle or object to enter the eye

• Hearing protection

• Respiratory protection as required

• Any additional PPE as required by site specific policy or existing hazards.

Underground/ Water & Sewer

PPE Requirements for Underground Construction:

• CSA Approved safety boots with ankle support

• High visibility vest

• Hard Hat

• Safety Glasses when a hazard exists for particle or object to enter the eye

• Gloves as required

• Hearing Protection

• T Shirt

• Respiratory protection as required

• Any additional PPE as required by site specific policy or existing hazards.

Shop (work in shop/wash bay/and mechanics):

• CSA Approved safety boots with ankle support

• Full sleeve coveralls

• Safety Glasses as required

• Gloves as required

• Hearing Protection

• Respiratory protection as required

• Any additional PPE as required by site specific policy or existing hazards.

When working in the shop, protective equipment is placed in areas where it should be worn.

Safety glasses are mandatory in the shop. Additional eye protection must be worn when:

• Welding

• Using grinders

• Washing equipment

In addition to any of these minimum requirements, additional PPE should be utilized based on the following information:

• Hazard Assessment

• Material Safety Data Sheets

• Customer/Client Requirements

• OHS Legislation Requirements

All above mentioned personnel must be clean shaven when deemed necessary. Hair must be pulled back and tucked under the collar. Work boots must always be tied to the top to ensure ankle support. All requirements shall be posted at the worksite where applicable.

7.2 RESPONSIBILITIES

All Employees will:

• Wear PPE as required in Delta Springs policy, practices, and procedures or where site specific hazard assessment requires additional PPE in addition to Delta Springs basic PPE requirements.

• Care for and maintain the PPE issued to them according to manufacturer recommendations, Codes of Practice and related training they have received.

• Use only approved PPE that is clean and in good condition or repair.

Supervisor/Foreman will:

• Wear the required PPE for the work they are supervising.

• Ensure that employees under their direction comply with the PPE requirements of Delta Springs and the customer's health and safety policy.

• Identify additional PPE requirements for specific job sites.

• Ensure that the required PPE is available at the work site.

• Enforce compliance with Delta Springs Safety Management System.

• Ensure that PPE does not itself endanger the worker.

Managers will:

• Set an appropriate example for employees under their direction.

• Wear the required PPE for the work being done.

• Ensure that the required PPE is available at the work site.

• Ensure that appropriate maintenance logs are kept for specialty PPE.

• Enforce compliance with Delta Springs Safety Manual.

Company Health, Safety & Environment Department will:

• Ensure that PPE standards are developed for the tasks performed by Delta Springs

• Recommend PPE that meets applicable government, industry, or customer standard(s) governing its use.

• Include PPE as a component of the work site inspection.

• Ensure compliance with Delta Springs Safety Manual.

7.3 PERSONAL PROTECTIVE EQUIPMENT STANDARDS

The following standards apply to all operations and divisions of Delta Springs. Where the standards of this program are impractical, a documented deviation must be completed based on a written hazard assessment. Alternative control measures must be put into place to reduce or eliminate the hazard.

Head Protection

Your head houses your brain, which controls all the motor and sensory functions of your body. Any blow to your head, no matter how slight, can be very dangerous and result in injuries ranging from dizziness to total disability and even death.

• All employees required to wear head protection will wear CSA or ANSI approved hard hats. Where significant risk of lateral impact has been identified, CSA or ANSI approved lateral impact side helmets must be worn.

• All managers, superintendents and foremen will be identified utilizing a white hard hat. Employees who do not hold these positions must wear colour coded hardhats as per Delta Springs SSE Green Worker Program

Eye Protection

If a worker's eyes may be injured or irritated at a work site, an employer must ensure that the workers wear properly fitted eye protection equipment that is approved to:

• CSA Standard Z94.3-07, Industrial Eye and Face Protectors.

• Is appropriate to the work being done and the hazards involved.

Delta Springs will ensure that, if wearing contact lenses poses a hazard to the worker's eyes during work, the worker is advised of the hazards and the alternatives to wearing contact lenses. Where required by MSDS, signage, or where indicated by a hazard assessment, close-fitting splash resistant goggles must be worn when handling chemicals.

Electric Arc Welding

A worker must not perform electric arc welding if it is reasonably possible for another worker to be exposed to radiation from the arc unless the other worker is wearing suitable eye protection or is protected by a screen.

Face Protection

Where there is a risk of facial injury, employees must wear appropriate face protection in addition to safety glasses. These activities include, but are not limited to:

• Welding, buffing grinding, and machining of metal.

• Operation of a bench grinder

• Operation of a chain saw

• Operation of a string-type weed trimmer

• Pressure washing equipment

• Working in a trench, excavation, bore pit

Hearing Protection

Hearing protection with a noise reduction rating (NRR) of 25 or higher must be worn where noise levels exceed 85 dBA over an 8-hour shift or identified by signage or other means on a work site.

Hand Protection

Where there is a risk of injury to the hand, adequate hand protection must be worn. This includes leather gloves, chemical resistant gloves (check MSDS), cut-resistant gloves (Kevlar), etc.

Foot Protection

All employees on a work site must wear CSA approved, Grade One (green triangle), high cut boots, with ankle support, laced to the top and appropriate to the work conditions. (Rubber boots for wet conditions, winter boots for cold conditions, etc.) No running shoes of and kind are permitted on Delta Springs work sites. The only exceptions are in an office environment.

Work boots must be in good repair. It is the responsibility of the employee to ensure that them footwear is in proper working condition. Exposed steel toecaps are not permitted.

Limb and Body Protection

If there is a danger that a worker's hands, arms, legs, or torso may be injured, or their health affected by contact or absorbed through the skin, Delta Springs will ensure that the workers have properly fitted hand, arm, leg, or body protection equipment that is appropriate to the work, the work site and hazards identified.

These include but are not limited to:

- Chain saw chaps
- Chemical resistant suits
- Leather welder chaps and gauntlets

Fire Retardant Clothing (FRC)

If a worker may be exposed to a flash fire, electrical equipment flashover, or any other potential flammable atmosphere, Delta Springs will ensure that the worker wears flame-resistant outerwear and use other protective equipment appropriate to the hazard.

A worker must ensure that the clothing worn beneath flame resistant outerwear and against the skin is made of flame-resistant fabrics or natural fibers that will not melt when exposed to heat.

- Fire retardant clothing must be used where:
- There is a risk of fire or explosion.
- Employees required working within 50 m of a live facility.
- Legislative requirements dictate.
- Customer requirements dictate.
- Company specific Policies and Procedures dictate.

SPECIALIZED PERSONAL PROTECTIVE EQUIPMENT

Respiratory Protection

Guideline for the Development of a Code of Practice for Respiratory Protective Equipment

The Alberta Occupational Health and Safety (OHS) Code requires that a Code of Practice describing the selection, maintenance and use of respiratory protective equipment be developed whenever respirators are used at the work site.

This Code of Practice must be in writing and should, at a minimum, contain the following elements:

- **Company health and safety policy**

  The Code of Practice must state whether the use of the respiratory protective equipment is mandatory or not.

- **Person responsible for respiratory protective equipment**

  The employer is responsible for selecting, providing, and maintaining respiratory protective equipment but may designate a competent worker to undertake this responsibility. The Code of Practice must identify the designated person with his/her position and telephone number.

A Code of Practice describing the selection, maintenance and use of respiratory protective equipment must be developed whenever respirators are used at the work site.

Alberta Government

WORK SAFE ALBERTA

- **Selection of respiratory protective equipment**

When selecting the appropriate respiratory protective equipment, the employer must consider the following factors:

- nature of the contaminant,
- concentration or likely concentration of airborne contaminants or biohazardous materials,
- duration or likely duration of worker exposure,
- toxicity of the contaminants,
- concentration of oxygen in the work area,
- warning property of the contaminants,
- need for emergency escape.

The Code of Practice must identify the type of airborne hazard generated by each workplace operation (i.e. dust, mist, fume, vapour, gas, oxygen deficiency, or a combination). Where possible, the specific chemical name of the contaminant(s) or type(s) of biohazardous materials should be identified or the conditions, such as oxygen deficiency, that require respirator use at the work site.

The Code of Practice must state the type of respirator that is to be worn for each operation or task requiring one. If an air purifying respirator is used, the respirator and cartridges' make and model number must also be stated. The selection of respiratory protective equipment must be based on the potential exposure of the worker and the protection factor assigned to the respirator. Additional guidance on the selection of respirators is given in the following publication:

http://industry.alberta.ca/documents/WHS/WHS-PUB_ppe001.pdf
Respiratory Protective Equipment: An Employer's Guide – PPE001

Respirators must be approved by the U.S. National Institute for Occupational Safety and Health (NIOSH) or by another standards-setting and equipment-testing organization that is acceptable to Alberta Human Services.

WORK SAFE ALBERTA

- **Maintenance, cleaning and storage of respiratory protective equipment**

A cleaning and maintenance program must be established to ensure that respiratory protective equipment is clean and functions effectively. The Code of Practice must include cartridge and/or filter change out schedules as well as cleaning procedures. This information can be found in the manufacturer's specifications.

When respiratory protective equipment uses compressed breathing air, the employer must ensure that the quality of the breathing air complies with Table 1 of CSA Standard Z180.1-00, *Compressed Breathing Air and Systems* and does not contain concentrations of substances that exceed 10 percent of the applicable Occupational Exposure Limits listed in Table 2 of Schedule 1 of the OHS Code (this does not apply to substances listed in Table 1).

http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2009.pdf
Occupational Health and Safety Code - 2009

The employer must ensure that all workers affected by the code of practice are familiar with it before work begins.

- **Conditions for use of respiratory protective equipment**

An employer must ensure that only workers who are free from any physiological or psychological conditions that would prevent them from being able to wear a respirator are permitted to wear a respirator. The first step is the completion of a health surveillance questionnaire. A sample health surveillance questionnaire can be found in Appendix E of the *Canadian Standards Association (CSA) Standard Z94.4-02, Selection, Use and Care of Respirator.* Privacy of worker's health information must be protected and must be considered by the employer. If workers indicate that they have a health condition on the questionnaire, they should be assessed by a health care professional.

The Code of Practice needs to indicate that health surveillance must be conducted prior to a worker wearing a respirator.

Where the effectiveness of the respiratory protective equipment depends on the facial seal, the employer shall ensure that a worker has been properly fit-tested and is clean shaven where the respirator seals against the skin. The Code of Practice should indicate this.

The employer must ensure that workers affected by the Code of Practice have been trained in it before work begins.

The Code of Practice must be readily available at the worksite and should be posted in a location where workers may refer to it.

A sample format for a Respiratory Protective Equipment Code of Practice is provided in Appendix A.

Appendix A

Respiratory Protective Equipment (RPE) Code of Practice for _____
Company Name

All workers affected must be trained in this RPE Code of Practice

A. Person Responsible for Selecting and Providing Respiratory Protective Equipment

Name: _____ Telephone: _____ Position: _____

B. Conditions for Use of RPE:

1. **Health Surveillance:** Workers must be medically fit to wear a respirator. *(A sample respirator user screening form can be found in Appendix E of CSA Standard Z94.4-02)*
2. **Fit-Testing:** RPE that depends on an effective seal for its safe use must be properly fit-tested by a competent (trained) person. *(this must be done every two years or when physical conditions change)*
3. **NIOSH Approval:** RPE required at the worksite must be NIOSH approved *(it will bear a NIOSH approval # e.g. TC- XXXX)*
4. **Clean-Shaven:** Workers must be clean shaven where the respirator contacts the face.

Task (e.g. Spray Painting)	Airborne Hazard (e.g. Type of solvent, dust etc)	Type of Respirator (e.g. half mask)	Respirator Make/Model #	Type of Cartridge (e.g. P100)	Cartridge Make/Model #	RPE Use Mandatory? Y/N

D. Maintenance/Cleaning/Storage of Respiratory Protective Equipment:

Maintenance: Cartridges/filters must be replaced as per the manufacturer's instructions or earlier if smell, taste or irritation from contamination is detected or if there is resistance to breathing. *(see the manufacturer's instructions)*

Cleaning: RPE should be cleaned after each use. Wipes may be used, but should not be the only method of cleaning RPE *(see the manufacturer's instructions)*

Storage: RPE must be stored in a manner that will prevent its contamination *(e.g. sealed bag (Ziploc™))*

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1-866-415-8690

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- In Edmonton: **780-427-9999**

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- **1-800-232-7215** throughout Alberta

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http://humanservices.alberta.ca/ohs-legislation

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Confined Space

Guideline for Developing a Code of Practice for Confined Space Entry

Introduction

Part 5 of Alberta's Occupational Health and Safety (OHS) Code requires an employer to have a written Code of Practice for the procedures to be followed when a worker enters a confined space.

This Bulletin provides guidance to employers, supervisors, contractors and workers about how to prepare a code of practice for confined space entry to meet the requirements of the OHS legislation. This Bulletin does not provide procedures for confined space entry. Resources are provided at the end of this Bulletin to assist with this.

What is a "Confined Space"?

Alberta's OHS Code defines a confined space as:

"A confined space means a restricted space which may become hazardous to a worker entering it because of

(a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity or toxicity,

(b) a condition or changing set of circumstances within the space that presents a potential for injury or illness, or

(c) the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space."

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A restricted space is defined *"as an enclosed or partially enclosed space, not designed or intended for continuous human occupancy, that has a restricted, limited or impeded means of entry or exit because of its construction."*

A restricted space can be thought of as a work area in which the only hazard is the difficulty in getting into and out of the space — all other hazards have been eliminated or controlled in accordance with Part 2 of the OHS Code. Examples of restricted spaces may include building attics, below-ground vaults and some crawl spaces in buildings. Keep in mind that a restricted space can become a confined space if conditions or work practices change.

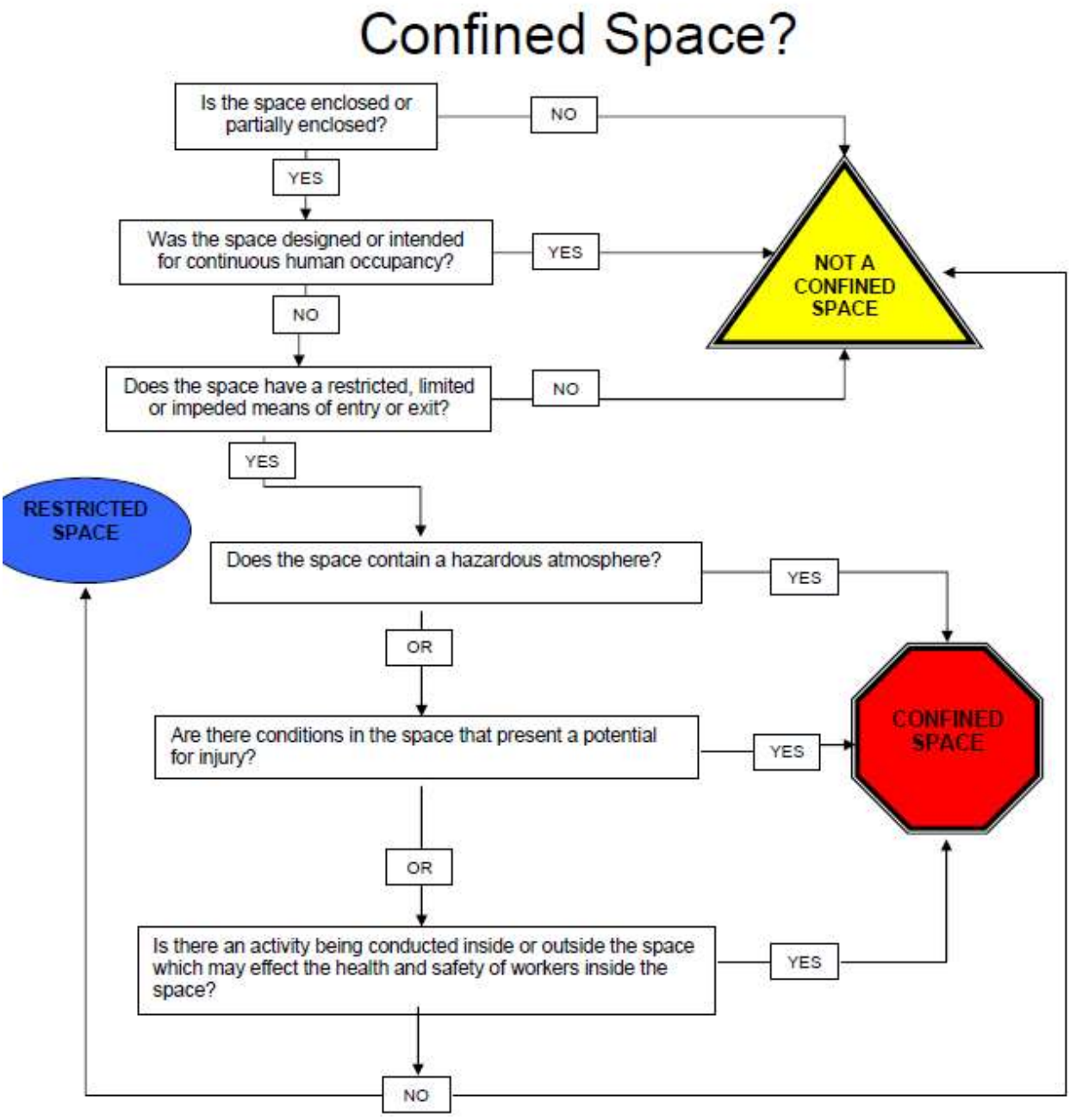
A worker is considered to have "entered" a confined space when his or her breathing zone crosses the plane of the confined space access.

A confined space can be found at almost any work site. Crawl spaces, cramped mechanical rooms, mezzanine areas, plumbing or electrical vaults, cargo containers and attic spaces can all fit within the definition of a confined space, depending on the design, access and work activities taking place. Figure 1 can help readers decide if an area meets the definition of a confined space.

Even if confined space entry is done frequently at the work site, confined spaces are not considered sites for ongoing or regular work activities. Confined spaces have a restricted means of entry and exit. Entry and exit points are not usually designed for easy walk in. Other limitations include access by ladders or by stairways that are steep, narrow or very long. Physical obstructions such as bulkheads, piping or machinery may get in the way of exit. Limited means of entry and exit not only make escape or rescue difficult, but can also affect air quality in the confined space.

Confined spaces usually have poor natural ventilation and contain, or may contain, a dangerous atmosphere. Poor ventilation can be the result of unpredictable or limited air movement or air currents that draw contaminated air into the space. Dangerous atmospheres are most often associated with spaces that are fully enclosed such as tanks and vats. However, pits, trenches and vessels that are open topped can also contain a dangerous atmosphere. The dangerous atmosphere can result from the entry of a gas that is heavier than air, the release of gas(es) from wastes at the bottom of the space being disturbed, or the presence of a layer of air above the space that prevents fresh air from moving into it.

Figure 1: Is It a Confined Space?



What is a "Code of Practice"

A code of practice is a document that describes the procedures to be followed to ensure that workers safely perform work in a confined space. Section 33 of the *OHS Act* requires a code of practice to include "*practical guidance on the requirements of the regulations or the adopted code applicable to the work site, safe working procedures in respect of the work site and other matters as required by a Director, the regulations or the adopted code*". Section 8 of the *OHS Regulation* requires that the code of practice be in writing and available to workers at the work site who are affected by it.

Workers should be consulted about the content of the code of practice as they often have the best understanding of the hazards involved in the work. The help of health and safety professionals such as occupational hygienists or engineers is also useful when preparing the code of practice, especially for complex situations. The code of practice must identify all existing and potential confined space work locations at a work site so that workers can be made aware of unexpected hazards and reminded that special health and safety requirements apply. The code of practice must be maintained and periodically reviewed to ensure that its procedures are up-to-date and continues to reflect the work activities for which it was originally written.

Developing a Code of Practice for Confined Space Entry

There are three basic steps in preparing a code of practice for confined space entry:

(1) Identify confined spaces at the work site
(2) Identify hazards in the confined spaces
(3) Develop the code of practice

(1) Identify Confined Spaces at the Work Site

Confined spaces can be found at almost any workplace. The first step to preparing a code of practice for confined space entry is to inspect the workplace and identify all confined spaces that workers may be required to enter for planned or unplanned maintenance or in an emergency. The flowchart shown in Figure 1 can be used as a tool to help decide if the area is a confined space.

(2) Identify Hazards in the Confined Spaces

To prepare a code of practice, the hazards present in the confined spaces must be known. When assessing the hazards that workers are likely to be exposed to in a confined space, the requirements of Part 2 of the OHS Code, *Hazard Assessment, Elimination and Control*, must be met. The hazard assessment needs to be reviewed on a regular basis and revised if conditions change at the work site, when new work processes are introduced or work processes or operations change. The employer must involve workers who may be affected by the hazards in the hazard assessment process.

Hazards in confined spaces generally fall within four categories:

- Atmospheric
- Safety
- Work-related
- Human factors

A work sheet is provided in Appendix 1 that can be used to help conduct the hazard assessment.

Atmospheric hazards

These include:

- explosive gases or vapours,
- toxic gases or vapours,
- oxygen level content,
- fumes,
- dusts,
- mists,
- smoke, or
- biological contaminants (e.g. animal droppings or mould).

For example, oxygen content in the air within the confined space can be reduced by welding or brazing and absorption by grain or soils or bacteria. Inert gases such as carbon dioxide or nitrogen can dilute or displace the air in the confined space. During purging, an inert gas such as nitrogen is deliberately pumped into a confined space to force out (purge) flammable or explosive vapours or gases. The inert gas is usually replaced with fresh air before the space is entered.

Cleaning, painting or welding may produce dangerous vapours or fumes which can be health, fire and explosion hazards. Toxic gases such as hydrogen sulphide may leak into the space from gas pockets underground. Carbon monoxide may be generated or collect in the space due to burning material or the use of an internal combustion engine. Methane may be created by rotting plant material in the space.

Safety Hazards

These are related to:

- Entry/exit points (e.g. very small openings, steep ladders, exits at height that could cause falls, exits into traffic or machinery hazard areas)
- Machinery (the worker may be trapped or crushed by drive belts augers, mixers, agitators, conveyor belts, etc.)
- Piping and distribution systems (e.g. steam lines, liquid distribution lines)
- Residual chemicals (e.g. material in a storage tank that is not completely emptied or purged, dry materials that may remain stuck to surfaces)
- Engulfment (workers can be trapped or buried by dry bulk materials such as grain, sand, flour, fertilizer and sawdust)
- Uncontrolled introduction of steam, water or other gas or liquid
- Electricity (e.g. unguarded energized electrical equipment, motor control centres)
- Visibility (the space may be improperly or inadequately lit.)
- Physical obstacles (e.g. cross bracing, baffle plates, piping)
- Walking or working surfaces (e.g. the surfaces may be hot or slippery)
- Traffic around the confined space
- Temperature extremes (e.g. working in freezers or boilers, areas with steam or heat distribution pipes)
- Humidity

- Vibration (e.g. equipment or tools may cause vibration, such as impact hammers, motors, etc.)
- Radiation (e.g. ultraviolet or infrared sources from welding, cutting or brazing, x-ray systems used for inspection and monitoring)

Work-related hazards

Examples include hot work, use of chemicals such as paints or cleaners, sandblasting, grinding, noise and cutting.

Human factor hazards

Some workers may have phobias (e.g. claustrophobia, fear of heights) that could interfere with their ability to work in a confined space. The use of bulky personal protective equipment (especially respirators) can also cause heat stress and fatigue.

The physical condition of workers may also be a factor in cases where there are temperature extremes or the work is physically demanding. As a result, some workers may not be suited for work in confined spaces. The employer should consider the physical condition of the workers during the hazard assessment process. Fitness-to-work assessments should be done by a qualified professional to ensure it is safe for workers to perform work in a confined space.

(3) Develop the Code of Practice

A code of practice for confined space entry contains more than just procedures for doing the entry itself. The code of practice must also include the following sections, as appropriate.

- Description of confined space(s) at the work site
- Reasons for work involving entry into confined spaces
- Identification of hazards that may be present in the confined space(s)
- Worker training requirements
- Entry permit system
- Procedures for each type of confined space entry and the work inside the confined space
- Testing the atmosphere
- Ventilation, purging and inerting
- Isolation of hazardous substances and energy
- Emergency response

- Roles and responsibilities of the tending worker
- Recordkeeping requirements

A code of practice worksheet is provided in Appendix 2.

Generally, a code of practice is specific to a particular confined space. However, if the hazards for the confined spaces at the work site are similar and require similar procedures for entry, the employer can develop one generic code of practice that applies to all confined space entries at that workplace. An example of this would be for a tank farm with tanks containing hydrocarbons. If there are a number of different types of confined spaces with different work procedures and hazards, then the employer can either prepare one code of practice that addresses everything, or several shorter codes of practice that address each different type of confined space entry.

Description of confined spaces at the work site

This section includes a complete list of all of the confined spaces at the work site to which the code of practice applies.

Reasons for work involving entry into confined spaces

This section describes the circumstances when confined space entry is required, for example maintenance work or emergency response. The specific tasks that are to be completed are listed and described, the tools and equipment to be used, as well as any chemicals or cleaners that may be required.

Typical reasons for entering a confined space include

- cleaning,
- inspecting process equipment,
- maintenance,
- tapping, coating, wrapping and testing underground piping systems,
- installing, inspecting, repairing, and replacing, valves, piping, pumps, motors, etc. in below ground pits and vaults,
- checking and reading meters, gauges, dials, charts and other measuring instruments, and

- rescuing workers who are injured, incapacitated or overcome while inside a confined space.

Identification of hazards that may be present in the confined space

For every confined space, the employer must evaluate each hazard that workers may be exposed to. For each hazard, the employer must identify the controls used to protect workers. For example, inerting or purging may be used to displace flammable or toxic gases or vapours. Mechanical ventilation may be provided to improve the air quality in the space. Or workers may be required to use particular tools or protective equipment.

Worker training requirements

Confined space work requires an effective training program to ensure that everyone understands the hazards and safe work procedures. Training must be provided for those who supervise workers, those who perform the work, tending workers and rescue personnel. Training may be provided at the work site or in classrooms using in-house or external trainers. The code of practice may contain the specific training requirements for confined space entry work, or it may reference other employer documents that address worker training.

The code of practice should document:

(1) Requirements for trainer competency
Trainers must be "competent" and have a thorough working knowledge in
- the confined space associated with the work activity,
- hazards involved,
- safe work procedures,
- how to test and monitor the atmosphere in the confined space,
- safety equipment required,
- first aid requirements, and
- emergency response and rescue.

(2) Requirements for worker training
This will vary depending on the tasks of different workers, but must at least include
- safe work procedures for entry into the confined space,
- safe work procedures for working inside the confined space,
- hazard recognition,
- content of the entry permit,
- how to properly use the control measures in place to protect workers (engineering controls, administrative controls and personal protective equipment), and
- what to do for first aid and in an emergency.

(3) Requirements for training workers who will administer first aid and conduct emergency response and rescue. The rescue portion of this training can be part of a company overall emergency preparedness and response plan, but must address how to safely remove injured or ill workers from a potentially hazardous confined space.

(4) Requirements for evaluating worker training and follow-up

Entry permit system

A confined space entry permit is a document that sets out the work to be done and the precautions to be taken. It functions as a checklist to ensure that the requirements in the code of practice have been addressed. The code of practice describes the entry permit system that is used at the work site. The employer may use a generic format, if confined spaces are similar and have similar hazards, but a specific separate permit must be issued for each confined space entry. An example of an entry permit is shown in Appendix 3.

The entry permit must contain at a minimum
- a list naming each worker who enters the confined space and the reason for their entry,
- the location of the confined space,
- the time period for which the entry permit is valid,
- the work being done in the confined space,
- the safety precautions that must be taken,
- the code of practice requirements for entering, being in and leaving the confined space, and
- the signature of a competent person.

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Work procedures for confined space entry

This section includes a detailed description of the work procedures to be used for each type of confined space entry.

Testing the atmosphere

This section details who may test the atmosphere prior to entry of a confined space and the detailed procedures to be used (substances to be checked for, circumstances when continuous monitoring is required, instruments to be used, calibration of the instruments, how often measurements are to be taken and recordkeeping).

Ventilation, purging and inerting

The code of practice must contain a description of when ventilation, purging or inerting are required and the specific procedures and materials to be used. If ventilation is to be used, the code of practice must describe how workers will be alerted should the system fail.

Isolation

It is important to ensure, as much as possible, that the confined space is isolated prior to entry. This is done to prevent materials from coming into the space via pipelines or vents and to ensure that equipment inside the space does not start up while the worker is inside e.g. locked out. Requirements in Part 15 of the OHS Code, *Managing the Control of Hazardous Energy,* must be met. The code of practice must include a detailed description of the procedures to be followed to isolate the confined space.

Emergency response

The OHS Code requires that a worker not enter a confined space unless an effective rescue can be carried out. These rescue procedures are specific to what must be done in the event of an emergency in a confined space (e.g. responding to a spill in a confined space, fire or rescue of an injured worker). Using a 9-1-1 service by itself is not enough to meet this requirement. A list of the rescue equipment (including protective equipment) for first aiders and rescue workers, should be detailed. Part 7 of the OHS Code requires that workers who

are assigned to rescue and evacuation are properly trained and this training must include simulation of potential emergencies.

Tending worker

The role of the tending worker is to monitor the safety of the person(s) working inside the confined space and to take action if an emergency arises. The code of practice must describe when a tending worker is required and the duties of that worker during the confined space entry. The code of practice must also detail the actions the tending worker will take in the event of an emergency.

Record keeping

Employers must keep records for work in confined spaces, including entry permits and test results. The code of practice should indicate which records are to be kept, how long records are to be retained and when follow-up activities are required.

Resources

http://industry.alberta.ca/whs-ohs
Alberta Occupational Health and Safety Legislation

www.osh.govt.nz/order/catalogue/pdf/confined.pdf
Safe Working in a Confined Space

www.orosha.org/pdf/pubs/2864.pdf
They're Not Designed to be Occupied!

http://employment.alberta.ca/documents/WHS/WHS-PUB_ch037.pdf
Sewer Entry Guidelines

http://www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/confined_space_entry_bk84.pdf
Confined Space Entry Program, A Reference Manual

Appendix 1

Confined Space Hazards Assessment Work Sheet

Location of work: _____

Description of tasks to be completed: _____

_____

_____

_____

Entry date: _____

	Yes	No
Atmospheric Hazards		
Explosive atmosphere (gases, vapours, fine dusts)	❑	❑
Oxygen deficiency	❑	❑
Oxygen enrichment	❑	❑
Toxic gases or vapours	❑	❑
Dusts, mists, fumes	❑	❑
Smoke	❑	❑
Biological agents	❑	❑
Other	❑	❑

If yes to 1 or more of the above, specify atmospheric hazards

_____

_____

_____

Safety Hazards		
Entry/Exit		
▪ Small/narrow openings	❑	❑
▪ Steep openings	❑	❑
▪ Entry/Exit at height	❑	❑
▪ Angled openings	❑	❑
▪ Exits into traffic or machinery	❑	❑
Machinery/mechanical equipment	❑	❑
Piping and distribution systems	❑	❑
Residual chemicals or materials	❑	❑
Pressure systems	❑	❑
Electrical hazards	❑	❑
Poor Visibility	❑	❑
Physical obstacles	❑	❑
Walking/working surfaces	❑	❑
Temperature extremes		
▪ Heat stress	❑	❑
▪ Cold stress	❑	❑
Humidity	❑	❑
Noise	❑	❑

	Yes	No
Vibration	❑	❑
Radiation	❑	❑
Type: _____		
Other	❑	❑
Type: _____		

Work Related Hazards

Hot work	❑	❑
▪ Type: _____		
Sandblasting	❑	❑
Bonding operations	❑	❑
Grinding	❑	❑
Cutting	❑	❑
Use of solvents, corrosive chemicals or cleaners	❑	❑
Use of paint/spray painting	❑	❑
Repairs	❑	❑

If yes, describe

_____

_____

Installation	❑	❑

If yes, describe

_____

_____

Inspection	❑	❑

If yes, describe

_____

_____

Emergency rescue/first aid	❑	❑
Other	❑	❑
Type: _____		

Human Factors

Comments:

_____

_____

_____

_____

_____

Appendix 2

Code of Practice Work Sheet

Date: _____

Company Name: _____

Work Site: _____

Confined Space Location: _____

Confined Space Identification Number: _____

Code of Practice Prepared By: _____

Name: _____ Telephone Number: _____

Description of the Confined Space:
Task to be Completed in the Confined Space:
Description of Hazards: Atmospheric: _____ Safety: _____ Work Procedures: _____ Human Factors: _____

Worker Training Requirements

How many workers are required to complete the work: _____

Describe worker training requirements/ courses: _____

_____

_____

_____

_____

Entry Permit

Attach sample form.

Work Procedures

1. Testing the atmosphere
   - Test for: _____
   - Equipment: _____
   - Equipment calibration: _____
   - Test frequency:
     - Before entry _____
     - During entry _____
     - After entry _____
   - Other : _____

     _____

     _____

     _____

2. Entry into the confined space

   Who is authorized to enter?

   _____

   _____

   _____

   _____

Entry/exit procedure:
3. Description of work to be done in confined space:
4. List of required tools and equipment:

5. Required personal protective equipment:

Respiratory Protective Equipment	❑	Type _____
Protective Clothing	❑	Type _____
Footwear	❑	Type _____
Headwear	❑	Type _____
Protective Eyewear	❑	Type _____
Gloves	❑	Type _____
Other	❑	

If other describe:

_____

_____

_____

_____

6. Traffic hazards

	Yes	No
Are there any traffic hazards related to this confined space entry?	❑	❑

If yes, describe controls:

_____

_____

_____

_____

Ventilation, Purging, Inerting, Isolation

	Yes	No
Ventilation	❑	❑

If yes, describe procedures to be used:

	Yes	No
Purging If yes, describe procedures to be used:	❑	❑

	Yes	No
Inerting If yes, describe procedures to be used:	❑	❑

	Yes	No
Isolation If yes, describe procedures to be used:	❑	❑

Tending Worker

	Yes	No
Is a tending worker required to be physically present?	❑	❑

If no, who has the responsibility to be in communication with the workers in the confined space?

What are the duties of the tending worker(s)?

What actions do the tending worker(s) take in an emergency?

Describe communication procedures:

Emergency Response Procedures:

Emergency Contact Numbers:

_____ _____

_____ _____

Describe emergency procedures:

List of rescue equipment (include personal protective equipment for rescue workers):

Required training and recordkeeping procedures:

Recordkeeping:

Code of Practice reviewed by: _____

Code of Practice update frequency: _____

When is the confined space entry done? _____ Frequency: _____

Describe incidents that have occurred in connection with this confined space entry:

Has emergency rescue been required during an entry? Actions taken to prevent future incidents: Other comments:

Appendix 2:

Glossary of Terms

Dust - Solid particles in the air. Dusts can be created by the grinding or crushing of hard materials or the dispersion of powders in the air.

Fume - A fume is created by a material that is solid at room temperature. It is a suspension of very fine particles of the solid, produced by condensation from the air which is super-saturated by vapour from the material. Most commonly, fumes are produced in the air above molten metal, and can be found when metal is welded, ground or cut.

Inerting - Process of introducing a substance into a confined space, usually an inert gas, such as nitrogen, to render the contaminants present non-reactive, preventing fire or explosion hazards.

Mist - Formed from a material that is a liquid at room temperature; it is a suspension of the liquid's droplets in air. Mists are created by bubbling, boiling, spraying, splashing or otherwise disturbing a liquid.

Purging - Method of removing contaminants from a confined space by using liquids (water) or non-flammable gases (carbon dioxide or nitrogen)

Oxygen Deficiency - Air containing less than 19.5% oxygen by volume

Oxygen Enrichment - Air containing more than 23% oxygen by volume

Vapour - Formed from a material that is normally a liquid at room temperature. Most solvents form vapours, the amount of vapour formed depends on how volatile the substance is.

Ventilation - Method of forcing air into a confined space using a mechanical device.

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Appendix 3

CONFINED SPACE ENTRY PERMIT

Permit number _____ Date: _____

Location and Description of Confined Spaces

_____

_____

Purpose of Entry

_____

_____

Scheduled Start _____ a.m. p.m. Day Date Time	Scheduled Start _____ a.m. p.m. Day Date Time

Worker(s) in charge of entry:

Entrants

_____

_____

Attendants

_____

_____

Pre-Entry Authorization (Check those items below which are applicable to your confined space entry permit)

- ☐ Oxygen-Deficient Atmosphere
- ☐ Oxygen-Enriched Atmosphere
- ☐ Welding/cutting
- ☐ Engulfment
- ☐ Toxic Atmosphere
- ☐ Flammable Atmosphere
- ☐ Energized Electric Equipment
- ☐ Entrapment
- ☐ Hazardous Chemical

SAFETY PRECAUTIONS

- ☐ Self-Contained Breathing Apparatus
- ☐ Air-Line Respirator
- ☐ Flame Resistant Clothing
- ☐ Ventilation
- ☐ Protective Gloves
- ☐ Linelines
- ☐ Respirators
- ☐ Lockout/Tagout
- ☐ Fire Extinguishers
- ☐ Barricade Job Area
- ☐ Signs Posted
- ☐ Clearance Secured
- ☐ Lighting
- ☐ Ground Fault Interrupter
- ☐ Remarks _____

ENVIRONMENTAL CONDITIONS

Tests to be taken	Date/Time	Re-Testing	Date/Time
Oxygen _____ %	_____ a/p	Oxygen _____ %	_____ a/p
Lower Explosive Limit _____ %	_____ a/p	Lower Explosive Limit _____ %	_____ a/p
Toxic Atmosphere _____		Toxic Atmosphere _____	
Instruments Used _____		Instruments Used _____	

Worker conducting safety checks **signature** _____

Remarks on the overall condition of the confined space: _____

☐ **ENTRY AUTHORIZATION** – All actions and/or conditions for safe entry have been performed

Person in charge of entry _____
Please print

☐ **ENTRY CANCELLATION** – Entry has been completed and all entrants have left the space

Person in charge of entry _____
Please print

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(780) 415-8690

Throughout Alberta:
1-866-415-8690

Deaf or hearing impaired
- In Edmonton: **(780) 427-9999**

or
- **1-800-232-7215** throughout Alberta

Web Site

www.worksafely.org

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www.qp.gov.ab.ca

Edmonton (780) 427-4952

Workplace Health and Safety

http://industry.alberta.ca/whs-ohs

Call any Government of Alberta office toll-free
Dial 310-0000, then the area code and telephone number you want to reach

Self-Contained Breathing Apparatus

Company Scott air packs are to be thoroughly inspected prior to use. This could involve servicing by a safety company. Users of self-contained breathing apparatus must have a valid H2S ticket, be fit tested and demonstrate proficiency in using the S.C.B.A.

Scott air packs are under the direct control of the company safety department.

Fall Protection

Delta Springs will ensure workers use a fall protection system at a temporary or permanent work if:

a) A worker may fall three (3) meters or more, OR

b) There is an unusual possibility of injury if a worker falls less than three (3) meters

Fall Protection Plan

Delta Springs will develop procedures in a fall protection plan for a worksite if a worker at the worksite may fall three (3) meters or more and the workers are not protected by guardrails.

A fall protection plan must specify:

a) The fall hazards at the work site

b) The fall protection system to be used at the work site

c) The procedures used to assemble, maintain, inspect, and disassemble the fall protection system, and

d) The rescue procedures to be used if a worker falls, is suspended by a personal fall arrest system or safety net and needs to be rescued.

Delta Springs will ensure that the fall protection plan is available at the worksite before work with a risk of falling begins.

Instruction of Workers

Delta Springs will ensure that a worker is trained in the fall protection plan and the safe use of the fall protection system before allowing the worker to work in an area where a fall protection system must be used.

Delta Springs will ensure that all employees are shown and competent in the proper use and care of all PPE (Eye protection, hearing protection, body protection, head protection).

Gas Detection Equipment

Anyone working in an area with the potential for the release of toxic gas, explosive environment, or oxygen deficient atmosphere shall be equipped with a personal gas monitor.

Workers must conduct the testing.

• with suitable test equipment,

• ensure it is properly calibrated,

• used in accordance with the manufacturer's specifications, and

• bump test prior to each use and beginning of each shift.

7.5 CARE AND FITTING OF PERSONAL PROTECTIVE EQUIPMENT

Head Protection

Fitting

• Tighten the head band on the hard hat so that it does not slip off your head when bending over, nodding or moving head side to side.

• The ratchet suspension is to tighten or loosen the ratchet knob.

• The quick fit suspension harness is adjusted by sliding the head band guides to desired position, so the mechanism stays securely in place while being worn. Squeeze the sides of the lock between thumb and forefinger to loosen. The pin lock suspension is adjusted by the guides to the desired position and locking it in place by pressing the pins into corresponding holes.

• Disengage pins to loosen.

• To adjust wearing height, remove the suspension. Slide each attachment tab up or down, by pushing them, with a slight rotational movement. Set the four attachment points to the desired position. Reinstall the suspension.

Installation/Replacement of Suspension

Remove suspension by hand, by unclipping the four or six attachment tabs from the shell. Inspect all elements of the hard hat and replace any worn or damaged parts. To reinstall the suspension, pass the attachment tabs through the openings in the inner shell, then slide the tabs fully into the corresponding shell cavities, until fully engaged. Check if harness is properly attached by tugging sharply on each strap. Some models have a foam inner shell; ensure it is

properly seated in the shell before clipping the suspension.

Inspection

Shell and suspension should be visually inspected before each use for signs of dents, cracks, penetration and damage due to impact, rough treatment or wear that might reduce the degree of protection originally provided. A hat with worn, damaged, defective parts, or which has received a severe impact should be removed from service.

Cleaning

Shell and suspension should be scrubbed with a mild detergent and rinsed in clear water approximately 60C (140 F), after rinsing, hat components should be carefully inspected for signs of damage.

Eye Protection

Safety Glasses:

Fitting

Ensure safety glasses fit snug on face. They shouldn't fall off if you bend down. If you are wearing safety glasses over original glasses ensure you have the proper fit.

Replacement

Safety glasses should be replaced when lens is scratched or when glasses are broken in any way.

Cleaning

Used only approved cleaning wipes, or glass cleaner with a non-abrasive material.

Goggles:

Fitting

Ensure goggles have a snug fit and seal around the eyes to protect from harmful substance entering the eyes.

To adjust the fit of goggles, pull strap at each side of the face piece until the fit is snug and a seal is formed around the eyes.

Replacement of lenses

Use only replacement lenses made to fit the goggle to be fixed. Be sure when lenses have been replaced that you test the goggle for proper fit and seal around the eyes.

Cleaning

Use only mild soap to clean; absolutely no solvents are to be used to clean goggles.

Face Shields:

Fitting

A face shield should be snug to the workers head to prevent falling off or down when bending over, nodding, or shaking head from side to side. The shield should cover the workers face from the top of the forehead to below the chin.

Inspection

Face shields should be visually inspected for wear or defects before each use. Any shield showing damage or defects should not be used. A spare face shield should always be on hand in case the shield gets broken, scratched, or damaged in some way.

Cleaning

Warm water and mild soap can be used when cleaning face shields, cleaning solvents should not be used.

Hand Protection

Cotton, Wool, Leather Gloves:

Fitting

Ensure gloves form a snug fit to hand, so they are not easily caught in anything and do not easily fall off the hand. Fingers should reach the tip to ensure proper grip.

Inspection

Gloves should be visibly inspected for wear or defects before each use. Any gloves that show damage or defects should not be used.

Cleaning

Gloves can be brushed off, washed in warm water with a mild detergent and hung to dry.

Fire Retardant Coveralls:

Fitting

Coveralls should fit closely to a worker’s body, arms, and legs. The legs should not be longer than the ankle. Coveralls should always be done up.

Inspection

The coveralls should be inspected each day before starting the assigned job. Check for any defects or damage, any rips, tears, or signs of wear must be dealt with immediately.

Cleaning

Fire retardant coveralls can be machine washed with a detergent that does not contain bleach or peroxide and they need to be hung to dry. Fabric softener should never be used on these coveralls.

High Visibility Vest:

Fitting

High visibility vest should fit close to the worker's body.

Inspection

High visibility vests should be inspected each day, before starting the assigned job. Any defects or damage, rips, tears, or significant signs of wear must be dealt with immediately. It must be ensured that the vest can perform its duty of clearly identifying the workers location.

Cleaning

High visibility vest can be machine washed and should be hung to dry.

Steel Toed Boots:

Fitting

All work boots must fit properly. They must have an ankle support and be CSA approved. Any wearing off the material over the steel toe requires a new pair of boots. This also applies to steel toed rubber boots.

Inspection

Check the boots for wearing over the steel toe, check for laces that could be ready to break, and check for any holes, punctures, or tread problems. If the boots are rubber boots, check for any leakage or breaking down of the rubber.

Cleaning

All boots are always to be kept clean. These can be cleaned with mild soap and water. Liners should be pulled periodically to be dried out from moisture.

Winter Clothing:

Fitting

Winter clothes, even though they are bulky, must be a proper fit for the worker. Excess clothes are apt to catch on moving equipment or become bulky to the worker if the weather changes to warm.

Inspection

Winter clothes must be inspected for warmth. Make sure the coats are warm and comfortable. Check for rips, tears, and general wear and tear on clothing as this is a hazard.

Cleaning

Clean as per manufacturers guidelines

Hearing Protection:

Fitting

With clean hands, roll entire plug into narrowest possible crease and place in the hand or between the fingers. Reach over head with free hand, pull ear back and up and insert the ear plug well inside the ear canal. Hold for 40 seconds until the plug fully expands in ear canal.

WARNING: remove plug slowly with twisting motion to gradually break the seal.

While in a noisy environment and with ear plugs inserted, cup both hands over ears and release. The ear plugs should be blocking enough noise so that covering them with your hands should not result in a significant difference. If proper fit is not obtained, move to a quiet location and repeat fitting instructions.

Safety Harness:

Fitting

Harnesses should be fitted to everyone. Make sure the harness fits properly and the worker has tried the harness on before leaving for the job assigned. Harnesses should fit snugly with any belts or straps being tucked into the harness to eliminate catching on anything that could cause injury to the wearer.

Inspection

Harnesses need to be checked before each use. If not used on a regular basis; they should be checked for wear and tear, rips, or runs prior to any use. Any defacing of the harness renders it unusable. Buckles, latches, loops, and strapping should all be checked each time. All harnesses have an expiry date and should be replaced once this date has passed.

Cleaning

Harness's need to be cleaned as per manufacturer's guidelines. Warm soapy water will clean a harness, no chemicals are to be used other than suggested in the manufacturer's guidelines. Cleaning products not authorized for use can break down the fibers in the harness and make it unable to be used. There can be no writing or stickers placed on harnesses.

All workers must use and wear properly, the appropriate PPE for the job assigned. Training and instruction will be available to all workers. If any PPE is unable to perform the function for which it is designed for, then the worker shall replace it with acceptable PPE.

PREVENTATIVE MAINTENANCE

Pechiney's Preventative Maintenance Program has been developed and implemented in conjunction with Delta Springs Preventative Maintenance Policy.

8.1 PURPOSE

Delta Springs requires that all tools, vehicles, and equipment shall be properly maintained in accordance with industry standards, legislated rules and manufactures guidelines to ensure the highest level of safety for our workers and the public. In addition, our maintenance program will also aid in the reduction of risk or injuries to employees or damage to property and lost production.

Delta Springs has an established inventory on all company owned equipment.

Certification/Inspections, repairs and servicing of equipment and vehicles will be performed as required.

Files and databases will be maintained to provide accurate and accessible information regarding the service and maintenance history of Delta Springs equipment and vehicles. When any new equipment is purchased it will be added to the data base to ensure that up to date records are kept.

8.2 DEFINITIONS

Mechanic

A worker responsible for the service, repair and continuous maintenance of equipment and trucks that is certified to perform specific duties required by Delta Springs according to manufacturer's specifications and Government Regulations.

Operators

Competent persons who are responsible for the operation and daily maintenance of heavy equipment or trucks to perform specific duties required by Delta Springs, manufacture's specifications and Government Regulations.

8.3 RESPONSIBILITIES

Management

It is the responsibility of Delta Springs Equipment Operations Manager for the implementation and

maintenance of the Preventative Maintenance Program. Management will apply these standards on a consistent basis at all locations and will ensure that all personnel who are involved with preventative maintenance of Delta Springs equipment and vehicles are competent to do so.

Superintendents/Foreman

Superintendents/Foreman will ensure all preventative maintenance is carried out accordingly by the employees or qualified personnel depending upon the maintenance type.

Superintendents/Foreman are responsible to facilitate and/or provide proper instruction and training to their workers on protection requirements and ensure that only trained and qualified personnel are permitted to perform maintenance on any equipment or vehicle.

Employees

All personnel who carry out maintenance activities on behalf of Delta Springs will comply with all applicable rules and regulations set out by Delta Springs and with appropriate Provincial and Federal regulations with respect to the maintenance, inspections, and repairs of equipment and vehicles.

All employees shall regularly check all tools, vehicles, and equipment that they are working with, and shall take out of service any tool, vehicles or equipment that pose a hazard due to need of repair.

Safety Advisors

The Delta Springs Safety Advisors will assist management, supervisors, foreman and employees in compliance with the Preventative Maintenance Program.

Corporate Health and Safety Department

The Corporate Health and Safety department will assist with compliance with the Preventative Maintenance Program as well as provide the expertise necessary to ensure the success of the overall Health and Safety program.

8.4 PROCEDURE

A copy of the Preventative Maintenance Program will be maintained at each shop location where maintenance and inspections are carried out under the program. A copy of this program will be readily accessible to all employees that carry out preventative maintenance and inspections.

Maintenance Personnel Qualifications

The qualifications of maintenance personnel are vital to ensuring the success of the maintenance program. All individuals who perform maintenance work must have the appropriate skills and the mechanics must have accreditation and certification.

Operator Qualifications and Training

The competency of the equipment operators is the key to the success of our Maintenance Program. Employees operating Delta Springs mobile equipment, etc., must have the appropriate skills. This applies to company employees and contracted equipment operators.

The approval process includes the following:

• Possession of a valid driver ‘s license. (Pre-qualified to drive Delta Springs vehicles)

• Successful completion of an Operator Competency Checklist administered by competent and authorized personnel, typically the project superintendent/foreman.

Operators must be trained in the following areas:

• Roles and Responsibilities

• Knowledge of the manufacturer ‘s operation and maintenance manuals.

• How to communicate to the maintenance department when there is a problem with equipment.

• Hand signals and/or other safety requirements established by Delta Springs, clients and regulations.

INCIDENTS AND INVESTIGATIONS

Delta Springs has solid processes in place to ensure appropriate communication and follow-up is adhered to when an incident, accident or near miss occurs. Proper reporting and investigative processes act as tools that provide direction for implementation of corrective or preventative actions.

Incident: Any unplanned event that results in injury, illness, equipment or property damage, loss of materials, or environmental damage.

11.1 ROLES AND RESPONSIBILITIES

All incidents accidents and injuries, regardless of how slight, must be immediately reported to the appropriate personnel to allow for adequate follow up of these events.

Employees shall:

• Promptly report all incidents, accidents, and injuries to their direct supervisor

• Cooperate in the incident investigation process including but not limited to, witness statements, post incident testing, completing contractor related incident reports as required, and/or seek medical attention in cases of personal injury.

Supervisors shall:

• Ensure no further damage to property or personnel.

• Verbally communicate the incident or accident to management and HSE personnel immediately.

• In the event of a Motor Vehicle Accident, RCMP must be contacted if:

o Any injuries are sustained

o Involves an impaired driver

o the vehicle requires towing

o Damage to the vehicle or vehicles totals more than $2000.00 damage (damage sticker must be attained)

o Vehicle vs. Animal where the animal is injured but not killed. (If animal is killed, contact Fish and Wildlife for removal)

• Send email notification within 1 hour of the incident occurring to Deltasprings@aol.com

with the following information:

o Type of incident

o Location of the incident

o Who is involved.

o Any injuries/damage?

o Current status of the incident

• Complete the incident investigation report, including specific details of the incident, personnel involved, contributing factors, and suggested corrective actions. Pictures of the incident, damage, or condition should accompany the report. Incident reports are to be submitted to the designated HSE representative the same day or at the latest by noon the following day.

• Accompany or designate a competent worker to accompany any individual with personal injury to a medical facility when required.

• Ensure WCB documentation is completed as required by the worker in the event of personal injury, utilizing the forms outlined by Delta Springs disability management provider. Forms are to be forwarded to designated HSE representative the same day or at the latest by noon the following day.

• Implement corrective and preventative actions as outlined by management.

Where incidents are severe in nature, incident investigations will be conducted by Delta Springs management.

Senior Management shall:

• Support the incident investigation and reporting process.

• Review incident investigation reports and ensure that Delta Springs incident investigation process is followed.

• Support corrective actions identified in Incident Investigations.

HSE Department shall:

• Maintain the incident reporting and investigation policy.

• Provide support to the application of the incident investigation process.

• Participate in the investigation process when required.

• Monitor investigation of incidents to ensure that root causes are identified and corrective

measures are implemented to prevent recurrence.

• Facilitate communication of critical or significant incidents or preventable action within the

company

ACCIDENTS AND INCIDENTS

• Accidents and incidents vary in severity. The reporting requirements of accidents and incidents by management to Alberta OHS, the Health and Safety Committee/Representative and trade union, if any, vary in time. Accidents, incidents, and reporting requirements are outlined in the following table:

Circumstances	Action Required
1) Fatality or Reportable Injury	Management is immediately to contact Alberta OHS followed by a written report within 48 hours with information requested by the lead investigator. All reports for accidents involving a reportable injury or fatality must be reviewed by the Company's legal counsel prior to submission to Alberta OHS.
Reportable injury is defined in the Act (Section 18) as follows: • An injury or accident that results in death, • And injury or accident that results in a worker's being admitted to a hospital for more than 2 days, • An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury, • The collapse or upset of a crane, derrick or hoist, or • The collapse or failure or and component of a building or structure necessary for the structural integrity or the building or structure.	
2) When a person requires medical aid, misses next shift, or is disabled from doing his or her usual work.	Report to Alberta WCB in writing within 72 hours.
3) When an person requires first aid	Complete a first aid report and file in a confidential folder for a period of two years

INVESTIGATION REQUIRED

• An investigation is required as soon as an accident has been attended to and the risk of further damage is eliminated.

INVESTIGATOR

• The investigation will be performed by management trained to conduct workplace investigations, with assistance from the Health and Safety Department

ACTIONS OF THE INVESTIGATION

- The key actions to be taken by the investigation are:
    - ♦ Secure the scene.
    - ♦ Identify witnesses.
    - ♦ Survey the scene.
    - ♦ Gather evidence.
    - ♦ Interview witnesses.
    - ♦ Analyse the facts.
    - ♦ Prepare a report.
- As an aid when conducting an accident investigation, keep in mind the five W's (who? what? where? when? and why?).

RECORDS

- Keep all records of the investigation and subsequent report of any accidents on file for future reference.
- Record retention for a period of 40 years must be maintained for WCB claims. All other records must be maintained for a period of 2 years as a minimum.

FOLLOW UP

- The results of the investigation shall be circulated to all Company work sites for the awareness and education of all workers. A review of the accident reports and recommendations shall be conducted at Company health and safety meetings. All recommendations for further action shall be followed up.

ALBERTA OHS INSPECTORS, ORDERS AND APPEALS

- The Occupational Health and Safety Act, Regulations and Code are enforced by Alberta OHS inspectors and other officials of the Government of Alberta Employment and Immigration. Inspectors are trained in the law regarding the Occupational Health and Safety Act, Regulations and Code. Inspectors have broad authority under the law and may inspect workplaces, conduct investigations where there has been an accident or occurrence, and perform routine review of employer's health and safety procedures and programs.
- Inspectors are authorised under the Occupational Health and Safety Act to issue Orders where they determine that a provision of the Act, Regulations or Code is being contravened. It is critical to note that an Order is a legal determination by an inspector that the contractor/employer is breaking the law and must rectify the situation.
- Several different types of orders may be issued by inspectors. There are compliance orders where certain changes to the workplace must be made within a specific time. There are stop work orders where all work on a site must stop until the safety issue has been resolved. There are also orders that are issued even after a safety issue has been

resolved, to merely confirm that there was a problem that is now resolved or to satisfy the personal interests of the inspector to confirm his presence on the job site that day.

- When an order is received, there are only two lawful responses to the order. First, comply with the order. Second, appeal the order. If the contractor or employer receiving the order disputes its correctness, fairness, or time for compliance, then the order shall be appealed. Appeal shall be directed to the Council. An appeal must be commenced within 30 days of the date of the issuance of the order.

- The appeal of an order is in the form of a hearing. Legal counsel is recommended when there is an appeal. Witnesses are called and legal argument is made to the adjudicator. The adjudicator will make a decision that is final and binding on the parties to the appeal. The adjudicator may rescind the order, affirm the order, or vary the order. The decision of the adjudicator is final and binding on the parties.

EMERGENCY PREPAREDNESS AND RESPONSE

Each Delta Springs location shall have a written Emergency Response Plan, appropriate to the hazards of the workplace, to respond to an emergency that may require rescue or evacuation. Each Emergency Response Plan shall demonstrate preparation to reflect all known probable emergency conditions which may arise from within the workplace and from adjacent workplaces. Emergency Procedures shall be issued and discussed with all personnel upon arrival to the job site.

Emergency Response Plans shall be established, implemented, and reviewed. The plan is to be reviewed before the job when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, products or services which warrant new emergency situations.

Delta Springs employees are required know of the whereabouts of fire extinguishers, first aid kits, eye wash stations, spill kits and emergency personal protective equipment on their work site, both company specific and on contractor's sites. Supervisors are responsible for completing or obtaining a copy of the Emergency Response Plan for their job site. This must made available to those on the work site.

12.1 EMERGENCY RESPONSE PLAN

Emergency response plans specify procedures for handling sudden unexpected situations. The primary purpose of an emergency response plan is to ensure prompt adequate response to unexpected situations or disaster.

Additional purposes for an emergency response plan in alliance with an efficient field response team include:

• Ensuring immediate competent responses

• Minimizing the danger to the public and company workers

• Effecting a rescue and treatment of casualties, safeguard the public, minimize damage to property and the environment, contain and bring the incident under control, provide authoritative information to the media, secure safe rehabilitation of the affected areas, preserve relevant records and equipment for any subsequent investigation into the cause and

circumstances of the emergency.

Through planning and preparedness, the extent of loss and damage can be controlled. This planning requires assigning appropriate authority, provision of materials and equipment, as well as comprehensive plans specific to the type of emergency. Once a plan has been prepared, it should be tested, reviewed, and critiqued to note short comings. Delta Springs will conduct an emergency drill at minimum once per year.

Supervisory personnel will gather information including the locations and phone numbers of nearest hospitals, ambulance, police, utilities and other helpful information or assistant sources for their job site. This information may help prevent confusion in the event of an emergency. It may also help to minimize travel time for emergency responders or assist in getting casualties to medical attention as soon as possible.

EMERGENCY RESPONSE PROCEDURES

The supervisor will designate a muster point in case of an emergency.

Some emergencies require evacuation or escape and rescue procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape and rescue procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the plan administrator's authority in determining whether employees should remain inside or evacuate.

In the event of any emergency, there are steps taken to minimize damage or injury and bring the situation under control. Look over the entire scene and find out how many are injured as this will determine how many ambulances are needed.

Find out what kind of help is needed:

- Are victims trapped?
- Have the police been notified?
- Is there a power line down?

ALL information must be accurate. Know the location and operational procedures for all safety and emergency equipment on the work site.

PROTECT YOURSELF

Assess the area for hazards and take the necessary precautions. Make sure the scene is safe before approaching the victims.

TAKE COMMAND

Designate a person to report the occurrence to supervisory personnel.

PROVIDE PROTECTION

Protect the incident scene from further hazards such as traffic, operating machinery, fires and live

wires, etc.

FIRST AID

When you are approaching the victim, try to remain calm. Take a few deep breaths and introduce yourself as a first aider, let them know that you are trying to help. Talk to the victim and try to keep them calm. Explain everything that you are doing to them until medical help takes over. You cannot force your help on a victim. Most importantly, do not move a victim unless there is immediate danger.

First aid is to be performed within 4 minutes if possible, by a designated first aider or Medic: Including defibrillation if necessary.

CALL FOR EMERGENCY ASSISTANCE

Call an ambulance and any other emergency services required. In some locations dialing 911 does not ensure contact with emergency services. Please ensure that if STARS is required that you have the site registered and have the number on the safety meeting form. Make sure to provide the following information: Complete address and/or location, nature of the problem, number of injured people, telephone number you can be reached at and your name. Keep the line open as they may want to ask more questions.

The injured worker is to be stabilized immediately and assessed by a Medical Emergency Professional within one hour.

Ensure that the injured worker is transferred to the nearest hospital within a minimum of 4 hours. The hospital through triage will determine if the injured worker requires casualty specific treatment.

ISOLATE THE INCIDENT SCENE

Barricade rope off or post a guard at the scene to make sure that nothing is moved or changed until authorities have completed their investigation.

ADVISE MANAGEMENT

Inform management and if required they may notify next of kin, government authorities and start procedures for reporting and investigating the incident.

NOTE: Notification of next of kin in the event of a fatality may not be performed until the family member has been pronounced dead by a doctor. Only the RCMP can notify the next of kin.

GUIDE EMERGENCY RESPONDERS

Meet and direct the response crew to the incident site.

GET THE NAME OF THE HOSPITAL

Find out which hospital the injured are being transported to.

Emergency Response Plan

Company Name: Delta Springs LTD_____

Location: 129 Hamptons Common NE, High River, AB T1V 0B1_____

POTENTIAL EMERGENCIES (Based on Hazard Assessment)	The following are identified potential emergencies: Medical, Fire, Critical Injuries, Transportation Incidents, Confined Space/Restricted access resuce, hazardous spill, Excavation Rescue, Power-line/utility line hit, fall from heights, electrical incident
	***All emergencies are to follow the emergency contact and emergency response procedures outlined below.**
EMERGENCY RESPONSE PROCEDURE	1. As soon as the incident is noticed, STOP the work. 2. Sound alarm or initiate evacuation order. (Medical Aid - Three short horn blasts, Evacuation – Six long

	horn blasts on first aid horn) 3. Notify appropriate emergency services (911) if required and the Superintendent. 4. Evacuate the building or work site. If it is safe to do so remove injured from danger if necessary and attend to them, otherwise wait for emergency workers. Take all possible safety precautions including the use of protective equipment as required. 5. All employees will assemble in the designated area and will remain there until ordered to move by the Superintendent or the emergency services. Foreman of each trade to count employees and immediately notify appropriate authorities of any missing personnel. 6. Some employee may elect to use emergency equipment to control and/or extinguish flames, spill, etc. but at no time is any employee to remain in the building or work site, if further exposure shall increase the risk hazard to the employees. 7. No employee shall enter the workplace until a return to the building or work site has been authorized by the Superintendent and the emergency services. 8. Cordon off the incident area. 9. Advise governmental agencies as per regulation (WCB, OH&S, WHS) 10. Ensure site is safe prior to resuming work. 11. Perform a thorough incident investigation as soon as possible. 12. Produce incident report and forward to required parties (WCB, OH&S, WHS, etc.)

	13. Review incident findings with workers during next safety meeting.
EMERGENCY RESPONSE FOR GAS/POWER UTILITY LINE HIT	1. Walk away from hole/area. 2. Turn off all ignition sources. 3. Evacuate immediate area and meet at the designated muster point. 4. Notify 911, Site Superintendent and appropriate utility company. 5. Turn off / remove all potential ignition sources in next closest areas, building heaters, thermostats, best to hit main breaker for building if applicable. 6. Proceed with Emergency Response Plan.
EMERGENCY RESPONSE PROCEDURES FOR CONFINED SPACE/RESTRICTED ACCESS RESCUE Required Emergency Rescue Equipment: Man-lift, Access Tools, Fire Extinguisher, Stretcher, Restraints, PPE as required according to the safe work procedure, Entry Permit and/or pre-job hazard assessment	1. In the event the attendant cannot make contact with entrant or suspects an incident has occurred, the attendant shall immediately notify 911 if injuries are suspected to be life threatening. 2. Notify the Site Superintendent. 3. If adequately trained and it is safe to do so remove injured from danger by using required rescue equipment and attend to them, otherwise wait for emergency workers. Take all possible safety precautions including the use of protective equipment as required. 4. Proceed with Emergency Response Plan.

EMERGENCY RESPONSE FOR ROOF/WORK AT HEIGHTS EVACUATION Required Emergency Rescue Equipment: PPE, Fall Protection, Scaffolding, Manlifts, Stretcher, Restrains as required according to the safe work procedure and pre-job hazard assessment.	1. Notify 911 if incident is life threatening and Site Superintendent immediately. 2. If adequately trained and it is safe to do so remove injured from danger by using required rescue equipment and attend to them, otherwise wait for emergency workers. Take all possible safety precautions including the use of protective equipment as required. 3. Prep injured worker for transport by stretcher or backer board by qualified first aid attendant. 4. Lower injured worker by ropes attached to stretcher as directed by First Aid Attendant following all appropriate safety procedures for tie offs. Ensure the safety of both the injured and non-injured workers. 5. Proceed with Emergency Response Plan
First Aid Procedures	First aid and medical services must meet the minimum requirements under the applicable regulations. Employees must know: • Where to find first aid stations • How to identify qualified first aiders • The procedures for transporting injured workers • Who will provide first aid training and who has a valid first aid certificate • How to report injuries and illness.
Fire	• Assess the situation • Call 911 then the site superintended • Fill out an incident report
Incident Reports	• Every incident no matter how minor must be reported • For instance if a person falls on the ice, if this is reported an incident report must be filled out. Even if the person says they are fine and there is no problem. • Incident reports will be available at the office or site office
Emergency Evacuation	• If emergency evacuation is called by organizers and emergency response teams, please do the following:

	• Form a horizontal line with other security personnel closest to the incident and move forward telling all persons in the area to evacuate the area. • Ensure that no persons are left behind the line. Keep moving forward away from the incident until all persons are at a safe distance from the incidence. • Remain in line forming a barricade to keep public persons safe from harm. • Do not attempt to assist emergency personnel, your responsibility is to keep the public safe. •
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: • Fire Alarm: Office_____ • Fire Extinguisher: Office Front Door, Each Vehicle_____ • Fire Hose: N/A_____ • Panic Alarm Button: N/A_____ • Other:_____
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT (List of names of workers trained and equipment trained on)	1. Gary Parker 2. Lavar Parker 3. _____ 4. _____

EMERGENCY RESPONSE TRAINING REQUIREMENTS	**Type of Training**	**Frequency**
	FIRST AID	EVERY 2 YEARS
	WHIMMIS	YEARLY

LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: • Fire Station: 1010 5 St SE, High River, AB T1V 1A8_____ • Ambulance: 560 9 Ave SW, High River, AB T1V 1B3_____ • Police: 1104 14 St SE, High River, AB T1V 1W2_____ • Hospital: 560 9 Ave SW, High River, AB T1V 1B3_____ • Other: _____

FIRE PROTECTION REQUIREMENTS	• Fire Extinguisher Class A, Fire Alarm

	are located Jobsite, Company Vehicles, Head Office_____ _____
Fire Extinguishers Procedure	**Remember,** if you feel that you cannot safely extinguish the fire using the portable extinguisher available and if you have not already done so, pull the fire alarm, evacuate the area, and then call the fire department. When using an extinguisher, use the PASS system - Pull, Aim, Squeeze, Sweep. 1. **Pull** the pin on the extinguisher. 2. **Aim** the extinguisher. 3. **Squeeze** the trigger or top handle. 4. **Sweep t**he fire area with the extinguisher's spray until the fire is completely out. For floor fires, sweep from the edges in. For wall fires, sweep from the bottom up. • Never walk away from a fire, even if you think it is out. The residue may reignite. • Always stand between the escape route and the fire so you can leave safely if the fire grows. • If the fire grows too large, leave the area. Activate the fire alarm to evacuate the area.
Fire Alarms	Provide and maintain adequate fire alarms and smoke alarms according to the Fire Code Test periodically (monthly) or as according to your jurisdiction If smoke alarm is battery operated, do not remove batteries unless they are replaced immediately with fresh batteries
ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS	• Provide First aid and call 911 _____ _____
FIRST AID	First Aid Supplies are located at: • First Aid kit type: Type A first aid kit Location: Each Jobsite _____ • Other: Type b Located at office_____ First Aiders are:

	• Name: Gary Parker Location: 129 Hamptons Common NE, High River, AB T1V 0B1 Shift or hours of work: 8-5 Monday to Friday Transportation for ill or injured workers is by: Site Superintended Call 403-826-9065
MATERIAL SAFETY DATA SHEETS (MSDS)	Material Safety Data Sheets are located: Company Office, Jobsite Binder
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: • Name: Gary Parker Location: High River • Name: Location: • Name: Location: • Name: Location:

PROCEDURES FOR RESCUE AND EVACUATION	In case of (type of emergency/evacuation): Fire and evacuation alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should leave the building immediately. In the event of a fire, the following steps should be taken to ensure the safety of all building occupants: 1. Activate the fire alarm. 2. Call 911 immediately and provide information. 3. Assist injured personnel or notify emergency responders of the medical emergency. 4. Exit the building following emergency maps. 5. Assist physically impaired individuals to a secure area and notify emergency responders. 6. Ensure all personnel are out of the building. 7. Do not use the elevators. 8. Use a fire extinguisher only if safe to do so and you have been trained. 9. Assemble personnel at a remote location noted on evacuation maps. 10. Report hazardous conditions. 11. Stay low if confronted with smoke. Check closed doors for heat before opening. 12. Stay away from the building until it is safe to return. _____ _____

Completed on: June 7th, 2021

Signed: *Gary Parker*

INSPECTIONS & AUDITS

13.1 RESPONSIBILITIES

Management is responsible for the overall operation of the program. Overall operation includes, preforming quarterly inspections, making recommendations, follow up on deficiencies and promoting the program to all supervisors and workers.

Supervisory personnel are responsible for directing formal inspections on job sites that they control, and involve workers in such inspections, on a regular basis. Inspections must be reviewed and signed off by the foreman or supervisor responsible.

Workers are responsible for participating in and contributing to the inspection program.

All levels within the company are responsible for conducting ongoing informal inspections of areas where they are working.

13.2 FORMAL INSPECTIONS

Field Site Inspections

Foremen are required to conduct at minimum one site inspection per week for extended job sites that they are responsible for. Sites that run from three to seven days must have a minimum of one inspection carried out. Any site in which work is only being carried out the day of, does not require a formal inspection. Informal inspections are encouraged to be ongoing.

Delta Springs HSE personnel will conduct a minimum of one HSE field site inspection per week cumulatively. Additionally, HSE Advisors will conduct unannounced field site inspections recurrently.

Operations Management Personnel and/or Superintendents and/or Project Managers will document all field visits with a minimum of one formal documented HSE site inspection per month

Rocky Mountain House Office

The Rocky office will require one inspection per month. This is to be completed by either the Office Manager, or a member of the Safety Designate. A copy of the most current inspection is to be

posted in the back-coffee area.

Transit Mix

The Transit Mix office and site must have a minimum of one inspection carried out per month. This is to be completed by either the On-site Supervisor with the HSE Manager or Manager's designate. A copy of the most current inspection is to be posted in the Transit Mix office.

Shop

Shop Inspections are to be completed at a minimum of once per month. The inspection is to be carried out by a member of the Safety Designate and the on-duty Shop Foreman. A copy of the most current shop inspection is to be posted by the parts department door.

Blackfalds Office

The Blackfalds office is to have one inspection carried out per month. This is to be completed by a member of the safety department. A copy of the most current inspection is to be posted up in the Blackfalds office.

13.3 INFORMAL INSPECTIONS

Informal inspections involve noting apparent or potential hazards, substandard conditions or actions, and, if possible, immediately correcting the problem, or notifying the Supervisor to initiate corrective actions. Informal inspections should be conducted regularly by workers.

13.4 PPE INSPECTION

All standard issue Personal Protective Equipment (PPE) is inspected by Workers daily prior to use. It is the responsibility of each worker to ensure their PPE is maintained in good working order and in accordance with legislative requirements. Standard issue PPE would include hard hat, reflective vest, steel toe boots, coveralls, safety glasses and gloves.

HSSE critical equipment such as Gas Monitors will be bump tested and visually inspected before use. Fall Arrest equipment will also be inspected on a pre-use basis.

13.5 VEHICLE AND EQUIPMENT INSPECTIONS

Inspections are to be completed prior to equipment or vehicle being used. More information on vehicle and equipment inspections can be found in Section 14 - Driver & Transportation

Compliance and Section 8 - Preventative Maintenance of this Safe Work Manual

13.6 CORRECTIVE ACTIONS

Action Items identified for correction will be assigned to an individual, followed up on and signed off for completion. Any hazards or non-conformance shall be dealt with by those assigned in a timely manner. It is the responsibility of the HSE Manager to ensure that the corrective actions have been completed and are effective. Safety Advisors are to assist in the implementation and follow up of this process.

13.7 RECORD KEEPING

Copies of worksite inspections will be kept on file for a period of 7 years

WORKER'S RIGHT TO REFUSE UNSAFE WORK UNSAFE WORK REFUSAL PROCEDURE BASIS FOR REFUSAL

• At the first stage of the refusal, the worker must have a "reason to believe" that either some machinery he operates, or his actual work situation is "likely to endanger" himself or a fellow worker. This requires a subjective, personal belief by the refusing worker that his job or workplace is unsafe for himself or others, or both.

REPORTING REFUSAL TO SUPERVISOR

• Work refusals are permitted under the law to protect the health and safety of workers in the workplace. To facilitate this objective, the work refusal must be promptly reported to the worker's supervisor or employer. It is essential that the refusing worker both base and communicate the refusal on health and, safety concerns; otherwise, management may misinterpret the intentions of the worker.

FIRST INVESTIGATION

• Once the worker has reported the work refusal to his employer or supervisor, the O.H.S.A. requires an investigation to be conducted. The investigation shall be conducted by the supervisor or employer, the refusing worker, and a heath and safety representative or someone with safety experience who is selected by the union that represents the refusing worker. RETURN TO WORK OR CONTINUING

REFUSAL

• The first investigation may either resolve the refusal to work or result in a continuing refusal by the same worker. In the case of the former, the worker will either return to work or remain in a safe place near his work station until the necessary changes have been made to the unsafe working condition that gave rise to the work refusal and then return to work. The worker's continuing refusal may result in a further investigation, the involvement of an Alberta OHS inspector and possibly, disciplinary action against the worker.

SECOND INVESTIGATION AND ROLE OF MINISTRY OF LABOUR INSPECTOR

• If a worker believes that there are reasonable grounds to continue to refuse to do the work assigned by the employer, and continues to refuse to do the unsafe work, the worker, supervisor or employer must notify an Alberta OHS inspector. The inspector will attend at the workplace and conduct a second investigation of the circumstances surrounding the continuing work refusal.

The second investigation must be conducted in the presence of the employer, the refusing worker and a health representative or a person experienced in health and safety chosen by the union that represents the worker. The inspector who conducts the second investigation must plan in writing with respect to the basis for the continuing work refusal.

WORKER'S RIGHT TO REFUSE UNSAFE WORK

• DEFINITION: No worker shall carry out any work if.

♦ On reasonable and probable grounds, the worker believes that there exists and imminent danger to the health and safety of that worker,

♦ On reasonable and probably grounds, the worker believes that it will cause to exist and imminent danger to the health and safety or that worker or another worker present at the work site, or

♦ Operate any tool, appliance, or equipment if, on reasonable and probable grounds, the worker believes that it will cause to exist and imminent danger to the health and safety of that worker or another worker present at the work site.

STEPS TO BE TAKEN

1. Refusing worker immediately notifies employer or supervisor of the reasons.

2. Supervisor investigates, in the presence of the worker and Joint Health and Safety Committee worker representative. Advise the Company's Health and Safety Departmental personnel in the investigation stage of the Work Refusal.

3. Worker remains in a safe place near workstation while all attempts are made to resolve the perceived problem to the satisfaction of all parties.

4. If problem is resolved to the workers satisfaction, he/she returns to work.

5. If not resolved and worker continues to refuse work, NOTIFY ALBERTA OH&S.

6. NOTE: Another worker may be asked to perform the job, only if that worker is advised of the refusal to work and the surrounding circumstances, in the presence of the worker Health & Safety Representative or by a worker who because of his knowledge, experience and training is selected by the trade union that represents the worker, and only if the worker is not exposed to imminent danger, or the imminent danger has been eliminated.

7. An Alberta OHS Inspector investigates the work refusal in the presence of the worker, employer, and the worker representative of the JHSC.

8. Pending the outcome of the investigation, the worker may NOT be sent home or disciplined for his/her actions.

9. A decision will be made in writing and provided to all parties. This decision must be adhered to whether in favor of the worker or employer.

10.An investigation report must be completed by the supervisor of the worker refusing work and the worker representative present and provided to the Joint Health & Safety Committee (JHSC).

11.All attempts shall be made to resolve the problem before it necessitates Alberta OHS involvement.

AUDITS

Annual Reviews & Audit Program

Purpose

The purpose of annual reviews and internal/external audits are to ensure that Delta Springs Safety Management System operates efficiently and effectively in accordance with industry standards, government legislation and its own Safety Management System.

Assessment Team

The audit committee will consist of two to six members with most of the members consisting of the Safety department. Members of the Safety Department conducting COR audits will be certified ACSA peer auditors. Other employees completing internal audits in selected departments will be knowledgeable and qualified to complete such audits.

Customer Assessments

Customers will audit Delta Springs Road Transport Compliance and Safety Management Systems. The audit committee will assist and support customers in the execution of such audits by providing all required documentation and considering the implementation of customer recommendations. Any changes required because of customer assessments will first be approved by management, recorded on a Revision Request Form and documented in the review process.

Annual Policy Reviews

All written formal company safety policies will be reviewed on an annual basis by the Safety and Operations Departments and signed by the Vice President of Delta Springs. If no changes to the policy is required, the date will be revised for the new program year. All revisions to any company policy will be documented on the Revision Request Form and approved or declined by the Safety Department. The Company Safety Policy & Vision Statement shall be reviewed by all employees annually for each program year.

Procedure and Hazard Analysis Reviews

Procedural and hazard specific document reviews address issues such as how to complete a procedure safely or using hazardous substances and involve the inspection and testing of current workplace control methods. This type of audit has a narrow focus and looks at the effectiveness of procedures and hazard controls in dealing with specific hazards. These audits differ from compliance audits in that the standards set by Delta Springs to assess hazards may exceed legislated requirements. The development and review of these documents is covered in section six (6) of this Safe Work Manual.

WCB CLAIMS MANAGEMENT

The most important asset of Delta Springs is its people. The people in our workplace and on us worksites are at the greatest risk for injury or occupation illness. It has been proven that having injured workers return to the workplace as soon as is permissible to do meaningful work contributes to a “win/win” situation for both the employee and the organization. This is observed by our active approach to Claims Management.

The term “Modified Work” simply means the normal work activities of the injured employee have been temporarily changed to accommodate the limitations imposed by the injury. The Modified Work Program is intended to allow and encourage an employee to remain a productive member of our workforce. The Modified Work Program must meet the criteria for meaningful, value-added work. This means the duties will increase the employee’s knowledge, skills and/or experience, and will be integral and valuable to the work and business of the organization.

15.1 INJURY RESPONSE AND REPORTING

Refer to Section 10 Incident Investigation

15.2 MODIFIED WORK

Modified work assists in the rehabilitation and early return to work of ill or injured employees.

All Delta Springs employees are made aware of the Modified Duty Program for a safe return to work in Delta Springs new hire orientation. Upon workplace injury or illness, the worker will meet with a member of Delta Springs safety department to establish a safe return to work plan, to include meaningful modified duties based on restrictions as outlined by their acting physician.

Delta Springs, wherever possible, will provide suitable (temporary) work to any employee unable to perform their regular duties. This may include modification of the employee’s original position, providing and alternative position for the worker or providing training.

Only work that is meaningful and productive, while ensuring physical demands of alternate duties are assessed and can be safely performed addressing any restriction or limitations placed on the worker, will be considered for use in the Modified Work Program.

All modified work injuries must be reported to the Worker’s Compensation Board. Therefore, the following steps will be undertaken for the modified work injury.

Review of the “Incident Information Package”

The Supervisor will ensure that the information package is reviewed with the injured employee upon report of an injury, before the employee leaves the worksite, or at the earliest possible opportunity. The Supervisor will also ensure that all the necessary documentation and information is completed and faxed to the designated safety personnel.

• The Supervisor or his designate will accompany the employee to the medical service provider and the “letter to physician” and “medical assessment form” must be presented to the medical service provider. The medical service provider will complete the “medical assessment form”.

• When applicable, an OIS Clinic will be utilized for medical services with the employee’s approval.

Note: OIS or Occupational Injury Service is a program specifically designed for people who are hurt at work. It helps employers by providing injured workers with expedited access to medical services at special OIS clinics throughout the province. The focus is on helping injured workers return to work as quickly and safely as possible.

• The WCB Worker’s Handbook will be given to the employee and the employee will complete and sign the “Worker’s Report of Injury or Occupational Disease” (C060).

• The Employee will sign the Medical Release

• The Employee will sign form acknowledging Modified Work Program.

• These forms will be submitted to the designated safety personnel.

Collection of Documents

The designated safety personnel will review these documents when they are received and submit to Delta Springs disability management provider.

Offer of Modified Work

The designated safety personnel and the employee’s Supervisor will work together to arrange a modified work plan.

A written Offer of Modified Work must be presented to the employee. This offer will state the following information.

a) Specific job duties to be performed.

b) Pay rate. This will be the same rate of pay as their pre-incident employment.

c) Hours of employment. These are important in the case of transitional employment where the hours may vary during the placement.

d) Length of placement. This will be noted and made clear to the employee.

e) The offer will be signed by the employee and the supervisor/designated safety personnel and will be forwarded to the disability management provider immediately.

Refusal of Offer

Any refusal by an employee to participate in the Modified Work Program will be dealt with immediately by interviewing the employee and recording the reasons for not participating in the Modified Work Program. The employee needs to sign the Offer of Modified Work "Refusal" section and indicate the reasons for refusing the offer. The employee must be made aware that by refusing a reasonable Offer of Modified Work, he or she may not be eligible for wage loss benefits through the Worker's Compensation Board.

Monitoring of Modified Work

Once the employee has been placed on modified duties, the Supervisor and designated safety personnel will monitor the progress of the employee on a regular basis and address any concerns immediately. The employee will keep all medical appointments and follow all medical instructions. All physiotherapy, chiropractic, and practitioner appointments should be arranged before or after working hours or as close to the beginning or end of their shift as possible. For each medical appointment, a Medical Assessment Form must be taken by the employee and completed by the medical service provider. If the medical service provider does not fill out the forms, the employee must request that the doctor give him a note outlining his/her progress. Once completed by the medical service provider, it must be submitted (i.e. faxed, emailed, dropped off) as soon as possible to Delta Springs designated safety personnel so that they and Delta Springs disability management provider stays up to date on the employee's current medical status and progress.

Responsibility of the Injured Employee

Employees are responsible for keeping all medical appointments and returning with medical documentation after each visit. Employees are also responsible for keeping their Supervisor informed of any changes in their medical treatment program or medical appointments. If the employee is unable to come into work for any reason they must inform their Supervisor

immediately. The Supervisor must immediately inform the designated safety personnel who will advise Delta Springs disability management provider if it will be a compensable day off. The employee is also responsible for contacting the designated safety personnel if they are being asked to work in conditions or to perform duties that are not within their listed work restrictions.

Return to Regular Duties

When medical clearance is received for the employee to return to regular duties, the designated safety personnel will inform Delta Springs claims management provider.

NOTE: The Worker's Compensation Board considers any variation of an employee's regular duties as "Restricted/Modified" work.

15.3 CASE COORDINATION

To ensure that all claims are effectively managed and to allow as early and safe return to work for the injured employee, communication will be maintained regularly with the injured employee or their families, medical service providers, and WCB. The injured worker's Supervisor in cooperation with the designated safety personnel will monitor the progress of any employee returning to modified work or regular duties.

The following steps will be taken to coordinate claims management:

Supervisor

1 Maintain Contact with the Injured Employee

In the case where an employee is unable to return to work, the Supervisor must contact the employee at least once a week to ask about the general condition of the employee, nature of the treatment they are receiving, what medical service provider they are seeing and the date of all appointments. All contacts will be recorded and submitted to the designated safety personnel who will in turn submit it to the disability management provider.

2 Follow status of Injured Employee after his/her return to work

Once the employee has returned to work on modified work duties, the Supervisor must follow-up with the employee daily until the employee has resumed their regular duties.

this ensures that any problems or concerns that may arise can be addressed immediately.

Any problems will be brought to the attention of the designated safety personnel immediately.

The Supervisor will keep notes on any contact made with the employee during this time and

forward copies to the designated safety personnel. Once the employee has resumed full regular duties, the Supervisor should follow-up with the employee each week for up to two weeks to ensure that there are no ongoing concerns.

Delta Springs Designated Safety Personnel

Delta Springs designated safety personnel is the single point of contact between Delta Springs and Delta Springs Disability Management Provider. The designated safety personnel are responsible for the following actions following receipt of the report of an employee's injury.

ACCIDENT PREVENTION RESPONSIBILITIES

All personnel must understand and comply with all applicable Federal, Provincial and Municipal Acts, Standards and Regulations. A key requirement in all safety legislation is that each person is responsible for working safely with equal concern for the safety of co-workers. All workers, supervisors and management have specific safety responsibilities. Accident investigations have demonstrated that a failure of any person to adequately fulfill their obligations will lead to situations where an accident may occur.

WORKERS:

- Use protective devices or clothing as required by the task.
- Maintain equipment and tools in good condition.
- Use equipment in a manner that will not endanger themselves or others.
- Report to their supervisor the absence of, or defect in any equipment or protective device of which they are aware, and which may endanger themselves or another worker.
- Report unsafe work conditions, practices and hazards ensuring that appropriate interim action is taken to prevent exposure to other personnel.
- Advise any individual to stop if they are working unsafely or ignoring safety rules or practices. If the individual does not stop when advised, his/her supervisor shall then be notified.
- Exercise the right to refuse unsafe work.

SUPERVISORS:

- Analyze all work to ensure that work is correctly planned to avoid risk of injury or accident and executed in an effective manner.
- Provide safe job instructions. Ensure each employee understands the hazards, the correct procedures and applicable regulations pertaining to the task.

- Ensure that safety regulations, safe practices and operating instructions are correctly applied.
- Ensure tools and equipment provided are safe and suitable for the job.
- Ensure that employees perform their work in accordance with correct procedures, protective devices and measures prescribed by the Occupational Health and Safety Act, Regulations and Code; the contractor's own safety program (where applicable) and supplementary requirements of The Company.
- Follow up as prescribed by legislation when a worker refuses unsafe work. MANAGEMENT:
- Promote and manage accident prevention programs.
- Provide safety and job instruction training.
- Supply proper tools and equipment.
- Supply protective clothing and equipment.
- Ensuring the safe conduct of the visitor(s) or calling person(s).
- Securing compliance with all safety standards, procedures, and contracted obligations to The Company.

SUBCONTRACTOR MANAGEMENT:

A Subcontractor is responsible for explaining and securing compliance with The Company's rules and practices by any subcontractor engaged by him for work on a The Company site as if the subcontractor was a direct employee of the principal subcontractor. The Subcontractor is responsible for all employees working for him and for all other persons calling on him or doing business with his firm while on a The Company site or property. The Subcontractor is responsible for training and advising his respective employees of all site-specific hazards, safe work practices, procedures, and requirements.

CONTRIBUTING CAUSES OF ACCIDENTS

Accident investigations have clearly shown that accidents do not just happen, they are caused. It is rare that an accident is simply an Act of God. Most accidents are caused by some form of substandard practices and/or conditions. The most common immediate causes of accidents are:

SUBSTANDARD PRACTICES

1. Operating equipment without authority
2. Failure to warn
3. Failure to secure
4. Operating at improper speed
5. Making safety devices inoperable
6. Removing safety devices

7. Using defective equipment

8. Using equipment improperly

9. Failing to use personal protective equipment properly

10.Improper loading

11.Improper placement

12.Improper lifting

13.Improper position for task

14.Servicing equipment in operation

15.Horseplay

16.Under influence of alcohol and/or other drugs

SUBSTANDARD CONDITIONS

1. Inadequate guards or barriers

2. Inadequate or improper protective equipment

3. Defective tools, equipment, or materials

4. Congestion or restricted action

5. Inadequate warning systems

6. Fire and explosion hazards

7. Poor housekeeping; disorderly workplace

8. Hazardous environmental conditions: gases, dusts, smokes, fumes, vapours

9. Noise exposures

10.Radiation exposures

11.High or low temperature exposures

12.Inadequate or excessive illumination

13.Inadequate ventilation Substandard practices and conditions are almost invariably a result of inadequate site management or planning, as well as supervisory and/or employee error.

PREVENTING ACCIDENTS

Accident prevention is best achieved by being alert, ensuring the safe way to accomplish each task is understood and that everyone is ever mindful of changing conditions and situations which may compromise safety.

BEFORE STARTING ANY JOB, ASK YOURSELF...

- What are the hazards associated with the job (heat, toxic products, electrical, tools, environmental, etc.)?
- What can be done (and shall be done) to eliminate these hazards?
- If the hazard cannot be eliminated, what protective equipment or procedure is necessary to effectively manage the hazard or risk?
- What could go wrong and what contingency action shall be taken to minimize the consequences?
- Have all these questions, and the answers, been discussed with everyone involved on the job?

BEFORE CARRYING OUT ANY TASKS, ASK YOURSELF...

- Do I understand what is required and the safe way to do this task?
- Is there a written procedure? (If not, shall there be?)
- Is this a deviation from a standard procedure? (If so, exactly what is the deviation?)
- What effect could the deviation have on normal operation? (Does a new job plan necessary?)
- What could go wrong if the operation is carried out this way?
- What contingency actions are available if it does go wrong?
- Has everything above been discussed with those involved in the operation? You are the one most responsible for safety. This can only be accomplished by accepting that responsibility and doing the right things at the right time in a safe manner. Remember:

“NO JOB IS SO URGENT THAT IT CANNOT BE PERFORMED SAFELY”

CRITICAL TASKS

It is Delta Springs policy to conduct Hazard Assessments and Job Safety Analyses (JSA)

for all critical tasks.

A Critical Task is one that may include the following factors:

• Jobs with high frequency of accidents or near misses which pose a significant threat to health and safety;

• Jobs that have the potential to produce fatalities, disabling injuries, illnesses or environmental harm;

• Newly established jobs whose hazards may not be evident because of lack of experience;

• Jobs that are to be performed in hazardous and/or unfamiliar environments i.e. confined spaces, restricted access, excavations, heavy equipment, elevated work surfaces, unfamiliar work site.

Example critical tasks include, but are not limited to, the following:

• Confined Space Entry

• Working at Heights requiring Fall Protection

• Excavation activities

• Work involving high-voltage electrical hazards

• Working over water

• Working with hazardous materials (Asbestos, Crystalline Silica, explosives, etc.)

• Working with or around large heavy machinery and equipment (cranes)

• Large material lifting tasks (Panel Tilt-ups, etc.)

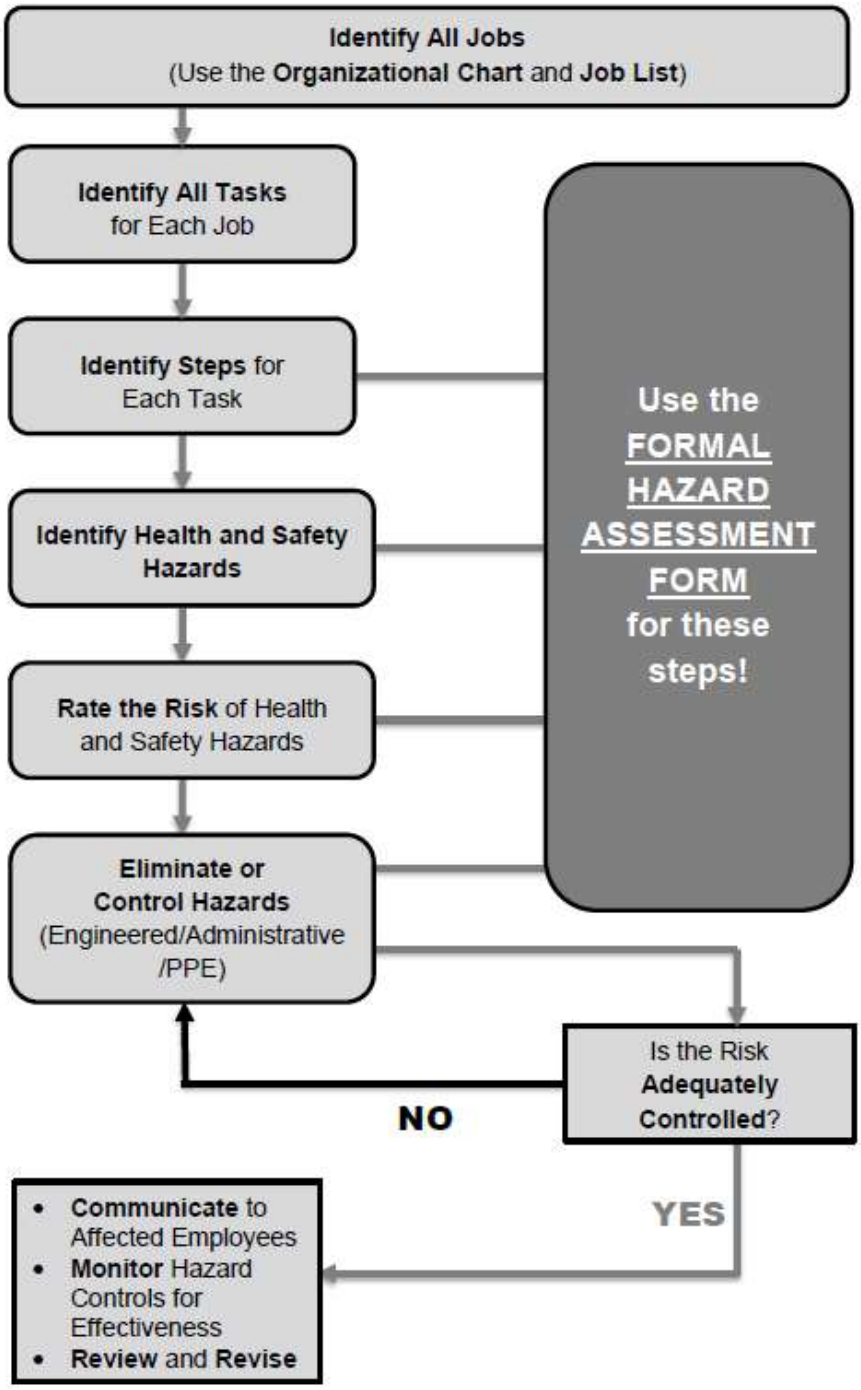
It is the Project Managers and Site Superintendent's responsibility to ensure the required

inspections and forms have been completed, all provincial legislation and code of

practice requirements are adhered to and legislation is readily available for consultation

during Critical Task activities.

FORMAL HAZARD ASSESSMENT PROCESS



Formal hazard assessment and control (template)

Job/position/work type: Office, Driving, Site Work	**Date of assessment:** June 7, 2021
Assessment performed by (names)**: Gary Parker** *Gary Parker*	**Reviewed/revised:** June 7, 2021

Tasks (List **all** tasks/activities of the job/position)	**Hazards** (List **all** existing and potential health and safety hazards related to the identified tasks)	**Severity**	**Likelihood**	**Rank**	**Controls** (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	**Date implemented**
Visit and Quoting potential Job Sites	Uneven Ground Working Alone Poor lighting Extreme temperatures	1 2 1 2	2 2 2 2	2 4 2 4	Elimination: Safety boots with ankle support Eng: Work alone check-in Procedure Admin: Visit jobs during day light hours PPE: Warm clothing, Safety Boots	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021
Drive to job site	Fatigue Adverse weather Poor Lighting poor road conditions	3 3 1 3	1 1 2 1	3 3 2 3	Elimination: Schedule breaks, fatigue management training Eng: Trip planning Admin: Visit jobs during the day light hours PPE: Safety Boots	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021
Install Doors and Hardware	Poor lighting Award position Pinching hazard Egress access	1 3 3 2	1 2 2 2	2 5 5 4	Elimination: Wear gloves, Hardware training Eng: Team lift heavy items, proper lifting techniques Admin: Keep door way clear in case of emergency PPE: Gloves, Safety Boots, Safety Vest	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021
Drywall, Framing, maintenance work	Awkward position Pinching hazard Material falling hazard Uneven ground	2 3 1 1	1 2 1 1	3 5 2 2	Elimination: Wear gloves, employee training Eng: Team lift heavy item, proper lifting techniques Admin: Work in teams of two PPE: Gloves, Safety boots, Hard hats	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021

Guideline for the Development of a Code of Practice

Safe Work Procedures

Hazards / Issues:

Safe work procedures (SWPs) are required when the risk of injury to workers performing a job task cannot be eliminated by effective work design, work process or equipment.

Employers must ensure SWPs are:

• based on information gathered by a risk assessment.

• developed in consultation with the safety and health committee or representative.

• approved by management.

• understood by workers, through training. This includes steps to be taken and equipment used in order to work safely.

• readily available for workers to reference.

Supervisors are responsible to ensure:

• workers perform tasks safely, consistent with training and SWPs.

Formatting SWPs

There is no single required format for SWPs. However, SWPs should include the following information:

1. Name or description of the work task
2. Management approval
3. Date of creation
4. Date of review or revision
5. Any hazards that may cause harm to a worker
6. Equipment / devices, personal protective equipment (PPE), or other considerations necessary to perform the task safely
7. Required training and / or relevant documentation needed to perform the task
8. Common signs and symptoms of a musculoskeletal injury (MSI), if MSI risk is present

Note: Injuries affecting the muscles, ligaments, and joints (MSI) account for a large percentage of workplace injuries

9. A statement indicating that workers must be trained on the SWPs, and employers must ensure that workers follow the procedures

10.Steps to perform the task safely

Sample SWP

The following is intended to serve as a **sample template** for developing SWPs.

Safe Work Procedure Job Title or Task: (1)

Department / Area: (2)	Approved By: (3)	Date Created: (4)	Review / Revision date: (5)

Potential Hazards: Fill in those that apply	Personal protective equipment / Devices required / other safety considerations
H M L risk for injury ☐☐☐ Awkward / sustained postures ☐☐☐ Forceful exertions ☐☐☐ Repetitive motions ☐☐☐ Vibration (6) ☐☐☐ Skin Compression ☐☐☐ Sharp points / edges ☐☐☐ Pinch points ☐☐☐ Material falling ☐☐☐ Surfaces causing falls ☐☐☐ Working at heights ☐☐☐ Moving machinery ☐☐☐ Chemicals ☐☐☐ Biological pathogens ☐☐☐ Electrical ☐☐☐ Extreme heat / cold ☐☐☐ Noise ☐☐☐ Combustibles / flammables ☐☐☐ Other _____	(7) **Training / Reference information** (8)

9) Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

(10) **Employers must ensure that workers are trained and follow this safe work procedure**
Steps to perform this task safely:

(11)

Filling out SWPs

1. Name or description of the work task.

2. Department or area where the work task is performed.

3. Authority approving the SWP. A senior person in management should approve the SWP to acknowledge the employer's commitment to safety.

4. Date SWP was created.

5. Date the SWP was reviewed or revised. Review SWPs at least every 3 years to ensure they are accurate and effective. SWPs must be updated when changes to the task or equipment are introduced. If a SWP has been reviewed and no changes are required, enter the date of review. Workers and management must be made aware of any changes to the SWP and workers retrained, as necessary.

6. Document the hazards for the task by identifying those hazards that could cause harm to a worker (see below: hazard descriptions).

Note: It may be helpful to describe the cause(s) of each hazard in this box. For example: Forceful exertion - lifting pallets or Noise - impact chisel on metal. You may add to the list of hazards, or delete hazards that do not apply.

Estimate the level of risk for injury by selecting the H "High", M "Medium" or L "Low" box listed before each hazard.

7. Note any personal protective equipment (PPE) or other equipment that must be used to perform the task safely. Other considerations (e.g. requiring assistance from another worker, removing jewelry, containing loose hair/clothing, or specifying a safe body position/movement) may also be noted in this section.

8. List any training, documentation, videos, or competency tests required to perform this task. Training must be provided in a way that workers can understand and apply.

Reference or support information may also be listed in this section, including: manuals, policies, related SWPs, CSA standards, or legislative references.

9. List common signs and symptoms of a musculoskeletal injury (MSI). This informs workers what they might see or feel if a task may lead to or aggravate a MSI. If a task has no risks for developing a MSI, this section may be deleted.

10.Include a statement about requirements for employers to train workers on the SWP and

ensure workers follow it. Spot-check observations by supervisors will help ensure that workers are following SWPs.

11.Summarize the steps to perform the task safely. Pictures may help to make the steps more clear. Unless already noted in box 7, describe how to eliminate or control hazards that could lead to injuries. Be specific when describing safe body positions or movements; instructions such as, “always lift safely” do not describe how to perform a task safely.

Hazard Descriptions

Note: This list does not include all hazards that may be associated with a job. A job task may expose workers to more than one hazard at a time.

Awkward or Sustained Posture: A working or static position which increases stress on the joints or soft tissues of the body (i.e., twisting, over-reaching, bending at the waist, prolonged sitting). Can lead to or aggravate a MSI.

Forceful Exertion: Performing a task requiring much physical effort (i.e., moving a heavy object or forceful gripping). Can overload body tissues, and lead to or aggravate a MSI.

Hazard Descriptions (cont.)

Repetitive Motions: Performing the same action(s) for an extended period with little or no rest for the muscles being used (i.e., working the same station on an assembly line). Over time, repetitive movements can fatigue muscles, increasing the risk for a MSI.

Vibration: The direct transfer of shaking or rapid back and forth movement from a machine or tool to the body. Vibration can occur from hand-arm (i.e., using a vibrating hand tool) or through whole body vibration (i.e., vibrating equipment causing the whole body to move). Can lead to or aggravate a MSI.

Skin Compression: External pressure against the outside of the body, at high force or for prolonged periods of time (i.e., using your hand as a hammer, resting knees on a concrete floor for long periods, or the edge of a workstation pressing into the body). Mechanical compression can damage soft tissues of the body, leading to or aggravating a MSI.

Sharp Points or Edges: Surfaces, tools or materials adjacent to or used by a worker which

are able to cause punctures or cuts (i.e., blades, needles).

Pinch Points: Equipment, devices or practices that could catch, squeeze, or crush part of a worker's body (i.e., rollers, moving machinery).

Material Falling: Goods or other materials that could fall into or onto a worker due to insufficient bracing, shoring or securing.

Surfaces Causing Falls: Uneven, broken, cluttered or slippery surfaces that could cause a worker to lose their balance and trip, slip or fall.

Working at Heights: Working above the ground (i.e., on ladders, platforms, or roofs etc.) where a worker is at risk of injury from falls.

Moving Machinery: Equipment being used by a worker or in operation nearby that could trap, catch, hit, cut or crush the whole or part of a worker's body.

Chemicals: Exposure to gases, liquids, solids, aerosols, vapors, dusts, fumes, mists, or smokes that can cause an injury to a worker.

Biological Pathogens: Exposure to bacteria, fungi, viruses, dusts or moulds, blood or body fluids that can cause ill effects or injury to a worker.

Electrical: Electrical energy that could be transferred to a worker through contact with a power source, carrier or conductor.

Extreme Heat or Cold: Temperature extremes which can cause a worker's body to function less effectively both physically and/or mentally (i.e., working in a freezer or close to a smelter).

Noise: Exposure to sounds at excessive levels that could lead to noise induced hearing loss.

Combustibles or Flammables: Substances naturally more susceptible to fire or explosion.

SAFE WORK PRACTICES

ASBESTOS

Asbestos Management Code of Practice

Asbestos

Asbestos is the common name given to a family of naturally occurring mineral silicates that are composed of fibres. The most common types of asbestos that have had significant use include chrysotile, amosite, and crocidolite.

Asbestos was used extensively prior to 1985 because of its valuable reinforcing, insulating, fire-proofing and corrosion-resisting properties. It was used in various building materials including floor coverings, ceiling tiles, cement pipes and sheeting, decorative and acoustical coatings, mechanical equipment insulation and fire-proofing materials. Since 1985 asbestos-containing materials have not been used in the construction of school facilities.

Intact and undisturbed asbestos-containing materials present no health hazard. With proper management of asbestos-containing materials, the release of asbestos fibres is prevented or minimized, and the risk of disease as a result of exposure to asbestos fibres is negligible.

Prolonged exposure to high concentrations of asbestos fibres has been linked to health problems such as asbestosis (scaring of the lungs), lung cancer, mesothelioma (rare cancer of the lining of the chest or abdomen) and other cancers.

Regulations and Guidelines

In the province of Alberta, the Occupational Health and Safety Act, Regulation and Code is enforced by Alberta Human Resources and Employment – Workplace Health and Safety. This legislation establishes the rights and obligations of workers, employers, and the government, outlines the general requirements for employers, outlines administrative and policy issues and contains detailed technical requirements that support the Occupational Health and Safety Act, Regulation, and Code.

The Occupational Health and Safety Code (Part 4) requires the development, implementation, and maintenance of an effective code of practice for the safe and responsible management of asbestos-containing materials.

The Division's *Asbestos Management Plan* addresses the following areas:

- Management Options.
- Identification of Asbestos-containing Materials.
- Procedures and Protocols for Staff.
- Communication Process.
- Renovation and Maintenance Projects.

Asbestos Management Plan

The Division's Asbestos Management Plan follows an acceptable industry standard, and is intended to protect the wellbeing of employees, students and others by meeting or exceeding all the requirements of Occupational Health and Safety legislation. This includes the selection of the most appropriate asbestos management option, the prevention of asbestos fibre release and the proper disposal of all asbestos waste.

Management Options

The asbestos management options that are available to the Division are as follows:

Removal – Asbestos-containing material is completely taken out of a facility.

Removal shall be the only management option if:

- the facility is to be demolished.
- required by building codes.
- the type of asbestos is crocidolite (highly friable form of asbestos).

Removal shall be the preferred management option if:

- planned work cannot be completed without disturbing the asbestos-containing materials.
- friable asbestos-containing materials are easily accessed by students, staff, and others.

Encapsulation – Asbestos-containing material is coated with a sealant. The sealant penetrates and hardens the material or covers the surface of the material with a protective coating. All encapsulated materials shall be routinely inspected for deterioration or damage though the annual site inspection process and/or by the Division Occupational Health and Safety Officers.

- Encapsulation shall only be used as a temporary management option dependent on the condition of the material.
- Encapsulation shall be limited to asbestos-containing materials that:
  - will not be subject to further damage by any contact.
  - are capable of supporting the additional weight of the sealant.
- Encapsulation shall not be used:
  - where the surface of the asbestos-containing materials is highly friable.
  - if the fire rating of the asbestos-containing material would be compromised.

Enclosure – Asbestos-containing material is separated from the facility environment by appropriate barriers. All enclosures shall be systematically inspected for deterioration or damage on an annual basis.

- Enclosure shall not be used in areas where students, staff and others may impact the integrity the enclosure.
- Access behind enclosed locations containing asbestos materials will be restricted to appropriately trained employees.

Manage-in-place – Asbestos-containing material is maintained "as is". All manage-in-place materials shall be systematically inspected for deterioration or damage on an annual basis.

Manage-in-place shall be the preferred management option if the asbestos-containing materials are in good condition and pose no significant risk to students, staff, and others.

The Division has made the decision to only use removal, enclosure, or manage-in-place as options in its facilities.

Asbestos Management Considerations

Once a material has been identified as being asbestos-containing, the management option selected will be determined by the Division Health and Safety Officers and depends on one or more of the following factors:

- **Condition**

  An assessment of the condition of asbestos-containing materials considers the quality of the installation, adhesion to the underlying substrate, deterioration, and damage.

- **Friability**

  Asbestos-containing materials that can be crumbled, pulverized, or reduced to dust by hand pressure are friable and have a greater potential for asbestos fibre release.

- **Accessibility**

  Asbestos-containing materials that can be easily accessible are subject to accidental or intentional contact or damage.

- **Activity and movement**

  Contact with or damage to asbestos-containing materials may be caused by air movement, facility vibration (from equipment or any other source), or activity and movement of facility occupants.

- **Exposed surface area**

  The exposed surface area of asbestos-containing materials affects the potential for asbestos fibre release and the potential for contact or damage.

- **Asbestos content**

  Asbestos-containing materials with higher percentages of asbestos have a greater potential for asbestos fibre release.

- **Water damage**

  Water can dislodge, delaminate, and disturb asbestos-containing materials that are in otherwise good condition. Water can carry asbestos fibres to other areas and cause release of the asbestos fibres after evaporation.

- **Air plenum or direct air stream**

  If asbestos-containing materials are located in an air plenum or direct air stream, asbestos fibres may be carried by ventilation throughout a facility.

- **Cost Efficiencies**

  If more than one management option is acceptable, the cost efficiencies of each option will be considered. When possible, removal will be the preferred option.

If an accidental release of asbestos fibres should occur, the following protocols should be followed according to the severity of the release.

Minor Releases of asbestos fibres could result from such things as a crack in an asbestos pipe sleeve, broken asbestos-containing floor tile, etc.

- Area should be isolated (approximately one metre around material).
- *Hazard Report* should be completed and coded medium hazard on Public SchoolWorks. This will ensure that all such releases are recorded on a Division basis. A Division's Facilities Manager should be notified of the situation by telephone.
- Asbestos-containing material should only be removed by a certified abatement contractor. Air quality testing will be conducted as required.
- Minor releases do not require the notification of all staff.

Major Releases of asbestos fibres could include such things as a portion of a ceiling falling, structural compromise due to fire, water, etc.

- Evacuate area and control access to the area.
- Immediately have caretaking staff shut off ventilation to prevent migration of fibres to other areas of the facility.
- Immediately notify the office of the Superintendent, and the Director of Business and Operations.
- *Hazard Report* should be completed and coded high hazard on the Public SchoolWorks program.
- Asbestos-containing material should only be removed by a certified abatement contractor. Air quality testing will occur in these situations.
- All staff in the facility should be informed of the situation and the actions which will be taken.

Communication

It is essential that general information regarding asbestos and the *Division's Asbestos Management Plan* be shared with employees and long-term service contractors. Employees should also be made aware of the scope of asbestos- containing materials present in the facility in which they work. Any employee who has questions related to the Division's Asbestos Management Plan should direct questions through their principal or non-school based department head to the Division's Director of Business and Operations. Long-term service contractors must also be provided with a *Scope of Asbestos-Containing Materials Survey* for the Division facility in which their employees work.

Identification of Asbestos-containing Materials

Alberta Infrastructure has conducted previous audits of school facilities, including portable classrooms, to inventory asbestos-containing materials that could be identified through a visual inspection process.

It will be critical that this information be kept current. As alterations are made to Division facilities, any changes to the state of asbestos-containing materials must be brought to the attention of the Division Facilities Manager. Once provided with this information, the Facilities Manager can ensure that the *Scope of Asbestos- containing Materials Survey* and relevant maps are kept current.

Procedures and Protocols for Staff

Division employees must **not** do anything to disturb asbestos-containing materials. When an employee has concerns that asbestos-containing materials have been compromised, they should complete a *Hazard Report* and submit it through the Public SchoolWorks program. *Hazard Reports will* result in a System Service Request (SSR) being submitted by administration.

Certified asbestos abatement contractors, approved by the Division, are to be used when removing any asbestos containing materials. These contractors must follow all requirements of the Alberta Occupational Health and Safety Act, Regulation and Code and the Alberta Asbestos Abatement Manual. The Division also contracts for, or ensures that, an approved external environmental health and safety consultant monitors the air quality at any site where asbestos-containing materials are being removed. The Division will also ensure that the consultant completes site inspections and a review of the asbestos abatement contractor's required documentation. Any air quality reports produced by the consultant will be shared with the principal or non-school based department head. When appropriate, this information will in turn be shared with staff.

The Division has provided asbestos awareness programs for caretaking and maintenance staff. This will assist these employees in identifying any concerns in their facilities related to asbestos-containing materials. These individuals are often in the best position to identify areas of concern and should be consulted if concerns arise.

The annual Work Site Inspection process is another means of identifying the possible deterioration of asbestos- containing materials in a facility. Reference should be made to the *Scope of Asbestos-containing Materials Survey* and relevant floor plan map.

Renovation and Maintenance Projects

Division Maintenance Department staff and the prime contractor on a renovation or maintenance project must conduct an assessment for asbestos-containing materials that may potentially impact the project. This assessment will occur prior to the commencement of any work, and will ideally occur during the planning phases of the project. This assessment must not only address asbestos-containing materials identified through the Division's visual inspection process, but also potential asbestos-containing materials enclosed in areas that may be impacted by the project.

Certified asbestos abatement contractors, approved by the Division, are to be used when removing any asbestos containing materials. These contractors must follow all requirements of the Alberta Occupational Health and Safety Act, Regulation and Code and the Alberta Asbestos Abatement Manual. The Division will contract an approved external environmental health and safety consultant who will monitor the air quality at any site where asbestos containing materials are being removed. The consultant will also conduct site inspections and a review of the asbestos abatement contractor's required documentation. Any air quality reports produced by the consultant will be shared with the Division's Director of Business and Operations, who will in turn share them with the principal or non-school based department head.

Prior to commencing the removal of asbestos-containing materials, relevant Division staff, including those whose work area is being impacted, must be informed of the nature of the project and the procedures being put in place to protect them while work is in progress.

Attachment I – Asbestos Questions and Answers

What is asbestos?

Asbestos is the common name given to a family of naturally occurring mineral silicates that are composed of fibres. The most common types of asbestos that have had significant use include chrysotile, amosite, and crocidolite.

Why was asbestos used?

Asbestos was used extensively prior to 1980 because of its valuable reinforcing, fire-proofing, insulating, and corrosion-resisting properties. It was used in various building materials including floor covering, ceiling tile, cement pipe and sheeting, decorative and acoustical coatings, mechanical equipment insulation, and fire-proofing materials.

What are the health hazards associated with asbestos?

Prolonged exposure to high levels of asbestos fibres has been linked to such health problems as asbestosis (scarring of the lungs), lung cancer, mesothelioma (rare cancer of the lining of the chest or abdomen), and other cancers. These diseases do not develop immediately after asbestos fibre exposure. It may be 20 years or more before symptoms appear.

Is there any legislation regarding asbestos?

Alberta Human Services, Occupational Health and Safety regulates work with asbestos through the Occupational Health and Safety Act, Regulation and Code and the Alberta Building Code. The legislation provides specific requirements for asbestos removal including air monitoring, project notification, and worker training and certification.

Is it safe to be in a building that contains asbestos?

YES. Industry standards have determined that intact and undisturbed asbestos presents no health hazard. With proper management of asbestos, the release of asbestos fibres is prevented or minimized, and the risk of disease as a result of exposure to asbestos fibres is negligible.

What is the Division's approach to asbestos management?

The Division has made the decision to only use removal, enclosure, or manage-in-place as options in its facilities.

Removal – Asbestos-containing material is completely taken out of a facility.

Enclosure – Asbestos-containing material is separated from the facility environment by appropriate barriers. All enclosures shall be systematically inspected for deterioration or damage on an annual basis.

Manage-in-place – Asbestos-containing material is maintained "as is". All manage-in-place materials shall be systematically inspected for deterioration or damage on an annual basis.

Ongoing inspections of Division facilities will help to ensure that the integrity of asbestos-containing materials has not been compromised.

Is it safe to remove asbestos during the school year?

YES. Asbestos removal work during the school year is completed while the facility is unoccupied (evenings, weekends, breaks). Employees and students are not allowed to return to the removal area and/or facility until air quality testing indicates that it is safe to do so. All asbestos removal work is completed in accordance with all requirements outlined in the Alberta Human Services, Occupational Health and Safety, Alberta Asbestos Abatement Manual.

What do I do if I have a question or concern about asbestos in my workplace?

Discuss the question/concern with your school administrator. School administration may call upon the resources and expertise of the Division's Director of Business and Operations. Additional information regarding asbestos and asbestos removal may also be obtained from the current Alberta Asbestos Abatement Manual.

BARRICADING

• All open excavations, trenches, open manholes, temporary ground or floor openings, where there could be a hazard presented to any person through trips or falls, must be adequately and properly barricaded in accordance with the Occupational Health and Safety Act and any Regulation enacted thereunder.

• All areas were work in or around water must be barricaded or the employee will be required to wear a Personal Flotation Device. BEARDS/HAIR

• Employees must be clean shaven when the nature of the work requires or may require the effective use of personal respiratory protection.

• Long hair which may catch in equipment or other facilities must be appropriately covered by a hard hat or cut to prevent entanglement.

BLASTING & DRILLING OPERATIONS

• Prior to commencing drilling and/or blasting operations, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans) CAMERAS

• Cameras are not permitted on The Company sites or property unless authorized by the Site Superintendent.

CHAINSAW USE

• Every chainsaw that is used on a site must be stopped when not being used to cut.

• Chainsaws must be equipped with a chain that minimizes kickback and have a device to stop the chain in the event of a kickback.

• No worker shall use a chain saw unless he or she has been trained in its use.

• Chainsaws must be held firmly when starting the chainsaw. Chainsaws must always be held with two hands while in use.

• No worker shall use a chain saw unless he or she is wearing adequate PPE and clothing including gloves and adequate eye and hearing protection.

CLEANING

• Appropriate cleaning agents are to be used on floors desks walls in washrooms etc.

• Ensure Safety Data Sheets are available.

• The use of gasoline or similar materials capable of giving off hazardous vapours at normal atmospheric temperatures are prohibited for cleaning clothing, carpets, floors, motors, engines, or other equipment. COMPANY

• Company is defined as The Company and its associates and affiliates. DCC is the abbreviated designation for The Company. COMPANY FACILITIES

• Contractor, subcontractor, or vendor workers are not permitted to use any The Company facilities, tools, or equipment unless permission is granted by a The Company supervisory representative.

• Subcontractor's employees are not permitted to use any lunchroom, locker room or sanitary facilities provided by the Company for its employees unless required by contract or when permission is granted, by a The Company supervisory representative.

COMPRESSED AIR

• Compressed air must not be used for cleaning clothes or directed towards any part of the body.

• Air hoses shall not be placed on a sidewalk or roadway unless precautions have been taken to minimize tripping, entanglement, or damage to the hose.

• Verify the source of supply before connecting air-powered tools. Be sure it is industrial air, not natural gas, etc. COMPRESSED GAS CYLINDERS

• Compressed gas cylinders must be secured in an upright position.

• Compressed gas cylinders (full or empty) must be disconnected, cylinder caps installed and secured in an upright position when not in use or during transportation.

• Compressed gas cylinders must be stored in a safe place away from hazardous work areas when not in use.

CONFINED SPACES ENTRY

• Prior to commencing confined spaces entry operations, contractors, subcontractors, and vendors shall complete a written Project Specific Health & Safety Plan and submit the completed plan to the Project Superintendent.

• All confined space entry work will comply with the Occupational Health and Safety Code Part 5

• Subcontractors whose workers will be performing work in the same confined space or related work with respect to the same confined space must be provided with a copy of the coordination document supplied by Delta Springs Construction Company.

• Before a subcontractor begins any work in a confined space on a Delta Springs Construction Company project, the Project Superintendent must review the subcontractor's policy and safe work procedures relating to the hazards of a confined space.

• Subcontractors must have a written program for the confined space that meets the intent of the amended Regulation as noted before any worker enters a confined space.

• The subcontractor shall follow the Delta Springs Construction Company Confined Space Program should their written program be deemed unsuitable by the Project Superintendent.

• Entering a tank, vessel or any other confined space for any purpose is not permitted unless the interior conditions have been tested by a qualified person and the necessary safe work permit issued in accordance with the written program.

• A stand-by person shall be located immediately outside of the confined space work area to render assistance in the event of an unsafe or emergency condition.

• The subcontractor shall ensure that adequate written on-site rescue procedures that apply to the confined space have been developed and are ready to use for immediate implementation.

• All personnel working inside a confined space must wear a safety lifeline where a harmful atmosphere exists or may develop. An appropriate communications system must be developed and enforced between the stand-by person and the inside workers.

• Additional site-specific confined spaces entry procedures may be requested at the discretion of Delta Springs Construction Company

CONTACT LENSES

• Contact lenses shall not be worn during any work which will expose the wearer to chemicals, gases, vapours, dust, or other materials that may harm the eyes or cause irritation.

• Contact lenses must not be worn when wearing self contained breathing apparatus (S.C.B.A.).

DIVING OPERATIONS

• Prior to commencing diving operations, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

DRILLING & BLASTING OPERATIONS

• Prior to commencing drilling and/or blasting operations, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

DRINKING WATER

• Approved containers used to store drinking water shall be clearly marked and shall not be used for any other purpose.

• Potable water and disposable cups must be available in the immediate vicinity of all work areas.

DYNAMITE

• Dynamite or other explosives are prohibited on Company property unless written permission is granted by the Company representative.

• Contractors or subcontractors employing explosives on the site must appoint a competent person to oversee all blasting operations; and the name of the competent person must be conspicuously posted at the site.

• Contractors or subcontractors must employ and enforce all D.C.C. blasting and handling procedures.

ELECTRICAL HAZARDS

• Delta Springs Construction has attached a copy of the written measures and procedures to ensure minimum distances are not encroached.

• All subcontractors and employers must implement the safe work procedures (which have been provided to your organization previously) in accordance with OHS Act, Regulations and Code that all subcontractor and employers must provide the written measures and procedures to workers before starting any work and explain them to the workers.

• Prior to commencing electrical maintenance and/or repair operations, contractors, subcontractors, and vendors shall complete a written Project Specific Health & Safety Plan and submit the completed plan to the Project Superintendent.

• No work shall be performed, no material piled, sorted, or handled, no scaffolding erected or dismantled, nor any tools, machinery or equipment operated near electrical power sources where contact or arcing may occur.

• All electrical systems shall be de-energized, and the controls locked out in accordance with the Occupational Health and Safety Act, Regulations and Code.

• Electrical systems shall not be energized except when permission is granted by the person in charge and then, only by a qualified electrician.

• All electrical panels and generators must be equipped with a functional ground fault circuit interrupter (GFCI)

• Ground fault circuit interrupters shall be inspected and tested daily in a manner consistent with the manufacturer's instructions.

• A signal person shall assist an operator if any part of the load may approach the minimum distance noted as follows:

EMERGENCIES

• An emergency response plan will be developed at each site prior to commencing work.

• Report all emergencies (fire, spill, serious injury, serious illness, etc.) to the site superintendent and The Company's Health and safety Department.

• Emergency telephone numbers shall be posted on each job sites safety board EMERGENCY ACTION

• All personnel must be familiar with the emergency procedures established for the work site and their required response.

• In the event of a fire or serious injury to a fellow worker, all qualified employees are expected to take prompt action to render assistance in addition to making the emergency call. Use the available fire fighting equipment provided to extinguish a fire if possible. Once the fire fighting personnel, and/or ambulance arrive, proceed with your normal or emergency duties depending on the nature of the emergency.

• Personnel not involved in the emergency action shall leave the area and proceed to their designated safe location and report to their supervisor on arrival.

• Personnel must remain at the designated safe location until an "All Clear" is announced, or alternate instructions are received from the Site Superintendent.

EMERGENCY VEHICLES

• All vehicles and personnel shall give emergency vehicles and response crews the right of way.

• Fire and ambulance routes must be maintained clear and emergency vehicles shall be directed by knowledgeable personnel.

EQUIPMENT

• Contractor's equipment, such as trucks, cranes, welding machines, etc. must be maintained in good working condition in accordance with manufactures specifications.

• All equipment must be identified to the Site Superintendent prior to use on site.

• All equipment and tools used by the Subcontractor and his employees must be suitable for the work and the work area environment.

• No equipment shall be modified or altered to perform differently than intended unless written agreement by the manufacturer or certification from a Professional Engineer is obtained.

• Defective equipment shall not be used on a The Company site.

• Defective equipment shall be turned off and sufficient measures taken to prevent the equipment from being operated and warning signs posted.

• All mobile equipment and similar vehicles shall be equipped with a functional back up warning device.

EQUIPMENT OPERATION

• Only authorized personnel are permitted to operate, adjust, and repair The Company equipment.

• The Ten Foot Rule and Wait for the Wave is a shared responsibility by all parties to eliminate struck by incidents. Equipment Operators need to ensure they are aware of workers or pedestrians in their vicinity and intended path. Operators must also not bring their equipment/vehicle within ten (10) feet of workers on foot.

• Workers on foot must use hand signals to communicate with the operator such as a wave or a specific hand gesture.

• Workers must never enter a machine's blind spot without waiting for eye contact and receiving an all clear via WAIT FOR THE WAVE.

• No equipment shall be left running unattended.

EQUIPMENT/VEHICLE BACKUP PROCEDURES

• Prior to commencing equipment and vehicle backup procedures, contractors, subcontractors, and vendors shall complete a written Project Specific Health & Safety Plan and submit the completed plan to the Project Superintendent.

• Every project shall be planned and organized so that vehicles and machines and equipment are not operated in reverse or are operated in reverse as little as possible. Vehicles, machines, and equipment at a project shall not be operated in reverse unless there is no practical alternative to doing so.

• Where vehicles and equipment must operate in reverse, signs shall be posted at the project in conspicuous places warning workers of the danger.

• Workers on foot should be kept to a minimum in the vicinity of moving vehicles and equipment.

• Workers in the vicinity of moving vehicles and equipment must wear a reflective safety vest.

• Wherever possible, a barricade should be erected to separate workers on foot from vehicles and equipment in motion within the job site.

• When vehicles and equipment must travel in reverse within the construction area and the vicinity of workers who may be endangered, it is necessary for the supervisor to appoint a signal person or "spotter". The spotter shall assist drivers/operators while vehicles or equipment are traveling in reverse.

• The signal person or spotter must:

• not perform other tasks while acting as a signal person.

- ♦ be trained or instructed to perform the task
- ♦ know and understand proper signals
- ♦ know driver/operator blind spots
- ♦ remain out of the path of the vehicle
- ♦ remain in full view of the operator/driver
- ♦ maintain full view of workers and obstructions in the path of the vehicle.
- ♦ If he or she is the designated signal person, they must wear a green vest

• All vehicles and equipment must be equipped with an automatic audible alarm that signals when the vehicle or equipment is being operated in reverse. All dump trucks, must have back up alarm in accordance with Section 267(1) of the OHS Code Part 19

• All vehicle/equipment operators, signal persons and workers on foot within the construction area must be provided with instructions specific to the conditions and procedures to be employed on the construction site.

• All vehicle and equipment operators, supervisors, signal persons and workers on foot shall be provided with instructions specific to the hazards, conditions, and procedures appropriate for the circumstances.

EXCAVATIONS

• Prior to commencing trenching, excavating, and boring operations, Company employees, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

• All excavations and trenches shall be prepared in accordance with the Occupational Health and Safety Act and Regulations for Construction Sites.

• All excavations must be regularly inspected by a competent person to ensure the integrity of site conditions and the protective measures employed within or around an open excavation.

• All excavations must have appropriate entrance and exit routes in accordance with the nature of the excavation.

• All open excavations or trenches which pose a hazard must be properly guarded by a substantial railing or barricade. Flashing warning lights, appropriate to the area classification, must be installed when necessary.

• All open manholes removed gratings or floor openings must be guarded with proper barricades or appropriate covers.

• See Underground Facilities.

• No worker shall enter an excavation or trench unless properly excavated or shored to ensure their safety.

FACILITIES – CONTRACTOR/SUBCONTRACTOR/VENDOR

• Subcontractor's temporary buildings such as, field offices and similar structures may only be placed in areas approved by Owner's representative.

• Open electric or flame heaters are not allowed without the specific approval of the Site Superintendent.

FALL ARREST SYSTEMS

• Prior to commencing operations which may expose a worker to the risk of falling, Company Supervisors, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual.

• All workers who may use a fall protection system are adequately trained in its use and given adequate oral and written instructions by a competent person. A record of training and instruction shall be available to The Company's Superintendent and the Ministry of Labour. (See - Site Specific Health & Safety Plans)

• Appropriately secured body harnesses and lifelines must be worn by employees:

♦ To ensure that workers are always continuously protected from the hazards of falling.

♦ when working at heights greater than 8 feet above grade or floor level where it is impractical to provide adequate work platforms or staging with guard rails.

♦ When working over an operating machinery, open space or hazardous substance which cannot be guarded.

♦ When occupying an elevated or aerial work platform.

♦ When entering a confined space where a harmful atmosphere exists or may develop.

• Body harnesses will provide better fall protection against injury (extensive research and testing support this statement). A safety net shall be used when safety harnesses and adequate work platforms are not possible.

• The use of a safety belt as an alternative to a full body safety harness is unacceptable and will not be permitted on The Company sites.

• Before any use of a fall arrest system or a safety net by a worker at a site, the worker's employer must develop written procedures for rescuing the worker after his or her fall has been arrested.

FALL PROTECTION PLAN

• A fall protection plan must be completed if a worker may fall three meters or more and there are no guardrails
• The completed fall protection plan must be available onsite or readily available to workers
• The fall protection plan must be revisited and reassessed if there are any changes
• If the use of fall protection equipment is not reasonably practicable, the employer must note why the fall protection system cannot be used and follow a procedure-based system instead (OHS Code s. 159)

FALLING MATERIALS

• When there is a danger of material falling onto work areas or where the public might be endangered, it is required that such areas be barricaded against entry and warning signs prominently displayed on all sides and approaches or protective canopies installed.

FENCING

• Where applicable, construction site perimeters shall be fenced off in such a manner and using such temporary fencing materials that will provide high levels of warning and protection to all persons on or attending the work site. Fencing shall be erected to enhance the overall appearance of the site.

FIREARMS

• Possession of firearms by any person except police officers is prohibited on The Company property or sites.

FIRE EXTINGUISHERS

• All Company employees, contractor, subcontractor, and vendor employees shall be trained in the use of fire extinguishing equipment.

• A 4A40BC dry chemical fire extinguisher shall be placed at the point of welding, grinding, or cutting.

• The Company Supervisor, contractor, subcontractor, or vendor shall supply sufficient fire extinguishing equipment to handle any anticipated emergency in the employee, contractor's, subcontractor's, or vendor's respective work area and ensure that the extinguishers charge is confirmed at an appropriate frequency.

• All Welding machines are to be equipped with a 4A40BC dry chemical fire extinguisher.

• Discharged fire extinguishers must be reported and recharged.

FIRE FIGHTING EQUIPMENT

• Know the location of fire fighting equipment in your area.

• Fire fighting equipment must be used only for its intended purpose and not removed from its place of storage.

• Do not block access to fire fighting equipment.

• Every worker who may be required to use fire extinguishing equipment shall be trained in its use.

FIRST AID/EMERGENCY RESPONSE DEVICES AND PERSONNEL

• All Company Supervisors, contractors, subcontractors, and vendors must ensure the provision of trained first aid and emergency response personnel, facilities and adequate supplies as required by the Occupational Health and Safety Act, Regulations and Code and the applicable Schedules.

• The Company employs many trained first aid personnel on all sites. Certificates and records of training for first aid personnel are available and posted at all job site trailers / offices.

• Emergency telephone numbers are to be posted beside telephones in all trailers.

• First aid trainers shall keep their training certificate current.

FORMWORK AND FALSEWORK

• Prior to commencing formwork, false work and concrete placement operations, Company Supervisors, contractors' subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

• Prior to the placement of concrete, formwork and false work shall be inspected by a professional engineer (or a competent worker appointed by the engineer) to examine and verify in writing that the form and false work has been erected in accordance with engineered drawings.

FUELING

• All gasoline, diesel and propane powered engines must be shut off when refueling.

• Fuels must be dispensed with a pump and hose.

• Fuels must be stored in approved safety containers and appropriately labeled.

• Safety Data Sheets must be available at the area of dispensing.

• All fuel trucks and fueling stations will contain spill kits in the event of a fuel spill as well as a fire extinguisher.

• No smoking signs must be posted at all fueling stations. GRINDERS

• Hand grinders must not be altered and used as a bench grinder.

- Proper grinding wheels matched to the grinder speed must be used.
- Safety glasses and face shields must be worn when grinding.
- Do not remove or make guards inoperative. GUARDS
- All protective guards for equipment and portable tools must be used as intended by the manufacturer unless a specific procedure deviation request is approved by / DS Site Superintendent.
- All openings and excavations must be appropriately guarded.
- All stairs having more than four risers must have handrails.

GUARDRAILS

- All guardrails shall be construction assembled and maintained in accordance with the Occupational Health & Safety Act, Regulations and Code
- A guardrail shall be provided in locations as prescribed in the Occupational Health & Safety Act, Regulations and Code
- For guidance on Construction and Assembly of Construction Guardrail, refer to document DS021 as provided by the Infrastructure Health and Safety Association titled “Guardrails”.

GUY WIRES

- Guy wires erected by the Company, contractor, subcontractor, or vendor must be identified by hanging a sign from the wire, warning of low clearance.

HAND TOOLS

- Avoid hand tool injuries by:

♦ using the right tool for the job

♦ maintaining tools in clean and good condition

♦ using tools in the intended way

♦ carry pointed or sharp-edged tools in pouches or sheath

♦ hammer head, screwdriver etc., shall be ground periodically to remove mushrooming and rounding.

♦ do not hold the work in one hand while directing a screwdriver or chisel with the other. The tools will most likely injure the holding hand when they slip.

HOISTING OPERATIONS

• Prior to commencing hoisting operations, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

• Boom trucks, mobile and stationary cranes shall be operated by a competent worker.

• Crane operators shall always retain their Certificate of Qualification on the site while performing hoisting operations and shall provide the certificate to the contractor on demand.

• Boom trucks and cranes shall be inspected monthly by a competent person.

• Mobile Crane Logs shall be completed monthly for each crane on the site; and the log shall be available for review by the contractor on demand. Every mobile crane shall complete a daily circle check.

HORSEPLAY

• Startling, scaring, pushing, distracting, fighting, etc. is strictly forbidden and will result in immediate termination and/or removal from the site.

HOUSEKEEPING

• The work site is to be kept clean and free from slip and trip hazards.

• All equipment, tools and unused materials at a job site must be returned to their proper storage area when not in use.

• All waste material must be appropriately disposed of in a designated location.

• Keep all walkways, stairs, and platforms free of obstructions. In the winter months all walkways must be free of snow and ice.

• Clean up all spills immediately.

• Always observe good housekeeping practices and maintain the work area free of combustible/flammable materials and tripping hazards.

• Store all waste or rags in closed metal containers.

• Ensure waste containers are emptied when full and disposed of weekly.

• Nails shall be removed from all lumber prior to storage or disposal.

• Remove scrap and waste materials regularly during each shift to maintain access/egress routes and at least daily for all other work areas.

JOINT HEALTH AND SAFETY COMMITTEE

• A Joint Health and Safety Committee will be established at all sites where the number of employees regularly exceeds 20 and the expected duration of the site will exceed 3 months; or as directed by the OHS Act, Regulations and Code.

• Subcontractors and vendors shall participate, cooperate, and provide supervisory and/or employee representation on the committee, at the request and discretion of The Company.

• A Worker Trade Committee will be established where the number of employees regularly exceeds 50 and the expected duration of the site will exceed 3 months.

• The trade unions shall be actively involved in selection of worker representatives.

KNIVES

• A knife shall be used carefully and not as a screwdriver or pry bar.

LADDERS

• Metal or wire reinforced ladders shall not be used in proximity to electrical equipment.

• All ladders must be inspected and found to be free of defects prior to use. Unacceptable ladders shall be removed immediately from the site.

• Ladders must be equipped with non-slip devices or safety shoes at the foot.

• Ladders must be secured at the top or held by a second person to prevent movement during use.

• The base of an inclined portable ladder shall be no further from the base of the wall or structure than 1/4 the length of the ladder, measured from the point at which the ladder contacts the wall or structure.

• When sections of an extension ladder are extended, the overlap between ladder sections must not be less than 3'0" for ladders up to 36'.

• Do not stand on, or work from, the top two rungs of a ladder.

• Step ladders must be fully extended when in use.

• Face the ladder and use both hands while climbing or descending.

• Tools must be carried in a pouch or lifted by a handling or lifting device when ascending or descending ladders.

• Ladders must be appropriately stored and made secure.

• Ladder jack scaffolds are prohibited.

• The area around the ladder base must be free from slippery substances and tripping hazards.

• Landings at the top and bottom of ladders must be free from slippery substances, obstructions, and trip hazards.

• Three-point contact must always be maintained when climbing up and down ladders. Three-point contact means two hands and one foot or two feet and one hand.

LANGUAGE

• Where a contractors, subcontractors or vendors employee cannot read or understand English, his supervisor is responsible for ensuring that he thoroughly understands the safety standards and regulations and all other pertinent safety requirements.

• Where a contractors, subcontractors or vendors employee has a communication problem, special procedures, must be developed by the employer to ensure he/she can perform the work in a safe manner and that he or she can be made aware of emergency situations.

LIFTING & MATERIAL HANDLING

• Appropriate signs and warning devices must be posted at the perimeter of all areas where hoisting operations are performed.

• Do not lift more than can be safely handled. Get help.

• When manually lifting a heavy object, bend the knees, keep back straight, and use your legs to lift the load.

• Use mechanical equipment wherever practical for heavy objects.

• Only authorized personnel are permitted to operate material hoisting equipment.

• Safe lifting loads marked on lifting devices must not be exceeded.

• All hooks on lifting on hoisting equipment shall comply with safety standards and regulations. Se additional regulations for precautions for lifts near energized power lines.

• Persons must not stand or pass under any suspended load.

• The use of a crane, forklift, or other equipment as a personnel lift device and/or work platform is prohibited unless it is designed and intended for that purpose

• Cranes shall be regularly inspected by a competent person and a report detailing the findings of the inspection shall be kept with the crane for review by the contractor.

LIGHTING

• All electrical facilities temporary or permanent must comply with the requirements of the applicable Federal, Provincial or Local Electrical Code and applicable Safety Standards and Regulations.

• Temporary lighting shall be suitable for the work being conducted with cords and cables suitably strung to prevent tripping, or entanglement.

• All temporary lighting must be equipped with proper guards to prevent accidental contact with the bulb.

MACHINE GUARDING

• An effective machine guard shall have certain characteristics in design and construction. Such a guard shall:

♦ Be considered a permanent part of the machine or equipment.

♦ Afford maximum protection.

♦ Prevent access to the danger zone during operation.

♦ Be convenient; it must not interfere with efficient operation.

♦ Be designed for the specific job and specific machine, with provisions made for oiling, inspecting, adjusting, and repairing machine parts.

♦ Be durable and constructed strongly enough to resist normal wear.

♦ Not present a hazard.

• Machine guards manufactured and/or provided by the equipment manufacturer shall meet or exceed the requirements of the Occupational Health and Safety Act, Regulations and Code. Modified or replacement machine guards from other than the original equipment manufacturer shall be designed, manufactured, and installed consistent with CSA Z432-94 Safeguarding of Machinery or shall be designed by a licensed Professional Engineer.

MACHINERY

• Guards must be placed on machinery to prevent contact with moving parts.

• Guards must not be removed except when the machine is shutdown and locked out. Guards must be replaced before machinery is put in operation.

• Machines must be shut down, locked out and tagged before any repair work is done. This includes electrical, air, steam, or other driven equipment.

• Safe operating procedures for machinery must be followed

• Work over moving machinery is prohibited unless adequate protection is provided.

• Be aware of pinch points where hands/fingers could be caught or trapped.

MARKING PHYSICAL HAZARDS

• Hazards shall be appropriately identified, guarded and where appropriate, warning signs shall be posted (falling material, noise protection, and overhead electrical power lines).

• See Excavations.

NAILS

- Exposed nails and spikes must be removed or bent flat.
- Discarded nails must be properly disposed of and not left on the ground or other surfaces. NEW OR

INFREQUENTLY PERFORMED JOBS

- All new or infrequently performed jobs shall have a pre-job review and approved procedures developed when warranted.
- Workers must be oriented to these procedures.

NOISE PROTECTION

- Suitable ear protection devices such as muffs or plugs must be worn while working in areas posted with hearing protection signs or when required by the nature of the work being performed.
- Judgment may be required as to the noise level in areas not posted.
- If there is any uncertainty, hearing protection must be worn.

OCCUPATIONAL HEALTH AND SAFETY ACT, REGULATIONS AND CODE

- As a minimum, one copy of the Occupational Health and Safety Act, Regulations and Code must be retained at each work site and made available to all contractor, subcontractor, or vendor employees.

ORIENTATION

- All Company Supervisors, contractors, subcontractors, and vendors must provide their respective employee(s) with adequate and appropriate safety orientation prior to commencing work.
- All personnel working on the Western Canada projects must participate in the Company orientation program specific to each site.

• Visitors must be briefed by the applicable contractor, subcontractor, or vendor responsible for the visitor.

OVERHEAD ELECTRICAL POWER LINES

• Before any work is begun, the contractor, subcontractor or vendor and its applicable employees must investigate and be aware of any overhead electrical power or telephone lines and maintain a safe distance at all times in accordance with the OHS Act, Regulations and Code.

• An overhead wire assessment will be conducted and communicated to all applicable workers.

• Warning signs must be posted where appropriate and applicable.

• A signal person shall assist an operator if any part of the load may approach the minimum distance noted as follows:

PARKING AND JOB ACCESS

• Company employees, contractor's, subcontractor's, and vendor's employees will use proper entrances and travel routes when proceeding to their respective work area to avoid passing through other operating locations.

• Parking shall occur only in designated areas as assigned by the Site Superintendent. PERSONAL

PROTECTIVE CLOTHING

• Wear appropriate protective clothing suitable for the task to cover and protect the body.

• Wear goggles, face shield, rubber gloves, and rubber suits when a worker may be exposed to an acid, caustic, or other similar hazardous material.

• Sleeved shirts and long pants are mandatory.

• Do not wear neckties, loose sleeves, loose clothing, jewelry, rings, bracelets, and necklaces which may be caught in machinery or other devices.

PERSONAL PROTECTIVE EQUIPMENT

- Ensure all personal protective equipment is in good working order prior to use.
- Appropriate personal respiratory protection must be worn when handling any hazardous materials/substances, which poses an inhalation hazard.
- Self-contained breathing apparatus (SCBA) or other approved means of supplied air and breathing protection must be worn whenever prescribed to protect an employee from exposure to harmful gases, vapours, or oxygen deficiency. Each employee required to wear such equipment, must be instructed, and qualified in its use.
- Life jackets must be worn by workers exposed to the danger of drowning in water deep enough for the life jacket to be effective.
- Foot and leg guards must be worn for all work where the lower part of the body is exposed to injury. Such work includes the use of chain saws, jackhammers, tamps, etc.
- Refer to Sections: Safety Glasses/Goggles, Safety Hard Hats, Safety Footwear and Fall Arrest Systems.

PORTABLE FLAMMABLE/COMBUSTIBLE LIQUID CONTAINERS

- Only approved safety containers may be used to store gasoline and other flammable or combustible liquids.
- Only working quantities of flammable or combustible liquids may be present in working areas. Bulk or reserve quantities of such substances shall not be present in working areas.
- Portable containers must be adequately labeled as to contents and hazards.

POWER TOOLS

- Tools must be suitable for the job being performed, in good condition and appropriate to the hazardous conditions which may exist during their use.
- All electrical tools must be either three prongs grounded, double insulated or rechargeable.
- Keep guards in place on all power tools.
- Air hoses and electric cords shall not be placed on walk and roadways unless precautions have been taken to prevent tripping entanglement and wear.

• Inspect couplings, hose, and hose connections of pneumatic tools prior to use.

• Verify the source of supply before connecting air-powered tools. Be sure it is industrial air, not natural gas, nitrogen, etc.

• Ensure air hose is connected to the equipment prior to turning on the air supply.

• The air supply must be shut off when changing pneumatic tools. Air supply must not be shut off by kinking the air hose.

• Disconnect power tools from power source before making repairs or adjustments.

• Explosive actuated fastening tools must only be operated by authorized personnel who have received adequate training to ensure competence. POWERED ELEVATING WORK PLATFORMS

• Ensure powered elevating work platforms are operated in accordance with the manufacturer's specifications.

• Platforms must be level and stable.

• Platforms shall be selected in consideration of load requirements, site conditions and equipment limitations.

• Company Supervisors, contractors, subcontractors, and vendors must ensure that their respective personnel using a powered elevating work platform have received adequate written and oral training to operate the platform safely.

• Do not travel in an elevated position.

• A full body harness shall be worn when moving.

SITE SAFETY ASSESSMENTS

• Site Safety Assessments will be conducted at the discretion of the safety manager, and in accordance with the planned inspections and audit policy for The Company.

• Subcontractors shall participate and cooperate with the efforts and recommendations prescribed because of all Site Safety Assessments.

SITE SPECIFIC HEALTH AND SAFETY PLANS

• Prior to commencing work, subcontractors and vendors shall complete a Site-Specific Health & Safety Plan submit the completed legibly printed or type written plan to the Site Superintendent.

• Completion of a Site-Specific Health & Safety Plan shall as a minimum require the following steps:

• Assessment of the nature and scope of the work to be performed

• Assess and identify the operations involved and potential hazards that may result from each operation

• Develop specific strategies to address each potential hazard scenario

• Identify workers who may be affected by potential hazards and develop strategies to address worker requirements

• Identify worker skill sets require to perform all tasks and evaluate workers to identify and address skill deficiencies.

• Identify the time frame in which the potentially hazardous operation will be performed, and when remedial and preventive measures will be in place to mitigate the potential hazard

• Complete and submit the Site-Specific Health & Safety Plan to the Site Superintendent.

• Communicate to all applicable workers the details of the completed Site-Specific Health & Safety Plan.

• Implement all recommendations as prescribed in the plan.

• Monitor the effectiveness of the Site-Specific Health & Safety Plan.

• Modify the plan as required to address required changes.

• Changes to the plan must be approved by the Site Superintendent. RADIOS

• All communication radios are to be carried in a fashion that will not add a hazard to the workplace.

• Music players of any type are prohibited from use in the work areas except when approved by Owner's Site Representative.

• Permission must be obtained from the Site Superintendent prior to using radios or cellular telephones on or near a site where blasting operations are being conducted.

RAILROADS

Reference to attached CN Reference Documents for Specific CN Requirements: (SEE APPENDIX A – PG.44)

- Section 01545 – Safety Requirements – Revision March 20, 2013 – Pages 1-9
- Annex "D" – Safety Guidelines for Contractors – January 2011

REPORTING VEHICLE ACCIDENTS

- Any Company employee, contractor, subcontractor, or vendor employee involved in a motor vehicle accident on a The Company site must report the accident at once to his supervisor who will in turn be expected to advise the Site Superintendent.
- The Company accident report must be prepared and submitted to the Site Superintendent.
- Only essential vehicles are allowed on The Company sites.

RESPIRATORY PROTECTION

- Company Supervisors, contractors, subcontractors, and vendors shall arrange and supply suitable respiratory protective equipment when required by the hazards of the job being performed.
- Contractors, subcontractors, and vendors shall ensure all personnel using respiratory protective equipment are appropriately trained and fit tested to the equipment.

RIGGING

- Know the weight of the load to be lifted.
- Ensure loads are properly rigged and stable during the lift.
- Use tag lines to control loads unless such use will create a hazard.
- Inspect all hardware, slings, cable, and equipment before using.
- Replace worn equipment.
- Never rig or hoist any load if weather conditions are such that hazards to personnel or property are created, e.g. high wind velocity, low visibility, etc.

• Specific procedures must be prepared and submitted to the contractor prior to performing an unusual or complex hoisting operation.

ROLL-OVERPROTECTIVE STRUCTURES (ROPS) AND RESTRAINING SYSTEMS

• Roll-overprotective structures and restraining systems are required on all mobile equipment except:

♦ rated by the manufacturer at 15 kilowatts or less and has a tare mass of 700 kg or less.

♦ was manufactured before 1980 and is not factory-equipped with adapters to accept a roll-overprotective structure.

♦ Mobile equipment not equipped with a roll-overprotective structure shall be restricted to locations and operations where the risk of overturning is minimal.

RUNNING

• Running is not allowed on The Company sites or property. SAFETY GLASSES/GOGGLES/FACE

SHIELDS

• Wear safety glasses with side shield or goggles whenever the nature of the job presents an eye hazard.

• As of July 1st, 2020, The Company has implemented compulsory use of safety glasses, chemical goggles, or face shields. Observe this policy on all construction projects, plants, shops, etc.

• Wearing of face shields is required when using a “quick cut” saw, chain saw, or other tool that may present a high risk of facial injury

SAFETY HARD HATS

• CSA approved safety hard hats in must be worn by all personnel in all construction work areas always.
SAFETY INSPECTIONS

• All Company Supervisors, contractors, subcontractors, and vendors are required to conduct regular safety inspections for all areas for which they are responsible.

- The Company will perform additional site safety assessments.

SAFETY FOOTWEAR

- Appropriate CSA approved, Grade 1 “green patch” safety boots must be worn in all work areas.
- Safety boots must provide dielectric protection. To determine if the boot has dielectric protection, a white label with the Greek letter OMEGA in orange will be indicated on the boot.

SAFETY SHOWERS/EYE WASH STATIONS

- Emergency eye wash stations will be provided by the contractor, subcontractor or vendor for areas not having safety showers and eye wash stations when required by the nature of the work and inherent hazards.

SCAFFOLDS

- Scaffolds, swing stages or other temporary work platforms used for maintenance, installation or removal of equipment must be constructed, maintained, and used in compliance with the OHS Act, Regulations and Code.
- Scaffolds must be erected, maintained, and dismantled under the direction of a competent worker.
- Ladder jack scaffolds are prohibited from use.

SIGNAL PERSON

- (See - Equipment/Vehicle Backup Procedures, Electrical Hazards and Overhead Electrical Power Lines)

SMOKING

- Obey all no smoking signs. Project specific orientations will address projects that have no smoking areas in them
- Smoking is not allowed in any enclosed workplace. Site trailers, offices, vehicles, and equipment.

SPILLS

• Clean up all spills or slippery surfaces which will create a slipping or environmental hazard.

• Report all significant spills to the Site Superintendent and call the emergency number provided by the Site Superintendent (where applicable). SUBCONTRACTOR OR VENDOR SUPPLIED

MATERIALS

• All vehicles arriving on the site shall first report to the site office trailer and/or Site Superintendent.

• Contractors, subcontractors, and vendors shall provide sufficient notice and information to permit The Company to assess the circumstances, identify potential hazards or productivity interruptions and implement corrective measures.

TRAFFIC

• Speed Limits must be obeyed.

• Where no speed limit is posted, travel with caution and according to the terrain, job conditions, adjacent work activities and weather conditions.

• All street, railroad stop, and warning signs must be obeyed.

• Passengers must never leave or board a vehicle in motion.

• Workers are not permitted to ride in the back of a pickup truck

• Vehicles parked on a The Company site or property must be left with the engine shut off and parking brake set.

• All vehicle accidents occurring on a The Company site or property must be reported and an Accident Report prepared.

TRAFFIC CONTROL – Traffic Protection Plans and Internal Traffic Protection Plans

• Traffic control measures must be employed to meet the requirements of the Alberta Transportation – Traffic Accommodation in Work Zones manual, and the following objectives:

♦ To protect construction crews and the motoring public by regulating traffic flow.

♦ To stop traffic whenever required by the progress of work.

♦ Otherwise to keep traffic moving at reduced speeds to avoid tie-ups and delays.

♦ To allow construction to proceed safety and efficiently.

♦ To ensure that public traffic has priority over construction equipment.

♦ To ensure a risk assessment has been completed that details the need for pedestrian and vehicle segregation in the work zone.

• Equipment used for traffic control including, but not limited to signs, delineators, cones, barricades, flashers, barriers, markers, crash trucks and drums must meet all applicable Federal, Provincial, or local requirements.

• Where required, the contractor, subcontractor or vendor is responsible for appointing a competent traffic control person who shall not perform any other work while setting up or removing the measures and shall develop in writing a traffic protection plan specifying the vehicular hazards and the measures described to protect workers.

• The contractor, subcontractor or vendor must ensure that the traffic protection plan is kept at the site and made available for review by a worker on request.

• All signs shall be in accordance with the latest reflectivity standards of the MUTCD and workers shall wear CSA approved safety vests with 360-degree visibility.

• Workers directing traffic shall receive training and deemed competent, shall not direct vehicular traffic for more than one lane in the same direction and not direct traffic if the posted speed is greater than 90km/h. They shall be trained in Alberta traffic control procedures by a certified trainer.

UNDERGROUND UTILITIES

• Locations of all underground utilities must be requested by the Company Supervisor, contractor, subcontractor, or vendor.

• The Company Supervisor, contractor, subcontractor, or vendor shall thoroughly review locate information with the utility company's representatives before excavations are begun.

• Extreme caution must be exercised during excavations as supplied underground drawings may not be accurate.

• The Company Supervisor, contractor subcontractor or vendor shall comply with the procedures defined by owners of pipelines that may pass though the work zone.

• Piping and other underground services must not be damaged during excavation.

• The Site Superintendent must be advised of any damage.

VEHICLES AND MOBILE EQUIPMENT (also - see Equipment/Vehicle Backup Procedures)

• Vehicle operators must have a valid operator's license.

• All vehicles must be maintained in proper working order and inspected prior to use.

• All dump trucks, trucks and mobile equipment used at the work site area are to be equipped with working automatic back-up audible warning alarms.

• It is unacceptable to transport workers in the back of a pickup truck or mobile equipment not equipped with a seat and seat belt.

VENTILATION

• Effective ventilation shall be maintained to ensure a proper air supply free of contaminants and impurities which will exceed safe exposures.

• Forced ventilation systems will be required depending on the nature of the work, work environment and atmospheric condition.

• An inadequate air supply will require the use of appropriate personal protective equipment.

VISITORS

• Contractors, subcontractors, and vendors are responsible for the safe conduct of visitors at the work site and must provide orientation to safety requirements during their visit.

• The Site Superintendent must be advised of all anticipated visitors, new workers, vendors, and other workers prior to their arrival.

WEEKLY, TAILGATE TRAINING MEETINGS

- Each Company Supervisor, contractor, subcontractor, and vendor shall conduct a toolbox safety meeting weekly with all respective personnel in attendance.

- Topics to be addressed at toolbox safety meetings will be decided in consultation with the Site Superintendent.

- Weekly tailgate training meetings will be properly documented, and the document submitted to the Site Superintendent.

WELDING

- Prior to commencing welding operations, Company employees, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

- Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

- Inspect all welding or burning equipment before use for leaks and the presence of oil or grease.

- Flash back preventers must be installed on the fuel and oxygen lines at the torch and regulators.

- Safety glasses and face shields must be worn when cutting, chipping, or grinding.

- Suitable eye protection must be worn by anyone assisting or working near a cutting, welding, chipping, or grinding operation.

- A fire hose or extinguisher must be readily available at the work area.

- Welding machines must be shut down prior to fueling.

- Remove all combustible materials to a safe distance from the welding area.

- Suitable shielding must be placed around welding and grinding areas to protect personnel in adjacent areas from flashing and flying particles.

WORK PERMITS - HOT WORK

• Prior to commencing operations requiring a hot work permit, contractors, subcontractors, and vendors shall complete a written Site-Specific Health & Safety Plan and submit the completed plan to the Site Superintendent.

• Site Specific Health & Safety Plans shall follow the format prescribed in The Company's Divisional - Site specific safety plan Manual. (See - Site Specific Health & Safety Plans)

• The following operations are specifically classified as "hot work": welding, burning, hot riveting, hot forging, use of electric hot plate, open fires of any kind, grinding, soldering, the use of any electrical arc or sparking device, etc.

• Procedures must be submitted to the Site Superintendent prior to commencing hot work.

WORKER TRAINING

• Company Supervisors, contractors, subcontractors, and vendors must provide their respective workers with adequate training to ensure workers are familiar with their work tasks, the hazards, and the application of the OHS Act, Regulations and Code.

• Proof of training is required whenever a task is required to be performed which necessitates a competent person and/or competent worker as defined by the OHS Act, Regulations and Code.

• All contractors, subcontractors and vendors shall ensure their respective workers are trained in the following areas, where applicable:

♦ Accident/Incident Investigating

♦ Back-Up Hazard Awareness

♦ Controlling Traffic Safely

♦ Equipment Lock-out Procedures

♦ Man, basket Operation

♦ Site Security

♦ Safe Work Practices Near Underground and Overhead Utilities

♦ Site Remediation

♦ Train the Trainer - Tailgate Safety Meetings

♦ Working with Concrete

♦ Fall Protection

• Contractors, subcontractors, and vendors are responsible for the training of their personnel.

• Training may be available through various health and safety delivery organizations, including but not limited to, the Alberta Construction Safety Association (ACSA).

• Additionally, training may be available from unions or private consulting organizations.

• The Company reserves the right to evaluate the veracity of training claimed by the contractor, subcontractor, or vendor.

• The contractor, subcontractor or vendor shall immediately furnish to the Site Superintendent any information relating to claimed training, including but not limited to:

♦ training course outline

♦ course curriculum

♦ representative training materials

♦ details relating to facilitation format

♦ name and details of the instructor(s)

♦ documents confirming worker/contractor attendance shall be provided upon request

• Remedial training shall be provided and paid for by the respective contractor, subcontractor, or vendor when training is assessed and deemed insufficient, in the opinion of the Site Superintendent or DCC Health and Safety Department.

WORKING IN & AROUND WATER

• Extreme caution must be exercised when work in and around water.

• Site specific safety plans must be developed for all diving operations, or work in water.

• Workers must not work within 10 feet of open water unless the are tied off to a travel restraint system.

WORKING HOURS

• Normal working hours are form 7:00 am to 5:30 p.m. Monday to Friday excluding statutory holidays unless otherwise prescribed in the tender or contract documents.

• Unless otherwise permitted, the contractor, subcontractor or vendor shall submit a written request 48 hours in advance of its intent to work other than normal working hours.

• The contractor, subcontractor or vendor is responsible for all reasonable costs when a Company employee is required to attend the site as a direct consequence of the contractor's, subcontractor's, or vendor's request to work other than normal working hours.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

• The purpose of the Workplace Hazardous Materials Information System is to ensure that the hazards of all chemicals produced or employed are evaluated, and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of a comprehensive WHMIS program, which must include container labeling and other forms of warning, material safety data sheets and employee training.

• The Company personnel and subcontractors shall develop, implement, and maintain at the site, a written WHMIS program for the nature of work to be performed. Subcontractors must inform their employees of the availability of the program, including the required list(s) of hazardous chemicals, and material safety data sheets required.

• The Company personnel and subcontractor shall ensure that each container of hazardous chemicals on the site is labeled, tagged, or marked with the identity of the hazardous chemical(s) contained therein; and must show hazard warnings appropriate for employee protection.

• The Company personnel and subcontractors shall have a material safety data sheet for each hazardous chemical which they use.

• The Company personnel and the subcontractor shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area. Subcontractors shall also provide employees with information on any operations in their work area where hazardous chemicals are present; and the location and availability of the written WHMIS program, including the required list(s) of hazardous chemicals, and material safety data sheets required by the standard.

- The Site Superintendent will advise all site personnel and subcontractors of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measure to be taken, and the safe handling procedures to be used.

- In addition, the Site Superintendent will notify all site personnel and subcontractors of the location and availability of MSDSs.

- Each subcontractor bringing chemicals on-site must provide the Site Superintendent with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Hygiene Facilities

Drinking Water

A reasonable supply of potable drinking water shall be kept readily accessible at a project for the use of workers.
Drinking water shall be supplied from a piping system or from a clean, covered container with a drain faucet Workers shall be given a sanitary means of drinking the drinking water, without having to share a drinking cup.

Toilet Facilities

Toilet facilities shall be provided in sufficient quantities and in the locations as outlined in regulation 213/91, Regulations for Construction Projects. The facilities shall be in place before the start of the project. The facilities shall be reasonably accessible to all workers on the project. The facilities shall be serviced, cleaned and sanitized as frequently as necessary to maintain them in a clean and sanitary condition. Records of servicing must be available at the project.

Housekeeping

General

Many injuries result from poor housekeeping. Improper storage of materials and cluttered work area are not safe. To maintain a clean, hazard-free workplace, all groups- management, supervision, and workers- most cooperate.

Regulations for safe housekeeping require

- Daily jobsite cleanup program

- Disposal of rubbish

- Individual cleanup duties for all worker

- Materials stored away from overhead power lines

- Work and travel areas kept tidy, well lit, and ventilated

- Signs posted to warn workers of hazardous areas

Storage

Storage areas should be at least 1.8 meters (6 feet) from roof or floor openings, excavations, or any open edges where materials may fall off. Near opening, arrange material so that it cannot roll or slide in the direction of the opening.

Flammable Materials

- Use copper grounding straps to keep static electricity from building up

in containers, racks, flooring, and other surfaces.

- Store fuel only in containers approved by Canadian Standards Association (CSA) or Underwriters' Laboratories of Canada (ULC).
- Ensure that electrical fixtures and switches are explosion-proof where flammable materials are stored.

Hazardous Chemicals

- Refer to MSDS (material safety data sheets) for specific information on each product
- Follow manufacture's recommendation for storage
- Observe heat, moisture, vibration, impact, sparks and safe working distance
- Post warning signs
- Have equipment ready to clean up spills quickly

Bags and Sacks

- Do not pile bagged materials more than 10 bags high unless the face of the pile is supported by the walls of a storage bin or enclosure
- Do not move piles more than 10 bags high unless fully banded or wrapped
- Cross-pile bags and sacks for added stability.
- Pile only to a safe and convenient height for loading or unloading

Compressed Gas Cylinders

- Store and move cylinders in the upright position
- Secure cylinders upright with chains and rope
- Wherever possible store cylinders in a secure area outside

- Keep full cylinders away from empty ones
- Store cylinders of different gasses separately
- Keep cylinders away from heat sources

Fire and Use of Fire Extinguishers

General

Good Housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

4.3.1 TYPES OF FIRES

Class A: These fires consist of wood, paper,

rags, rubbish and other ordinary

combustible materials.

Recommended Extinguishers - Water from a hose, pump

type water can or pressurized

extinguisher and soda acid

extinguishers.

Fighting the Fire - Soak the fire completely - even the

smoking embers.

Class B: Flammable liquids, oil and grease.

Recommended Extinguishers - ABC units, dry chemical,

foam and carbon dioxide

extinguishers.

Fighting the Fire - Start at the base of the fire and use

a swinging motion from left to right,

always keeping the fire in front of

you.

Class C: Electrical Equipment

Recommended Extinguishers - Carbon Dioxide and dry

chemical (ABC units) extinguishers.

Fighting the Fire - Use short bursts on the fire. When the

electrical current is shut off on a

Class C fire, it can become a Class A

fire if the materials around the

electrical fire are ignited.

Appendix 20 “Monthly Fire Inspection”

4.4 Access and Egress

a) Areas of access and egress must be adequately lit.

b) If material may fall on a worker, overhead protection shall be provided.

c) Access to and egress from a work area located above or below ground

level shall be by stairs, runway, ramp or ladder.

d) Areas of access and egress shall be kept clear of obstructions.

e) Areas of access and egress shall be kept clear of snow, ice, or other slippery

material.

f) Areas of access and egress shall be treated with sand or similar material

when necessary to ensure a firm footing.

g) Every shaft shall have a means of access and egress by stairway, ladder, or ladder way for its full depth during construction and when it is completed.

4.5 Use of Portable Ladders

General

Ladders can be used safely if they are given the respect they deserve.

Before using any ladder, make sure that it is in good condition and is the right ladder for the job to be done.

a) When setting up a ladder, secure the base and “walk” the ladder up into place.

b) The ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.

c) Before using a ladder, make sure it is secured against movement.

d) When in position, the ladder should protrude one (1) meter above the intended landing point.

e) Workers shall not work from the top two rungs of a ladder.

f) Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.

g) Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.

h) The minimum overlap on an extension ladder should be one (1) meter unless the manufacturer specifies the overlap.

i) Keep both metal and wood ladders away from electrical sources.

Use of Stepladders

General

As with all ladders, make sure the stepladder is in good condition, and is the right ladder for the job to be done.

Stepladders are to be used only on clean and even surfaces.

a) No work is to be done from the top two steps of a stepladder, counting the top platform as a rung.

b) When in the open position ready for use, the incline of the front step section shall be one (1) horizontal to six (6) vertical.

c) The stepladder is only to be used in the fully opened position with the spreader bars locked.

d) Tops of stepladders are not to be used as a support for scaffolds.

e) Don't overreach while on the ladder. Climb down and move the ladder over to a new position.

f) Only CSA Standard ladders will be used.

Use of Explosive/Powder Actuated Fastening Tools

General

There are a number of tools utilizing an explosive charge in use throughout the construction industry to drive fastenings.

The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, shall be closely adhered to at all times.

The following general recommendations apply to all explosive/powder actuated

tools.

a) Only properly trained and qualified operators are to us this type of tool. The user shall possess proof of this training issued by the manufacturer, authorised dealer/distributor, or other competent source.

b) The tool must be CSA standard approved for “Explosive Actuated Fastening Tools”.

c) The tool should be loaded just prior to use with the correct load for the job anticipated. Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.

d) The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.

e) Explosive/powder actuated tools should always be stored in their proper lockable boxes.

f) Explosive/powder actuated tools must never be used in an explosive atmosphere.

g) When used, the tool must be held firmly and at right angles to the surface being driven into.

h) Eye protection must be worn by the operator. Where there is a danger of spilling, full face protection must be worn. Hearing protection is also to be worn in confined areas.

i) To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (i.e. glass block, hollow tile etc.)

j) Manufacturers' recommendations should be consulted and followed

whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.

k) Always be aware of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.

Welding, Cutting and Burning

General

Work involving welding, cutting and burning can increase the fire and breathing hazard on any job, and the following should be considered prior to the start of work.

a) Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.

b) Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of “screens”.

c) Never start work without proper authorization.

d) Always have firefighting or prevention equipment on hand before starting welding, cutting or burning.

e) Check the work area for combustible material and possible flammable vapours before starting work.

f) A welder should never work alone. A fire or spark watch should be maintained.

g) Check cables and hoses to protect them from slag or sparks.

h) Never weld or cut lines, drums, tanks, etc., that have been in service

without making sure that all precautions have been carried out and permits obtained.

i) Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.

j) When working overhead, use fire resistant materials (blankets, tarps) to Control or contain slag and sparks.

k) Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).

l) Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.

Grinding

General

Sever injury may occur if proper protective equipment is not used and properly maintained.

a) Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8” or 3mm.

b) Replace the grindstone when adjustment of the rest cannot provide 1/8” or 3mm clearance.

c) If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.

d) Protect your eyes with goggles or a face shield at all times when grinding.

e) Each time a grinding wheel is mounted, the maximum approved speed stamped on the wheel bladder should be checked against the shaft

rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer's recommendation.

f) The flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation.

g) Bench grinders are designed for peripheral grinding. Do not grind on the side of the wheel.

h) Do not stand directly in front of the grinding wheel when it is first started.

Defective Tools

General

Defective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT. Be aware of problems like:

- chisels and wedges with mushroomed heads,
- split or cracked handles,
- chipped or broken drill bits,
- wrenches with worn out jaws,
- tools which are not complete, such as files without handles.

To ensure safe use of band tools, remember:

a) never use a defective tool;

b) double check all tools prior to use; and,

c) ensure defective tools are repaired.

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don’t use power tools

when they are defective in any way.

Watch for problems like:

- broken or inoperative guards,

- insufficient or improper grounding due to damage on double insulated tools,

- no ground wire (on plug) or cords of standard tools,

- the on/off switch not in good working order,

- tool blade is cracked,

- the wrong grinder wheel is being used, or

- the guard has been wedged back on a power saw.

Appendix 22 “Prestart Checklist”

Use of Work Scaffolds

General

The construction of wood scaffold is closely regulated by Legislation. Materials and material dimensions are specified in detail in the O.H. & S. General Safety Regulations.

Because the construction of these scaffolds can vary greatly as to use, shape, location and the type of job to be done, they sometimes are built in a haphazard manner. To avoid this, the following Safe Work Practices are minimum.

a) Construction, alteration, design and removal of wood scaffolds is to be done by competent workers.

b) The material used to construct these scaffolds should be sound, close grained and finished on all four sides.

c) The scaffold must be capable of supporting four (4) times the load that

might be imposed on it.

d) All component parts should be tight together and properly fixed to each other.

e) Proper perimeter railing must be set in place: top rail - intermediate rail - toe board.

f) Scaffold work platforms shall be at least 500 mm wide for light duty and 1 m wide for heavy duty scaffolds.

g) When used as a scaffold work platform, planks shall be secured from movement by cleats or by being wired in place.

h) Safe access and egress is to be provided to all work platforms by the use of ladders.

i) Scaffold work platforms shall not span more than 3.1 m on light duty scaffolds or 2.3 m on heavy duty scaffolds.

j) Worker must be trained in the use of proper fall protection equipment and this equipment must be worn when working at heights greater than 2.4m or may fall onto dangerous objects or into dangerous substances.

Use of Metal Scaffolds

General

There are various types of metal scaffolds and they all have a right and wrong way to be erected.

The misuse of scaffolding is the cause of numerous serious injuries. Every worker who designs or constructs a scaffold should be competent and know what the manufacturer's specifications are for that type of scaffold.

The scaffold type, which will be best suited for the job and capable of

withstanding the loads to be imposed on it, must be determined before the job begins.

Ensure that:

a) The scaffold you intend to use is the correct one for the job;

b) The location in which the scaffold is to be constructed is level or is capable of presenting secure footing by use of mudsills or some other device;

c) The scaffold will be erected by a competent worker;

d) Legislative and manufacturer's requirements have been complied with;

e) Safe access and egress to both the scaffold and the general work area has been provided;

f) Levelling adjustment screws have not been over extended;

g) Tower scaffolds have outriggers or are guyed and have all component parts secured in place (i.e., cross braces, pins, lateral braces);

h) Scaffold work platforms have perimeter guardrail -

Horizontal rail - 0.92 meters to 1.07 meters above platform;

Intermediate rail - Horizontal rail midway between scaffold platform and top rail;

Toe board - Horizontal member at platform level no less than 140 mm in height above the platform level;

i) Scaffold planks are of number one grade materials with maximum spans of 3.1 meters on light duty and 2.3 meters on heavy duty

with a maximum projection beyond the ledger of no more than 300mm.

j) Worker must be trained in the use of proper fall protection equipment and this equipment must be worn when working at heights greater than 2.4m or may fall onto dangerous objects or into dangerous substances.

Elevated Work Platforms

a) In accordance with the current Regulations for Construction Projects, a worker who operates an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation of the elevating device. An elevating work platform shall only be operated by a worker who has been instructed in:

− Operating the machine;

− The daily inspections and maintenance required by the manufacturer;

Appendix22 “Elevated Work Platform Checklist”

− The types of working surface on which the machine is designed to be used;

− The maximum rated working load;

− Special conditions or limitations of the machine;

− The significance of alarms; and

− The location of emergency controls

b) An elevating work platform which is not working properly or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.

c) In the raised position, an elevating work platform shall only be used on surfaces specified by the manufacturer.

d) An elevating work platform must not be driven in a raised position close to holes, depressions, trenches or similar hazards.

e) An elevating work platform must not bear more than its rated working load and, where possible, the loads shall be distributed over the platform.

f) When elevating work platforms are used to lift materials, care must be taken to ensure that the materials are firmly secured to the platform.

g) Do not place makeshift platforms, such as boxes, or proper access equipment, such as ladders and scaffolds, on an elevating work platform to gain access to areas above.

h) Overhanging loads must not be lifted on an elevating work platform.

Proper Lifting Practices – Hoisting

4.22.1 Evaluating the Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

4.22.2 Balance Loads

Estimate the centre of gravity or point of balance. The lifting device should be positioned immediately above the estimated centre of gravity.

4.22.3 Landing the Load

Prepare a place to land the load, lower the load gently and make sure it is stable before slackening the sling or chain.

a) Select only alloy chain slings and NEVER exceed the working load limits.

b) Make sure the hoist or crane is directly over the load.

c) Use slings of proper reach. Never shorten a line by twisting or knotting.

With chain slings, never use bolts or nuts.

d) Never permit anyone to ride the lifting book or the load.

e) Make sure all personnel stand clear from the load being lifted.

f) Never work under a suspended load, unless the load is properly

supported.

g) Never leave a load suspended when the hoist or crane is unattended.

h) Inspect all slings thoroughly at specified intervals and maintain them in

good condition.

i) Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc.,

before each use. If in doubt, don't use it.

j) Ensure that safety latches on hooks are in good working condition.

k) Ensure that the signaller is properly identified and understands techniques

of proper signalling.

l) Make sure a tagline is used to control the load.

Demolition

General

a) Ensure all gas, electrical and other services that may endanger a person are

shut off.

b) Remove from area all toxic, flammable and explosive substances.

c) If the structure is damaged and likely to endanger a worker by partial or

complete collapse the structure should be shored or braced.

d) Safe guards shall be installed progressively from a safe work area towards the

hazard so that the workers installing the safe guard are not in danger.

e) Only workers involved in the demolition shall be in or near the structure being taken down.

f) Basements, cellars or excavations after a building or structure has been demolished shall be.

1. Backfilled to grade level, or;

2. Have fencing along all its open sides

Use of Hand-Held Power Circular Saws

General

This type of power hand tool is one of the most commonly used in construction. Because of this common use there are numerous accidents due to thoughtless acts.

The following are the minimum accepted practices to be used with this saw.

a) Approved safety equipment such as safety glasses or face shields are to be worn.

b) Where harmful vapours or dusts are created, approved breathing protection is to be used.

c) The proper sharp blade designed for the work to be done must be selected and used.

d) The power supply must be disconnected before making any adjustments to the saw or changing the blade.

e) Before the saw is set down be sure the retracting guard has fully returned to its down position.

f) Both hands must be used to hold the saw while ripping.

g) Maintenance is to be done according to the manufacturer's

Specifications.

h) Ensure all cords are clear of the cutting area before starting to cut.

i) Before cutting, check the stock for foreign objects or any other obstruction, which could cause the saw to “kick back".

j) When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

Electrical Safety

Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturer's recommended operating practices prior to using new electrical appliances, tools and equipment. Use the following guidelines to reduce the risk of personal injury.

a) All electrical tools and appliances will be double insulated or have a three prong plug-in.

b) Only qualified and authorized electricians are allowed to service and repair electrical appliances, tools and equipment.

c) Prior to operating electrical powered tools and equipment, ensure that you are working on a dry surface.

d) Tools with damaged cords, grounds and housing units are to be tagged “Out of Service” and sent for repair.

e) Missing or damaged ground plugs of any appliance, tool or piece of equipment are to be repaired prior to use.

f) Damaged extension cords shall be tagged “Out of Service”, repaired or replaced as warranted.

g) Always stand to the side of a service box when resetting a breaker.

h) All electrical tools must be CSA approved.

i) Disconnect power tools from power source before making adjustments.

Defective equipment needs to be tagged “Out of Service” and removed.

j) Tools with electrical arcing brushes should be removed when you feel any

Excavating and Trenching

General

Hazards in trenching or excavating that can cause injuries or fatalities consist of, hitting a utility such as a gas line, cave-ins of the excavation walls or falling objects such as materials or tools into the trench hitting the worker.

4.28.1 Utilities

Before starting the excavation, ensure all utilities have been located. This can be accomplished by either calling the local utility companies for the details of their utilities in the area you are working, or use the Ontario One Call system – 1-800-400-2255 and they will collect the information for you.

4.28.2 Cave-ins

To prevent wall cave-ins when excavating or trenching the walls must be sloped or supported when performing work such as:

a) Installing home services such as storm, sanitary or waterlines

b) When digging an excavation for the home itself

c) When digging service trenches for gas, hydro and phone services

d) If you are proofing or repairing a home after it has been backfilled

4.28.3 Sloping Requirements

Soil Classification Slop of the Excavation

Type 1 or 2 soil Wall sloped by 1:1, when digging undisturbed soil more than 1.2 meters up from the bottom

Type 3 soil previously excavated soil
Wall sloped by 1:1 starting from the bottom

Type 4 Poorest soil. Wall sloped 3m back for every 1 meters up from the trench bottom

If sloping isn’t practical a support system such as a trench box or shoring must be used to support the walls. Hydraulic shores work well when repairing drainage or the waterproofing system around the house.

Never enter a trench deeper than 1.2 meters (4 feet) unless it is sloped, shored or protected by a trench box.

A ladder, ramp or another safe means of access to the area must be set up for the workers to have a safe means of access and regress to and from the work area.

When working in a trench or excavation ensure there is a minimum of one more worker at the top of the excavation to provide help in case of an emergency.

4.28.4 Falling Objects
To prevent material from falling onto a worker in the trench keep material at least 1meter away from the trench or excavation.
No worker is to be working in the trench when equipment is working in the trench.

Fall Protection

4.29.1 Working from Scaffolds
1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid-rail and toe board are required whenever the working platform is 2.4 metres (8 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 2.4 meters (8 feet) high, it must not be moved with personnel on it unless:
1. they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
2. The floor is firm and level.
4.29.2 Working from Ladders
1. A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
a. 3 meters (10 feet) or more above the floor, or
b. above operating machinery, or
c. Above hazardous substances or objects.
4.29.3 Working from Swing Stages
1. A worker must wear a full body harness with lanyard and shock absorber tied off to:
a. an independent lifeline, if the swing stage has only two independent suspension lines, or
b. The swing stage, if it has four independent suspension lines (two at each end).
4.29.4 Working beside Unprotected Openings and Edges
1. A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 meters (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.
4.29.5 Full Body Harnesses, Lanyards, and Shock Absorbers
1. All full body harnesses, lanyards, and shock absorbers must be CSAcertified. Look for the CSA label.
2. Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 millimeter (5/8") diameter nylon or equivalent.

4. Lanyards must be equipped with a shock absorber

4.29.6 Lifelines

1. All lifelines must be:
- 16 millimeter (5/8") diameter polypropylene or equivalent;
- used by only one worker at a time;
- free from any danger of chafing;
- free of cuts, abrasions and other defects;
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
- secured to a solid object

4.29.7 Rope Grabbing Devices

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

Guardrails

General

Falls from heights are a leading cause of injury and death on construction sites. You don't have to fall far to be injured or killed. If a worker can fall 3 meters or more or where a fall from a lesser height involves an unusual risk of injury, fall protection must be put in place. Guardrails are often the best and most convenient means of fall protection.

a) Workers installing or removing guardrails above 3 meters will be tied off to prevent falls.

b) Install guardrails no more than 30 cm from an open edge.

c) Ensure guardrail material is free of damage and defect.

d) Support posts should be no more than 2.4 meters (8 ft.) apart and securely anchored.

e) All guardrails must be complete:
- top rail 1 meter above platform;
- mid rail halfway between top rail and toe board; and
- Toe board 100 mm high and secured to inner side of posts.

f) Posts and rails must be capable of withstanding a force of at least 900 N (200 lbs.) applied at any point.

g) No work begins in the area until guardrails have been inspected by crew foreman

SAFE WORK PROCEDURES

CONFINED SPACE ENTRY CODE OF PRACTICE

This policy and procedure is established to ensure Delta Springs employees and sub-contractors are adequately protected while working in confined spaces. If DELTA SPRINGS employees are required to enter a confined space while contracted by a client who has an existing confined space entry procedure, the procedure of that client will be followed. This policy and procedure is for low and moderate hazard atmosphere confined spaces. Under no situation should DELTA SPRINGS employees enter and work in high hazard atmosphere confined spaces.

This confined space entry program is written to safely address commonly encountered aspects of confined space entry and to provide guidance on meeting general provincial Health and Safety Legislation. It is stressed that precise safe work requirements for confined space entry will vary with federal or provincial jurisdiction and from one situation to the next. Confined Spaces can be found part 5 of Alberta OH&S code.

RESPONSIBILITIES

• DELTA SPRINGS shall ensure that potential confined spaces are identified and that all confined space hazards are eliminated or minimized and that work is performed in a safe manner. DELTA SPRINGS Management will also review this procedure on an annual basis to ensure it is up to date and accurate.

• Project Managers, Site Superintendents and/or Sub-Contractor Supervisors must ensure that a JSA and Hazard Assessment Form are completed with employees, that pre-entry testing and inspection is conducted based on written procedures, precautions identified in this procedure are followed, and only authorized workers enter a confined space.

• Each person who is assigned duties and responsibilities related to entry into a confined space must be adequately trained in the hazards of the space and precautions outlined in written work procedures to properly perform their work.

DEFINITIONS

These definitions are taken from Part 9 –Confined Space – Occupational Health and Safety Regulations, WCB, BC.

• Confined Space – means an area, other than an underground working, that (a) is enclosed or partially enclosed, (b) is not designed or intended for continuous human occupancy, (c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and (d) is large enough and so configured that a worker could enter to perform assigned work.

• Low hazard atmosphere – means an atmosphere which is shown by pre-entry testing or otherwise known to contain clean respirable air immediately prior to entry to a confined space and which is not likely to change during the work activity, as determined by a qualified person after consideration of the design, construction and use of the confined space, the work activities to be performed, and all engineering controls required.

• Moderate hazard atmosphere – means an atmosphere that is not clean respirable air but is not likely to impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.

• High hazard atmosphere – means an atmosphere that may expose a worker to risk of death, incapacitation, injury, acute illness or otherwise impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the

ventilation system or respirator.

• Clean Respirable Air – When used to describe the atmosphere inside a confined space, means an atmosphere which is equivalent to clean, outdoor air and which contains…(a) about 20.9 % oxygen by volume, (b) no measurable flammable gas or vapour as determined using a combustible gas measuring instrument, and (c) no air contaminant in concentrations exceeding either 10% of its applicable exposure limit or an acceptable ambient air standard, whichever is greater.

CONFINED SPACE ENTRY – WORK PROCEDURES

Where reasonable practicable, DELTA SPRINGS will use an alternate means to perform work that will not require a worker to enter a hazardous confined space.

• JSA and Risk Assessment – Before work begins in a confined space, the site superintendent/sub-contractor supervisor will complete and review a JSA and Risk Assessment with all employees involved in the project. The potential hazards in the confined space must be reviewed. This could include atmospheric contaminants, poor lighting, electrical hazards, mechanical hazards, and slip/trip/fall hazards.

• Pre-entry testing and testing during work activities - Before entry into confined spaces with a low/moderate hazard atmosphere, the space must be tested for oxygen content and flammable concentration using an atmosphere testing device, commonly known as a 4gas monitor. Instrument must contain sensors for oxygen, lower explosive limit (LEL) CO, and hydrogen sulfide. All gas testing records must be posted at the entrance to the space. Completed records should be filed as part of the project close-out. Continuous testing should be completed by utilizing a multi-gas testing device during the entire period of work, wherever possible. If not possible, then testing must be completed upon exiting and re-entering the

space.

Oxygen Content - oxygen concentration must be maintained between 19.5% and 23% by volume. Normal oxygen concentration in air is approximately 21% by volume in air with nitrogen comprising almost the remaining 79%.

Flammable Gases/Vapours - know the gas/vapour present. The LEL are different for each gas/vapour. A concentration above the LEL is explosive.

• Flammable gas/vapour levels must be kept at or below 20% of the LEL. If levels get above 20%, then work will cease, workers inside the space will immediately vacate and notify project manager. Work shall not commence in the space until flammable levels are below 20% of the LEL.

• Personal Protective Equipment (PPE) - The working conditions within the confined space will dictate the requirements for personal protective equipment. As requirements will vary widely, it is best to refer to applicable MSDS's of any chemicals used for appropriate PPE (e.g. gloves, monogoggles).

• Tasks would continue to utilize appropriate PPE for working in non-confined spaces (i.e. asbestos removal). However, consideration should be given to potential build-up of contaminants such as welding fume or solvent vapours. Site Superintendents/SubContractor Supervisor may consider the use of local exhaust ventilation to extract the contaminant at the source.

• If respirators are intended to be used, it is very important that the right respirator for the job be selected. The DELTA SPRINGS Respiratory Protection Program should be followed.

• Man Watch – If DELTA SPRINGS employees are required to enter a confined space a man watch is required to be at the entrance of the confined space and be able to communicate with the worker inside the confined space.

• Emergency Procedures and Equipment

Access and Egress - The opening of a confined space must be large enough to permit the entry and exit of employees wearing the required PPE and the space must be kept free of obstructions. Doors and latches must be secured in the open position and locked so that they cannot accidentally be closed and trap a worker inside the space. All ladders, scaffolds, etc. necessary to gain access/egress to the work area must be secured.

No entry is allowed if a possibility of a cave-in or shifting material/equipment exists where a worker could be buried or trapped.

Rescue - If rescue is necessary (worker injury), workers outside of the space will first summon help (phone 911 if life-threatening, project manager if not life threatening), then will attempt a physical rescue only if the cause of the injury is known and conditions in the space will not affect those entering the space (for example; worker fell and broke leg). No one will enter the space until a nearby worker has arrived at the entrance to the space to assist. If, at any time, a worker in the space is unconscious for no recognized reason, no one will enter the space until emergency crews arrive.

Training

All DELTA SPRINGS staff working in confined spaces will be required to have completed confined space training (recommended 1 day course), respirator training and fit testing, calibration, use and limitations of the gas tester and use of personal protective equipment.

CONFINED SPACE ENTRY CHECKLIST

Date:_____ Job #: _____ Project:_____

Prepared by:_____

EQUIPMENT REQUIRED:

- ❑ Multi-gas tester (4gas Monitor)
- ❑ Means of communication to worker(s) inside of space
- ❑ Means of communication in case of emergency
- ❑ Confined Space Entry Log Sheet
- ❑ Personal Protective Equipment (appropriate for task performed)
- ❑ Fire Extinguishing Equipment (on site)

PROCEDURE:

- ❑ Review work to be carried out with supervisor and scope of work involved. Review procedure.
- ❑ Equipment calibration prior to entry.
- ❑ Trained on equipment use.
- ❑ Thorough gas testing inside space.
- ❑ Oxygen concentration (within 19.5%-23%).
- ❑ Flammable concentrations below 20 % of LEL.
  No flammable concentrations during hot work.
- ❑ Other hazards possible? Measure?
- ❑ Confined Space Entry Log Sheet completed?
- ❑ Review incident Close-out with Supervisor?
- ❑ Continuous testing?

CONFINED SPACE ENTRY LOG-SHEET

Project_____Job #_____

Confined Space Entry Date: _____ Stand-by: _____

Check box when complete

- ❑ Reviewed procedure? Entry Time: _____
  Exit Time: _____
- ❑ Other potential hazards?
  If yes, list: _____

Time	Location	Concentration		Tester's Initials	Workers Entering
		Oxygen[1] (% in air)	Comb[2] (% of LEL)		

1 - Oxygen concentration reported as "% in air" and must be within 18% and 23%.
2 - Comb = combustibles reported as % of LEL (Lower Explosive Limit) must be less than 20% of LEL.

When space has been vacated for greater than 20 minutes gas testing must be repeated.

FALL PROTECTION CODE OF PRACTICE

The purpose of this program is to ensure that ALL employees and sub-contractors of DELTA SPRINGS Construction are provided with the information, procedures and training for personal safety and conduct to be used for the duration of their employment.

Policy Statement:

DELTA SPRINGS Construction has established a 100% FALL PROTECTION GOAL. 100% Fall Protection means NO EXPOSURE to any elevated fall hazard is permitted without protection. It means CONTINUOUS PROTECTION.

Exposure will be prevented by:

a) Establishing walls, floors and/or guardrails

b) Using work platforms and/or aerial lifts

c) Restricting the travel of workers

d) Use of Person Fall Protection Systems

No one will be required or allowed at any time to expose themselves to a potential fall to a lower elevation without some form of required protection. If this is not followed to the letter, then the job will not be performed.

Any person in the employment of DELTA SPRINGS Construction, including management, supervisors or workers or any sub-contractor who violates the Fall Protection Program requirements will be subject to disciplinary action.

Responsibilities:

Management will actively participate in the support of the 100% Fall Protection Program. Management will display their interest at every opportunity. Management will establish initial and periodic training for all levels of personnel. Management will provide approved equipment suitable for the work being performed.

Supervisors will develop and implement a written Fall Protection Work Plan including each area of the work place where the employees/sub-contractors is assigned, where a fall hazard of 10 feet (3 meters) or more exists or where there exists a high risk of injury from a lower height. Supervisors will ensure that all equipment supplied to or used by employees or sub-contractors is suitable for the work being performed and is used and maintained in accordance with manufacturer's instructions and the provisions of the Fall Protection Program. Supervisors will ensure that all workers and sub-contractors have been trained in the recognition of fall hazards and the required Fall Protection equipment and procedures to be used. Supervisors shall ensure that all workers required to work at heights are both physically and emotionally fit to undertake the work.

Workers will observe the requirements of the 100% Fall Protection Program with NO EXCEPTIONS. Workers will participate in all training programs and safety meetings. Workers will be responsible for all Fall Protection equipment assigned to or used by them. Workers will not undertake any work for which they have not been trained and authorized to do.

Training of Workers:

Prior to working at elevations greater than 10 feet (3 m) or where there exists a high risk of injury from a lower height, every employee and sub-contractor of DELTA SPRINGS Construction must successfully complete a training course on the Fall Protection Program. Successful workers will have their training recorded.

Definitions:

Fall Arrest System: means a system that will stop a workers fall before the worker hits the surface below.

Fall Protection System: means the use of any of the following components to protect

workers from falls:

a) Guardrails

b) Safety belts or full body harness with their related equipment

c) Life-lines and anchors

d) Safety nets

e) Control Zones

f) Safety monitors

g) Other procedures acceptable to the Board

Fall Restraint System: means the use of a work positioning system to prevent workers from falling from the position in which they are working, or the use of a travel restriction system such as guardrails or personal fall protection system to prevent workers from traveling to an edge from which they could fall.

Flat Roof Slope: means a roof having a slope ratio of less than 4 vertical to 12 horizontal.

Low Slope Roof: means a roof having a slope ratio of between 4-8 vertical to12 horizontal.

Steep Slope Roof: means a roof having a slope ratio of greater than 8 vertical to 12 horizontal.

Fall Protection Systems:

1) Guardrails

Wherever possible, workers working in excess of 10 feet (3 m) or where there exists a high risk of injury from a lower height, will be protected by the installation of guardrails or barriers on all open sides of structures, stagings, scaffolds, holes, etc. Guardrails shall consist of a top rail approximately 42” above the floor or platform level and a mid-rail centered at approximately half the height of the top rail. Where tools and/or equipment

can fall through the guardrail, a toe-board shall also be installed. (Refer to WCB Regulation 4.55 for specific guardrail details)

If it is necessary to temporarily remove the guardrail to perform work, workers shall be protected from falling using other Fall Protection Systems. Once the required work is performed the guardrail shall immediately be replaced.

2) Fall Restraint System

Where it is impracticable to install guardrails or barriers workers working in excess of 10 feet (3 m) or where there exists a high risk of injury from a lower height, shall be protected from falling by use of a Fall Restraint System. The Fall Restraint System shall consist of the following elements:

a) a full body harness/ belt

b) life-line

c) rope grab

DELTA SPRINGS Construction will supply all workers required to wear a Fall Restraint System all the above hardware and will ensure that it is inspected and properly maintained prior to issue. Each worker will be required to use the above equipment in accordance with the manufacturer's instructions, their training and the following procedures and practices:

a) Prior to undertaking work requiring the use of a Fall Restraint System each worker will successfully complete a Fall Protection training course.

b) Prior to work each worker will be fit tested with the full body harness to ensure a proper fit. Each worker shall only use the full body harness assigned to him/her.

c) Prior to each shift, the Fall Protection System components will be inspected for damage and any necessary repairs will be undertaken prior to use.

d) Means of providing an anchor point which provides 800 pound safe working load will

be provided.

e) Wherever possible, adequate alternate anchor points shall be provided by securing the lifeline to a permanent structure component by way of a supplied wire rope sling and Carabiner.

f) Lifelines shall reach within 10 feet of the ground or landing below.

g) On roof slopes of 8 vertical to 12 horizontal or greater toe holds will be provided.

3) Fall Arrest System

Where it is impractical to protect workers working in excess of 10 feet (3 m) or where there exists a high risk of injury from a lower height, with guardrails, barriers or a Fall Restraint System will be provided. In such cases the supervisor will develop a site specific Fall Protection Plan which will specify the following:

a) the fall hazard expected in each area

b) the fall protection method to be used in each area

c) the anchor point(s) to be established (5000 pounds)

d) the correct method to assemble, maintain, inspect, use and disassemble the fall protection system

e) the worker training required for the work

f) the rescue procedures from elevated work areas

A copy of the Fall Protection Plan will be left on site for review by workers.

4) Control Zones

Where it is impractical to protect workers working in excess of 10 feet (3 m) or where there exists a high risk of injury from a lower height, with guardrails, barriers, a Fall Restrain System, or a Fall Arrest System a Control Zone System will be provided, providing:

a) The working surface does not have a slope in excess of 4 vertical to 12 horizontal.

b) Work is not taking place on a skeletal structure

c) Work does not include scaffold erection or removal

d) A Safety Monitor is provided for all workers working within the Control Zone

The Control Zone must be at least 2 metres (6-1/2 feet) wide from the edge of the structure, hole, etc. The Control Zone must be physically marked with stanchions and rope flagging. The height of the flagging must be maintained at no more than 45" and no less than 40".

The duty of the Safety Monitor is to ensure the work activity in the control zone is performed in accordance with the Fall Protection Plan and in a manner that minimizes the potential for a worker to fall. A Safety Monitor must:

a) Be experienced in the work overseen and trained in the role of the Safety Monitor.

b) Be present within sight and sound at all times when a worker is in the Control Zone.

c) Have completed authority over the work as it relates to the prevention of falls

d) Engage in no other duties while acting as the Safety Monitor

e) Be located so as to have a clear view of the work

f) Be able to have normal voice communication with the workers being protected

g) Be instantly distinguishable from other workers

h) Monitor a maximum of 8 workers

FALL PROTECTION SAFETY MONITOR'S DUTIES AND RESPONSIBILITIES

The duty of the Safety Monitor is to ensure the work activity in the Control Zone is performed in accordance with the Fall Protection Plan and in a manner that minimizes the potential for a worker to fall.

Safety Monitor must:

a) be experienced in the work overseen and trained in the role of the Safety Monitor

b) be present at all times when a worker is in the Control Zone

c) have complete authority over the work as it relates to the prevention falls

d) engage in no other duties while active as the Safety Monitor

e) be located so as to have a clear view of the work

f) be able to have normal voice communication with the workers being protected

g) wear a Hi-V vest at all times

h) ensure that only workers directly required for the work at hand may be inside the Control Zone

i) watch over no more than 8 workers

j) All workers performing work in the Control Zone must know the Safety Monitor by name. The Safety Monitor must know all workers being watched by name.

FALL PROTECTION EQUIPMENT INSPECTION CHECKLIST

Equipment ID #'s _____ Items _____

_____

Issued to Name: _____ Training Course Completed:_____

Issued by: _____ Date Issued: _____

Condition: _____

Harness	**Mon**	**Tues**	**Wed**	**Thur**	**Fri.**	**Sat.**
Excessive fabric wear						
Seam or stitching rips/tears						
Tongue and buckles function/condition						
"D" Rings in good condition						
Rivets Loose						
Clean and oil free						
Shock Absorber						

Put OK in boxes if all in good condition

Lanyards and Rope Grabs	**Mon**	**Tues**	**Wed**	**Thur**	**Fri.**	**Sat.**
Excessive fabric wear						
Safety Snaps and Hooks						
Shock Absorber						
Karabiner						
Rope Grab						
Web grab						
Clean and oil free						

Put OK in boxes if all in good condition

I understand that my supervisor or foreman must pre-approve all ropes and attachment points before I may use them,

I have attended a fall arrest-training program and understand how, why and when I must use my fall arrest.

_____ _____

Workers Signature Print Name

_____ _____

Supervisor or Foreman Date

FALL PROTECTION INSTRUCTION RECORD

Name _____

Project: _____

Task: _____

Methods:

_____
_____
_____
_____
_____

Training done by: _____

Signature: _____ (Trainer)

Signature: _____ (Employee)

Date: _____

FALL PROTECTION PLANS

FALL PROTECTION WORK PLAN

Date:_____ Start Time:_____Completion time: _____

Location: _____

Area: _____

Supervisor: _____

Describe work activities:

_____

_____

_____

Identify fall hazards:

_____

_____

_____

Identify fall protection equipment / system to be used: check boxes.

	Permanent guardrails		Full body harness & lanyard (restraint)
	Temporary guardrail system		Full body harness, lanyard, shock absorber
	Single pole scaffold		Restraint anchor point[s] [800 Ibs
	Frame scaffold		Arrest anchor point[s] [5000 Ibs
	Boom / bucket lift		Vertical life line system / fall arrest
	Scissor / elevated platform		Horizontal life line system/fall arrest
	Swing stage / suspended platform		Control zone / warning line
	Crane / man basket		
	Safety nets		

Work procedure: (specify). Other equipment or system: (specify).

_____

_____

Fall Protection Work Plan Contd.

List persons authorized to work under this plan:

_____

This fall protection plan MUST be explained to/reviewed with, all persons working on this job.

Describe procedures for assembly, maintenance, use of, and inspection, take down of fall protection system or equipment:

_____

_____

_____

_____

Outline rescue operations:

Who will provide rescue services?_____

Emergency contact information: Written agreement: yes / no

Anchor points available for rescue?_____ Engineered anchor points needed?_____

Describe rescue plan / procedure:

_____

_____

_____

Diagram of work area:

Written by: _____ Date: _____

Authorized by: _____ Date: _____

RESPIRATORY PROTECTION CODE OF PRACTICE

This program is developed to ensure all DELTA SPRINGS employees and sub-contractors are protected from respiratory hazards and that they understand selection, care, and maintenance of respiratory protection.

• DELTA SPRINGS Project Managers and Site Superintendents have the following responsibilities:

 Ensure appropriate respiratory protective equipment is available and used on site;

 Provide adequate training on the selection, use, maintenance and limitations of respiratory protection to employees and sub-contractors;

 Ensure fit-testing and inspection of respiratory protection equipment occurs on a regular basis; and

 Document fit test records and submit for filing to DELTA SPRINGS Management.

• DELTA SPRINGS employees and sub-contractors who are required to wear respiratory protection have the following responsibilities:

 Know and understand use and limitations of respiratory protection equipment;

 Know and understand care and maintenance of respiratory protection equipment in accordance with program;

 Be clean shaven; and

 Wear respiratory equipment as required.

SELECTION OF RESPIRATORY PROTECTIVE EQUIPMENT

There are three general classes of respiratory protective equipment.

i) Air Purifying Respirators

ii) Supplied Air Respirators

iii) Self Contained Breathing Apparatus (SCBA)

Consult CSA Standard Z94.4-02, Selection, Care and use of Respirators to ensure the appropriate respirator and cartridge type is selected for the type of contaminant and the work tasks being conducted.

FIT TESTING

Where respirators are required for the type of work being conducted on-site, DELTA SPRINGS employees and sub-contractors are required to complete fit testing on an annual basis and all forms are to be kept on file in the local office.

HOW TO PERFORM A FIT TEST

Whenever a new respirator is issued to an employee, a fit test must be done to ensure that the seal between the respirator and the wearer's face is effective.

1. The trainer initially discusses the purpose and importance of respirator fit with the wearer. A respirator is selected and the wearer puts it on. Initial selection is based on comfort to the wearer, other respirators already in use within the department, availability or replacements parts, etc.
2. The wearer completes the positive and negative pressure tests.
3. Once a good, comfortable fit is achieved, the irritant smoke should then be used to confirm proper fit. Break the ends off a smoke tube and attach it to the aspirator bulb. By gently squeezing the bulb, irritant smoke will be released. When the smoke is no longer needed the tube must be removed from the bulb and sealed with the rubber caps provided.
4. Instruct the wearer to keep his or her eyes closed, or wear the goggles provided.
5. Introduce a small amount of smoke around the entire sealing edge of the respirator while the wearer moves their head from side to side and up and down. Ensure you effectively test the areas under the chin and below the eyes at the sides of the nose.

6. Ask the wear to talk in a loud voice as you continue to release the smoke. Words that flex the facial muscles such as: rainbow, raindrop, horizon, watermelon, window, enemy, ice cream, etc. should be spoken.

7. If the fit is good, the wearer will not be irritated by the smoke at all. If the irritant is noticed, the respirator can be re-adjusted on the face and the head straps tightened or loosened. The smoke test should then be administered again to recheck the fit.

8. If a proper fit cannot be achieved with the respirator first selected, a new size, brand or model should be tried.

9. This procedure is repeated until a respirator that provides a sound and comfortable fit is selected.

10. The wearer's name and the information on the tag attached to the respirator selected should be recorded. The respirator can then be ordered from the appropriate outlet and assigned to the individual to ensure ample supplies BEFORE there is a need.

RECORD KEEPING

DELTA SPRINGS shall maintain a permanent record of individuals who are fit tested and issued with respiratory protection is maintained.

INSPECTION, CLEANING, MAINTENANCE AND STORAGE

Regular cleaning and inspection of dual cartridge respirators is extremely important. Respirators must be cleaned and inspected by routine users daily, and before and after each use by occasional users. If different persons share respirators, they need to be sanitized between uses.

Inspection

• Prior to cleaning a respirator, each part of the respirator should be inspected. If defects are found, the defective parts must be replaced before the respirator is used.

• Check the face-piece for cuts, tears, holes, melting, stiffening or deterioration. If the unit is damaged, it must be replaced.

• Inspect the elastic head straps for breaks, frays, tears or loss of elasticity.

• By removing the cartridges, the cartridge sockets can be inspected. Pay special attention to the rubber gaskets located at the bottom.

• Again, look for cracks or flaws which may contribute to an ineffective seal.

• Next, remove the cover on the exhalation valve. Examine the rubber valve carefully to ensure it seats properly and has not become brittle. Examine the edge of the valve for dirt which may interfere with a proper seal, and look for holes or cracks. The exhalation valve is a critical component of the respirator.

• If there is any doubt in its ability to function properly, it must be replaced. The valve cover is also important and must not be damaged or fit too loosely.

• Finally, examine the inside of the face-piece and the inhalation valves. Look for dust or dirt accumulation that could interfere with the valve and check for tears or cuts to the flaps. The inhalation valve should be soft and pliable.

Cleaning

• Following inspection, the respirator parts should be washed in warm water with a mild detergent (e.g. dishwashing detergent), or a commercially available cleaner and disinfectant.

• Do not use strong detergents, nor water or household cleaners or solvents because they may deteriorate the rubber parts. A stiff bristly brush (not wire) can be used to remove dirt if necessary.

• The respirator should then be rinsed thoroughly in clean, warm water. The importance of thorough rinsing cannot be over-emphasized because detergents or

cleaners that dry on the face-piece may later cause skin irritation.

• Next, the respirator can be hand-dried with a clean, lint-free cloth or air-dried and then reassembled. The respirator should be tested to ensure all parts work properly before it is used.

Storage

• Respirators should be stored in a clean location, preferably in a plastic bag in a locker or on a shelf. They should be stored away from sunlight, solvents and other chemicals, extreme cold or heat and excessive moisture.

• Do not leave the respirator out on a bench or hanging on a nail in the shop where it can gather dust and dirt, or be damaged or abused.

Maintenance

• All respirator manufacturers suggest regular maintenance and part replacement. Respirators should be maintained and inspected routinely in accordance with the instructions provided with each respirator.

• It is important to note that only approved replacement parts can be used. DO NOT mix and match parts from one respirator brand or model to another, and never build makeshift parts for respirators.

RESPIRATORY PROTECTION FIT TEST FORM

EMPLOYEE INFORMATION

Name:	**Title:**

RESPIRATOR PARAMETERS

Does the employee have any conditions that may affect the respirator fit?	❑ YES ❑ NO
Conditions that may affect respirator fit:	
• Glasses	❑ YES ❑ NO
• Facial Hair	❑ YES ❑ NO
• Facial Scars	❑ YES ❑ NO
• Asthma or Other Medical Condition(s)	❑ YES ❑ NO
• Other:	❑ YES ❑ NO
Has the employee correctly performed both positive and negative fit checks?	❑ YES ❑ NO
Has the employee been properly instructed in the selection, use, care and maintenance of the respirator(s)?	❑ YES ❑ NO

FIT TESTING

TYPE	*MANUFACTURER*	*MODEL #*	*SIZE*	*TEST*	*PASS/FAIL*
❑ Dust Mask ❑ ½ Mask ❑ Full-face ❑ Full-face PAPR ❑ Other:				❑ Bitter # of Squeezes: ☐ ❑ Sweet # of Squeezes: ☐ ❑ Irritant Smoke	❑ PASS ❑ FAIL ❑ PASS ❑ FAIL ❑ PASS ❑ FAIL
❑ Dust Mask ❑ ½ Mask ❑ Full-face ❑ Full-face PAPR ❑ Other:				❑ Bitter # of Squeezes: ☐ ❑ Sweet # of Squeezes: ☐ ❑ Irritant Smoke	❑ PASS ❑ FAIL ❑ PASS ❑ FAIL ❑ PASS ❑ FAIL

COMMENTS

VALIDATION

Instructor's Signature:		**Employee Signature:**

NOTE: This fit test is valid for only ONE (1) year from the date of the test for the respective respirators tested.

HAZARDOUS MATERIALS AND SUBSTANCES (WHMIS)

WHMIS POLICY

DELTA SPRINGS Construction Ltd. will comply with the Hazardous Products Act, which regulates all controlled products. The company will ensure that all controlled products used in the manufacturing processes have the correct labels and symbols, Material Safety Data Sheet (MSDS), and information and training is available to employees.

MANAGEMENT

The Management is committed to the application of the WHMIS Policy in order that all employees receive the fullest knowledge and protection in handling controlled products that may be harmful to their health. Our responsibilities shall include, but not be limited to, the following:

- Identification of controlled products
- Proper labeling and symbols
- Material Safety Data Sheet (MSDS)
- Controlled products inventory
- Education and Training
- Proper storage facilities
- Required engineering controls
- Safety systems and devices
- Personal Protective Equipment

SUPERVISORS

The Supervisors will monitor the day to day use of controlled products. They will ensure that employees are wearing the appropriate personal protective equipment, using the product in accordance with directions, checking the storage and usage conditions, regular

inventory of controlled products, etc. Their responsibilities will include the education and training of new employees about the controlled products at the DELTA SPRINGS Construction site, as well as any remedial training to improve employee awareness. Supervisors will check the MSDS's on a frequent basis and advise the Office Coordinator when an up-date is needed.

EMPLOYEES

All employees shall follow the established procedures for the use, handling, and storage of the controlled products at the workplace. They will wear the recommended personal protective equipment and use the product according to directions and for the purposes stated. Their responsibility shall include using the labels and MSDS's to remain informed of correct procedures for the use, handling, and storage of the controlled product, and they will be familiar with the steps to be taken in the event of a spill or an exposure.

SUB-CONTRACTORS

Every Sub-Contractor shall provide a list of controlled products that they will be bringing into the workplace. They will be responsible for correct labeling, the providing of a MSDS, and the education and training of their employees in the proper usage of the product. The Sub-Contractor will ensure the proper storage of the controlled products when not in use and will remove them from the workplace when the work is complete. An inventory will be documented and provided to the Superintendent or the Safety Professional.

The Sub-Contractor shall erect barricades, warning signs, or control entry to areas where controlled products are being used and exposure to other workers may be hazardous. They shall supply all Personal Protective Equipment or safety devices to ensure that their employees are protected.

TRANSPORTATION OF DANGEROUS GOODS POLICY (TDG)

DELTA SPRINGS Construction shall require any employee who transports or acts as a warehouse person with respect to TDG regulations to have the correct certification. The company will supply the proper placards and documentation as required by the regulations. Sub-Contractors will be required to comply with all TDG regulations.

CONTROLLED PRODUCT STORAGE

DELTA SPRINGS Construction shall provide proper storage facilities for all controlled products in an area where they will not pose a hazard to employees, the public, or the environment. The company will supply appropriate working containers to be used when the original shipping container for the controlled product is not suitable for the work process. The Supervisor, the Employee, and the Sub-Contractor will ensure that all controlled products decanted to working containers have a workplace label meeting the requirements of the legislation.

CONTROLLED PRODUCTS INVENTORY

WORK SITE:_____

NAME:_____ DATE:_____

PRODUCT	BRAND NAME	SUPPLIER	MSDS	QUANTITY

EQUIPMENT LOCKOUT PROCEDURE

1. The employee will identify the equipment that is to be locked out.

2. The employee will determine which energy source will need to be isolated and locked out. After the source has been located, the worker will cut power to the equipment to be worked on. The worker will then check to see if the equipment can start or operate.

3. The employee will place a locking device in such a manner as to prevent the equipment from being energized. This lock shall be individual to the worker and only that worker shall have the key to remove the locking device.

4. After the lock is in place, the worker will check that the equipment cannot be operated.

5. The worker shall complete the necessary work on the equipment.

6. Upon completion of the work, the employee shall remove the locking device and reenergize the equipment.

7. At such time as more than one employee is to work on the equipment, each worker shall place a lock on the equipment. Each locking device shall be placed in a manner to prevent the re-energizing of the equipment should one of the locks be removed.

8. Locking devices shall remain in place until all work is complete and it is safe to reenergize. If two shifts are to work on the same equipment, the incoming shift must put their locks in place before the outgoing shift removes theirs. Should this not be practical, the foreman shall put a lock in place to cover the shift change.

9. In the event a lock remains in place and the worker cannot be located to remove it, the foreman may do so using the master or spare key. The following rules for this procedure shall apply:

10. The foreman shall maintain a written record of the reasons for the lock removal and

their attempts to locate the worker who placed the lock.

11. The foreman must ensure that no worker will be endangered by the lock removal and that the equipment is safe to operate. The worker shall also receive timely notification that the lock has been removed.

12. All locks and locking devices shall be provided by the employer. Each employee shall have a key to their lock only. The foreman shall have a spare key or master for all locks to be used only when necessary and fully documented.

WORKING NEAR HIGH VOLTAGE OVERHEAD POWER LINES

Please review and adhere to the following procedure when planning and performing work near overhead power lines:

1. Before work begins, examine the work area to establish that the safe limits of approach distances to overhead power lines contained in Table 1 can be maintained.

2. Contact the operator of the power line to determine the operating voltage of the line and confirm the safe approach distance.

3. Do not allow equipment or objects to approach the overhead power line closer than the safe limit of approach specified.

4. If work is being carried out near the safe limit of approach, assign a worker to act as an observer to ensure that the required distance is maintained.

5. Request assistance from the power line operator if the work must be performed at a distance that is less than those specified in Table 1.

6. Do not place materials under or adjacent to the overhead power line if it reduces the clearance above ground required by OH & S regulations. Contact the power line operator for assistance to determine the required clearance between the power line and the ground.

7. Do not allow excavations to reduce the support required for power poles. Contact the power line operator to determine support required. Request locations in case of grounding grids buried at the base of power poles.
8. Where travel by heavy equipment and or deliveries are required to travel under an overhead power line, a hard barrier must be installed to comply with clearance requirements.
9. Warning signage must be installed to identify high voltage levels and clearance requirements.

TABLE 1

SAFE LIMIT OF APPROACH DISTANCES FROM OVERHEAD POWER LINES FOR PERSONS AND EQUIPMENT

Operating Voltage of Overhead Power Line Between Conductors	Safe Limit of Approach Distance for Persons and Equipment
0 – 750 V Insulated or Polyethylene Covered Conductors (1)	300 mm
Above 750 V Insulated Conductors (1) (2)	1.0 m
0 – 40 kV	3.0 m
69 kV, 72 kV	3.5 m
138 kV, 144 kV	4.0 m
230 kV, 240 kV	5.0 m
500 kV	7.0 m

NOTES: **(1)** Conductors must be insulated or covered throughout their entire length to comply with these groups.

(2) Conductors must be manufactured to rated and tested insulation levels.

RE-FUELLING PROCEDURE

Fuelling Areas

Fuelling or servicing of any mobile Contractors equipment or vehicle within 100 m of a

watercourse shall be prohibited unless site-specific conditions allow for complete containment of fuel losses. Trucks and other machinery shall be fuelled in an area of significant clay till or on a concrete surface.

Fuelling Fire Code

Fuel dispensing shall be in compliance with the local Fire Code Regulations.

Fuel Loss Containment

DELTA SPRINGS and associated companies shall be responsible for ensuring complete containment of all fuel losses, regardless of how small, experienced during fuelling or servicing of equipment.

Fuel Containers

Fuel supply containers shall be sealed, self-contained units with tight-fitting fuel dispensing connections.

FUEL TANK SPILL CONTAINMENT SPECIFICATIONS

The following dimensions can be applied to either berm or catch basin Contractors.

Where possible the berm must be constructed of impervious soils, and the top must be 3 foot wide. It is also recommended that the interior of the basin be lined with a tarp or plastic, etc.

Containment volume (must equal) = 120% of tank capacity

TRAFFIC CONTROL PROCEDURE

DELTA SPRINGS Construction Ltd. shall maintain strict adherence to vehicular/visitor entry protocol with regards to all its construction sites as a method of securing maximum safety precautions for all employees.

Access and Egress to Site

Roads entering and leaving the site will be duly posted with DELTA SPRINGS Construction

Ltd.vehicle warning signs. Drivers of all vehicles assigned to all projects will obey posted speed and precautionary instructions.

Vehicle Entry Permits

Other than construction vehicles and equipment required for the construction work, all other vehicles should obtain a Vehicle Entry Permit according to the client's protocol or from the OML Construction

Visitors to the Site

Shall first obtain permission from either the Client Representative (where applicable) or DELTA SPRINGS Construction Ltd. Site Superintendent before entering the site itself. All visitors will wear the required P.P.E.

Flag Persons

Appropriate measures for regulating traffic, using qualified Flag Persons, will be instituted when necessary.

CHEMICAL SPILL CONTROL, CLEAN UP AND WASTE DISPOSAL

Awareness is the first step of the preventive process. Potential problems and hazards must be recognized; following which any required corrective measures should be immediately implemented. Extra precaution must be exercised in hazardous areas to reduce the possibility of accident or mishap. Preventive measures to achieve the objective of an injury and pollution free operation include:

- Sound standards, clearly defined and disciplined operating procedures
- Introductory and ongoing training of employees.
- Adequate equipment and facilities.
- Regular maintenance programs and annual reviews of this manual.

Spill Prevention

To minimize the effect of an accidental spill the following key points must be following:

• Portable fuel tanks must be sited away from watercourses, and positioned safely and securely to prevent any possibility of rollover or external damage.

• A containment berm around the tank or a depression where equipment is fuelled must be constructed to contain 120% of tank capacity. If possible the berm or depression should be of impervious material.

• All shut-off valves on fuel tanks must be closed on completion of equipment fuelling.

• All used toxic or hazardous waste containers must be removed from the work site and disposed of as per Provincial Waste Management Act.

• Immediate control action must be initiated on all spills as indicated on the action steps page.

Where required, Spill Kits will be available at the Site Trailer. Spill Kits will include the following:

• Polyurethane double-booms

• Absorbent polyurethane pads

• Bagged Kitty Litter

• Garbage bags

• Clean waste drums and labels

• Protective suits, gloves and goggles

PROCEDURE:

• STOP THE PRODUCT FLOW: - Use common sense. Act quickly, but ensure personal safety first.

• USE PROTECTIVE CLOTHING - Shut off pumps, close valves, etc.

• PREVENT FIRE: - Shut off motors, electrical circuits, naked lights, etc., in case the spilled product is flammable.

• EXTINGUISH ANY FLAME

• WARN PEOPLE IN IMMEDIATE AREA: - Evacuate, if necessary. Enforce no smoking.

• CONTAIN THE SPILL: - Block off drains, culverts, ditches, and small streams. Surround product with available material

• NOTIFY DELTA SPRINGS Construction OFFICE: - As soon as possible. If unable to contact personnel or office, notify local police authorities (See phone numbers attached)

• DELTA SPRINGS Construction WILL NOTIFY APPLICABLE GOVERNMENT AGENCIES AS PER STANDARD OPERATING PROCEDURE FOR REPORTABLE INCIDENTS: - Ministry of Transport, Department of Fisheries and Oceans, Waste Management Branch, Environmental Protection Service, Provincial Emergency Program (above) and if applicable, Municipal authorities. Ministry of Health has to be involved for spills around community water intakes.

• OBTAIN REQUIRED ASSISTANCE from: - Company and/or contractor personnel. Fire Department, Police Department, Municipal or Public Works Department (if applicable.)

The Material Safety Data Sheet (MSDS) for the chemical or product in question should be consulted if spill clean up and disposal are necessary. If chemicals on site are deemed hazardous, ensure an appropriate spill kit is readily available.

Defective Tools

Detective tools can cause serious and painful injuries. If a tool is defective in some way, DO NOT USE IT.

Hand tools

Be aware of problems like:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools that are not complete, such as files without handles.

To ensure safe use of hand tools, remember:

1. Double-check all tools prior to use.
2. Never use a defective tool.
3. Ensure defective tools are removed or tagged “out of service” until they can be repaired.

Power tools

Air-, gasoline-, or electric-powered tools require skill and the operators’ complete attention, even when they are in good condition.

DO NOT use power tools if they are defective in any way. Tag them “out of service” and send them for repairs or replace.

Watch for problems like:

- Broken or inoperative guards
- Guard wedged back on a power saw
- Insufficient or improper grounding due to damage on double insulated tools
- No ground wire (on plug) or electrical cords
- On/off switch not in good working order
- Cracked tool blade
- Incorrect grinder wheel.

Remove all defective tools from the work area and mark,

“DEFECTIVE – DO NOT USE.”

Proper Lifting Procedures- Manual Lifting

1. Plan Your Move

a. Size up the load and make sure pathway is clear

b. Get help if needed

c. Use a dolly or other device if necessary

2. Use a wide balanced stance with one foot slightly ahead of the other.

3. Get as close to the load as possible.

4. Tighten your stomach muscles as the lift begins.

5. When lifting, keep your lower back in its normal arched position and use your legs to lift.

6. Pick up your feet and pivot to turn – do not twist your back.

7. Lower the load slowly, maintaining the curve in your lower back.

− Avoid lifting above shoulder height- this causes the back to arch, placing heavy stress on the same joints of the spin.

− Do not catch falling objects.

− Push rather than pull. Pushing allows you to maintain.

Lifting Practices (Hoisting)

Evaluating the Load

Determine the weight of the object or load prior to a lift to ensure the lifting equipment operates within its capabilities.

Balance Loads

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the determined center of gravity.

Landing the Load

Prepare a place to land the load. Lower the load gently and make sure it is stable before slackening the sling or chain.

1. Select only appropriate slings for the task and NEVER exceed the working load limits.
2. Make sure the hoist or crane is directly over the load.
3. Use slings of proper reach. Never shorten a line by twisting or knotting.
4. With chain slings, never use bolts or nuts.
5. Never permit anyone to ride the lifting hook or the load.
6. Make sure all personnel stand clear from the load being lifted.
7. Never work under a suspended load, unless the load is properly supported.
8. Never leave a load suspended when the hoist or crane is unattended.
9. Inspect all slings thoroughly at specified intervals and maintain them in good condition.
10. Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, don't use it.

11. Ensure that safety latches on hooks are in good working condition.

12. Ensure that the signaller is properly identified and understands techniques of proper signaling.

13. Make sure a tagline is used to control the load.

NOTE: Workers who operate a crane or similar hoisting device must have adequate training in the safe operation of the crane or hoisting device. Refer to IHSA's *Training Requirements Chart* (W001) for certification requirements.

For further information, see the appropriate current Occupational Health & Safety Legislation.

WORKING AT HEIGHTS

1. In accordance with the current *Regulations for Construction Projects*, a worker who operates an elevating work platform shall, before using it for the first time, be given oral and written instruction on the operation of the elevating device, and be trained in that class of elevated work platform. An elevating work platform shall only be operated by a worker who has been instructed in:

    - operating the machine;
    - the daily inspections and maintenance required by the manufacturer;
    - the types of working surface on which the machine is designed to be used;
    - the maximum rated working load;
    - special conditions or limitations of the machine;
    - the significance of alarms; and
    - the location of emergency controls
    - a hands-on demonstration of the proper use of controls.

2. An elevating work platform which is not working properly, or which has sustained damage to critical components must not be used until repaired by a qualified mechanic.

3. In the raised position, an elevating work platform shall only be used on surfaces specified by the manufacturer.

4. An elevating work platform must not be driven in a raised position close to holes, depressions, trenches or similar hazards.

5. An elevating work platform must not be required to support more than its rated working load and, where possible, the loads shall be distributed over the platform.

6. When elevating work platforms are used to lift materials, care must be taken to ensure that the materials are firmly secured to the platform and do not overload the platform.

7. Do not stand on makeshift platforms (e.g., boxes) or use equipment (e.g., ladders and scaffolds) on an elevating work platform to gain access to areas above.

8. Overhanging loads must not be lifted on an elevating work platform.

9. An elevating work platform or any other part of an EWP device must not be moved closer than 3 metres (10 feet) to overhead powerlines, unless the device is equipped for live electrical line work and the workers on the platform are qualified for such work.

10. An elevating work platform must not be used for pulling, pushing or dragging materials.

11. The platform of an elevating work platform must not be extended by using cantilevered planks or similar platform materials. Only manufacturers' platform extension devices (with guardrails) shall be used.

12. Planks or similar platform materials must not be used to bridge a gap between an elevating work platform and other work areas.

13. Workers must always maintain 3-point contact (one hand and two feet or two hands and one foot) when getting on or off the platform of an elevating work platform.

14. For all types of off-slab devices, the terrain on which the device is placed or over which it will travel must be firm enough to support the device and its rated working load.

15. An elevating work platform must not be used under high wind conditions. This is especially important for smaller scissor lifts and boom-type devices. Wind load limits are typically stated in the manufacturer’s operating instructions.

16. When the elevating work platform is not being used, turn off the power system to prevent exhaust fumes from accumulating in an enclosed work

area.

17. Elevating work platforms used on ramps or on sloping or uneven surfaces must be designed for such use and properly secured against horizontal and vertical movement.

IN CONCLUSION

Think - Plan - Decide - Act Effectively and Safely

Think about the task before you start doing the work.

Plan, layout your work in a safe and logical sequence.

Decide upon the best and safest way to achieve your objective.

Act Proceed with your plan in the safest manner possible considering yourself and those working with or around you.

"SAFETY IS EVERYONE'S RESPONSIBILITY"

VII APPENDIX A

- CN Section 01545 – Safety Requirements – Revision March 20, 2013 – Pages 1-9
- Annex "D

APPENDIX B: Forms

Site Inspection Form

Site Inspected: _____ Date: _____

Inspected By: _____ Time: _____

Inspection Members:

_____

_____

_____

Item	Location	P	F	Comments

Corrective Actions								
Item	Location	Observations	Priority (H,M,L)	Corrective Action	Target Date	Person Responsible	Initial (Upon Completion)

Additional Comments:

New Hire Form

Information respecting new hires may be requested by the Alberta Jobs Now Program to assist in administering the Alberta Jobs Now Program; and to monitor, assess and evaluate the Alberta Jobs Now Program and other provincial and federal programs. Please be aware that an employer is responsible for complying with any applicable privacy or other legislation concerning the collection of the information.

Employers must obtain consent from each new hire regarding the provision of the new hire's personal information to the Alberta Jobs Now Program, inclusive of pay stubs and proof of prior unemployment (e.g. Record of Employment).

(New Hire) Sample Collection Form:

Legal First Name:	Legal Middle Name:	Legal Last Name:
Email Address:	Date of Birth:	Phone Number:

Alberta Residential Address:	Employment Status Prior to Training: ☐Unemployed ☐Employed ☐Self-Employed
Gender: ☐Male ☐Female ☐Other ☐Prefer not to respond	If Employed, how many hours per week? ☐Under 30 ☐Over 30

Status in Canada: (Protected Persons will need to provide notice of decision, work permit and study permit – if taking training)

☐Canadian Citizen ☐Permanent Resident ☐Protected Person ☐Other _____

Designated Groups - Select all the apply: (optional) *Collected to determine appropriate wage subsidy percentage and program reporting*

☐Person with Disability *(a person with a disability is defined as: persons who have a physical, mental, sensory, intellectual, or learning impairment, which, in interaction with various barriers, may hinder their labour market participation.)*

☐First Nation (Status) ☐First Nation (Non-Status) ☐Inuit and Metis

☐Recent Immigrant (Resided in Canada for 5 years or less) ☐Immigrant (Resided in Canada for more than 5 years)

☐Other _____

Highest Level of Education Completed:

☐Less than High School ☐High School ☐Some Post-Secondary ☐Trades Certificate or Diploma ☐ University Degree

Employment Start Date:	Job Title:	Grant will be used for: ☐Wages ☐ Both ☐Training

I, _____, declare this information to be true, complete and accurate, and give my employer permission to share this information, along with copies of my pay stubs and proof of unemployment, with the Alberta Jobs Now Program to assist in administering the Alberta Jobs Now Program; and to monitor, assess and evaluate the Alberta Jobs Now Program and other provincial and federal programs.

Personal information that you provide to Alberta Jobs Now Program is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) for the purposes of determining eligibility for the Alberta Jobs Now Program; to assist in administering Alberta Jobs Now Program; and to monitor, assess, and evaluate the Alberta Jobs Now Program and other provincial and federal programs. If you have any questions about the collection, use, or disclosure of your personal information please contact the Programs Manager at 1-833-838-9500 or through email at jnp@gov.ab.ca.

_____

New Hire Signature

Incident Report Form

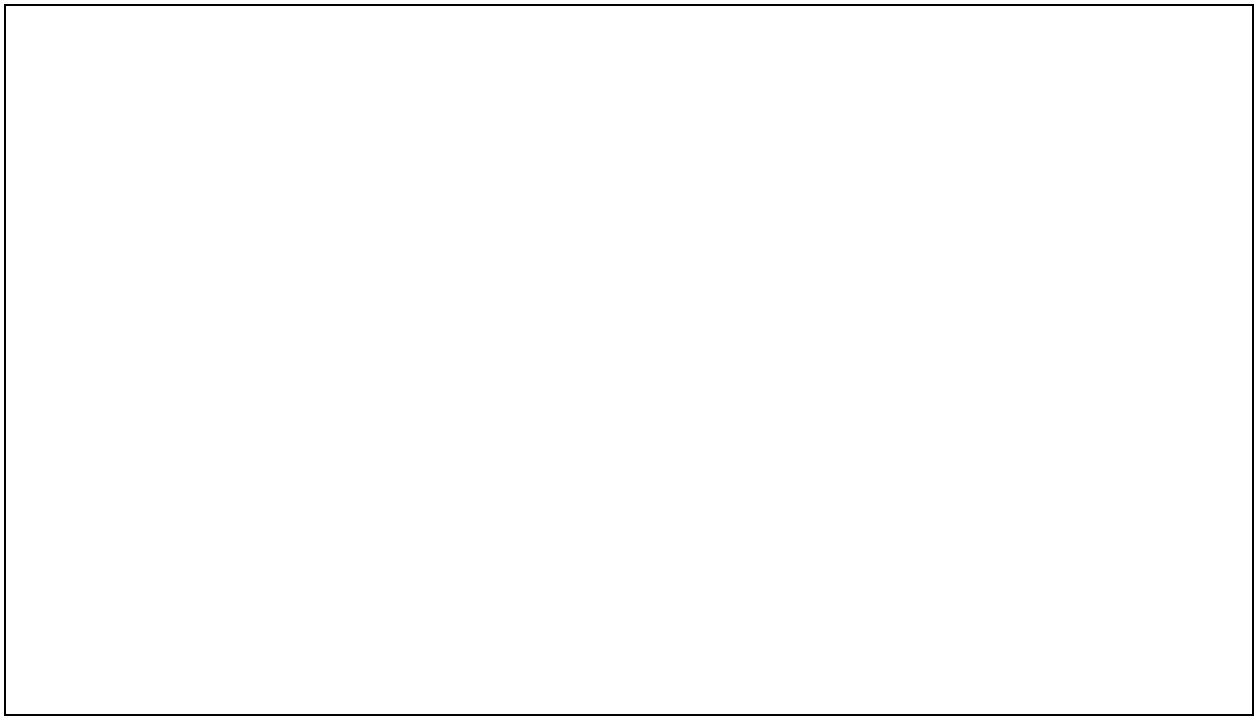
Name of Injured Party			
Phone # of Injured Party			
Position of Injured Party			
Date of Incident		Time of Incident	AM/PM
Date of Report		Time of Report	AM/PM
Location of Workplace			
Location of Incident			
Description of Injury/Illness			
Name of Treatment Centre			
Address of Treatment Centre			
Phone # of Treatment Centre			
Witnesses at Incident	☐ Yes ☐ No		
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	
Witness Name		Witness Phone #	

Date: _____ Approved by: _____

Loss Type: _____ Photographs attached? Yes ☐ No ☐

Incident Details

Diagram of the Scene



Causes

Corrective Actions

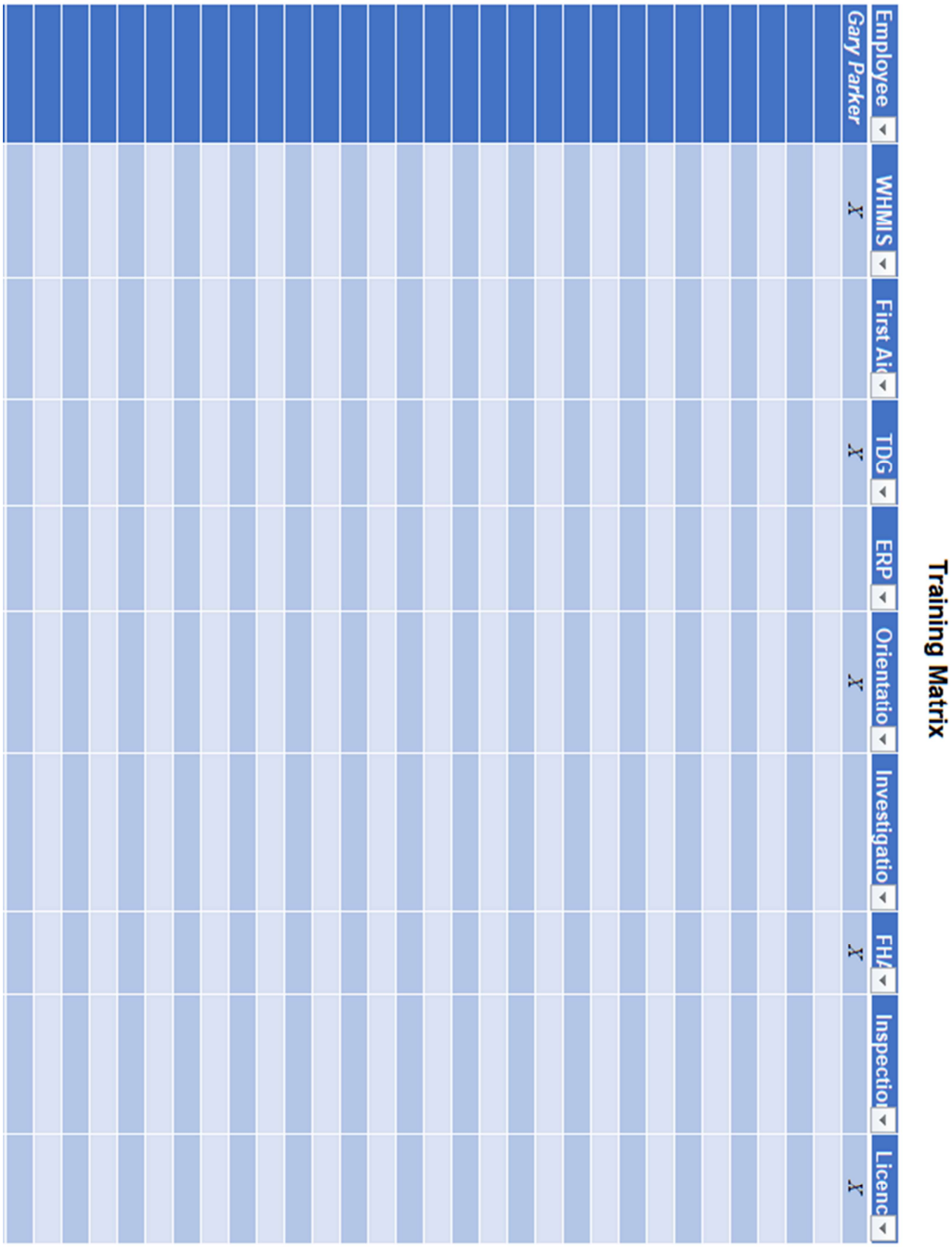
Action	Person Responsible	Date

Investigators

Name	Signature

Date: _____ Approved by: _____

Training Matrix



Training Matrix

Employee	WHMIS	First Ai	TDG	ERP	Orientatio	Investigatio	FHA	Inspectio	Licenc
Gary Parker	X		X		X		X		X

Emergency Phone Numbers

Ambulance: (403) 652-2200

Police: (403) 652-2357

Poison Control: +1 800-332-1414

Fire Department: (403) 652-3774

Water Utility: (403) 652-4657

Electrical Utility: +1 866-374-6299

Gas Utility: +1 866-374-6299

Cable Utility: 1 (888) 472-2222

Occupational Health & Safety: 1 (866) 415-8690

Emergency Response Team

Coordinator: Gary Parker

First Aid Attendants: _____ Stretcher Location: _____

Site Location, Address, etc.: ____129 Hamptons Common NE, High River, AB T1V 0B1

Other	Office Phone Number	After Hours Phone Number
Prime Contractor:	(403) 826-9065	(403) 826-9065
Electrical Contractor:	(403) 652-1849	(403) 652-1849
Mechanical Contractor:	(403) 652-1282	(403) 652-1282
Alberta One-Call:	1 800-242-3447	1 800-242-3447
Insurance Company:	(403) 257-0790	(403) 257-0790

Stars Ambulance: 1441 Aviation Park NE, Calgary, AB T2E 8M7

Nearest Hospital Location (address): (403) 295-1811 Town/City: Calgary

Hospital Phone Number: 560 9 Ave SW, High River, AB T1V 1B3

Nearest Clinic
Location (address): (403) 652-2200 Town/City: High River

Clinic Phone Number: (587) 393-3866

POST NEAR PHONES – COPY IN VEHICLE

Maintenance Schedule

Type of Equipment	Type of Inspection	Schedule
Cranes-Crawler, Truck, Hydraulic, etc.	complete inspection and certification	before first time use or repeated use
	critical items, controls, overall functioning	daily
	safety devices, hooks, reeling, electrical	monthly
	complete inspection	every 3 months
	repair	when failure occurs
	preventative maintenance	manufacturer's recommendation ***specify recommended timeframes***
Heavy Equipment	complete inspection	before first time use or repeated use
Dozers, Backhoes	complete inspection	before first time use or repeated use
Compactors, Trucks	complete inspection	every 3 months
	preventative maintenance	manufacturer's recommendation ***specify recommended timeframes***
Company Vehicles	operator's checklist	daily
Compressors, Welding Machines, Generators	complete inspection	every 3 months
	repair	when failure occurs
	preventative maintenance	manufacturer's recommendation ***specify recommended timeframes***
Slings, Shackles, Chokers, Lifting Devices	deformation, cracks, corrosion, etc.	daily or before each use

regular inspections of all devices	every 3 months

Field Level Hazard Assessment

Step 1: On the Hazard Identification checklist, check off all the hazards or potential hazards that are present at your work site. Add any identified hazards specific to your work site to the list:

HAZARD IDENTIFICATION

Physical Hazards		Chemical Hazards	
Lifting and handling loads	❑	Chemicals (identify types)	❑
Repetitive motion	❑	Type:	
Slipping and tripping	❑	Type:	
Moving parts of machinery	❑	Type:	
Working at heights	❑	Type:	
Pressurized systems	❑	Type:	
Vehicles	❑	Dusts	❑
Fire	❑	Fumes (identify types)	❑
Electricity	❑	Type:	
Noise	❑	Type:	
Lighting	❑	Type:	
Temperatures	❑	Mists and Vapours (identify types)	❑
Vibration	❑	Type:	
Ionizing Radiation	❑	Type:	
Workplace Violence	❑	Type:	
Other:	❑	Other:	❑
Other:	❑	Other:	❑
Other:	❑	Other:	❑

Biological Hazards		Psychological Hazards	
Viruses	❑	Working conditions	❑
Fungi (mould)	❑	Fatigue	❑
Bacteria	❑	Stress	❑
Blood and Body Fluids	❑	Other:	❑
Sewage	❑	Other:	❑
Other:	❑	Other:	❑
Other:	❑	Other:	❑

NOTE: If you work in a high hazard industry, an industry specific checklist may be required.

Pre-Job Hazard Assessment Form

Step 2: Hazard Assessment and Control Sheet *(Sample - Page 2)*

- Take the hazards identified on the checklist above and list them on the Hazard Assessment and Control Sheet
- Identify the controls that are in place: engineering, administrative, PPE or combination for each hazard

Company: _____ Location: _____

Date of assessment: _____ Completed by: _____

Hazard	Controls in Place (list)			Follow-up Action Required	Date/Person Responsible
	Engineering	Administrative	PPE		

Job Safety Analysis Form

WORK ACTIVITY (JOB):			
LOCATION OF JOBSITE:		**DATE:**	
SUPERVISOR APPROVAL:			
SAFETY EQUIPMENT REQUIRED:	☐ Hard Hats ☐ Fire Retardant Coveralls ☐ Regular Coveralls ☐ Reflective stripes	☐ Leather Gloves ☐ Cotton Gloves ☐ Safety Glasses ☐ Face Shields	☐ Goggles ☐ Steel Toe Boots ☐ Fire Extinguisher ☐ SCBA	☐ Barricades ☐ Hot Work Permit ☐ Other ☐ Other

SEQUENCE OF BASIC STEPS	POTENTIAL ACCIDENTS OR HAZARDS	HOW TO ELIMINATE OR REDUCE POTENTIAL HAZARDS	PERSON(S) RESPONSIBLE FOR CONTROLS

CRITICAL QUESTIONS :	☐ Everyone Ready/Capable To Work?	☐ Potential Spill/Gas Release Addressed?	☐ Worst Case Discussed?

WORK TEAM (PRINT NAME & SIGN)				
				PAGE OF

Workplace Inspection Checklist Form

Floors *(Walking and Working Surfaces)*	Yes	No	Notes *(location; ways to correct)*
Are floors clean, dry, and free from debris, and clutter?			
Are signs posted where floors are wet (e.g. when floors are washed)?			
Are surfaces free from slip hazards (e.g. water, ice, snow, oil, grease)?			
Are surfaces free from trip hazards (e.g. Electrical cords, broken floor tiles, torn carpet, uneven or worn surfaces, etc.)?			
Are floors free from protruding objects such as nails?			
Are anti-fatigue (slush) mats in good condition, clean?			
Other?			

Stairs	Yes	No	Notes *(location; ways to correct)*
Are stairs, stairwells, and landings kept clear and unobstructed?			
Are stairways adequately lit?			
Are steps, treads, etc. in good condition?			
Do treads and landings have non-skid surfaces?			
Are steps consistent in height and tread depth?			
Are outdoors stairs made of grating (so that water and snow can't build up on them)?			

Stairs *(continued)*	Yes	No	Notes *(location; ways to correct)*
Are handrails provided on open sides?			
Is a handrail provided on at least one side of the stairwell if it is closed?			
Are handrails in good condition?			
Other?			

Exits and Entrances	Yes	No	Notes *(location; ways to correct)*
Are there sufficient exits for quick escape?			
Are exit doors free from any locks or fastenings that could restrict escape?			
Are routes, signs, and doors clearly marked?			
Are exit routes free from obstruction? Are they free from snow, ice, water, and grease?			
Are exits and exit signs (including emergency exit signs) adequately lit? Easy to see?			
Are materials kept away from exits?			
Are automatic doors working properly?			
Are "In" and "Out" doors clearly marked?			
Are mats at entrances in good condition, flat and clean?			
Other?			

Lighting	Yes	No	Notes *(location; ways to correct)*
Are all walking and working areas adequately lit?			
Are all lights in good operating condition?			
Are protective lenses in good condition?			
Are light fixtures clean?			
Are windows and skylights that provide natural lighting clean?			
Are lighting levels sufficient for the work performed?			
Are work areas free from glare?			
Is the emergency lighting checked once a month?			
Other?			

Shelves, Racks, Filing Cabinets & Desks *(Storage rooms, closets)*	Yes	No	Notes *(location; ways to correct)*
Are shelves, racks filing cabinets and desks sturdy and suitable for the weight of the items stored on them?			
Are shelves, racks filing cabinets and desks in good condition (e.g. are shelves free from sharp splintered, or rough corners or edges)?			
Are shelves, racks filing cabinets and desk properly secured?			
Are heavier products stored on lower shelves (e.g. at or near waist level)?			

Shelves, Racks, Filing Cabinets & Desks *(Storage rooms, closets)*	Yes	No	Notes *(location; ways to correct)*
Are items stored securely on shelves, racks filing cabinets and desks (e.g. so they won't fall)?			
Do shelves, racks filing cabinets and desks block aisles or exits?			
Are all filing cabinet and desk drawers properly closed?			
Other?			

Fire Protection	Yes	No	Notes *(location; ways to correct)*
Do sprinkler heads have proper clearance from materials, and furnishings (at least 45 cm or 18 in.)?			
Are portable fire extinguishers appropriate and readily available?			
Are fire extinguishers inspected monthly?			
Is fire-fighting equipment clearly marked?			
Are fire doors in good repair and free from obstruction?			
Are fire alarms in good working order?			
Other?			

Signed:

Worker _____ Manager _____

Dated: _____ Dated: _____

New and Young Employee Safety Orientation Form

Name: _____ Age: _____ Date: _____

Position as hired: _____

Do you have First Aid Certification? Yes ❒No ❒ If **yes**, what level: _____

Do you or are you required to where Prescription Glasses or Contact Lenses?
Yes ❒ No ❒ If **yes**, what kind: _____

Do you have any Allergies? Yes ❒ No ❒ If **yes**, what: _____
(Please include any special medication you must take for your allergies)

Do you take any Special Medications? Yes ❒ No ❒ If **yes**, what: _____
(Health condition, where medication is prescribed by your doctor i.e. heart condition) – the answer to this question is 'optional'

Do you have any physical/health related disablement(s) that may be aggravated, and/or that may prevent you from performing certain job tasks or duties while employed with "Insert Company Name Here"?
Yes ❒ No ❒ If **yes**, what:

_____

Please **initial inside each check box** for each applicable safety policy/procedure discussed during the safety orientation. By initialing each box, you verify that you understand and comprehend "Insert Company Name Here" 's Occupational Health and Safety policies and safe work procedures.

1. Health & Safety Policy	2. Housekeeping
3. Safety Representative	4. Tools Machinery & Equipment
5. Supervisor Contact Information	6. Right to Refuse Unsafe Work
7. Emergency Contact Information	8. Right to Participate
9. WHMIS	10. Right to Know
11. Safety Data Sheets	12. Safe Sharps Disposal
13. First Aid Procedures	14. No Smoking
15. Eye Wash Stations	16. Drug & Alcohol Use
17. Emergency Evacuation Procedures	18. Workplace Violence
19. Personal Protective Equipment (PPE)	20. Working Alone
21. Respiratory Protection	22. Horseplay
23. Hearing Protection	24. MSI's
25. Hazard Reporting	26. Back Safety
27. Harassment and Bullying	28. Yellow & Red Caution Tape
29. Warning Signs	30. Ladder Safety

I, _____, understand and will adhere to all applicable "Insert Company Name Here" safety policies and safe work procedures as outlined and discussed in this new and young employee safety orientation session.

Employee Signature: _____ Date: _____

Manager and/or Supervisor **(please print name and sign):** _____

Safety Meeting Form

Date: _____ **Time:** _____

Location: _____

Presenter name: _____
(please print)

Weekly Safety Opportunity Cards completed by all Personnel: _____

If the answer is no, who did not complete: _____

Date of last Shop Inspection: _____

Previous Items Outstanding:

Safety Opportunity Cards reviewed: List items discussed.

New Items

Vehicle Safety Inspection and Condition Report

VEHICLE SAFETY INSPECTION AND CONDITION REPORT

M. PIDHERNEY'S TRUCKING
Highway 11, RR #70, P.O. Box 940
Rocky Mountain House, AB T4T 1A7
403-845-3072

MONTH DAY YEAR

TRUCK UNIT # / TRAILER UNIT #

LICENSED MASS TRUCK + LICENSED MASS TRAILER = TOTAL

Total not to exceed 11793 kg unless truck and trailer CVIP'ed and driver using log book

TO BE COMPLETED AT THE BEGINNING AND END OF WORK SHIFT

CHECK ONLY IF ITEM NEEDS ATTENTION

Pre Trip	Post Trip		Pre Trip	Post Trip		Pre Trip	Post Trip	
☐	☐	Battery	☐	☐	Alternator	☐	☐	Safety Equipment
☐	☐	Body	☐	☐	Horn	☐	☐	Fire Extinguisher
☐	☐	Park Brake	☐	☐	Mirrors	☐	☐	First Aid Kit
☐	☐	Brakes	☐	☐	Muffler/Exhaust	☐	☐	Reflective Triangles
☐	☐	Defroster/Heater	☐	☐	Oil/Fuel/Fluid Leaks	☐	☐	Spare Bulbs & Fuses
☐	☐	Engine	☐	☐	Pink Card			
☐	☐	Oil Level/Pressure	☐	☐	Registration			TRAILER
☐	☐	Antifreeze Level	☐	☐	Springs	☐	☐	Brake Connections
☐	☐	Belts	☐	☐	Steering	☐	☐	Breakaway Switch
☐	☐	Trans Level	☐	☐	Tires	☐	☐	Brake Controller
☐	☐	Fuel Tank	☐	☐	Pressure	☐	☐	Connected Securely
☐	☐	Frame	☐	☐	Wear	☐	☐	Safety Chains w/ Clips
☐	☐	Lights	☐	☐	Wheels & Rims	☐	☐	Lights - All
☐	☐	Head	☐	☐	Lug Nuts Tight	☐	☐	Springs
☐	☐	Stop	☐	☐	Windows/Cracks	☐	☐	Tires/Wheels
☐	☐	Signal	☐	☐	Load Securement	☐	☐	Lug Nuts
☐	☐	Clearance				☐	☐	Registration
☐	☐	ID				☐	☐	Load Securement
☐	☐	Cab				☐	☐	Hitch

	TIME	LOCATION	KMS
PRE TRIP	am pm		
POST TRIP	am pm		

REMARKS _____

☐ NO DEFECTS FOUND

PRINT NAME

SIGNATURE

This inspection is done in accordance with applicable laws and legislation

Harness Inspection Form

Harness Inspection Form

A formal inspection to be completed monthly; ensure Harness is clean prior to completing inspection.

If inspection or operation reveals defective condition or has been subjected to a fall arrest of impact force, remove from service immediately and contact the Safety Department.

Webbing - Grasp the webbing with your hands and bend the webbing, checking both side. this creates surface tension making the damaged fibers or cuts easier to see. Webbing damage may not show up through a sight (visual) inspection only - manual (touch) the harness is equally important.

SITE INFORMATION	
Foreman:	Job Trailer
Inspector:	Inspector Signature:
Date of Inspection:	
Harness Model:	Manufacturer Date:
Serial Number:	Lot Number:

General Factors	Accepted	Rejected	Supportive Details or Comments:
1. **Hardware:** (includes D-rings, buckles, keepers and back pads) Inspect for damage, distortion, sharp edges, burrs, cracks, and corrosion.	☐	☐	
2. **Webbing:** Inspect for cuts, burns, tears, abrasion, frays, excessive soiling, and discoloration	☐	☐	
3. **Stitching:** Inspect for pulled or cut stitches	☐	☐	
4. **Labels:** Inspect, make certain all labels are securely held in place and legible.	☐	☐	
5. **Impact Indicator:** Stitch intact, not deployed.	☐	☐	
6. **Other:**	☐	☐	
7. **Overall:** Disposition	☐	☐	
NOTES:			

e

Tool Damage Notification Form

DAMAGE NOTIFICATION CARD

BOTH SIDES OF THIS CARD MUST BE COMPLETED

Risk Ranking Check One

☐ HIGH

☐ MEDIUM

☐ LOW

Unit #:

Reported By:

LSD/Job #:

Date:

Client/Owner:

Description of event and people involved:

☐ Oilfield ☐ Underground ☐ Earthworks ☐ Transit Mix

☐ Rocky Shop/Yard ☐ Blackfalds Shop/Yard ☐ Field Mechanics

☐ Crusher ☐ Hydrovac ☐ Trucking ☐ Pits

Incident Code: (Office Use Only)

Description: (Office Use Only)

EQUIPMENT TYPE

☐ Dozer	☐ Low Bed	☐ Heavy Truck	☐ Tractor
☐ Hoe	☐ Forklift	☐ Excavator	☐ Attachments
☐ Grader	☐ Skidsteer	☐ Scraper	☐ Pick-up Truck
☐ Loader	☐ Packer	☐ Other	

DAMAGE DETAILS

DAMAGE TYPE	SPECIFIC DAMAGE LOCATION
☐ Body Damage	
☐ Mechanical Damage	
☐ Glass Damage	
☐ Under Carriage	
☐ Tires & Rims	
☐ Animal Hit	
☐ Damage to Third Party	
☐ Product Leak	
☐ Other	

CONTRIBUTING FACTORS

☐ Unsafe Act	☐ Inadequate Training/Competency	Failed to follow:
☐ Unsafe Condition	☐ Inadequate Leadership/Supervision	☐ Safe Job Procedure
☐ Complacency	☐ Inadequate Hazard Identification	☐ Safe Work Practice
☐ Mechanical Failure	☐ Inadequate Communication	☐ Instruction
☐ Stress / Fatigue	☐ Inadequate Equipment or Tools	☐ Job Safety Analysis JSA
☐ Other - EXPLAIN		

FOLLOW-UP ACTION

☐ Review Procedure _____ (List procedure reviewed)

☐ Review Practice _____ (List practice reviewed)

☐ Review JSA _____ (List JSA reviewed)

☐ Verbal Warning (Attached) ☐ Written Warning (Done by Management)

☐ OTHER _____ (Explain)

☐ ACTION COMPLETED DATE _____

Foreman/Dispatcher Name:

Manager/Superintendent:

Safety Representative:

Short- Service Employee Form

Short-Service Employee Form

Contractor Company Name:	Request Date:
Short Service Employee Name:	
Date of Employment:	Years Oilfield Experience:
Current Job Title:	Experience in Present Position:
Previous Employer (s)	
1	Years:
2	Years:
3	Years:

1. Is the employee trained to safely perform this job?	Yes	No
2. Is the employee in compliance with your Substance Abuse Program?	Yes	No
3. Review of contractor HES Policies (including Stop Work Authority)?	Yes	No
By Whom?		

4. Who has been assigned as SSE Mentor(s)?
A.
B.
C.
5. List all training provided to SSE
A.
B.
C.
D.
E.
F.
5. List any Previous Training
A.
B.
C.
D.

SSE Review and Approval: **Removal from SSE Program:**

Contractor Management Name:		
Signature:		
Date:		

Crew Toolbox Talk Form

Date : _____ **Location:** _____

Topics Covered (Please Print Clearly):

1. _____
2. _____
3. _____
4. _____
5. _____

Was a safety video(s) used for the tool box talk? ☐ Yes ☐ No

Name of Video(s):_____ Length (min):_____

Were any handout(s) given to the employees during this tool box talk? ☐ Yes ☐ No

Handout(s):_____

*** Please attach any handouts or any other material used in the toolbox talk with this form ***

Employees Present at Crew Toolbox Talk:

Print Name:	Signature:	Print Name:	Signature:

Crew Talk Conducted By: _____ Signature: _____

Worker Assessment Checklist

Worker Name (first & last)	Job Position	Date of Assessment

New Worker		Returning Worker		Re-Evaluation	

Worker assessment to be completed on all new "Green Workers" 12 weeks from date of hire. This checklist should also be used to assess a returning worker that has been away from the job for more than 6 months. Check appropriate boxes if "unsafe" or mark N/A. If "unsafe", provide corrective action comments for worker.

Company Policies & Procedures:	"X" if unsafe	Add comments below or check the box to the right if all items on list are "safe"
Emergency Response Plan (ERP)		
Knows ERP Procedures		
Knows the location of Muster Points		
Knows who is trained in first aid		
Knows the location of first aid kit, eyewash and fire extinguishers		
Knows the location of SDS Binder, Safe Work Manual, SWP and SOP's.		
PPE requirements for the job		
Safety		
Can identify worksite hazards/controls		
Actively participates in daily activities (i.e. meetings, jsa's, etc.)		
Understands and follows site rules		
Demonstrates safe use of tools & equip		
Makes eye contact with equipment operators before approaching		
Uses 3-point mount / dismount		
Completes pre-operational checklist(s) (when required)		
Has required license / certificate(s)		
Wears proper PPE for the task		
Completes required safety paperwork:- BBC, JSA's, Site Inspection Reports, etc.)		
Competency (review with Mentor)		
Do their tasks as efficiently as an experienced worker		
Operate equipment - operator competency completed?		
Demonstrate safe use of tools?		
General		
Is alert and focused on job		
Follow instructions given by the supervisor		
Arrives to work fit for duty, punctuality, attendance.		
Understands the right to refuse unsafe work		
Personal Protective Equipment (PPE)		
Hard hat		
Uses appropriate eye / face protection		
Uses required hearing protection		
Wears high visibility / protective clothing		
Wears appropriate footwear for job – Approved safety boots with ankle support		
Wear the appropriate green worker identification.		
Other:		

Additional Comments:

☐ New worker is competent to perform assigned duties under normal supervision

Signature of Employee / Contractor	Signature of Supervisor / Trainer

Fall Protection Form

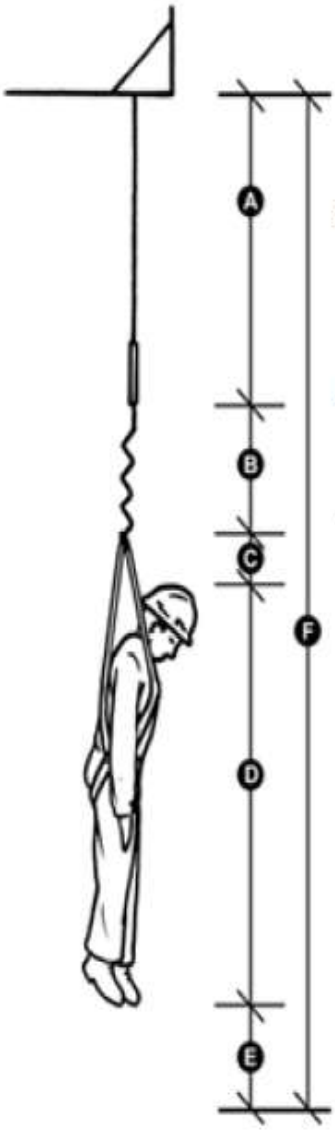
- A fall protection plan must be completed if a worker may fall three meters or more and there are no guardrails
- The completed fall protection plan must be available onsite or readily available to workers
- The fall protection plan must be revisited and reassessed if there are any changes
- If the use of fall protection equipment is not reasonably practicable, the employer must note why the fall protection system cannot be used and follow a procedure based system instead (OHS Code s. 159)

Site Information	
Company Name:	Date:
Builder Name (Prime Contractor):	Site Address:
Tasks:	
Name of person(s) that completed the Plan:	
Contact person for questions:	
Time Period that Plan is Valid:	

Fall Hazards & Equipment	
Max Height (peak):	Max Height (other):
Max Height (eaves):	Roof Slope (if applicable):
Ground Hazards:	
Are there any high voltage power lines nearby?	
Type of Fall Protection to be used: ❑ Fall Arrest ❑ Travel Restraint ❑ Self-Retracting Lifeline ❑ Guardrails ❑ Fixed Anchor	 ❑ Lifeline and Grab ❑ Control Zone ❑ Safety Net ❑ Other:

Details about fall protection used (brand, length, components):
Has all equipment to be used been inspected? ❑ Yes ❑ No List all defects that were detected:
Anchor Location (engineered and improvised): Anchor Strength (engineered and improvised):
Procedures: Have manufactures specifications been attached? Yes ❑ No ❑ Has Clearance Calculation on page 2 been Completed? Yes ❑ No ❑

Rescue	
Rescue Equipment: ❑ Ladders ❑ Aerial Devices ❑ Self-Rescue Equipment ❑ Other	Rescue Procedure:
Who is the qualified first aider on site:	
Are workers trained in the Rescue Procedure: Yes ❑ No ❑	



A (length of lanyard) is_____

B (extension of shock absorber) is_____

C (D-ring slippage is 1' (0.3m) is_____

F = Free Fall Distance

D (height of worker to D-ring) is_____

E (safety factor) is 2' (0.6 m)

** Swing Fall Distance if worker not directly below the anchor is _____

Clearance Requirement: _____

Calculating Clearance Requirement

Add **A + B + C+ D + E + **** to determine minimum distance from anchor point to nearest surface below worker.

Clearance requirement = _____

Distance to surface below = _____

Clearance requirement must be less than the distance from the worker to the nearest surface below the worker.

Note: If your clearance distance is greater than the distance to the next surface below, you will need to change your anchor point, or your type of fall protection equipment.

You should also calculate Free Fall Distance.

Calculating Free Fall Distance

This must not be greater than 1.2m (4') if there is no shock absorber. It must not be greater than that permitted by fall protection manufacturer

Calculate by adding:
Length of lanyard & connecting hardware: ____

Height of D-ring from worker's feet:_____
and subtracting:
distance between anchor point & unguarded edge:_____

Free Fall Distance = _____

Note: If your free fall distance is greater than noted above, you will have to change your anchor point or your type of fall protection equipment.

Worker Sign-Off			
Site Address:		Date:	
Time Period that Plan is Valid:			
Print Name	Sign Name	Trained in Fall Protection & This fall protection plan	
		Yes	No

Critical Task List Form

Critical Task List

Task	Priority Ranking	Job Hazard Analysis	Safe Job Procedure	Safe Work Practice	Additional Comments

Complete (C), Required (R), or Not Applicable (NA)

Last Updated: ______________________

Updated By: ______________________ ______________________

Print Name Signature

Formal Hazard Assessment Form

☐New	☐Revision	☐Review	
Job Title:	Date:	Department:	FHA No.
Developed by (Print/Sign):			Date:
Reviewed by (Print/Sign):			Date:
Approved by (Print/Sign):			Date:
Revised by (Print/Sign):			Date:
Tools & Equipment Required:	Material(s) Required:	PPE Required:	

Severity:	1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable
Probability:	A. Probable B. Reasonably Probable C. Remote D. Extremely Remote

Severity + Probability = Priority Ranking

Description of tasks	Existing and/or Potential Hazards	Priority	Hazard Control			Control Description
			Eng	Admin	PPE	

Job Hazard Analysis Form

Job Hazard Analysis (JHA)

Safe Job Procedure

Identified Task:	**Priority Ranking:** **Severity:** 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable **Probability:** A. Probable B. Reasonably Probable C. Remote D. Extremely Remote	**Severity (S) + Probability (P) = Priority Ranking (PR)** For example, Working at a height of 4 meters without fall protection. S (**1**) +P (**A**) =PR (**1A**)
Tools/Equipment Required:	**Material Required:**	Date: Page:____ of ____

Steps	**Sequence of Steps**	**Potential Incidents or Hazards**	**Priority**	**Controls in Place** Identify Controls or Combination of Controls That Are in Place			**Instructions:** The Job Hazard Analysis must be completed prior to the development of the Safe Job Procedure.
				Engineer	**Administration**	**PPE**	

Developed by:	**Reviewed by:**
Revised by:	**Approved by:**
Comments:	

PPE Maintenance Records Form

Employee Name: _____ **Location:** _____

Type of PPE	Date Issued/Purchased	Inspection Date	Replacement Date

Defective Tool Log Form

Tool Description	Serial #	Worker	Date	Defect Noted	Action	By Who?

Incident Investigation Report

---

1) Type of incident (as described under section 18 of the *Occupational Health and Safety [OHS] Act*). Check all that apply.

[ ] Serious injury [ ] Serious incident [ ] Minor injury

[ ] Potential for serious injury (near miss)

[ ] Property damage [ ] Production loss [ ] Other: _____

Requires immediate reporting to the Government of Alberta, Workplace Health and Safety: [ ]Yes [ ]No 1-866-415-8690 WHS Contact Centre

Date/time reported (if applicable): _____

2) Basic information

Date and time of incident: _____

Location of incident: _____

Name of employer: _____

3) Injured workers (if any)

Name (worker #1): _____

Position/title: _____

Nature of injury: _____

Severity: [ ] Fatal [ ] More than 2 days in hospital [ ] Medical aid

[ ] First aid [ ] Time lost from work [ ] Permanent disability

Name (worker #2): _____

Position/title: _____

Nature of injury: _____

Severity: [ ] Fatal [ ] More than 2 days in hospital [ ] Medical aid

[ ] First aid [ ] Time lost from work [ ] Permanent disability

4) Witnesses (if any)

Were witness statements taken? [ ] Yes (attached to report) [ ] No

5) Circumstances/description of incident (Accurately describe, in chronological order, the relevant details of what happened immediately before, during, and after the incident. Attach a sketch, diagram or photographs if it will help with the description.) Sketch, diagram or photographs attached?
[ ] Yes [ ] No

6) Causes (What were the **direct, indirect and root causes** of the incident? Figure 1 contains a cause analysis model that may help identify the causes.)

7) Corrective actions (What can be done to prevent a similar incident from occurring in the future? **Be sure to address the root causes.** List the actions that have already been taken (include the date) plus any additional actions that must be taken. Indicate who is responsible for seeing the actions completed and by when.)

8) Investigation team

Name (person #1): _____

Name (person #2): _____

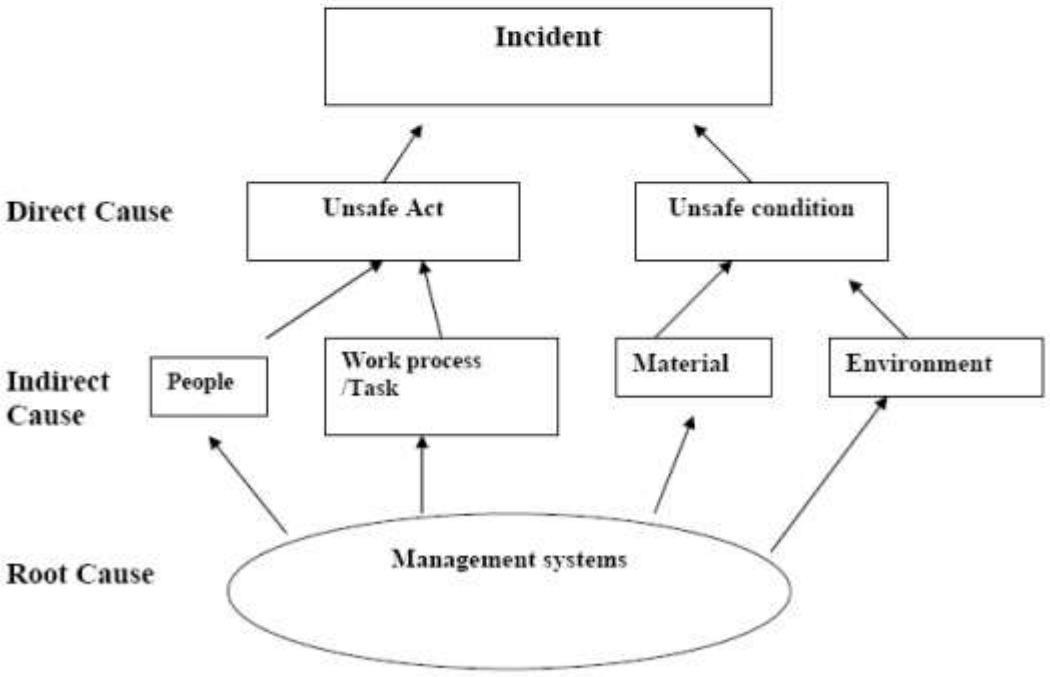
Name (person #3): _____

Date of investigation: _____

9) Follow-up

For the purpose of preventing future injuries, corrective actions must be completed in accordance with the *OHS Act*, Regulation and Code.

Figure 1: Sample Incident Cause Analysis Model



- To learn the basics of how to conduct an incident investigation, complete the Incident Investigation eLearning program, http://employment.alberta.ca/whs/learning/Incident/Incident.htm

Sketch, diagram or photos of incident scene

WORK SAFE ALBERTA

Sample Witness Statement Form

1) Basic information

Name of witness: _____

Position/title: _____

Name of employer: _____

Date of incident: _____

Date of statement: _____

2) Statement of observations and facts

Where were you when the incident occurred? (Draw a sketch on the next page if it is helpful to show where you were in comparison to the incident location.)

Describe what you saw, heard, smelled, felt or tasted **immediately before** the incident.

Describe what you saw, heard, smelled, felt or tasted **during** the incident.

Name of witness: _____

Statement of observations and facts, continued

Describe what you saw, heard, smelled, felt or tasted **immediately after** the incident.

3) Sketch of incident scene (Draw a sketch if it is helpful to describe your observations or show where you were when the incident occurred.)

4) Other comments about the incident?

Health and Safety Activity Summary Form

For the Period Ending: _____
Month/Year

☐ **Monthly** ☐ **Quarterly** ☐ **Yearly**

Number of workers hired: _____
Number of completed orientations: _____

Number of tool box meetings scheduled: _____
Number conducted: _____
Percentage attendance: _____

Number of formal inspections scheduled: _____
Number completed: _____
Total unsafe acts/conditions identified: _____
Number corrected: _____
Number outstanding: _____

Number of reported incidents _____
Damage only: _____
Injury only: _____
Injury and damage: _____
Vehicle accident: _____
No-loss: _____

Number of investigations
Completed: _____
Outstanding: _____
Number of recommendations made: _____
Completed: _____
Outstanding: _____

Comments: _____
_____
_____

Manager Signature: Date:

Safe Job Procedures Annual Review Form

Safe Work Practices	Development				Review				Review			
	Date			*By Whom*	Date			By Whom	Date			By Whom
	M	D	Y	Initials	M	D	Y	Initials	M	D	Y	Initials
FIRE EXTINGUISHERS	02	09	09	ML								
FIRE PREPAREDNESS	02	09	09	ML								
CHAINSAWS	02	09	09	ML								
ELECTRICAL SAFE WORK PRACTICE	02	09	09	ML								
Low Voltage Electrical Safe Work Practice				ML								
High Voltage Electrical Safe Work Practice	02	09	09	ML								
EXCAVATING & TRENCHING SAFE WORK PRACTICE	02	09	09	ML								
EXCAVATIONS NEAR UNDERGROUND UTILITIES	02	09	09	ML								
HAND TOOLS SAFE WORK PRACTICE				ML								
LIMB & BODY PROTECTION SAFE WORK PRACTICE	02	09	09	ML								
MANUAL LIFTING & CARRYING SAFE WORK PRACTICE	02	09	09	ML								
MOBILE EQUIPMENT SAFEWORK PRACTICE	02	09	09	ML								
PAINTING SAFE WORK PRACTICE	02	09	09	ML								
POWER TOOLS SAFE WORK PRACTICE	02	09	09	ML								
RIGGING AND LIFTING SAFE WORK PRACTICE	02	09	09	ML								
SCAFFOLDS & WORK PLATFORMS SAFE WORK PRACTICE	02	09	09	ML								
PORTABLE LADDERS SAFE WORK PRACTICE	02	09	09	ML								
Welding Safety	02	09	09	ML								
Machinery Safety	02	09	09	ML								
HOUSEKEEPING	02	09	09	ML								
Violence in the Workplace	02	09	09	ML								
Working Alone	02	09	09	ML								
Asbestos Management	02	09	09	ML								
Concrete Foundations and Formwork	02	09	09	ML								

Contractors Performance Checklist Form

Contractor Name	Supervisor/Foreperson	Trade
Project	Location	Date

	Administration		Safety
❑	H&S program manual submitted	❑	Worker with First Aid certification available
❑	H&S program manual: updated, necessary components and programs	❑	PPE worn: Head, Foot, Eye, Skin, Respiratory, Fall Protection and Traffic
❑	Documentation submitted: SDSs, Engineered drawings, Safety talks	❑	Daily housekeeping performed
❑	Orientation completed	❑	H&S representative attends meetings
❑	H&S worker representative chosen for project H&S Committee/Trades Committee	❑	Equipment: maintained regularly, operator's manuals and maintenance logs available
❑	WSIB certificate provided	❑	Fall protection: floor openings, scaffolds, PEWPs, guardrails, harness/travel restraint
❑	Work permits returned for: hot work, confined space, lock and tag	❑	Hazard Reporting: performs inspections, reports incidents/hazards to project supervisor
	Rating (10 excellent – 1 poor)	❑	Accident Investigation: participates in investigation
	Quality	❑	Training: Working at Heights, WHMIS, propane handling, PEWPs, crane operator, forklift operator
❑	Workmanship acceptable	❑	Competent workers in: supervision, scaffold erection/dismantling, equipment operation, traffic control, signaller
❑	Work according to design specifications	❑	Few or no violations: violations of company policies or OHSA were minor or did not occur
❑	Equipment well maintained		*Rating (10 excellent – 1 poor)*
❑	Subcontractors' work acceptable		**Comments**
	Rating (10 excellent – 1 poor)		
	Timing		
❑	Work completed on time		
❑	All delays were related to changes		
❑	Promptly available for deficiencies		
	Rating (10 excellent – 1 poor)		***Overall Rating*** *(average of 4 ratings x 10 = %)*

NOTE: Contractors must have documentation to prove that workers on site have completed MOL-approved Working at Heights training for any worker exposed to a fall hazard before starting work.

Complete this checklist based on contractor performance and forward to head office.

Written Procedures Checklist for a Health and Safety Program Form

1. Policy Statement Does the written policy statement meet the follow requirements?			
		Yes	No
1.	Contain a statement of principles and goals		
2.	Recognize the need to comply with the *Occupational Health & Safety Act*		
3.	Acknowledge the right of every employee to work in a safe and healthy environment		
4.	Reflect management's commitment to providing a safe and healthy work environment by eliminating or minimizing the hazards		
5.	Recognize the priority of safety in relation to other organizational goals		
6.	Encourage cooperation with unions and workers to involve all employees in putting H & S policy into practice		
7.	Statement is signed by the CEO		
8.	Statement is dated		

2. Responsibilities Are health and safety responsibilities written for			
		Yes	No
1.	Managers?		
2.	Supervisors?		
3.	Workers?		
4.	Subcontractors?		
5.	Visitors?		

3. Enforcement Are there written disciplinary procedures to deal with H & S infractions and violations? Yes ____ No ____	
1.	Who will enforce the safety program?
2.	What penalties will apply?
3.	What procedure will be established to ensure compliance and to administer penalties?

4. Health and Safety Rules			
		Yes	No
1.	Are safety rules written in clear, easily understood terms?		
2.	Are rules written in positive terms?		
3.	Are written safety rules available to all?		

5. Safe Practices and Procedures Are there written procedures for:			
		Yes	No
1.	Fall-arrest rescue?		
2.	Traffic protection?		
3.	Hot work permits?		
4.	Manual and mechanical lifting?		
5.	Confined space entry?		
6.	Access and egress?		
7.	Housekeeping and material storage?		
8.	Vehicle safety?		
9.	Lifting and hoisting?		
10.	Equipment and machinery?		
11	Designated substances?		
12.	Trenching and excavating?		
13.	Tagging and lockout?		
14.	Ladder use?		

6. Emergency Procedures Are written procedures established for unexpected events such as:			
		Yes	No
1.	Fire or explosion?		
2.	Critical injury?		
3.	Fall-arrest rescue?		
4.	Toxic spill or release?		

7. First Aid and Medical Care Are there written procedures or instructions:			
		Yes	No
1.	Requiring workers to report all injuries to the supervisor?		
2.	For transportation of injured workers?		
3.	Identifying the qualified first aider?		
4.	Specifying location of first aid stations?		

Formal Hazard Assessment

Formal hazard assessment and control (template)

Job/position/work type: Office, Driving, Site Work	**Date of assessment:** June 7, 2021
Assessment performed by (names)**: Gary Parker** *Gary Parker*	**Reviewed/revised:** June 7, 2021

Tasks (List **all** tasks/activities of the job/position)	**Hazards** (List **all** existing and potential health and safety hazards related to the identified tasks)	Severity	Likelihood	Rank	**Controls** (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	**Date implemented**
Visit and Quoting potential Job Sites	Uneven Ground Working Alone Poor lighting Extreme temperatures	1 2 1 2	2 2 2 2	2 4 2 4	Elimination: Safety boots with ankle support Eng: Work alone check-in Procedure Admin: Visit jobs during day light hours PPE: Warm clothing, Safety Boots	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021
Drive to job site	Fatigue Adverse weather Poor Lighting poor road conditions	3 3 1 3	1 1 2 1	3 3 2 3	Elimination: Schedule breaks, fatigue management training Eng: Trip planning Admin: Visit jobs during the day light hours PPE: Safety Boots	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021
Install Doors and Hardware	Poor lighting Award position Pinching hazard Egress access	1 3 3 2	1 2 2 2	2 5 5 4	Elimination: Wear gloves, Hardware training Eng: Team lift heavy items, proper lifting techniques Admin: Keep door way clear in case of emergency PPE: Gloves, Safety Boots, Safety Vest	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021
Drywall, Framing, maintenance work	Awkward position Pinching hazard Material falling hazard Uneven ground	2 3 1 1	1 2 1 1	3 5 2 2	Elimination: Wear gloves, employee training Eng: Team lift heavy item, proper lifting techniques Admin: Work in teams of two PPE: Gloves, Safety boots, Hard hats	June 7, 2021 June 7, 2021 June 7, 2021 June 7, 2021

Formal Hazard Assessment Template

Formal hazard assessment and control (template)

Job/position/work type:			**Date of assessment:**
Assessment performed by (names):			**Reviewed/ revised:**
Tasks (List **all** tasks/activities of the job/position)	**Hazards** (List **all** existing and potential health and safety hazards related to the identified tasks)	**Controls** (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	**Date implemented**
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	

Formal Hazard Assessment Sample Form #1

Formal hazard assessment and control (sample form #1)

Job/position/work type: Volunteer canvasser			**Date of assessment:** March 23, 2020
Assessment performed by (names): Tony Stolz, Mgr Operations; Dale Lefevre, Volunteer Coordinator; Kate Blundell, Admin. Assistant; Manny Bridges, Health and Safety Committee member			**Reviewed/ revised:**
Tasks (List **all** tasks/activities of the job/position)	**Hazards** (List **all** existing and potential health and safety hazards related to the identified tasks)	**Controls** (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	**Date implemented**
Driving to/from route	Adverse weather conditions	**Elimination:** Postpone to avoid snow storms and other extreme weather **Eng:** Confirm vehicle maintenance, wiper fluid and winter tires **Admin:** Schedule campaign for late spring; consult road report; follow organization's safe work practices on Journey Management	April 3, 2020
Canvassing door-to-door	Slippery surfaces	**Admin:** Volunteer orientation training (video) and policy to reinforce the use of sidewalks and handrails where available **PPE:** Wear non-slip footwear	April 29, 2020
	Robbery	**Admin:** Credit card payment enabled to reduce cash donations; direction to surrender cash in the event of robbery; money envelope to discretely store cash donations	April 3, 2020
	Angry residents	**Admin:** Clear identification of volunteer role and organization; policy to avoid knocking on doors with "No Soliciting" signage; policy to refrain from entering homes; canvassers should always be visible from roadway	April 3, 2020
	Working alone	**Elimination:** Require canvassers to go out in pairs **Admin:** Confirm working fully charged cell phone before start of shift and emergency contact cell phone numbers **PPE:** Personal security alarm	April 3, 2020

Formal Hazard Assessment Sample Form #2

Formal hazard assessment and control (sample form #2)

Job/position/work type: Administration/office work			**Date of assessment:** February 15, 2020
Assessment performed by (names): Courtney Miller, Branch Manager; Jay Parsons, Sr. Accountant; Mark Phillips, Engineer/Health and Safety Representative			**Reviewed/ revised:**
Tasks (List **all** tasks/activities of the job/position)	**Hazards** (List **all** existing and potential health and safety hazards related to the identified tasks)	**Controls** (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	**Date implemented**
Operating PC (general computer tasks)	Extended periods of sitting	**Eng.** Ergonomic set-up of workstation **Admin** Take micro-breaks to get up and stretch	April 01, 2020
	Glare from monitor	**Eng.** Anti-glare screens or monitors	April 20, 2020
Photocopying, faxing, stapling, hole punching	Repetitive motion	**Admin** Take breaks as necessary	February 20, 2020
Refilling toners	Contact with chemicals/toner	**Admin** Place toner lid from new cartridge on the old cartridge to prevent exposure, WHMIS training **PPE** Use nitrile gloves	March 4, 2020
Filing	Awkward positions	**Admin** Use stool, take breaks to stretch if required	February 20, 2020
	Struck by/crushed	**Eng.** Cabinet engineered to not allow more than one drawer to be open at a time (prevent tipping) **Admin** Ensure cabinets are loaded from the bottom up	May 21, 2020
Operating paper shredder	Loose clothing or jewellery could be caught in shredder opening	**Eng.** Auto shut-off switch/emergency shut off **Admin** Ensure loose clothing, jewellery, long hair is tucked in before operating shredder; shred on a different day	February 20, 2021

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Site-Specific Hazard Assessment Form

Site-specific hazard assessment and control (template)

Company name:	
Work to be done:	**Date of assessment:**
Task location:	**Emergency meeting location:**

Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List **all** tasks/activities)	**Hazards** (List both health and safety hazards and consider surrounding area)	**Controls** (List the controls for each hazard: Eliminate, Engineering, Administrative, Personal Protective Equipment)
		Elimination: Eng: Admin: PPE:
		Elimination: Eng: Admin: PPE:

Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	**Signature**	**Worker's name** (print)	**Signature**

Supervisor's name (print):	**Supervisor's signature:**

Site-Specific Hazard Assessment and Control Sample Form #1

Site-specific hazard assessment and control (sample form)

Company name: AB Vac Services

Work to be done:
Loading water on site

Date of assessment:
May 13, 2020

Task location: North Yard

Emergency meeting location: NE parking lot

Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List **all** tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Controls (List the controls for each hazard: Eliminate, Engineering, Administrative, Personal Protective Equipment)
Arrival at site	Concurrent work - Multiple vehicles entering and exiting yard area where task is to be completed	**Admin** Work area to be cordoned off with pylons - staff made aware of hazards. **PPE** Wear high-visibility vests.
Setting up job	People present in work area conducting inspection	**Admin** Workers provided orientation. Workers required to stay with assigned staff throughout job. **PPE** Wear high-visibility vests, safety glasses and hard hats.
Performing the job	Slip and fall as hole is being dug	**Elimination** Remove trip hazards. **Eng** If ground becomes too muddy add traction with gravel. **Admin** Watch footing. **PPE** Wear cleats/slip-resistant steel-toed boots.

Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	Signature	Worker's name (print)	Signature
Mark Milanovic	Mark Milanovic	Mark Zuckberg	Mark Zuckberg
Steve Jobes	Steve Jobes		

Supervisor's name (print): Sylvester Stanley

Supervisor's signature: Sylvester Stanley

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Site-Specific Hazard Assessment and Control Sample Form #2

Site-specific hazard assessment and control (sample form)

Company name: Grab and Go Grocery

Work to be done:
Installation of new rotisserie oven

Date of assessment:
October 1, 2020

Task location: Deli

Emergency meeting location: NW corner of parking lot

Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List **all** tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Controls (List the controls for each hazard: Eliminate, Engineering, Administrative, Personal Protective Equipment)
Remove old rotisserie oven	Greasy surfaces and floors	**Eliminate:** Clean the oven. Clean any visible grease off floor. **Engineering:** Tape the oven shut and wrap in plastic wrap to contain any residue. **PPE:** Wear appropriate steel-toed boots
	Awkward lifting/position	**Engineering:** Use a cart to transport oven. **Admin:** 2 person lift. Follow safe work procedures for lifting.
Install new rotisserie oven	Awkward lifting/position	**Engineering:** Use a cart to transport oven. **Admin:** 2-person lift. Follow safe work procedures for lifting.
	Exposure to electricity	**Engineering:** Lock out electrical for oven until fully installed.

Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	Signature	Worker's name (print)	Signature
Bradley Smith	Bradley Smith	Emma Rose	Emma Rose
Hannah Kwame	Hannah Kwame	Angela Martin	Angela Martin

Supervisor's name (print): Sylvester Stanley

Supervisor's signature: Sylvester Stanley

Employee Warning Report Form

EMPLOYEE INFORMATION
Employee Name: _____ Position: _____ Manager: _____ Department: _____ Warning Date: _____
TYPE OF WARNING
☐ First Warning ☐ Second Warning ☐ Final Warning
REASON FOR WARNING
☐ Tardiness/Leaving Early ☐ Absenteeism ☐ Breach of Company Policy ☐ Conduct ☐ Violation of Safety Rules ☐ Insubordination ☐ Performance ☐ Work Quantity or Quality ☐ Damage or Theft of Company Property ☐ Other: _____
DETAILS
Description of Infraction: _____ _____ _____ _____ _____ _____ _____ Plan for Improvement: _____ _____ _____ _____
Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination. I have read this Warning Notice and understand it. Employee's Signature: _____ Date: _____ Supervisor's Signature: _____ Date: _____ ©2015 Service Roundtable

Safe Work Practices Updated June 7, 2021

Fall Protection

Fall protection systems must be in place if any worker is exposed to any of the following conditions:

1. Falling more than 3 meters.
2. Falling more than 1.2 meters, if the work area is used as a path for a wheelbarrow or similar equipment.
3. Falling into operating machinery.
4. Falling into water or another liquid.
5. Falling into or onto a hazardous substance or object.
6. Falling through an opening on a work surface.

If it is not practical to install guardrails, workers who may be exposed to a fall hazard must be protected by the highest-ranked method of fall protection that is practical. These methods, ranked in order, are:

1. Travel restraint system
2. Fall restricting system
3. Fall arrest system
4. Safety net.

The Construction Projects regulation (O.Reg.213/91) requires that:

1. Employers ensure that workers who may use a fall protection system have completed MOL-approved working at heights training and been given adequate oral and written instructions.
2. Training and instruction records are kept, including training and instruction dates and workers' names.
3. Employers make training and instruction records available to inspectors on request.
4. Supervisors verify that appropriate fall protection systems are in place on a project

It is the expectation that all employees will have the knowledge to:

- know how to use the fall arrest equipment properly
- recognize hazards
- determine if other controls can be put in place to limit the need for fall arrest (e.g. guardrails).

The superintendent will verify with the subcontractors' forepersons on site that workers who are using fall protection have been trained.

Supervisors will assist in developing a written procedure for rescuing a worker whose fall has been arrested, as per section 26.1(4) of the Construction Projects regulation. Each jobsite superintendent is to develop a written plan for the jobsite and:

1. Post it in the trailer
2. Fax it to applicable subcontractors.

Working from Baker-type Scaffolds

1. Scaffold platforms must be fully planked and protected by guardrails if higher than 2.4 meters (8 feet) in height or if workers may fall into hazardous substances or operating equipment.
2. Guardrails consisting of a top rail, mid-rail and toe board are required.
3. Wheels and casters must be locked when people are working on the scaffold.
4. If the scaffold is more than 2.4 m (8 ft) high, it must not be moved with personnel on it unless:
    a. they wear a full-body harness with lanyard and energy absorber tied off to an independent fixed support, and
    b. the floor is firm and level.

Working from Ladders

A worker must wear a full-body harness with lanyard and energy absorber tied off to either an independent fixed support or a lifeline whenever the worker is performing work from a ladder:

a. at 3 m (10 ft) or more above the floor, or

b. above operating machinery, or

c. above hazardous substances or objects.

Working from Swing Stages

A worker must wear a full-body harness with lanyard and energy absorber tied off to:

a. an independent lifeline, if the swing stage has only two independent suspension lines, or

b. the swing stage if it has four independent suspension lines (two at each end).

Working Beside Unprotected Openings and Edges

A worker must wear a full-body harness with lanyard and energy absorber tied off to an independent fixed support whenever the worker may fall more than 3 meters (10 feet) or is working above operating machinery or hazardous substances, regardless of the possible fall height.

Full-Body Harnesses, Lanyards, and Energy Absorbers

1. All full-body harnesses, lanyards, and energy absorbers must be CSA-certified. Look for the CSA label.
2. Full-body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.

3. Lanyards must be 16-mm (5/8-in) diameter nylon or equivalent.
4. Lanyards must be equipped with an energy absorber.

Lifelines

All lifelines must be:

- 16-mm (5/8-in) diameter polypropylene or equivalent.
- used by only one worker at a time.
- free from any danger of chafing.
- free of cuts, abrasions, and other defects.
- long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
- secured to a solid object

Rope Grab Devices

To attach the lanyard of a full-body harness to a lifeline, use a mechanical rope grab that has been CSA-certified. Look for the CSA label.

Safety Nets

A safety net must be designed by a professional engineer. It must also be inspected and tested by a professional engineer or supervised by them. A copy of the inspection and test must be kept at the project until the net is no longer in service.

Guardrails

Falls from heights are a leading cause of injury and death on construction sites. You don't have to fall far to be injured or killed. If a worker can fall 3 meters or more or where a fall from a lesser height involves an unusual risk of injury, fall protection must be put in place. Guardrails are always the first choice when considering protection workers from falls and are often the best and most convenient.

1. Workers installing or removing guardrails above 3 meters will use travel restraint protection and be tied off to prevent falls.

2. Install guardrails no more than 30 cm from an open edge.

3. Ensure guardrail material is free of damage and defect.

4. Support posts should be no more than 2.4 meters (8 ft) apart and securely anchored.

5. All guardrails must be complete and meet the following requirements:

    - top rail must be 1 meter above the platform

    - mid-rail must be halfway between top rail and toe board

    - toe board must be 100 mm high and secured to the inner side of posts.

6. Posts and rails must be capable of withstanding a force of at least 900 N (200 lbs.) applied at any point.

7. No work begins in the area until guardrails have been inspected by crew foreperson.

Manual Lifting

Job Steps

1. Size up the load. If you think you need help, ask for it.

2. Get a good footing.

3. Bend your knees and get a good grip on the object to be lifted.

4. Keep your back straight, lift with your legs, and keep the object being lifted close to your body.

5. Keep your balance and do not twist or turn as you lift.

6. To put the object down again, do not bend from the waist. Keep your back straight and bend your knees, keeping the object close to your body until it is placed in a secure position.