

# HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)



**LABOUR  
LEASING**

## SAFETY COMPLIANCE AND OPERATIONS MANUAL

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# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION ONE: INTRODUCTION**

# WELCOME PACKAGE



**LABOUR  
LEASING**

Servicing the Okanagan & Calgary  
Regions

With offices in Kelowna, Vernon,  
Penticton and Calgary



*Servicing Western Canada and the Greater Area*



**LABOUR  
LEASING**

OFFICE: 778.940.0287

[www.soslabourleasing.com](http://www.soslabourleasing.com)



**LABOUR  
LEASING**

**WELCOME TO**  
**SOS**  
*Labour Leasing Ltd.*

**CORPORATE OFFICE ADDRESS**

#101, 251 Lawrence Ave  
Kelowna, B.C.  
V1Y 6L2

**PHONE**

OFFICE: 778.940.0287

**EMAIL**

info@soslabourleasing.com

**WEBSITE**

www.soslabourleasing.com

**COMPANY INFORMATION**

*Proudly serving Canada's western provinces with a willingness to expand to other areas. SOS Labour Leasing is a skilled trades and labour provider. We provide services for construction companies, general contractors, property management companies, landscaping businesses, warehousing and logistics firms, manufacturing facilities, event management companies, moving companies, restoration and clean up contractors and many more.*

**BUSINESS INFORMATION AND CERTIFICATES ENCLOSED**

BUSINESS CORPORATION # Contact Head Office

GST # 794810937 RT0001

WCB # 200313681

CERTIFICATE OF INSURANCE POLICY # Contact Head Office

**SOS LABOUR LEASING LTD.**

- 50+ years combined industries experience.
- Specialized Skills & Expertise Management.
- Commitment to quality.
- Dedication to customer service.
- Customization of services.
- Competitive pricing.
- Expertise with a variety of labour services.

**HEALTH & SAFETY MANAGEMENT SYSTEM**

*As a team, we have an uncompromising priority to the safety and well-being of people and the environment. We strive for a culture based on behavioral safety and will remain dedicated to maintaining our Health & Safety Management System to ensure a safe, effective, and healthy workplace.*

*Together, we exercise a fundamental belief that all incidents are preventable. SOS Labour Leasing employees are in relentless pursuit of Goal Zero: no number (zero) of injuries, illnesses, incidents, or deaths should ever be deemed "acceptable"—on the job and at home.*

*By collaborating with the Worker's Compensation Board and Alberta & B.C. Associations of Safety Partnerships, SOS Labour Leasing Ltd. has worked hard to provide an effective safety program and quality safety protocol.*

## CONTACT INFORMATION



**LABOUR  
LEASING**

### **Kelowna Head Office (Corporate)**

#101 – 251 Lawrence Ave  
Kelowna BC, V1Y6L2

Office Hours Monday thru to Friday – 5:30AM to 12:00PM **(Closed for Lunch)** 1:00PM to 5:00PM

Contact Hours Monday thru to Friday – 5:30AM to 5:00PM

### **Vernon**

2907 32nd St  
Vernon BC, V1T5M2

Office Hours Monday thru to Friday – 5:30AM to 8:00 AM & 2:00PM to 5:00PM

Contact Hours Monday thru to Friday – 5:30AM to 5:00PM

### **Penticton**

750 Eckhardt Ave W  
Penticton BC, V2A2B7

Office Hours Monday thru to Friday – 5:30AM to 8:00 AM & 2:00PM to 5:00PM

Contact Hours Monday thru to Friday – 5:30AM to 5:00PM

### **Calgary**

Satellite Office  
Calgary, AB.

Contact Hours Monday thru to Friday – 5:30AM to 5:00PM

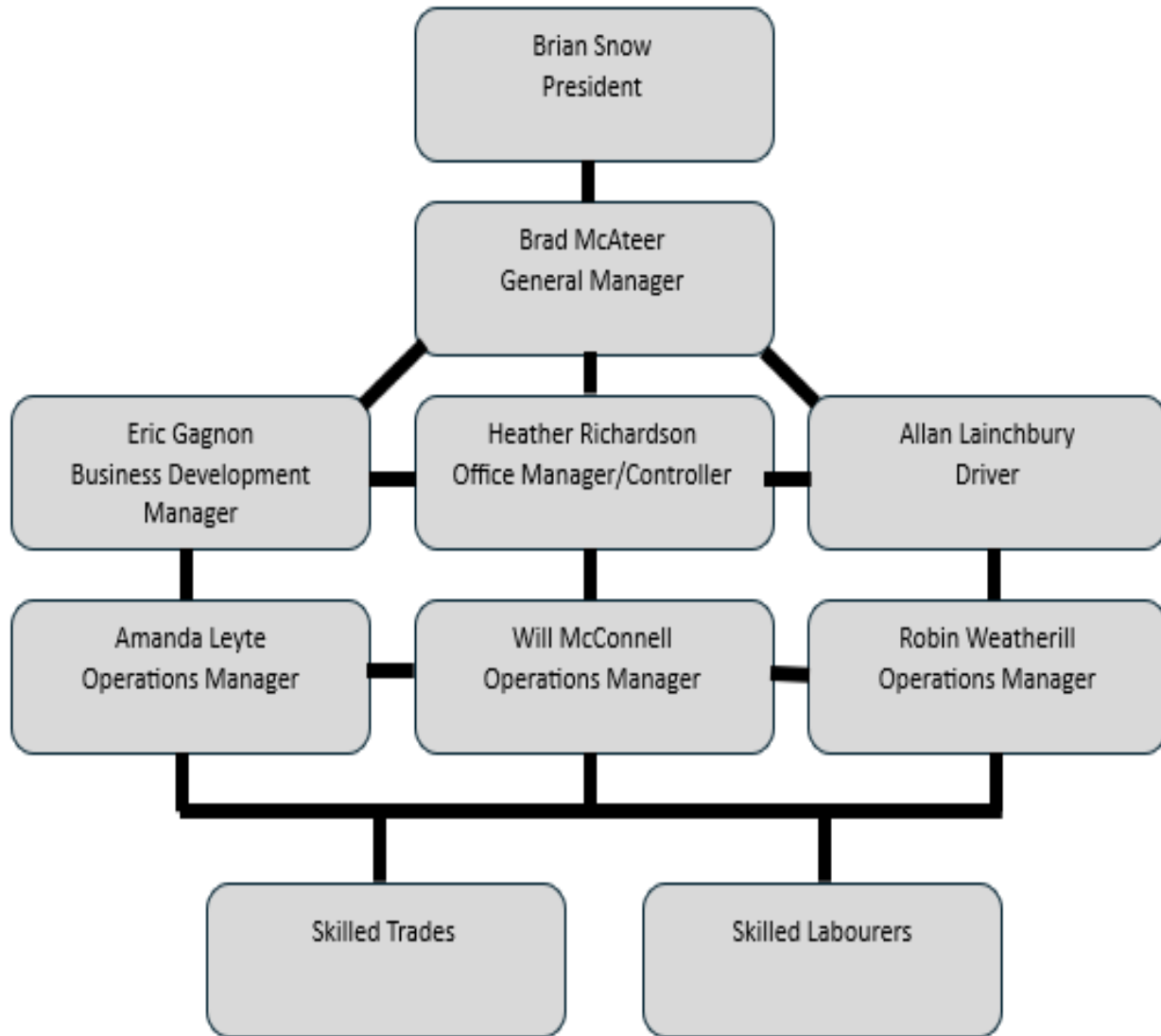
**KELOWNA HEAD OFFICE (CORPORATE) PHONE: 778.940.0287**

**EMAIL: [INFO@SOSLABOURLEASING.COM](mailto:INFO@SOSLABOURLEASING.COM)**

**WEBSITE: [WWW.SOSLABOURLEASING.COM](http://WWW.SOSLABOURLEASING.COM)**

# ORGANIZATIONAL CHART

## SOS Labour Leasing



**INVENTORY LIST OF JOBS**

TITLE	POSITION DESCRIPTION CREATED	HAZARD ASSESSMENT CREATED
PRESIDENT	JUNE 1, 2026	YES
GENERAL MANAGER	JUNE 1, 2026	YES
OFFICE MANAGER/CONTROLLER	JUNE 1, 2026	YES
BUSINESS DEVELOPMENT MANAGER	JUNE 1, 2026	YES
OPERATIONS MANAGER	JUNE 1, 2026	YES
SKILLED TRADES	JUNE 1, 2026	YES
SKILLED LABOURERS	JUNE 1, 2026	YES
DRIVER	JUNE 1, 2026	YES

# HEALTH & SAFETY POLICY

SOS Labour Leasing Ltd. is committed to providing a safe and healthy work environment for its employees, guests, and visitors. We will endeavour to ensure that the measures and procedures prescribed by the Canada Labor Code Part II, Part III, Occupational Health and Safety Regulations, and all other relevant legislation concerning Health and Safety, are met.

A safe and healthy work environment includes,

- establishing and maintaining programs to identify and appropriately control workplace hazards,
- providing for a Joint Health and Safety Committee to identify and address workplace hazards,
- ensuring that workplace Health and Safety issues are promptly dealt with,
- providing vendors information to allow employees to purchase their own tools and equipment,
- ensuring suitable training to all employees on workplace Health and Safety,
- and recognizing that Health and Safety is a shared responsibility between management and employees.

***The achievement of this Policy requires the full cooperation of everyone.***

## Responsibilities

Everyone at SOS Labour Leasing Ltd. is responsible for working safely and reporting all unsafe or unhealthy work conditions. All Employees are required to work in compliance with Health and Safety Legislation.

- All Employees must practice proper work procedures: use/wear all proper equipment, protective devices, and clothing that the Company requires to be used/worn. Observe all of SOS Labour Leasing's Health & Safety Policies and Procedures & Practices.
- All Employees will be held accountable for implementing this Policy and Program. Neglect of one's Health and Safety duties will not be tolerated, nor shall one's safety duties be sacrificed for expediency. Safety, customer service, and sales must receive equal priority. No job shall be considered so important that the time cannot be taken to do the job safely.
- We do not want anyone to suffer the misfortune of injury or disability. We will work closely in partnership with our Employees, Contractors, Subcontractors, and other Business Partners to provide Employees with the tools, training, and support to ensure a safe and healthy work environment.
- SOS Labour Leasing Ltd. has a Return-to-Work Program in which all members of the workplace have a shared responsibility to participate when required.
- Managers and Supervisors must ensure that employees work safely and with the protective devices, measures, and procedures required by SOS Labour Leasing Ltd.'s Policies and Procedures. This includes advising employees of potential or actual danger to their Health and Safety, which the Manager or Supervisor is aware of. Managers and Supervisors must also take every reasonable precaution for the protection of SOS Labour Leasing employees.
- Contractors and Subcontractors undertaking work for or with SOS Labour Leasing Ltd. must, as part of their contract, comply with all relevant workplace and environmental Health and Safety statutes and meet or exceed the Company's safety program requirements.

In accordance with the Occupational Health and Safety Legislation, the Management Team will review this Policy on an annual basis and post it in conspicuous workplace locations.

I trust that all of you will join in a personal commitment to Health and Safety as a way of life.

Brian Snow  
President

# SAFETY POLICY STATEMENT

The SOS Labour Leasing Ltd. Safety Policy is founded on several fundamental principles:

- All occupational injuries and illnesses are preventable through combined efforts and cooperation of our management and employees,
- Managers, supervisors, workers, and contractors equally share the responsibility of maintaining a healthy and safe workplace,
- Management is directly responsible for the development of effective systems, procedures, and practices to prevent workplace incidents and illnesses and ensuring that these systems, procedures, and practices are followed,
- Each employee is responsible for working safely by following proper procedures and practices, and exercising sound professional judgement,
- Safe work practices can be developed through effective communications and training measures,
- Safety off the job and away from the workplace is just as important as safety *on* the job and *in* the workplace.

SOS Labour Leasing Ltd. is committed to an ongoing and effective safety program that prevents occupational injuries and illnesses. SOS Labour Leasing achieves a healthy and safe work environment through:

- Expectations that all employees will comply with legislative requirements, industry standards, and SOS Labour Leasing's Health and Safety Management System,
- Management's commitment to providing a safe workplace that addresses physical, psychological, and social well-being, and ensuring that proper personal or respiratory protective equipment (PPE/RPE) is used and a work environment conducive to safe practices, procedures, and policies,
- The communication of appropriate work procedures and the provision of the necessary training to ensure that responsibilities in the workplace are carried out safely,
- The investigation of all unsafe practices and incidents with injury potential, as well as all injuries, to correct deficiencies and prevent mishaps and recurrence,
- The utilization of safety audits and other monitoring measures to ensure an on-going, effective safety program, and

The administration of our safety program rests with management. Notwithstanding this policy, each manager and supervisor is accountable for the safety of those who report to their authority.

We consider safety to be a condition of employment. It is the responsibility of all employees to perform their duties safely (with concern for the safety of fellow employees) and to report all unsafe acts and conditions. When necessary, constructive, consistent discipline will be implemented to correct and prevent unsafe work habits and acts.

SOS Labour Leasing Ltd. firmly believes safe work habits not only ensure the protection of its employees but promote quality, productivity, and profitability: vital to the Company's continued success. To this end, SOS Labour Leasing will not perform a service or use a product unless the service can be done safely.

I trust that all SOS Labour Leasing employees will commit to this safety policy.

Brian Snow  
President

# **SOS LABOUR LEASING LTD.**

## **PRESIDENT'S PHILOSOPHY:**

SOS Labour Leasing Ltd. specializes in providing skilled trades and skilled labour services to construction companies, general contractors, property management companies, landscaping companies, warehousing and logistics firms, manufacturing facilities, event management companies, moving companies, restoration and clean up contractors and more.

SOS Labour Leasing services the needs of both employers and job seekers within the skilled trades and labour related industries and are the preferred skilled trades and labour services provider. We are making a difference in the communities we serve to help ensure long term and sustainable economic growth, along with building positive culture and wellness at the same time.

We allow you to minimize your labour costs by using our workers on an "as needed" basis, and only for productive hours. Using our Skilled Trades Workers and Labourers will lower your overall operational costs by eliminating the need to constantly deal with on-boarding procedures. You will substantially lower your WCB exposure because that is now our responsibility. Other costs that are based on the payroll are substantially reduced, such as General Liability and Taxes. Because this is our specialty, we make sure we are both in compliance with the ever-changing Labour Laws and Occupational Health and Safety Regulations and Legislation. With our partner companies throughout Western Canada, we can serve as your one-stop-shop for all your workforce needs and requirements, both skilled trades and general labourers.

SOS Labour Leasing guarantees the worker(s) sent to your job site will be of the quality you expect and will have the knowledge you requested. If in the first 2 hours, you do not feel this is the case, simply contact us and you will not be billed for any time for that individual. Then we will replace that work as soon as possible. Your satisfaction is important to us!

SOS Labour Leasing takes pride in providing quality and excellent customer service and keeping its team healthy and safe. We have an uncompromising priority on the safety and well-being of people and the environment. We are striving for a culture based on behavioral safety and will remain dedicated to maintaining our Health and Safety Management System to ensure a safe, effective, and healthy workplace,

We exercise a fundamental belief that all incidents are preventable. We are dedicated to maintaining our Health & Safety Management System, creating a safe, effective, and healthy workspace. At SOS Labour Leasing, our employees are in relentless pursuit of Goal Zero: no number (zero) of injuries, illnesses, incidents, or deaths should ever be deemed "acceptable" – on the job and at home.

Our philosophy is to get the work done correctly and safely by applying our motto, "we will make it happen."

Brian Snow  
President

## **WELCOME TO SOS LABOUR LEASING LTD.**

Welcome to SOS Labour Leasing Ltd. At SOS Labour Leasing, we are all part of the same team and dedicated culture, each working towards shared goals and realizing the same vision: to provide our customers, contractors, and employees with superior integrated services. To achieve this objective, we must all look for ways to add value to our customers and what we provide our employees.

The opportunities at SOS Labour Leasing are boundless. We encourage all of you to be creative, energetic, and positive.

## **SAFETY & COMPLIANCE MANUAL INTRODUCTION**

The purpose of this manual is to provide our employees with information regarding the policies and procedures of SOS Labour Leasing Ltd. For simplicity's sake, the owner, managers, supervisors, workers, contractors, and employees will be referred to as an "employee" throughout this handbook, as all Company rules and policies apply equally regardless of your employment designation with the Company.

SOS Labour Leasing Ltd. reserves the right to alter, modify, amend, or terminate these policies and benefits in any manner that it believes to be in SOS Labour Leasing's best interest.

### **THE INFORMATION CONTAINED IN THIS MANUAL IS NOT A CONTRACT OR AN OFFER TO ENTER INTO A CONTRACT, BUT A CONDITION OF EMPLOYMENT.**

Employment with SOS Labour Leasing Ltd. is based on mutual consent. At all times while SOS Labour Leasing employs you, your employment will be at will. While we hope your employment with the Company is both satisfying and rewarding, we understand that you have the right to resign your employment with the Company at any time and for any reason. Similarly, the Company has the right to end any employee's employment relationship as the Company deems it appropriate, as per Employment Standards.

The language in this manual or any oral statements (past and future) are not enforceable as contracts or covenants of any sort, including expressed or implied covenants of good faith and fair dealing.

Note: Throughout the manual, SOS Labour Leasing Ltd. will be referred to as SOS Labour Leasing or "the Company."



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**

**SECTION TWO:**

**RULES & POLICIES**

**ANNUAL REVIEW**



# MANAGEMENT'S DECLARATION OF COMMITMENT TO THE HEALTH AND SAFETY MANAGEMENT SYSTEM

## Annual Review

**SOS Labour Leasing Ltd.** certifies that the information enclosed is true, accurate, and has been reviewed as per the dates noted in the declaration. All amendments to the Health and Safety Management System must be documented and updated on this Declaration of Commitment form. Please keep all previous versions of this form to show progress and amendments, as it is essential to ensure document control remains effective.

ACKNOWLEDGEMENT OF DECLARATION		
Name: Brian Snow	Signature:	Position in Company: President
Phone: 778.940.0287	Email: brian@soslabourleasing.com	Date: June 2026
ACKNOWLEDGEMENT OF DECLARATION		
Name: Brad McAteer	Signature:	Position in Company: General Manager
Phone: 778.940.0287	Email: brad@soslabourleasing.com	Date: June 2026

## HSMS RULES & POLICIES REVIEW

REV.	DATE	REVIEWED BY	APPROVED BY	RULES & POLICIES
2	June 2026	Brad McAteer	Brian Snow	<i>Health and Safety Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Safety Policy Statement</i>
2	June 2026	Brad McAteer	Brian Snow	<i>President's Philosophy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Safety &amp; Compliance Manual Introduction</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Management's Declaration of Commitment</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Equal Employment Opportunity and Compliance</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Personal Conduct Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Discrimination Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Harassment Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Workplace Violence Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Open-Door Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Discrimination &amp; Harassment Complaint Processing Guidelines</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Privacy Rights</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Cell Phone/Electronic Device Usage Policy</i>

2	June 2026	Brad McAteer	Brian Snow	<i>Conflict of Interest Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Attendance &amp; Punctuality Expectations</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Sick or Late Call-In</i>
2	June 2026	Brad McAteer	Brian Snow	<i>No Call/No Show</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Change of Address/Emergency Contact Info.</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Verification of Employment</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Corrective Counselling</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Major Company Rules</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Employee Pay</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Safety &amp; Housekeeping</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Responsibilities</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Personal Protective Equipment</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Vehicle/Equipment Safety</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Personal Conduct Expectations</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Disciplinary Procedures</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Training</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Record Keeping</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Paperwork</i>
2	June 2026	Brad McAteer	Brian Snow	<i>General Rules Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Safety Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Company Environment Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Collision &amp; Incident Reporting Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Investigations Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>P.P.E. &amp; R.P.E. Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Vehicle Maintenance &amp; Inspections Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Equipment Inspections Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Cargo Securement &amp; Compliance Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Speed Limit Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Seat Belts Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Defensive Driving Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Fueling Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Fatigue Management Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Time Records Reconciliation Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Internal Audit &amp; Compliance Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Progressive Discipline (Enforcement) Policy</i>
<b>REV.</b>	<b>DATE</b>	<b>REVIEWED BY</b>	<b>APPROVED BY</b>	<b>SECTIONS</b>
2	June 2026	Brad McAteer	Brian Snow	<i>Drug &amp; Alcohol Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Preventative Maintenance Policy</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Hours of Service &amp; Time Records</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Emergency Response Reporting Procedures</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Hazard Assessment, Elimination &amp; Control</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Inspections</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Emergency Response &amp; Evacuation Plan (office, shop, yard)</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Emergency Escape Routes (4)</i>

2	June 2026	Brad McAteer	Brian Snow	<i>Site-Specific Emergency. Response Plan</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Joint Worksite Health &amp; Safety Committee (HSC)</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Joint Worksite Health and Safety Representatives (HSR)</i>
2	June 2026	Brad McAteer	Brian Snow	<i>HSC Terms of Reference</i>
2	June 2026	Brad McAteer	Brian Snow	<i>System Administration</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Other Parties at or in the Worksite</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Training and Communication</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Safe Work Practices</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Safe Job Procedures</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Appendix</i>
<b>Rev.</b>	<b>DATE</b>	<b>REVIEWED BY</b>	<b>APPROVED BY</b>	<b>FILES</b>
1	<b>Inactive</b>			<i>Carrier Services File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>ARC/C.O.R./NSC Audits File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Pre-Hire/Annual Employee Performance Evaluations File</i>
1	<b>Inactive</b>			<i>Pre-Hire &amp; Annual Commercial Driver Abstracts (AMVIR</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Annual &amp; Single Trip Permits File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Insurance Reports File</i>
1	<b>Inactive</b>			<i>Carrier Profiles File</i>
1	<b>Inactive</b>			<i>Carrier Profile Enforcement Audit File</i>
1	June 2026	Brad McAteer	Brian Snow	<i>Collision/Incident Reports/Follow-Up Investigation</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Internal Audit Enforcement File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Enforcement Points File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Training Expirations File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Driver License Expirations File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Unit Expirations File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Defective Recalls File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Transportation/OH&amp;S Updates File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>AGM Compliance Meetings &amp; Memos File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Joint Worksite HSC and HSR File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Hazard Assessments &amp; Facility Inspections File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>SWP/SJP Job Descriptions File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Emergency Response Plan File</i>
2	June 2026	Brad McAteer	Brian Snow	<i>System Administration/Records &amp; Statistics</i>
2	June 2026	Brad McAteer	Brian Snow	<i>Employee Recruiter &amp; Retention File</i>

# FORMAL HAZARD ASSESSMENTS REVIEW

SOS Labour Leasing Ltd. certifies that the information enclosed is true, accurate, and has been reviewed as per the dates noted. All amendments to the Formal Hazard Assessment Section must be documented and updated on this review form. Please keep all previous versions of this form showing progress to amendments, as it is essential to ensure document control remains effective.

FORMAL HAZARD ASSESSMENTS		DEVELOPMENT /AMMENDMENT			REVIEW		
		Date	By Whom	Approved By	Date	By Whom	Approved By
1.	PRESIDENT	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
2.	GENERAL MANAGER	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
3.	OFFICE MANAGER / CONTROLLER	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
4.	BUSNIESS DEVELOPMENT MANAGER	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
5.	OPERATIONS MANAGER	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
6.	SKILED TRADES	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
7.	SKILLED LABOURERS	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
8.	DRIVER	JUNE 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
9.							
10.							
11.							
12.							
13.							
13.							

## GENERAL RULES & POLICIES REVIEW

SOS Labour Leasing Ltd. certifies that the information enclosed is true, accurate, and has been reviewed as per the dates noted. All amendments to the General Rules & Policies Section must be documented and updated on this review form. Please keep all previous versions of this form showing progress to amendments, as it is essential to ensure document control remains effective.

GENERAL RULES & POLICIES	DEVELOPMENT			REVIEW		
	Date	By Whom	Approved By	Date	By Whom	Approved By
1. GENERAL RULES POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
2. SAFETY POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
3. COMPANY ENVIRONMENT POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
4. COLLISION & INCIDENT REPORTING POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
5. INVESTIGATIONS POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
6. FIRE PREVENTION POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
7. SAFETY TRAINING POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
8. PERSONAL PROTECTIVE EQUIPMENT & RESPIRATORY PROTECTIVE EQUIPMENT POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
9. VEHICLE MAINTENANCE & INSPECTIONS POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
10. EQUIPMENT INSPECTIONS POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
11. CARGO SECUEMENT & COMPLIANCE POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
12. SPEED LIMIT POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
13. SEAT BELTS POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
14. DEFENSIVE DRIVING POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
15. FUELLING POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
16. FATIGUE MANAGEMENT PROGRAM POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
17. TIME RECORDS RECONCILIATION POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
18. INTERNAL AUDIT & COMPLIANCE POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
19. PROGRESSIVE DISCIPLINE (ENFORCEMNT) POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
20. COVID POLICY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow

# SAFE WORK PRACTICES REVIEW

SOS Labour Leasing Ltd. certifies that the information enclosed is true, accurate, and has been reviewed as per the dates noted. All amendments to the Safe Work Practices Section must be documented and updated on this review form. Please keep all previous versions of this form showing progress to amendments, as it is essential to ensure document control remains effective.

SAFE WORK PRACTICES	DEVELOPMENT			REVIEW		
	Date	By Whom	Approved By	Date	By Whom	Approved By
1. AERIAL WORK PLATFORMS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
2. CHEMICAL HAZARDS, BIOLOGICAL HAZARDS AND HARMFUL SUBSTANCES	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
3. CLEANING SOLVENTS & FLAMMABLES	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
4. CONFINED SPACE ENTRY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
5. DEFECTIVE TOOLS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
6. DRIVING - MOTOR VEHICLE OPERATION	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
7. DRIVING - BACKING UP	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
8. DRIVING - CELL PHONE USE AND DISTRACTED DRIVING	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
9. DRIVING - PLACING OF EMERGENCY WARNING DEVICES	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
10. DRIVING – REFUELLING	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
11. DRIVING - SEAT BELT USE	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
12. DRIVING - WINTER DRIVING	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
13. ELECTRICAL LOCKOUT	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
14. FATIGUE AWARENESS/MANAGEMENT	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
21. FALL PRO	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
22. FIRE & USE OF FIRE EXTINGUISHERS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
23. HAZARD CONTROL SIGNAGE (on worksites)	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow

24. <b>INSULATING PIPING AND VESSELS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
25. <b>MANUAL LIFTING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
26. <b>OFFICE SAFETY</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
27. <b>PIPE COATING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
28. <b>PLANNED LIFT</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
29. <b>PORTABLE FIRE EXTINGUISHER</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
30. <b>PORTABLE LADDER</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
31. <b>POWER AND HAND TOOLS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
32. <b>RESPIRATORY CARE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
33. <b>RESTRICTED WORK AREAS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
34. <b>SCAFFOLD</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
35. <b>SCISSOR-LIFT OPERATING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
36. <b>SPRAY PAINTING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
37. <b>TIGER TORCH OPERATING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
38. <b>WORKING ALONE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
39. <b>WORKING ON SLOPES</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
40. <b>EMPLOYEE ORIENTATION &amp; COMPETENCY</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow

## SAFE JOB PROCEDURES REVIEW

SOS Labour Leasing Ltd. certifies that the information enclosed is true, accurate, and has been reviewed as per the dates noted. All amendments to the Safe Job Procedures Section must be documented and updated on this review form. Please keep all previous versions of this form showing progress to amendments, as it is essential to ensure document control remains effective.

SAFE JOB PROCEDURES	DEVELOPMENT			REVIEW		
	Date	By Whom	Approved By	Date	By Whom	Approved By
1. AERIAL WORK PLATFORM OPERATIONS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
2. BACKING UP	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
3. CARGO SECUREMENT	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
4. CHANGING A TIRE	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
5. DRIVING – FOLLOWING DISTANCE	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
6. DRIVING – DEFENSIVE DRIVING	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
7. EXTENSION CORD USE	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
8. FALL ARREST	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
9. FALL PROTECTION	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
10. FALL RESTRAINT - LANYARDS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
11. FIRST-AID INJURY	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
12. FUELLING VEHICLES	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
13. HAND TOOLS – SNIPS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
14. HAND TOOLS – HACKSAWS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
15. HAND TOOLS - HAMMER	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
16. HAND TOOLS – HAND SAWS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
17. HAND TOOLS – POWER TOOLS	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
18. HAND TOOLS – WRENCH	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow

19. <b>HOSITING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
20. <b>INCIDENT ACCIDENT RESPONSE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
21. <b>JUMP STARTING A BATTERY</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
22. <b>LADDERS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
23. <b>LIFTING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
24. <b>LOCKOUT/TAG OUT</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
25. <b>MAJOR SITE EMERGENCY</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
26. <b>PROPANE HEATERS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
27. <b>RECIPROCATING SAW</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
28. <b>SHEARING (ALUMINUM &amp; SHEET METAL)</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
29. <b>SITE INSPECTIONS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
30. <b>SPILL RELEASE &amp; REPORTING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
31. <b>SUN PROTECTION</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
32. <b>VEHICLE – PRESSURE WASH</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
33. <b>VEHICLE OPERATION – PRE-USE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
34. <b>VEHICLE OPERATION – MID-USE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
35. <b>VEHICLE OPERATION – POST-USE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
36. <b>WELDING</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
37. <b>WORKING ALONE</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow
38. <b>EMERGENCY CONTACTS</b>	June 1, 2026	Robin Weatherill	Brad McAteer	June 2026	Brad McAteer	Brian Snow

# EMPLOYEE ORIENTATION ACKNOWLEDGEMENT

Acknowledgement of employee training in all SOS Labour Leasing rules and policies is part of the initial application.

SOS Labour Leasing has in place a number of company policies and procedures. You are required to comply with company policy in its entirety. Failure to comply with these policies may result in disciplinary action being taken against you. All policies and procedures are found in the SOS Health and Safety Management System Manual via <https://soslabourleasing.com/safety/>

## TIPS FOR SUCCESS WITH OUR COMPANY



# LABOUR LEASING

- ZERO TOLERANCE FOR ALCOHOL & DRUG USE. YOU WILL BE TERMINATED.
- NO TICKET = NO CHEQUE.
- NO EXCEPTIONS.
- IF YOU WALK-OFF A JOB OR ARE ASKED TO LEAVE A JOB SITE FOR ANY REASON, YOUR PAYCHEQUE WILL BE HELD FOR 2 WEEKS AND YOUR EMPLOYMENT WILL BE TERMINATED.
- ALL APPLICANTS MUST PRESENT 2 PIECES OF VALID IDENTIFICATION WITH APPLICATION.
- NO PUBLIC TELEPHONE OR WASHROOM.
- IF YOU ARE ON A REPEAT JOB, YOU MUST BE HERE 1 HOUR BEFORE THE SCHEDULED START TIME.
- IF YOU CAN'T RETURN FOR ANY REASON, YOU MUST CALL & LEAVE A MESSAGE SO WE CAN REPLACE YOU FOR THE DAY.
- IF YOU DO NOT LET US KNOW AT LEAST 2 HOURS BEFORE THE START TIME, YOU WILL NOT WORK AT SOS LABOUR LEASING AGAIN.
- PLEASE RETURN ANY BORROWED EQUIPMENT AT THE END OF EACH DAY. FAILURE TO DO SO WILL RESULT IN THE FOLLOWING AMOUNTS BEING DEDUCTED FROM YOUR CHEQUE:
  - HARD HATS \$15
  - BOOTS \$30
  - SAFETY VEST \$15
  - HAMMER \$15

### TIPS FOR SUCCESS

1. ARRIVE ON TIME WITH YOUR PERSONAL PROTECTIVE EQUIPMENT AND BE PREPARED TO WORK SAFELY.
2. INTRODUCE YOURSELF TO THE CUSTOMER WITH A FRIENDLY HANDSHAKE. INFORM THE CUSTOMER THAT YOU WERE SENT BY SOS LABOUR LEASING TO WORK FOR THE DAY AND ASK FOR YOUR ASSIGNMENT.
3. LISTEN CAREFULLY SO THAT YOU UNDERSTAND YOUR JOB DUTIES. ASK QUESTIONS ABOUT ANYTHING YOU DO NOT UNDERSTAND.
4. BE FRIENDLY, BE LIKEABLE AND WORK WELL WITH OTHERS FOR THE BEST CHANCE AT BEING ASKED BACK.
5. ASK FOR ADDITIONAL DUTIES RIGHT AWAY WHEN YOU COMPLETE YOUR ASSIGNED TASK.
6. WORK HARD AND DO A QUALITY JOB SO THE CUSTOMER HAS POSITIVE THINGS TO SAY ABOUT YOU.
7. USE APPROVED BREAK TIMES TO EAT, SMOKE OR USE CELL PHONES. AVOID THESE ACTIVITIES EXCEPT DURING AUTHORIZED MEAL AND REST PERIODS.

## NON-SOLICITATION CLAUSE

During your employment, you may become aware of information relating to the business of SOS Labour Leasing Ltd, including but not limited to client lists, trade secrets, client details and pricing structures.

Confidential information, including client lists, trade secrets, pricing structures and any and all documents provided to you in the course of your employment remain the sole property of SOS Labour Leasing. You shall not, either during or after your employment, without the prior consent of the SOS Labour Leasing, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. This non-solicitation clause prevents employees from actively seeking, contacting, approaching or poaching our clients, clients employees or clients sub contractors in their entirety.

### APPLICANT/EMPLOYEE AGREEMENT/ACKNOWLEDGEMENT

I, the undersigned, duly declare the above information to be accurate and correct to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my omissions or misrepresentations may result in reclassification or dismissal upon review by my employer. I further authorize my employer to obtain a medical evaluation by a physician if required and understand that my employment is not necessarily required for a definite period. Furthermore, I have read and understand the SOS Health and Safety Management System Manual and agree to comply with the contents within.

Date Signed:
Applicant/Employee Signature:

*"By entering my digital signature, I agree to the terms and conditions outlined in this application and I understand that my digital signature is legally binding."*

# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION THREE: EMPLOYEE INFORMATION**



### 3.0 EQUAL EMPLOYMENT OPPORTUNITIES AND COMPLIANCE

It is our policy to provide equal employment opportunities. The Company recruits, hires, trains, and promotes individuals without regard to race, color, sex, age, national origin, religion, or disability. It is our policy to comply with all federal and provincial employment legislation.

The Company will not tolerate discrimination of any kind. Upon becoming aware of such treatment, the Company will investigate and take appropriate action. It is every employee’s responsibility to report discriminatory practices (whether they impact you or other employees) to their direct management.

No employee will be retaliated against for bringing valid information of discriminatory treatment to management’s attention.

### 3.1 PERSONAL CONDUCT POLICY

<b>Personal Conduct Policy</b> (Discrimination, Harassment, Violence Policies)		Version No.	2
Effective Date:	June 1, 2026	Date of Last Revision:	N/A
External Reviews:	1. Customers/Suppliers 2. Government Auditors/Consultants	Internal Review:	1. Every two years 2. Fiscal year-end

#### PERSONAL CONDUCT POLICY SCOPE

The Personal Conduct Policy and its sub-policies (**Discrimination, Harassment, Workplace Violence, and Open-Door**) apply to all workers: managers, supervisors, temporary employees, journeypersons, forepersons, apprentices, office and administrative staff, health and safety officers, contractors, and subcontractors.

The Personal Conduct Policy and its sub-policies (Discrimination, Harassment, Workplace Violence, and Open-door policies) apply wherever the SOS Labour Leasing Ltd. (the “Company”) business is conducted, at all company events, and when an employee is on Company premises (including in-vehicle, yard, shop, and office areas). As most employees are engaged in Company business away from the main office, it is important to stress that this policy covers employee actions while they are “on the clock,” no matter where they are currently located.

#### POLICY STATEMENT

SOS Labour Leasing Ltd. (the “Company”) recognizes its organization's diverse and multicultural composition and appreciates the dignity, worth, and contribution of all employees. The Company is committed to ensuring its workplace is free of discrimination, harassment, and violence. SOS Labour Leasing will make every reasonable effort to ensure no employee is subjected to discrimination, harassment (including sexual harassment), or violence in the workplace.

## PROHIBITED CONDUCT

The Canadian Human Rights Act protects the Company's employees from discrimination and harassment based on *Protected Grounds*. These grounds include a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, genetic characteristics, or record of offences for which a pardon has been received.

## PERSONAL CONDUCT SUB-POLICIES

SOS Labour Leasing Ltd. will not tolerate discrimination, harassment (including sexual harassment) or violence by, or to, its employees, as described in the following policies:

### I. DISCRIMINATION POLICY

**"Discrimination"** is differential treatment, whether intentional or not, based on a protected ground, which has the effect of imposing burdens, obligations, or disadvantages not imposed on others, or which withholds or limits access to opportunities, benefits, and advantages that are available to others.

### II. HARASSMENT POLICY

**"Harassment"** is a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, based on a protected ground. Harassment can take many forms, including, but not limited to:

- (a) threats, intimidation or verbal abuse;
- (b) unwelcome remarks or jokes about subjects such as the person's race, religion, disability, age or other characteristics;
- (c) displaying sexist, racist or other offensive pictures or posters;
- (d) *unnecessary* physical contact, such as touching, patting, pinching or punching;
- (e) physical assault; and
- (f) retaliation in any form for having filed a complaint of Discrimination or assisted in complaint proceedings.

**"Sexual Harassment"** is any conduct, comment, gesture, or contact of a sexual nature. The Equal Employment Opportunity Commission (EEOC) and Alberta Human Rights Commission define sexual harassment as including (but not limited to) actions constituting a sexual invitation or advance, or a threat of punishment for the rejection of a sexual advance, made by a person in a position to grant or deny a benefit or advancement. Examples of sexual harassment include, but are not limited to:

- (a) persistent leering (suggestive staring) or other obscene/offensive gestures;
- (b) unwanted, inappropriate physical contact and sexual advances such as touching, kissing, hugging, stroking, patting, pinching and brushing up against a person;
- (c) unwelcome sexually oriented remarks, invitations, requests, jokes and gestures; sexually-charged name-calling, sexually-specific derogatory names and jokes;
- (d) unwelcome sexual flirtations, advances and propositions; relentless pressure for dates;
- (e) inquiries or comments about a person's sex life;
- (f) demands or requests for sexual favours, explicitly or implicitly, especially by a person who is in a position of authority, and especially in which refusal or submission would influence the individual's employment or employment opportunities;
- (g) displaying sexually offensive materials/ sexually explicit cartoons, graffiti and the like; and
- (h) sexual assault.

All SOS Labour Leasing employees must review their attitudes and actions towards co-workers and customers to ensure that what might be intended as a harmless joke, comment, or touching is not interpreted by another employee as a form of harassment.

### III. WORKPLACE VIOLENCE POLICY

**“Violence”** Violence is any direct or implied threat, intentional physical force by a person to cause physical injury, or other physical conduct designed to provoke fear in a reasonable person for their safety or the safety of their family, friends, co-workers, clients, employer, or property. Examples of workplace violence include, but are not limited to:

- (a) threatening words, communications, or gestures; shaking a fist in a worker’s face,
- (b) persistent pursuit of an unwanted relationship, including stalking,
- (c) violent actions such as hitting, punching, kicking, pushing (and other pain-causing conducts), throwing an object at a worker,
- (d) leaving threatening notes at or sending threatening e-mails to employees or workplaces,
- (e) kicking an object that a worker is relying on for their personal safety, such as a ladder,
- (f) sexual violence against a worker,
- (g) physical restraint or confinement,
- (h) dangerous or threatening horseplay,
- (i) trying (or pretending to try) to run down a worker using a vehicle or equipment, such as a forklift.

This policy also prohibits the use or possession of any unauthorized weapons by a Company employee. Every Company employee is responsible for helping to create a safe working environment.

#### DOMESTIC VIOLENCE

Domestic violence is the intentional and systematic use of tactics to induce fear and establish and maintain power and control over the thoughts, beliefs, and conduct in an intimate/familial relationship. The pattern of behaviour may include physical violence, sexual, emotional /psychological abuse exhibited by verbal abuse, stalking, and using electronic means. Anyone can be a victim of domestic violence, regardless of gender, age, race, religion, sexual orientation, economic status, or education. The abuser may be a current or former spouse or partner, relative or friend. Domestic violence may put the targeted worker at risk and may also pose a threat to co-workers.

If there are situations of domestic violence that may create the risk of violence at the workplace, the employer will take all necessary steps to protect workers, including but not limited to the employee subjected to domestic violence.

#### AWARENESS IN THE WORKPLACE

An employer may become aware of domestic violence when an incident occurs at the workplace or when a concern is reported by a targeted worker, co-workers, or someone else. Other indicators could include threatening emails and phone calls received at work or unwelcome visits at the workplace, such as by an abusive partner.

#### DISCLOSURE OF RISK OF VIOLENT BEHAVIOUR

The Company recognizes that **employees experiencing domestic violence** may be reluctant to disclose the problem to a supervisor or manager. The Company encourages disclosure to protect the safety of the employee and others in the workplace. Disclosure also enables the Company to support the employee and provide links to appropriate services.

Although the Company respects the employee's need for confidentiality, an employee is responsible for:

- Disclosing any situation that threatens the safety of the workplace,
- Informing the supervisor/manager if they have applied for, or obtained, a restraining order that includes the workplace as a protected area.

The employer and supervisor have a duty to provide a worker with information, including personal information, related to the risk of workplace violence from a person with a history of violent behaviour if:

- The worker can be expected to encounter that person in the course of his or her work,
- The risk of workplace violence is likely to expose the worker to physical injury.

#### **LIMIT ON DISCLOSURE**

No employer or supervisor shall disclose more personal information in the circumstances described above than is reasonably necessary to protect the worker from physical injury.

**If an emergency exists and there is a potential of immediate danger, employees are to call 9-1-1 and take the steps necessary to keep themselves free from harm.**

This may include locking doors, leaving the area, or drawing attention to the situation at hand. Under no circumstances should employees feel the need to handle the situation on their own and attempt to confront a potential instigator. Employees must report actual or potential hazards in the workplace to Corporate Management.

**For immediate danger, call: 9-1-1**

**Royal Canadian Mounted Police: 9-1-1**

#### **IV. OPEN-DOOR POLICY**

The Company firmly believes that open communication within the organization is important. Therefore, we have a simple process for employees to express ideas, concerns, and solve problems: the Open-Door Policy. The Open-Door Policy signifies open and honest communication among employees.

Direct supervisors can resolve most concerns; this is usually your best approach because issues are generally better understood and more easily resolved at the closest communication level. The Company encourages you to communicate directly with your immediate supervisor. If you do not feel comfortable discussing your concerns with your supervisor, you may bring your concerns to any other manager's attention. No employee will be retaliated against for using the Open-Door Policy.

The Open-Door Policy is fundamental for validating the personal conduct policy: no individual is to be threatened, discouraged, or manipulated into keeping workplace complaints from the attention of Management or Human Resources. The Open-Door Policy emphasizes the employee's right to express ideas, highlight issues, and address complaints about workplace discrimination, harassment, and workplace violence.

#### **PERSONAL CONDUCT POLICY ROLES AND RESPONSIBILITIES**

##### **Employers/Management**

- Ensure the Personal Conduct Policy and its sub-policies (**Discrimination, Harassment, Workplace Violence, and Open-door policies**) are in place and up to date with an annual review,
- Take every precaution reasonable in the circumstances to protect workers; this includes protecting workers from the hazard of workplace violence by providing appropriate information, instruction and supervision,
- Provide workers with information on how to report incidents,
- Be aware of observable signs or behaviours that may suggest domestic/intimate partner abuse,
- Take every precaution reasonable in the circumstances for worker protection if they become aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical

injury may occur in the workplace,

- Provide informed and supportive responses to employees experiencing or witnessing discrimination, harassment, workplace violence, or domestic partner violence in the workplace and make these employees aware of resources (internal and external) that are available to assist victims,
- Provide assistance and co-operation to a joint health and safety committee or health and safety representative, and
- Management pledges to investigate and deal with all incidents and complaints of workplace discrimination, harassment, and violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

#### **Supervisors**

- Ensure that measures and procedures are followed by workers and that workers have the information they need to protect themselves,
- Advise a worker of the existence of any actual or potential danger to the health and safety of the worker of which the supervisor is aware, and
- Take every precaution reasonable in the circumstances to protect workers from workplace discrimination, harassment, and violence.

#### **AWARENESS IN THE WORKPLACE**

- Every worker must work in compliance with this policy and the supporting program,
- Workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats,
- Take action to ensure their own immediate safety in the event of a domestic violence incident,
- Report any contravention of the health and safety guidelines and/or the existence of any hazard the worker knows of to the employer/supervisor, and
- Not engage in any prank, contest, feat of strength, unnecessary running, or rough and boisterous conduct. While this type of behaviour may not constitute workplace violence, it must not be allowed. If allowed to continue, this behaviour may escalate into workplace violence.

### **3.2 DISCRIMINATION & HARASSMENT COMPLAINT PROCESSING GUIDELINES**

<b>Discrimination Complaint Processing Guidelines</b>		Version No.	1
Effective Date:	June 1, 2026	Date of Last Revision:	N/A
External Reviews:	3. Customers/Suppliers 4. Government Auditors/Consultants	Internal Review:	3. Every two years 4. Fiscal year-end

#### **STATEMENT**

All employees have the responsibility to treat each other with respect. All employees are responsible for reporting any instances of harassment or discrimination to Management. If it is the employer that is the harasser, please contact your corporate manager. All employees are responsible for respecting the confidentiality of anyone involved in a complaint.

Any person who experienced or observed others experiencing discrimination, harassment (including sexual harassment), or workplace violence is encouraged to document details of the incident shortly after it has occurred, noting:

- (a) the name of the parties involved,

- (b) the date, time and location of the incident,
- (c) a description of the incident, including words and gestures, and
- (d) the name(s) of witness(es) to the incident.

This information will help with any of the resolution methods described. Any worker filing a report is required to do so in writing (however, the Company cannot decline to consider or investigate a complaint on the basis that it was not filed in writing).

SOS Labour Leasing Ltd. will take all available steps to promptly, thoroughly, and impartially investigate and address complaints of discrimination, harassment (including sexual harassment), workplace violence and any other discriminatory misconduct by and against its employees and third parties (including guests, visitors, and contractors). SOS Labour Leasing will always respond to complaints, reports, allegations, and information about discrimination to stop prohibited conduct, prevent recurrence, and address any lingering effects.

## PROCESS

### 1. Informal Resolution

Some cases may be appropriate to address and resolve informally. Employees who feel they have been the target of offensive behaviour are encouraged as an initial step to raise their concern with the alleged offender either in person, by phone, or in writing. This step is *only* suggested if the *employee feels comfortable doing so*. Human Resources staff can support the employee to prepare for this conversation and can act as an informal mediator for both parties. Often, the alleged offender may not be aware that their behaviour is unwelcome. A clear message to them may stop the behaviour. If the complaint is not resolved at this stage, Management may ask its employees to initiate a formal complaint.

### 1. Formal Complaint

In cases where a complainant elects to proceed with a formal investigation, SOS Labour Leasing's Management team will assign an investigator to investigate the alleged discriminatory conduct. Employees may initiate the formal complaint process at any time by submitting a written complaint to their manager. Formal complaints should be made as soon as possible on the date of the alleged incident. Timely filing will allow for a proper investigation while the events are still fresh in the mind(s) of witness(es) and will ensure a timely resolution.

### 2. Formal Investigation

Each investigation will vary based on allegations, scope, and other factors. In every investigation, the complainant and respondent will be permitted to describe their support or defensive of the allegations made. The complainant and respondent will also be permitted to suggest witnesses to interview and present evidence. All statements of parties and witnesses, documents, and other evidence deemed relevant by the investigator will be considered.

Interviews will be the primary method of collecting information as part of the fact-finding investigation. It is the investigator's responsibility, not the parties, to gather the evidence relevant to the investigation to the extent reasonably possible. The Company may allow attorneys or legal support people to be present in the administrative fact-finding interviews.

In most cases, the described investigative process will be completed in a timely manner within 90 days or less. Complex cases (many key witness interviews, volumes of evidence-based documents) may have a longer investigative process.

#### **4. Conclusion**

Once all facts and evidence are gathered from all parties, the investigator will determine whether the preponderance of the evidence indicates that the respondent violated SOS Labour Leasing's discrimination, harassment, or violence policies. The investigator will meet individually with the complainant and offender to share their conclusions with the parties involved. At this time, each party will have an opportunity to respond to the information presented and provide any additional information that should be considered before a decision being rendered regarding the complaint. Any response to the conclusions must be provided to the investigator within seven days.

#### **3. Final Decision**

Following these meetings, the Company will issue a decision in writing and will refer disciplinary action as appropriate to the Management Team. The complainant and the respondent will each be notified in writing of the outcome of the investigation upon its conclusion.

In the event of a policy violation, the Management will review several factors in determining appropriate disciplines, such as the nature of the violation, the severity and pervasiveness of the conduct, and others. Management will take any steps necessary to address and prevent future concerns. Individuals found in violation of Company policies will be subject to disciplinary action, up to and including termination of employment. During the investigative process (including conclusion and the disciplinary stage), the Company may implement interim remedial measures to address the complainant's safety, other witnesses, and the SOS Labour Leasing community.

Note: Interim measures are also available to those who decide against filing a complaint or choose not to pursue a complaint.

#### **CONFIDENTIALITY AND COOPERATION**

Cooperation and truthfulness are expected by all investigation participants. SOS Labour Leasing recognizes the importance of privacy and confidentiality, and the Company will uphold the privacy and confidentiality of all parties to the extent practicable. Some individuals filing complaints or involved in an investigation may want their identity to remain confidential. In these cases, the respondent can be spoken to without the complainant being identified. In other cases, confidentiality issues must be balanced against the Company's need to investigate and take appropriate action. While discretion remains important, parties are not restricted from discussing and sharing information relating to their complaints with others who may support them or assist them in presenting their case.

#### **POTENTIAL OUTCOMES OF THE INVESTIGATION**

If a complaint is substantiated, the Company will take any appropriate action, including the following:

- a) coaching, training, and close supervision of the offender,
- b) providing an apology to the complainant,
- c) disciplinary action against the offender (including demotion, suspension, or termination),
- d) reporting of the offence to appropriate authorities for further action and charges,
- e) awareness sessions, training, or counselling for managers or other employees,
- f) other such measures as may be needed. An employee who exhibits violent behaviour may be subject to criminal prosecution, in addition to being subject to disciplinary action, up to and including termination.

#### **MALICIOUS AND FRIVOLOUS COMPLAINTS**

Malicious complaints are considered a contravention of this policy. Should the Company find that a complaint is malicious or frivolous, it may take appropriate disciplinary action against the complainant.

## **ALTERNATIVE PROCEDURES**

This policy does not limit the entitlement of any person to make a complaint to the Human Rights Commissioner to take any other step which the person is entitled to take at law.

## **RETALIATION**

No Retaliation! All associates of SOS Labour Leasing Ltd. have the right to raise concerns about or file a good faith complaint of discrimination, harassment (including sexual harassment), and workplace violence without fear of retaliation. It is unlawful and a violation of SOS Labour Leasing's policy to retaliate against an individual for filing a complaint of discrimination or for cooperating in a discrimination investigation. Retaliation against anyone who reports an incident of discrimination, harassment (including sexual harassment), or workplace violence, or who brings forward a complaint or who in any way participates in an inquiry or investigation of discrimination, harassment, or workplace violence, **is strictly prohibited**. Retaliation against anyone who has (reasonably) opposed an act or policy that they believe constituted a violation of the Company's discrimination and harassment policy is also prohibited.

Retaliation is defined as hostility, intimidation, threats, exclusion, and discrimination against an individual because of the individual's complaint or participation in the investigative process. Any person who retaliates against an individual reporting discrimination, filing a discrimination, harassment, or workplace violence complaint, or participating in discrimination, harassment, or workplace violence investigation is subject to disciplinary action up to and including termination by the Company.

## **RELATED POLICIES or LEGISLATION(S)**

- SOS Labour Leasing Ltd. Personal Conduct Policy.
- SOS Labour Leasing Ltd. Discrimination Policy, Harassment Policy, Workplace Violence Policy
- SOS Labour Leasing Ltd. Open-door Policy
- The Canadian Human Rights Act
- The Canadian Labour Code

Management is responsible for fostering a safe work environment, free of discrimination, harassment (including sexual harassment), and workplace violence. Management must set an example for appropriate workplace behavior and must deal with situations of discrimination, harassment, and workplace violence immediately upon becoming aware of them, whether or not there has been a complaint. Employees can expect any complaint involving alleged discrimination, harassment, or violence to be taken seriously and dealt with promptly, fairly, and confidentially. The Discrimination Complaint Processing Guidelines are flexible and may be adapted on a case-by-case basis to promote a thorough, impartial, and effective process.

## **APPROVAL AND REVIEW**

This process has been approved by Management and has the authorization to be effective at the above-mentioned date with regular review and updates on a yearly basis. This process does not supersede any regulatory legislation and should not be taken as an interpretation of any legislation or provide legal advice on such matters. Should this process conflict with any legislation, it will automatically update to be in compliance with those such updates.

## **SAFETY MEASURES**

The Company endeavours to ensure the safety of all workers. To that end, all workers are asked to take the following measures:

- Call 911 if you are in imminent danger,
- Remove yourself from immediate danger. If it is safe to do so, notify co-workers and supervisor,

- Follow all Company safety rules and any applicable sign-in procedure and let your co-workers know of your whereabouts,
- Inform a co-worker or your supervisor if you will be working late and alone in the workplace,
- Inform a co-worker or your supervisor if you will be attending a location outside of the workplace or departure from a predetermined work sanctioned location,
- If you see a suspicious person in the workplace, notify your supervisor and Corporate Manager immediately,
- Ask a supervisor/co-worker to walk you to your car if it is late or you are uncomfortable walking alone,
- If you notice any safety risks in the workplace, such as a door lock which does not work, broken light fixture or unlit area, advise your supervisor immediately,
- Familiarize yourself with the location of all exits; Use common sense, be alert to your surroundings,
- Ask for management support if you feel unsafe for any reason.

#### **ADDITIONAL NOTES**

This process will be reviewed annually. All employees will be notified of any changes.

### **3.3 PRIVACY RIGHTS POLICY**

We want to ensure that you understand what is and is not considered private in the workplace.

Computer files, discs, e-mail, voicemail, and any related phone or computer systems are Company property and should only be used for business-related purposes. The Company reserves the right to monitor these systems to ensure they are used only for appropriate purposes. You do not have a personal right of privacy for any material created, received, or sent from company systems. You waive any right of privacy pertaining to messages or content to authorized employees. The Company reserves the right to read and disclose the contents of messages and content for any purpose consistent with the business interests of SOS Labour Leasing. There is no guarantee of confidentiality or security when using these systems. Employees should only send electronic messages to individuals who have business needs. The Company reserves the right to retain e-mail and voicemail files for a set period and to erase them after that time. The use or distribution of offensive, harassing, or inappropriate materials on the computer, network, e-mail, or voicemail systems is prohibited and will be grounds for disciplinary action up to and including termination of employment.

Your safety and welfare are of the utmost importance. The Company may inspect Company property such as desks, file cabinets, company-owned vehicles, computer files, e-mail, and voicemail or any other area or article on our premises to protect our employees.

Inspections of your personal property such as purses, lunch boxes, baggage, briefcases, lockers, flash drives, etc., may be conducted as allowable by law when circumstances or workplace conditions justify such action.

### **3.4 CELL PHONE/ELECTRONIC DEVICE USAGE POLICY**

SOS Labour Leasing recognizes that cell phones, smartphones, and other hand-held electronic devices have become an integral part of everyday life. These devices can be a great asset if used responsibly but may also cause problems when used imprudently or excessively.

Irresponsible cell phone and electronic device use can

- Distract workers from completing their work, or completing their work *safely*,
- Disturb peers and colleagues,

- Cause security issues (inappropriate use of company-issued equipment, improper recording of confidential or sensitive material), and
- Cause collisions or incidents due to distracted driving or distracted equipment use.

## Scope

Our company expects employees to use their cellphones prudently during working hours. This policy applies to all Company employees.

## Rules & Guidelines

- Employees may only use their cell phones during their breaks.
  - If employees receive a non-business-related phone call, e-mail, or text while not on break, the employee is to keep the personal call, e-mail, or text short and make a plan to respond when they are off work or on break.
  - If an employee receives an emergency phone call or text, the employee must excuse themselves from the immediate job site before responding. The employee must explain their departure to their direct supervisor. If the departure is deemed as a non-emergency, this time may be deducted from lunch break or coffee break time.
- Employees **may not** surf the internet, play games, or access social media during working hours.
- Employees **may not** download inappropriate, obscene or illegal material,
- Employees **may not** use their camera or microphone to record confidential information.
- **Absolutely no hand-held cellphone or electronic use while driving.**  
Refer to Section Seventeen: Safe Work Practices, 17.10 Driving – Cell Phone Use and Distracted Driving for further information.

## 3.5 CONFLICT OF INTEREST

Our conflict-of-interest policy prohibits you from engaging in personal activities or business dealings inconsistent with the Company's best interests while employed by the Company. You are obligated to avoid situations that would cause a conflict of interest or the appearance of a conflict of interest, including but not limited to:

- Using Company information for personal gain,
- Unauthorized disclosure of confidential or proprietary information,
- Acquiring interests in or independently servicing competitors or clients,
- Working for a direct competitor and
- Holding another job (moonlighting) if it interferes with your ability to effectively perform your duties for the Company.

All employees are asked to sign acceptance of this manual. This section will act as your confidentiality/non-competition/non-solicitation agreement upon hire.

## 3.6 ATTENDANCE AND PUNCTUALITY EXPECTATIONS

Every job at SOS Labour Leasing is critical to meeting our customers' needs. It is important for you to be present and ready to begin work as scheduled. This includes both at the start of your workday and when returning from breaks and lunches.

### 3.10 SICK OR LATE CALL-IN

It is important that all employees are at work and on time. Your co-workers depend on your attendance and punctuality, as do our customers. If something unexpected arises that prevents you from coming to work or coming to work on time, you **must** call your manager or supervisor **three hours before** your scheduled start time. Employees will be able to call in sick with 3 hours' notice **one** time.

- 2<sup>nd</sup> Call-In – 1 Day Suspension
- 3<sup>rd</sup> Call-In – 5 Day Suspension
- 4<sup>th</sup> Call-In – Termination of Employment

Confirm your start times each day. Once confirmed, you need to show up on time. This is extremely important to ensure our levels of customer satisfaction.

### 3.11 NO CALL/NO SHOW

Failing to call in after your scheduled start time may result in disciplinary action up to and including termination.

If three consecutive days of no-call/no-show occur, the Company will assume you have resigned from your position. You will receive your final pay and a record of employment by mail or email.

### 3.12 CHANGE OF ADDRESS/EMERGENCY CONTACT INFORMATION

If you move or have a change in home phone number, be sure to submit this information to your manager or payroll administrator as soon as possible. It is important that contact information is kept current to receive a T-4 form or any other information that the Company may need to mail to your home.

You are responsible for notifying the Company any time you change emergency contact information or changes in benefit beneficiaries.

### 3.13 VERIFICATION OF EMPLOYMENT

For your protection and the Company's protection, the Company's policy is *not* to provide work references for current or former employees. We will verify employment dates and titles and confirm pay rates if the request is made in writing. All requests for employment and wage verification from banks, legal, and financial institutions, landlords, etc., must be made in writing. Please allow sufficient time for the Company to respond to such requests. We will do everything we can to respond promptly. If you are contacted directly for any such references or verification, please refer them to your General Manager.

### 3.14 CORRECTIVE COUNSELING

SOS Labour Leasing is justifiably proud of its employees and the way they conduct themselves. The Company, and each of its employees, is expected to conduct all work-related matters according to the law and to the highest ethical standards. To protect our property, business interests, and the Health and Safety of all employees, we have established certain standards of conduct, performance, and production; these standards will also ensure superior service to our customers.

Corrective action may result from not following or meeting these standards. If the breach is considered serious, immediate termination will occur. SOS Labour Leasing reserves the right to interpret the severity and

appropriateness of the corrective action based on the situation's circumstances and reserves the right to handle each situation in a case-by-case manner.

### 3.15 WARNINGS FOR VIOLATION OF MAJOR COMPANY RULES

Violation of a major company rule will generally result in immediate termination. These rules are listed below (this list is not all-inclusive). All terminations must be approved by the manager of the employee. If management decides not to terminate, the employee will be issued a final written warning.

### 3.16 MAJOR COMPANY RULES (do not consider this list all-inclusive)

- Violation of security and critical safety rules,
- Abusing, destroying, or intentionally damaging Company or customer equipment or property,
- Possession of firearms, weapons, or explosives on Company premises or while conducting Company business,
- Falsification of Company records, including but not limited to, falsification of hours worked,
- Manipulation, falsification, or doctoring of Company report forms and templates,
- Theft or any dishonest act impacting either the Company, customer, other employees, or organizations serving the Company,
- Disclosure of proprietary or confidential information,
- Misusing or removing Company records or confidential or proprietary information without proper authorization,
- Withholding information from the Company concerning the theft of Company property or assets,
- Abusive or threatening physical or verbal acts against co-workers or clients,
- Sexual, racial, or other prohibited forms of harassment of employees, customers, or other business associates,
- Possession, use, dispensing, or sale of illegal drugs (including drug paraphernalia) while on Company time or Company property,
- Possession or consumption of alcoholic or drugs on Company property or client worksites
- Reporting to work while under the influence of alcohol or a controlled substance, and
- Failure to report anyone who is violating a major Company rule.

### 3.17 OTHER PERFORMANCE ISSUES

The purpose of this manual is to present a planned method of improving performance or correcting policy violations. The following serves as a **guide** as to how corrective action should be administered.

The various corrective actions/counselling steps will consider the following while reviewing each case:

- The circumstance and explanations given by the employee,
- The employee's past work, service record, position/level of the employee,
- The policy violated; the extent and severity of the violation; the frequency of the infraction, and
- The consistency with the action taken with other employees for similar violations under similar circumstances.

Please see Section Four: 5.3 "Enforcement/Progressive Discipline" for detailed information on the Progressive Discipline program.

## 3.18 EMPLOYEE PAY

### CUT-OFF TIMELINE

SOS Labour Leasing pays all employees (both hourly and salary).

The timesheet submission deadline for employees is daily or weekly. Employees must submit their timesheets at shift end or Friday shift end; otherwise, late submission of timesheets will incur postponement of payment.

Note: online timesheet due dates and cut-off periods may be adjusted for holidays.

### HOURS OF WORK (HOURLY EMPLOYEES)

#### Basic rules

- An employee may work a maximum of 12-hours a day unless an exception (Provincial or Federal Hours of Service Regulations) occurs.
- An employee is entitled to one 30-minute paid or unpaid break after the first 5 hours of work for shifts that are between 5 and 10 hours long or as per employment standards regulations.
- For shifts 10 hours or longer, an employee is entitled to two 30-minute breaks.
- An employee is not entitled to any breaks if their shift is 5 hours or less.
- If an employer and an employee agree, the break may be taken in 2 periods of at least 15 minutes.
- Employees are entitled to at least one day of rest each workweek.

#### Daily hours of work

An employee's work must be confined within a period of 12 consecutive hours per day unless one of the following occurs:

- an incident occurs, or urgent work is required
- other unforeseeable or unpreventable circumstances
- a variance authorizes longer hours

With SOS Labour Leasing, standard hours of work are eight hours each day. After 8 hours (excluding lunch), the employee will be paid an overtime rate of one and one-half times their regular pay rate of worked for the same client.

### KEEPING A RECORD OF HOURS WORKED

Employees must keep an accurate record of their hours worked. Your manager will instruct you on how work hours are recorded. You must never record the hours worked of another employee or misrepresent the hours you have worked. Your timesheets must be handed into the office at shift end or Fridays shift end for the week. No time sheet, no pay.

### 3.19 SAFETY AND HOUSEKEEPING

Safety is everyone's responsibility. SOS Labour Leasing needs your cooperation to ensure that workplaces are safe and clean and risks are minimized. To accomplish this goal, the Company has established the following safety requirements and housekeeping rules. Your immediate supervisor may provide you with additional safety rules. Please be aware that these rules are not meant to be all-inclusive. Violation of the Safety and Housekeeping rules and requirements may result in corrective action up to and including termination.

- Learn and know your job thoroughly, including knowing the location of and the procedures for first aid, fire protection, and safety equipment,
- Do not clean, make repairs or adjustments to equipment without proper authorization,
- Shut down equipment when making repairs or adjustments or for cleaning. Store supplies and equipment safely and neatly,
- Report unsafe conditions and defective equipment immediately to your supervisor or management,
- Use the proper tools/equipment for each job after you have been properly trained and approved to use them. Keep all tools and equipment in proper working condition.
- Do not lift items that are too heavy for you,
- Do not operate equipment unless required shields and safety guards are in place,
- Wear or use all required Personal Protective Equipment (PPE) or Respiratory Protective Equipment (RPE), and
- At all times, refer to the Safety Manual.



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION FOUR: SAFETY LOSS & CONTROL**



## 4.0 RESPONSIBILITIES AND ACCOUNTABILITY FOR HEALTH & SAFETY

See “Job Description” for full details.

As outlined in SOS Labour Leasing Ltd.’s policies, the Company has a responsibility to provide and be accountable for maintaining a safe and environmentally secure workplace. Through active leadership and communication, SOS Labour Leasing will strive to achieve this goal.

However, the responsibility of keeping a safe workplace is not the Company's alone: responsibility is shared by all Owners, Managers, Supervisors, Employees, Contractors, and Visitors

### COMPANY RESPONSIBILITIES

The Company must do everything reasonably possible to protect the Health and Safety of our employees, anyone on the worksite, and the public.

### PRESIDENT/GENERAL MANAGER RESPONSIBILITY

- Provide a Statement of Policy relating to the Health and Safety Management System (HSMS). The statement provides a commitment and philosophy that sets levels of expectations for Health and Safety performance throughout the Company.
- Ensure that all field operations personnel are aware of and effectively practicing the policies and procedures set out in the Health and Safety Management System (HSMS) in accordance with applicable legislated standards.
- Verify, in the field, that all safety considerations and practices are present.
- Verify that all reported incidents, unsafe acts/conditions, and claims are reported and been effectively dealt with.
- Assist in conducting Safety Meetings for all personnel.
- Verify that all vehicles and equipment are maintained to the standard set by SOS Labour Leasing’s company policies and schedules.
- Ensure compliance with the various federal, provincial, and local regulations and legislation.
- Ensure policies, practices and procedures are reviewed annually (at minimum).
- Convenes and co-chairs a meeting of the Health and Safety Committee monthly, ensuring that minutes are taken and that an action plan is developed to correct any inadequacies and deficiencies.
- Hires all employees, ensuring that all necessary pre-screening is completed.
- Investigates employee compliance issues, determines causes, and applies corrective or disciplinary actions.
- Ensures that periodic site inspections on new and existing worksites are completed in an ongoing effort to identify poor site management habits employees may have developed.

### Operations Managers

- Maintain overall control of the Health and Safety Management System (HSMS).
- Ensure all established Health and Safety policies are administered and enforced in all areas and operate the Emergency Response Plan when required.
- Know and understand the Company policies and practices included in this manual.
- Provide safe working conditions for all workers under their supervision. Be alert to unsafe conditions and acts; Take immediate and appropriate corrective action should it be necessary.

- Provide workers with instructions in safe job procedures. Supervisors require workers to use personal protective equipment, task appropriate, as part of their routine duties (hard hats, goggles, masks, respirators, safety glasses, vehicle restraint devices, fall protection, etc.).
- Always set a leading example in safety and ensure that activities are consistent with company requirements.
- Advise workers that they must report any incidents, unsafe acts or conditions to their supervisor so corrective measures can be implemented and ensure compliance is met.
- Promote effective communication between the office and all other levels of employment; with a high degree of interaction in all procedures, the exchange of related information is essential.
- Effectively deal with any incident, unsafe act, or condition that has been reported or which are liable to cause or have caused lost time claims due to injury or economic losses of any nature.
- Investigate incidents to determine the underlying cause/s. Report in detail to Management and complete the required forms on a timely basis.
- Conduct regular inspections for unsafe practices and conditions to ensure prompt corrective action is conducted.
- Work in cooperation with other project supervisory personnel to determine safe work practices, enforce their use, and develop disciplinary procedures for dealing with violations and develop other general safety and incident prevention measures.
- Provide each worker with information about the hazards of the job and how to avoid them.
- Maintain a housekeeping standard and assign specific cleaning and organizing responsibilities to personnel.
- Enforce all established safety legislation and work methods. Take disciplinary action when necessary to ensure compliance is met in all areas of HSMS.
- Ensure that all meetings are carried out as per policy.
- Promote positive employee attitude by:
  - Scheduling employees to perform daily workload.
  - Distributing the workload equitably with all employees,
  - Assign tasks following company policies and procedures,
  - All levels of communication MUST have full cooperation and be understood in their entirety,
  - Passing on recognition to the employees for commendable service or performance or both,
  - Recognizing the importance of consistent application of SOS Labour Leasing's policies and procedures.
- Promote sound customer relations by:
  - Conducting liaison with customers in a friendly and business-like manner,
  - Staying informed about job details to be able to notify the customer of any unexpected circumstances which may affect the completion of the job as scheduled,
  - Accepting customer project communication courteously, directing them to the General Manager to ensure efficient solutions are sustained, and remaining in the chain of communication,
  - To obtain complete instructions when communicating with customers,
- Direct employees to uphold the Company's high standards of quality and customer service while maintaining our customers' and employees' respect and confidence.
- Health and Safety Committee - ensure that an effective Health and Safety Committee is formed and meets regularly. Also, ensure the Health and Safety Committee reviews incidents and injuries in the Company and make recommendations to prevent future occurrences.

## **EMPLOYEE RESPONSIBILITY (Applies to Owners, Managers, Supervisors, Administration staff, Field level personnel)**

- Be on time for work, dressed in company clothing with a neat and clean appearance.
- Provide their own tools required to do their tasks (unless it is specialized).
- Provide their own reliable transportation to and from the job site.
- Be a responsible individual capable of working unsupervised on a job.
- Be a demonstrated professional and safe operator of company equipment.
- Carry out their work in a manner that will not create a hazard to their own health and safety or the health and safety of other workers.
- Assist site supervisors to reduce and control unsafe conditions and acts on the worksite.
- Report any incidents, unsafe acts or unsafe conditions immediately to their supervisor so corrective measures can be implemented.
- Report any anticipated loss of work time to their supervisor as soon as possible after being treated by a physician following injury.
- Comply with legislative requirements while carrying out their assigned duties.
- When required, always wear appropriate Personal Protective Equipment and Respiratory Protective Equipment. The employee will maintain and care for all protective equipment and will ensure that defective items are replaced immediately
- Build good public opinion of the Company by conducting themselves professionally, safely, and courteously while on a worksite or while driving on highways or city roadways.
- Continually monitors all equipment and reports any defects to the supervisor in the prescribed manner.
- Reports all incidents immediately to Management and follows instructions provided, representing the Company's interest and minimizing the risk at the scene until assistance is provided.
- Complete administrative functions required and submit paperwork immediately following a shift.
- Build a rapport between the Company and the customers through professional service.
- Maintains the Company image by completing tasks in a safe, professional, courteous, cost and time-efficient manner.
- Reduces project completion delays and costly setbacks through early reporting and allows a preventative approach to schedule disruptions and the reduction of project completion penalties.
- Reduces company claim costs through consistent application of safe work practices/procedures.

Each employee shall be made aware of all the safety program's key features through informational sessions and by the direct supervisor pertaining to a particular job function. The worker shall ensure that a safe workplace is maintained through active participation and cooperation in the safety program and compliance with all aspects of the safety manual in its entirety. The employee is often called upon to be responsible for all workers' safety, including themselves (keeping in mind the nature of the work and its potential hazards).

## **CONTRACTOR RESPONSIBILITY (refer to "Other Parties & Visitors" Section Fourteen)**

Contractors who directly supervises must be made aware of and comply with this manual's contents.

Contractors engaged in the maintenance and operation of company worksites shall observe all safety practices and procedures contained in this manual and, as required by contract, shall:

- Be responsible for the safety of their employees and sub-contractors.
- Immediately cease unsafe work practices when directed by an authorized company representative

and report all incidents and near misses regardless of severity.

- Follow the Company contractor guidelines.
- Ensure a safe workplace.
- Ensure hazard assessments are done prior to starting work.
- Ensure compliance with Alberta OH&S Legislation.
- Follow applicable safe work practices and procedures.
- Ensure substandard acts and conditions are corrected.
- Ensure workers wear Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) appropriate for the type of work being done.
- Provide SDS sheets for any controlled products brought to or used on site.
- Ensure all equipment brought on site is in good safe operating condition.

#### **VISITOR RESPONSIBILITY** (refer to “Other Parties & Visitors” Section Fourteen)

- Sign in and report to a company representative before accessing the worksite.
- Be escorted by a company representative at all times while on the worksite.
- Wear all PPE as required by the Company while on the worksite.
- Adhere to all directions given by the Company representative.
- Do not bring equipment on-site without the authorization of the Company representative.
- Immediately report any injury or illness sustained while at the worksite to the Company representative.
- Do not remove any company property from the worksite without the approval of the Company representative.
- Sign out when their worksite visit is completed.

#### **REPORTING OF HAZARDOUS CONDITIONS AND INCIDENTS**

It is everyone’s responsibility to report any hazardous conditions or incidents promptly. All necessary steps must be taken to reduce or eliminate the hazard/incident; This applies to

- any hazardous situations or incidents that result in serious injury, property, or equipment damage,
- product loss,
- damage to the environment,
- or any near-miss incident that could have resulted in any of the above.

A company representative must report an incident to a government agency. A hazardous situation or incident scene may be required to preserve evidence.

If any incident occurs, all employees must follow the Emergency Response Plan.

#### **THE WORKER’S RIGHT TO REFUSE UNSAFE WORK**

No employee is required to perform any task or job that would put that worker or other workers in imminent danger.

If an employee refuses to do a job, it is the employee's responsibility to contact their supervisor and explain the refusal's circumstances immediately.

## **RIGHT TO KNOW & RIGHT TO PARTICIPATE**

It is the Company's and the employee's responsibility to:

- ensure that the worker is adequately qualified and trained, and deemed competent,
- ensure the worker is prepared for the needs of a specific job,
- any potential hazards associated with the job have been explained to the worker,
- assure the worker's "Right to Know & Right to Participate" is not compromised.

## **TREATMENT OF INJURED PARTIES**

Trained first aid personnel shall provide first-aid treatment to any injured worker until medical attention can be provided. First aid trained personnel are at the workplace and on the road. A list of qualified first-aid trained personnel is posted throughout the workplace.

## **EQUIPMENT INSPECTIONS**

It is the employee's responsibility to complete all equipment inspections when required. Inspection reports must be completed in full and turned in according to schedules. Monitoring is done daily to ensure compliance.

## **LOAD SECUREMENT**

Employees are responsible for ensuring all loads are properly and adequately secured before transport.

## **PERMITS**

Employees are responsible for ensuring any and all required permits are attained from Management.

## **PAPERWORK**

All paperwork is to be submitted at the end of each day or job (if multiple days). Ensure all records are complete, legible, and accurate.

## **LEGAL RESPONSIBILITY**

The employee is responsible for abiding by all federal, provincial, and municipal regulations and legislation.

## **AUTHORIZED PERSONNEL**

All staff authorized by Management to operate company equipment are required to comply with the Safety Program, policies, and procedures, which include but are not limited to:

Full-time, Part-time, or occasional employees,

Safety staff who train employees, and

- All others authorized to operate company vehicles or equipment.

## 4.1 PERSONAL PROTECTIVE EQUIPMENT

### HARD HATS

Hard hats must be CSA Type 2, Class G rated, non-conducting, high impact plastic. Metal hard hats are not acceptable.

**Type 2 Hard Hats** are intended to reduce the force of impact resulting from a blow only to the top of the head. This form of impact, for example, may result from a hammer or nail gun falling from above.

**Class G.** ANSI: Helmets intended to reduce the danger of contact with low-voltage conductors (proof-tested at 2,200 volts); CSA: Headwear is non-conducting and is required to pass the dielectric strength test of 2,200 volts for 1 minute. (CSA defines dielectric strength as the ability of a material or configuration of materials to resist electric current passage.)

*Note: OSHA specifications require that workers wear hard hats how they were designed to be worn unless the manufacturer certifies that a hard hat can be worn backward. A Full brim is recommended, but, at the very least, a “reverse donning” symbol MUST be present from the manufacturer.*



### VESTS OR COVERALLS

High visibility vests will be provided by the Company and must be worn in at all times, where applicable (high visibility coveralls are also acceptable and will be provided by the Company) - this is a mandatory requirement.

### CLOTHING

Loose, ragged, torn clothing, jewelry (such as bracelets, necklaces), and other neck-gear (such as neckties) must not be worn near rotating or moving equipment. Avoid wearing synthetic clothing that can burn readily and melt into the skin (synthetic fibers can hold a static charge capable of igniting flammable vapours). Tightly woven natural fibers (wool and cotton) offer improved protection from burns.

*Note: Long sleeves are required. However, during hot weather, rolled-up sleeves are allowable while working at low hazard tasks. Coveralls that are tied or rolled around the waist are prohibited and a sign of policy noncompliance. Gloves must be worn when handling hot or cold metals and sharp or jagged materials. Wherever special clothing is required for handling controlled products, it must be provided and worn.*

### FOOT PROTECTION

CSA-approved protective footwear must always be worn. Steel-toed running shoes should be avoided as they do not provide adequate ankle support. 8-inch-high steel-toed boots are recommended.

### EYE PROTECTION

CSA-approved eyewear or face shields must be worn when the nature of the work is such that it may result in injury to the eyes or face. Some examples are, but not limited to:

- Handling controlled products,
- Chipping, cutting, scraping, or breaking paint, metal, and other materials,
- Grinding, cutting, welding, and when striking any surface with a hammer (or similar tool),
- Dispensing of chemicals or hazardous liquids.

### HEARING PROTECTION

Whenever noise hazards exist on a worksite (levels exceeding 85 dba – 8 hours), all persons entering the worksite must be provided with, and shall wear, approved hearing protection. The areas of noise hazard should be posted with signs.

## **RESPIRATORY PROTECTION**

Where danger exists from dust or airborne particulates (or where airborne toxic contaminants exceed approved occupational exposure limits), all employees must: wear a filtered respirator due to the probability of dust or airborne particulates or an air-breathing apparatus (due to the air's reduced oxygen content).

All company employees or contractors who are required to use respiratory protective equipment must be instructed and trained in the proper use, care, and limitations of the equipment.

*Note: Air-purifying respirators filter and remove some specific contaminants from the air.  
These units are never to be used in oxygen-deficient or toxic environments.*



## 4.2 VEHICLE/EQUIPMENT SAFETY

Vehicles and equipment represent a considerable investment to the Company. Even though fatalities and serious injuries may occur, observance of a few basic rules can reduce motor vehicle risk, the possibility of collisions and could potentially save time, money, and lives. It is expected and required for all equipment to be operated safely, legally, and courteously. Performance monitoring of company equipment will happen throughout the year to ensure equipment safety operating requirements are met. Commendations for proper driving and discipline reports for improper or illegal driving will be kept in the employee's performance file.

### SPEED LIMITS

Observe all posted speed limits. As posted speed limits are set for ideal conditions, be sure to adjust your speed to the current road and weather conditions. Be aware of changing limits in different jurisdictions.

- Obey all traffic signage and reduce speed according to the road, weather, visibility conditions, and vehicle type,
- Slow down or stop when wind conditions are so extreme as to endanger further travel,
- Slow down or stop when road conditions deteriorate as to endanger further travel,
- Employees with speeding tickets will be required to attend a mandatory PDIC course,
- All traffic violations will affect the employee's performance file, and
- Any employee that accumulates traffic violations or convictions will be required to attend a meeting with Management to discuss the incident and determine disciplinary measures.

### SEAT BELTS AND PASSENGERS

Seat belts *must* be worn by *all* occupants of *any* vehicle and equipment conducting work on behalf of SOS Labour Leasing.

The Company has a "no rider policy:" you may take on a company employee, in which you must notify your manager, and authorization must first be obtained for SOS Labour Leasing in advance of departure.

### LOAD SECURITY

The Company will ensure that all employees operating company equipment are adequately trained in cargo securement.

Employees must ensure all cargo is contained, immobilized, and secured according to NSC standards prior to transport (regardless if the vehicle is commercially or non-commercially regulated).

Employees must inspect the cargo and its securing devices within the first 80 kilometers after beginning a trip. Employees must re-inspect when any of the following occurs:

- Change of duty status (e.g., from "driving" to "on-duty not driving"),
- After driving for 3 hours, or
- After driving 240 kilometers.

### WINDSHIELDS AND LIGHTS

Windshields shall be free of cracks in the driver's line of sight and must be kept free from buildup of outdoor and indoor contaminants that may affect visibility.

Headlights must always be used when the vehicle is in motion. The use of headlights during daylight hours has been shown to reduce collisions.

When driving a vehicle on behalf of SOS Labour Leasing, you are, to the public, the face of the Company: always drive defensively and courteously.

## **FUELLING PROCEDURE**

Before fueling, the employee must abide by the following:

- Do not smoke,
- Shut off engine,
- Check for fuel leaks,
- Do not overfill the tank,
- Do not leave nozzle unattended, and
- Replace filler cap, and close fuel door when finished fueling.

*Note: Use of cellphones or other communication devices is strictly prohibited while fueling.*

There must be no smoking within 10 meters (32 feet) of fueling stations. All equipment is to be filled when required. Engines must be turned off with keys removed while refueling. Drivers must not reverse in the filling station (follow instructed traffic flow patterns only). All spills must be reported immediately to your Manager or Supervisor. The employee must contact emergency services at 9-1-1 if required.

## **OTHER VEHICLE SAFETY EQUIPMENT**

Employees shall not carry tools, parts, or other objects in the cab with the driver or passenger. All company vehicles will be equipped with a dry chemical fire extinguisher, roadside emergency kit, and a first-aid kit.

Advance-warning triangles are to be placed as follows:

- During the daytime (sunrise to sunset), when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle. The driver will place warning devices on the highway in line with the vehicle, approximately 30 meters in front of the vehicle and approximately 30 meters behind the vehicle.
- During the night (sunset to sunrise), when a company vehicle is stationary on a highway, the driver will immediately activate the four-way flashers (emergency hazard warning lights) on the vehicle. The driver will immediately, as the vehicle becomes stationary, place warning devices on the highway in line with the vehicle (approximately 75 meters in front and approximately 75 behind).

Instructions on the use of approved fire extinguishers are to be in each company vehicle. If the need to use the fire extinguisher arises, remember the word PASS:

- **P** – Pull the safety pin by breaking the seal,
- **A** – Aim the nozzle, horn, or hose at the base of the fire,
- **S** – Squeeze the handle, and
- **S** – Sweep from side to side moving carefully toward the fire; keep the extinguisher aimed at the base of the flame and sweep back and forth until the flames appear to be out.

Fire extinguisher safety instructions:

- Remove the fire extinguisher from its bracket,
- Approach the fire from upwind if possible,
- Hold the extinguisher in an upright position,
- Continue to use until the fire is out and the fire extinguisher is empty,
- Replace the safety pin and return the unit to your compartment,
- Have the extinguisher recharged or replaced before your next trip, and
- Report the use of the fire extinguisher to your supervisor or dispatcher.

### **VIOLATION, INCIDENT, COLLISION, NEAR MISS, OCCUPATIONAL ILLNESS, WORK REFUSALS REPORTING**

All incidents or warnings incurred by any employee working for the Company **must be reported** immediately and a written report within 24 hours to the office. The contact number for SOS Labour Leasing is 778.940.0287.

Failure to report violations, incidents, or warnings can result in immediate termination. All violations, incidents, and warnings will be reviewed on an individual basis; Progressive disciplinary measures will follow, per the Progressive Discipline Policy, up to and including termination of employment. Violations received in your personal vehicle must also be reported immediately and a written report within 24 hours.

### **EMPLOYEE PERFORMANCE EVALUATION & REVIEW (where applicable)**

Certain measuring tools are in effect to maintain quality employee performance:

- Employees' abstracts are pulled within 30 days of hire, and annually after that,
- road test performance evaluations are completed with 30 days of hire, and annually,
- Post-collision road tests and further defensive driving courses to be taken if deemed necessary,
- Monitoring of time records (logbooks, manifests, time records etc.) to ensure that records are accurate and fatigue is not compromised, and
- Personnel files to be checked at least annually, at minimum, and records retained in the employee file as long as they are active with the Company. Terminated employee files are to be archived.

## 4.3 PERSONAL CONDUCT EXPECTATIONS

### SMOKING

The *Tobacco Reduction Act* came into effect on January 1, 2008. As of this date, smoking is prohibited in all public places and workplaces in the province.

A workplace is defined as all or any part of a building, structure, or enclosed area in which employees perform the duties of their employment: reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages, and work vehicles.

All employees must remain at least 5 meters (17 feet) from any building entrance while smoking. If the worksite has designated smoking areas, all employees must make use of this area while smoking.

### OPERATING EQUIPMENT

As professional operators, all employees are expected to hold themselves to a higher standard than the public while working for the Company. Employees are all expected to:

- Drive defensively: be aware of surroundings and look ahead, leave a safe distance between vehicles, demonstrate professional and courteous driving at all times,
- Safely operate company vehicles on public roads and highways with a professional attitude and always obey the posted speed limits,
- Always keep the vehicle under control: reduce speed due to changes in the road, weather, and traffic conditions,
- A professional driver must be prepared to avoid collision producing situations by practicing and promoting safe driving skills,
- Never disembark from a moving vehicle or ride on equipment,
- Never remain in or on a trailer while it is being moved or during coupling or uncoupling, and
- Never operate equipment without being properly certified to do so.

### RULES, REGULATIONS & LEGISLATION

All workers are expected to follow safety rules, regulations, and legislation.

All tools and equipment must be examined before usage. If found to be defective, the tool or equipment must be tagged out, locked out, reported, and repaired before placed back into service or replaced entirely.

All employees must adhere to signage as it pertains to, but not limited to:

- Welding in progress,
- Danger or caution flag tape,
- Smoking,
- Equipment in use,
- Hearing protection required,
- Eye protection required,
- PPE/RPE required,
- Steel-toed footwear required, and
- Confined spaces.

Horseplay, practical jokes, and fighting/wrestling can result in serious injury. Workers must not engage in these behaviors.

Employees must refrain from running except in the case of an emergency.

No employee is required to perform any task or job that would put that employee or any other employee in imminent danger. If an employee refuses a job, it is the employee's responsibility to immediately contact their supervisor and explain the circumstances of the refusal.

Employees must report all incidents/collisions, environmental, and near misses as required by policy.

### **DEFENSIVE DRIVING**

It is policy that all company employees drive in a professional, courteous, and defensive manner. Be prepared to avoid incident situations by practicing and promoting safe and defensive driving skills. All company personnel must always stay focused when operating a motorized vehicle/equipment and remain aware of their surroundings and situations.

- All company personnel must practice communication in traffic by informing other drivers of their intentions; This will be accomplished by use of directional signals and lighting on the unit,
- All company personnel must practice a safe following distance to provide adequate time to notice and react when a driver ahead stops, turns, or slows down,
- All company personnel must ensure they perform a mirror adjustment before operating company equipment; this is to allow the driver to maintain visibility and recognize hazards well in advance, and
- All company personnel must conduct the safe operation of their power unit by driving defensively and obeying all signage. Collisions due to aggressive driving will not be tolerated and could lead to termination pending the outcome of an investigation.

Be aware of your surroundings and look ahead. Leave a safe distance between vehicles. Always keep the vehicle under control, be prepared for changes in the road, weather, and traffic conditions.

### **CUSTOMER SERVICE**

All employees are expected to present themselves professionally to our customers with a helpful, courteous attitude. If a problem arises, do not argue or disagree with the customer: politely excuse yourself and get in touch with your manager immediately.

### **CELL PHONE AND ELECTRONIC DEVICES** (refer to Section Three: "Cell Phone/Electronic Device Usage Policy")

While cellular phones are a common tool in the Company's day-to-day operation, they increase the likelihood of motor vehicle incidents by 4 to 10 times.

- Company employees are NOT permitted to use a cell phone or similar electronic device while actively operating a vehicle or equipment on company business or company time without a hands-free unit. All employees are required to pull off the road at a safe location before handheld usage of a cell phone,
- Employees should not make or receive phone calls, text, or e-mail messages while actively driving or working. If a safe location is not available, let the incoming calls go to voicemail, and when you find a safe place to pull over or stand, retrieve the message, or return the call,
- Under no circumstances should an employee use a cellular phone while actively driving during adverse weather or difficult traffic conditions until pulled over in a safe location, and
- Anytime an employee is on-site, a safe location is required for all device use.

## 4.4 DISCIPLINARY PROCEDURES

**GROUNDS FOR DISCIPLINE** (Manager’s discretion may overrule the process of the disciplinary procedure, as required.) Disciplinary actions will be taken for any:

- Regulatory infractions will be monitored throughout the Health and Safety Management System (HSMS). The carrier profile will be used to verify that employees have advised Management of all violations as required as per Company policy, and
- Significant company policy violations (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).

### DISCIPLINARY ACTIONS

Any employee that receives a violation against company policies and notes made on their progressive discipline file will face the following disciplinary actions: Management will document each stage of the Enforcement/Progressive Discipline Policy. A system is in place for each violation received against the employee’s progressive discipline file. The notes will be determined as viable one year to the date the violation occurred (pending severity), in which the offence will be forgiven, and any disciplinary actions from then on will be reset to their default state.

This system is tracked through our Health and Safety Management System (HSMS) and is set up for the Company to ensure fair treatment is established. If an employee is determined as “high risk” in the time frame of one year, the employee will be referred to Management regarding termination action.

All employee convictions, violations, collisions, and incidents MUST be reported verbally (immediately) to the Company and a written report within 24 hours as per the date and time of loss. If an employee does not report the infraction in the 24-hour time frame and does not follow all reporting processes, the employee may be subject to the Termination Action of the Progressive Discipline Policy (regardless of their stage within the policy).

Company managers who have been assigned specific monitoring and compliance duties are also subject to Disciplinary Policy. Failure to comply with the internal monitoring programs will result in being subject to discipline at Management’s discretion.

### ENFORCEMENT/PROGRESSIVE DISCIPLINE

Company disciplinary actions will follow a progressive discipline scheme. The idea behind progressive discipline is to educate employees, identify where they are not performing up to expectations, and demonstrate to employees how to improve performance. If an employee does not change their behavior after repeated educational attempts, termination of employment may follow.

Progressive disciplinary actions will proceed as follows:

#### **Verbal Warning (notes and event added to the employee progressive discipline file)**

Employees will be issued a verbal warning as the first step in the progressive discipline program. Employees will be required to attend a meeting with the General Manager to discuss the issue(s) at hand; during this meeting, the employee will be given an explanation as to what they did wrong and what they need to do to correct the future behavior. This meeting will be considered a verbal warning, and a note will be placed in the employees’ file.

#### **Written Warning (notes and event added to the employee progressive discipline file)**

Employees will be issued a written warning for a second violation or more serious offences. Employees will be required to attend a meeting with the General Manager to discuss the issue(s) at

hand. At this point, a written warning will be issued and signed by the employee, General Manager, and Supervisor. A copy of the warning will be placed in the employee's file.

### **Suspension (notes and event added to the employee progressive discipline file)**

Employees will be issued a suspension for repeated violations or per the guidelines below. Employees will attend a meeting with the General Manager to discuss the issue(s) at hand. The issue(s) will be brought to Management for suspension length and approval recommendations. The resulting action will be documented and signed by the General Manager, the operations manager, and the employee. At that point, the suspension will commence, and the signed document will be placed into the employee's file.

### **Termination (Final notes and event added to the employee's progressive discipline files to confirm termination)**

The final step in the disciplinary procedure is termination; employees will be issued a letter of termination detailing the events leading up to the letter. Termination letters can be implemented for ANY offence pending severity. All termination letters will be placed in the employee's file.

## **INTERNAL & EXTERNAL MONITORING PROGRAMS**

All employees of SOS Labour Leasing and all equipment owned by the Company will be subject to the Company's internal monitoring programs.

Current monitoring programs include, but are not limited to, the following:

### **Random External Audits**

As part of the audit processes, the Health and Safety Committee will select a minimum of 5% of all employees, randomly, each month to monitor and record the results to each of the following procedures: **Cargo Securement, Daily Inspections/Maintenance, Time Records, and Truck and Employee Documentation**. The Health and Safety Committee will ensure compliance is met regarding policies and schedules of **SOS Labour Leasing Ltd**. All Records will be recorded in the **Health and Safety Management System (HSMS)** to each employee's file.

### **Internal Audits**

The Company has an ongoing program to monitor the quality and correct completion of time records, operations paperwork, and other Safety Compliance Processes. All employees must complete a time record daily; failure to do so will result in the employee being subject to the Company's disciplinary policies. It will be determined by Management whether further training is required or, in the case of the employee being negligent, disciplinary action is required.

## 4.5 TRAINING AND COMPETENCY

**“Competency:”** (*Occupational Health and Safety Code 2009, s. 1*) means adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employee training on safety laws will be conducted as required to increase knowledge and reduce violations.

Training will cover (but is not limited to) the following subjects:

- Company Health and Safety Management System,
- Safe equipment operation,
- Any required Certifications,
- Transportation Legislation and OH&S act, regulation, and code
- Any other applicable laws.

All forms of training will be documented and placed into the employees’ file.

### **ORIENTATION**

The Health and Safety Management System (HSMS) will be covered in its entirety on the initial hire. Orientation will also include knowledge and instruction of filling out and submitting all required paperwork and forms regarding the Health and Safety Management System.

### **ON-GOING TRAINING**

On-going training is a critical part of our business. Regulations and Legislations change; therefore, knowledge, communication, and training regarding these changes are key.

SOS Labour Leasing Ltd. is committed to ensuring “*due diligence*” is adhered to when referring to “*competency*.”

**“Due Diligence:”** *Actions that are considered reasonable for people to be expected to take in order to keep themselves, others, and property safe.*

On-going qualification training required to do your job safely will be provided upon new hire, refresher, or expiration.

### **OPERATING SKILLS PERFORMANCE, EVALUATION, AND REVIEW**

Steps identified to measure operating skill level, such as: driving in traffic, backing up, connecting a trailer, fueling, driving in inclement weather, maneuvering / operating all types of equipment, driving defensively, conducting inspections, and identifying and reporting equipment defects to the Company.

An ongoing program for evaluating employees operating skills will be done through:

- Random performance evaluations, and
- Internal audits of all records.

Performance evaluations will be retained in each employee’s file.

## 4.6 RECORD KEEPING

### EMPLOYEE RECORDS (where applicable)

The Company will maintain individual files of all employee records, including owners and management, containing (at least) the following information:

- Employee completed application form for employment within 30 days of hire,
- Employment history for the three years immediately preceding the time the employee started working for the Company,
- A copy of the employee's driver abstract (in a form satisfactory to the Registrar) dated within 30 days of the date of employment or hire,
- Annually updated copies of the driver's abstract (in a form satisfactory to the Registrar),
- A record of the employee's convictions of safety laws in the current year and each of the 4 preceding years,
- A record of any administrative penalty imposed on the employee under safety laws,
- A record of all collisions involving equipment operated by the employee, which is required by the enactment of the law, to be reported to a Peace Officer,
- A record of all training related to the operation of equipment and compliance with safety laws, and
- A copy of any training certificate issued to the employee, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it has expired (following part 6.6 of the *Transportation of Dangerous Goods Regulations* under the *Transportation of Dangerous Goods Act*).

### EMPLOYEE RECORD RETENTION

The Company will retain these records at the Company's principal place of business:

- Retained for at least five years from the date they are created, established, or received, and
- Available for inspection by a Peace Officer during the Company's regular business hours.

### EMPLOYEE QUALIFICATIONS (where applicable)

The Company will ensure that all operators have the correct and valid license classes and certification related to the type of equipment being operated. Employees must immediately report changes of this status to the Company.

Hiring policies include but are not limited to:


- Conduct a personal interview to evaluate attitude, behavior, and professionalism,
- Contact references and past employers,
- Conduct a performance evaluation which includes (but is not limited to) worksite navigation, two and four-lane highways, city driving, and yard backing and parking, shifting, turning, mirror usage, speed, and general awareness,
- Evaluate the skills and knowledge of an employee by conducting a written exam,
- Special training requirements,
- Maximum abstract point threshold of 3 demerits upon hire. Candidates with more than 3 demerits will require a PDIC course, 8 or more demerits will not be hired,
- Collision threshold: any new hire with 3 collisions in the past year will not be hired. 3 collisions in the past 5 years will be considered if collisions are proven non-preventable, and
- Employees must immediately report changes of their driver's license status to the Company, including suspension of license, child maintenance, change of address, etc.

## 4.7 PAPERWORK

### Time Sheets

Instruction will be given on daily time record completion as per company policy, in its entirety.

All employees working for the Company are required to have client supervisors complete a time sheet. All time sheets must be submitted as per the SOS Labour Leasing Payroll schedule. All time records must be legible and complete. Should the employee need clarification on time-record procedures, please contact your Operations Manager or General Manager immediately.

		<b>SOS Labour Leasing</b> 101 - 251 Lawrence Avenue, Kelowna, BC V1Y 6L2 Telephone (778) 940-0287 Fax (778) 940-0286 info@soslabourleasing.com		<b>TIME SHEET</b> TIME SHEET NUMBER _____ <b>FOUR HOUR MINIMUM          PER PERSON</b>			
COMPANY NAME		DATE	TIME	NO. OF WORKERS			
JOB SITE ADDRESS		OTHER					
REPORT TO							
CONTACT PHONE NO.	PURCHASE ORDER	JOB DESCRIPTION					
EMPLOYEE NAME	H	B	A	START	FINISH	HOURS WORKED (TO .25 HOUR)	<div style="border: 1px solid black; padding: 5px;"> <b>DO YOU NEED WORKER            TO RETURN</b>  <input type="checkbox"/> YES   <input type="checkbox"/> NO            DATE REQUIRED: _____            ADDITIONAL WORKERS REQUIRED: _____            TIME NEEDED: _____    <b>- IMPORTANT -</b>            DO NOT GIVE            WORKERS ANY CASH            - CUSTOMER RETAIN WHITE            SIGNED COPY    <b>X</b>            AUTHORIZED SIGNATURE            _____            PRINT NAME AND TITLE            _____            CONTACT TELEPHONE NUMBER            _____         </div>
CUSTOMER CERTIFIES THAT THE LISTED EMPLOYEES HAVE SATISFACTORILY PERFORMED SERVICES FOR THE HOURS SHOWN.				<b>TOTAL HOURS</b> ▶			
COMMENTS _____ _____ _____							

3-Part Time Sheets as follows – Client to complete - White to client, Yellow to Office for processing, Pink stays with the Office.

Emailed Time Sheets as follows – Client to complete and send copy to Office for processing.



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



**SECTION FIVE:**

**DRUG & ALCOHOL POLICY**



## 5.0 INTRODUCTION

This policy applies to any person performing work as an employee for SOS Labour Leasing Ltd. while engaged in company business. It is an essential job function for all employees to meet and comply with this policy's requirements.

SOS Labour Leasing will appoint a designated individual from Management to have the responsibility and authority to maintain and enforce this policy's provisions, including, but not limited to, the implementation of the testing process, maintenance of drug and alcohol testing, and ensuring the confidentiality and privacy of the process.

All records required under the drug and alcohol testing regulations will be kept confidential and stored in the employees' file.

SOS Labour Leasing has implemented an appropriate education campaign to supply information and increase awareness of the effects of alcohol and controlled substances on an individual's health, work and personal life.

This policy covers alcohol, prescription and illegal drugs, definitions of which can be found in the "Definitions" section of this policy.

## 5.1 ALCOHOL AND DRUG TESTING IN THE WORKPLACE

SOS Labour Leasing recognizes that the use of alcohol and drugs may inhibit a person from performing their work responsibilities effectively and safely. SOS Labour Leasing intends to maintain a safe, healthy, and productive workplace for all employees, their families, the public, and SOS Labour Leasing's customers and reputation. In this regard, SOS Labour Leasing is committed to providing an environment free of alcohol and drug use. At the same time, SOS Labour Leasing is concerned about treating employees with alcohol and drug abuse problems fairly and ethically and respects the employee's right to personal privacy and dignity.

### Applications and Standards

The following conduct is prohibited:

- Reporting for, or remaining on, duty to perform a safety-sensitive function with a blood alcohol concentration (BAC) of 0.020 or greater,
- Using alcohol and any other illegal/restricted substances while performing safety-sensitive functions,
- Performing safety-sensitive functions within 8 hours after consuming alcohol or cannabis,
- Performing any work duties and operating equipment with alcohol in your possession,
- Consuming alcohol within 8 hours of an incident, unless the employee has been given a post-incident test,
- Refusal to submit to required alcohol or drug test involving post-incident, random, reasonable suspicion, or follow-up testing,
- Consuming, providing, or serving alcoholic beverages or illegal substances in SOS Labour Leasing's business office or worksites, except when permitted by law and pre-approved by the Company,
- Possessing, selling, and distributing illegal drugs or alcohol while on SOS Labour Leasing's worksites.

## **CIRCUMSTANCES AND CONDITIONS FOR TESTING**

### **REASONABLE SUSPICION**

Reasonable suspicion testing means that the Company believes that the employees' appearance or conduct indicates the use of alcohol or drugs. The determination for reasonable suspicion testing will be made by a company Manager or Supervisor who is trained to identify drug and alcohol use. The actions or observations of the employee must occur while the employee is on duty or just preceding the work period. The Company's determination that reasonable suspicion exists must be based on specific, present, and articulable observations concerning the employee's appearance, behavior, speech, or body odors.

### **POST-INCIDENT TESTING**

An employee must supply a urine specimen for drug testing and undergo a breath test for alcohol following certain types of incidents. The Company reserves the right to test any employee following an incident regardless of legislated guidelines for post-incident testing.

### **RETURN TO DUTY TESTING**

An employee who has previously tested positive for drugs, or alcohol above a 0.040 BAC level, must receive a drug or alcohol test indicating a negative result before they will be considered for return to duty.

### **FOLLOW-UP TESTING**

Following a negative drug or breath return-to-duty test, an employee will be subject to follow-up testing protocol. Follow-up tests are unannounced and require at least six tests to be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

## **PROCEDURES FOR DRUG AND ALCOHOL TESTING**

All drug and alcohol testing procedures are set up to ensure the employees' optimal privacy and the accuracy of test results. A drug collection must take place in a collection site meeting all of the requirements.

Urine specimens will be sent to an approved certified lab meeting the HHS laboratory certification standards. Initial drug tests will be completed to eliminate a negative drug test from further testing. A second confirmatory test will be completed if the initial test has indicated a possible reason for confirmation or further testing.

Testing at the HHS certified laboratory will be a 5-panel drug test, and the 5-panel regimen will be:

- Marijuana (THC),
- Cocaine,
- Amphetamines,
- Opiates, and
- Phencyclidine (PCP).

## **CONSEQUENCES**

### **REFUSAL**

An employee who refuses to supply and be tested for drugs or alcohol under the provisions of this policy or who attempts to obstruct or sabotage the testing process will be subject to corrective action.

A refusal to test constitutes the same consequences as a positive test.

### **POSITIVE TESTS**

Employees who test positive for drugs will be subject to removal from duty, a Substance Abuse Professional (SAP) assessment and return to duty and follow-up testing.

Employees who test positive and who have an alcohol concentration between 0.020 and 0.040 will be subject to removal from duty for 24 hours.

Employees who test positive and who have an alcohol concentration of 0.040 or greater will be subject to removal from duty, an SAP assessment, and return to duty and follow-up testing.

Employees who test positive in a follow-up drug or alcohol test will be subject to removal from duty and immediate dismissal from the Company.

## 5.2 DRUG & ALCOHOL CORRECTIVE DISCIPLINARY ACTION

Use, possession, or sale of any drug or alcohol while on the job or in possession of company equipment and other properties shall not be tolerated, as it poses unacceptable risks for the Company's safe operation. Any employee found in violation of the Drug and Alcohol Policy will be subject to discipline outlined in this policy.

For this policy to effectively ensure that company Employees perform safety-sensitive duties unimpaired by alcohol or drugs, management will enforce this policy's provisions. Accordingly, where an employee violates any provision of this policy, the employee may be subject to corrective disciplinary action as outlined in the Company's progressive disciplinary policy. The purpose of such corrective disciplinary action will be to encourage employees to abide by the provisions of this policy and thereby assist in achieving the standards in this policy.

The employee will also be subject to the rehabilitation provisions of this drug and alcohol policy. A confirmed positive test, refusal to test, as well as a tampered test, will result in the immediate referral to the progressive disciplinary policy and the rehabilitation section of this policy.

### PRESCRIPTION DRUGS

Employees using medically prescribed drugs that may have the potential to interfere with the safe performance of their duties must notify their manager before beginning work and advise of the potential side effects of the drugs.

### COSTS

As per this policy, the employer will not pay for the following:

- All reasonable suspicion testing,
- All post-incident testing, and
- All return to duty and follow-up testing.

## 5.3 REHABILITATION PROGRAM

Drug and alcohol abuse is considered an illness in Canada. The individual found in violation of the Drug and Alcohol Policy must be given time to seek appropriate treatment and time to complete treatment. A positive test will trigger the employer's obligation to accommodate the employee, subject to avoiding the occurrence of undue hardship. The Company will use the results of a positive drug or alcohol test to persuade these employees to enroll in a rehabilitation program.

The intent of this policy is rehabilitative. The Company intends to address inappropriate alcohol and drug use by working with employees to overcome drug abuse. Access to rehabilitation is available through the Company's occupational health service.

All programs operate according to accepted professional standards; confidentiality is preserved. Test results will remain confidential and disclosed only to authorized healthcare professionals as per the protocols. As indicated by the protocols and the healthcare professionals, the employee may undergo an assessment by an SAP who will assess and determine whether the employee has an alcohol or drug use problem that requires rehabilitation and assistance. Only positive test results will be communicated to the individual.

Employees who test positive will receive counselling from qualified healthcare professionals and may be required to participate in a rehabilitation program. The Company will monitor participating employees' progress, and participants will be required to submit to further drug tests at intervals as per protocols.

Employees may enter these programs in one of three ways:

1. Employees who voluntarily admit to alcohol or drug use may be referred to the Company's occupational health service by their manager,
2. Employees may contact the Company's General Manager directly on a confidential basis, or
3. Employees who test positive for drug use and alcohol abuse will be required to participate in a rehabilitation program deemed appropriate by the Company's occupational health service.

Employees who continue to participate in a rehabilitation program will not be disciplined or discharged for alcohol or drug abuse, provided ongoing dedication to relevant rehabilitation is demonstrated by the individual and is further reflected by their job performance. These employees will receive the same consideration and applicable short-term disability benefits, if required, as for any other illness. They must continue to participate in a recognized treatment program and comply with the treatment.

## 5.4 DEFINITIONS AND EXPLANATIONS

### ALCOHOL

Alcohol is the intoxicating agent in “alcoholic” beverages, ethanol alcohol, and other low molecular weight alcohols (including methyl and isopropyl alcohol). Alcohol abuse is linked to above-average absenteeism and low productivity that results in lessened ability to perform job requirements. Individuals who abuse alcohol are also more likely to injure themselves or other persons. Presence in the body of alcohol for all employees in safety-sensitive positions while on company business or premises and while operating company or clients’ equipment will not be tolerated.

### PRESCRIPTION DRUGS

Prescription drugs are those – both prescription and over-the-counter – drugs that have been recommended by a medical practitioner for the purpose of alleviating symptoms or disease. Intentional misuse of these medications may have an adverse impact upon the alertness, perception, or the ability of the individual to perform certain tasks and may lead to a chemical dependency that places job performance in jeopardy.

### ILLEGAL DRUGS

The use, possession, distribution, offering, or sale of illicit drugs and paraphernalia, the possession of prescribed medication without a legally obtained prescription or distribution, and the offering or sale of prescription medications will not be tolerated. An illegal drug is one of a group of substances that includes depressants, stimulants, hallucinogens, and narcotics. The use, possession, distribution, transportation, sale, purchase, or transfer of illegal drugs is unlawful.

Some examples:

- Cocaine,
- Crack Cocaine,
- Amphetamine,
- LSD,
- Opiates, and
- Phencyclidine (PCP).

For the purposes of this policy and definition, the definition also includes a prescription drug used by anyone other than the patient for whom it was prescribed or used in a contrary manner to the physician’s instructions.

### SAFETY-SENSITIVE FUNCTION

A safety-sensitive function is considered the safe driving of a motor vehicle or operating machinery: it is a duty and responsibility if which improperly exercised, it could result in a direct negative impact on public safety. Employees are performing safety-sensitive functions during any “on-duty time.”

### **MEDICAL REVIEW OFFICER (MRO)**

A Medical Review Officer (MRO) is a licensed physician who has the knowledge necessary to review drug test results critically. The MRO will review all positive drug test results and ensure that the proper procedures for testing have been followed. The MRO will also contact the employee for further discussion regarding the positive drug test.

### **SUBSTANCE ABUSE PROFESSIONAL (SAP)**

A licensed medical practitioner (medical doctor or doctor of osteopathy), or licensed or certified psychologist, social worker, employee assistance professional, or addiction counsellor, with appropriate knowledge or clinical experience in the diagnosis and treatment of alcohol and controlled substance abuse and related disorders, must be certified according to the Procedures for Workplace Drug and Alcohol Testing Programs.

### **DESIGNATED EMPLOYER REPRESENTATIVE (DER)**

A DER is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety sensitive functions and make required decisions in the testing and evaluation processes.

### **CONSORTIUM/THIRD PARTY ADMINISTRATOR (C/TPA)**

A service agent who provides or coordinates one or more drug or alcohol testing services to a regulated employer.

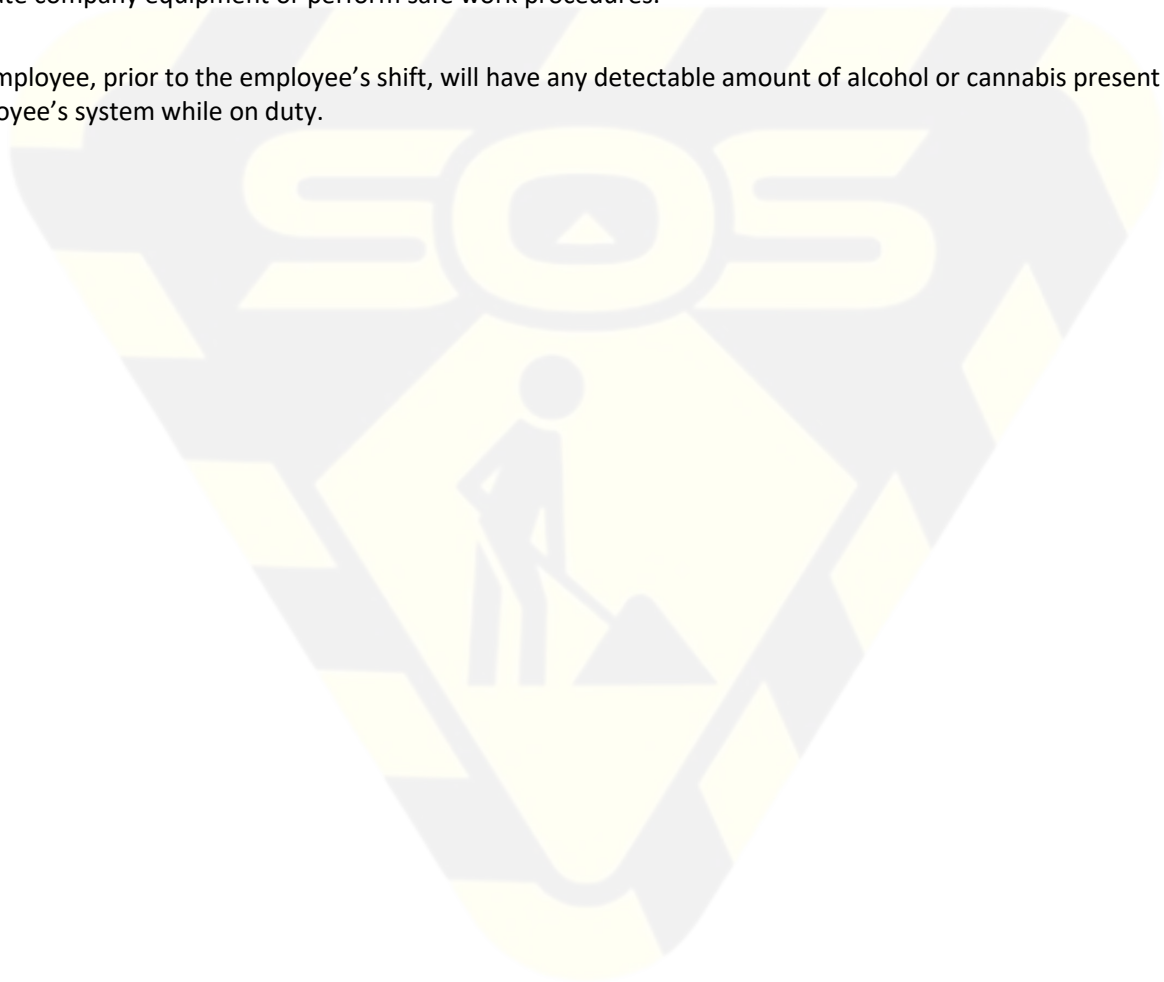
## **5.5 SOS LABOUR LEASING'S DRUG AND ALCOHOL POLICY EMPLOYEE AGREEMENT**

Any person or employee operating company equipment or driving on Company business must observe all Federal and Provincial laws.

No employee is to consume or possess alcohol, cannabis, or illegal drugs while travelling in company equipment or while working on company or client property.

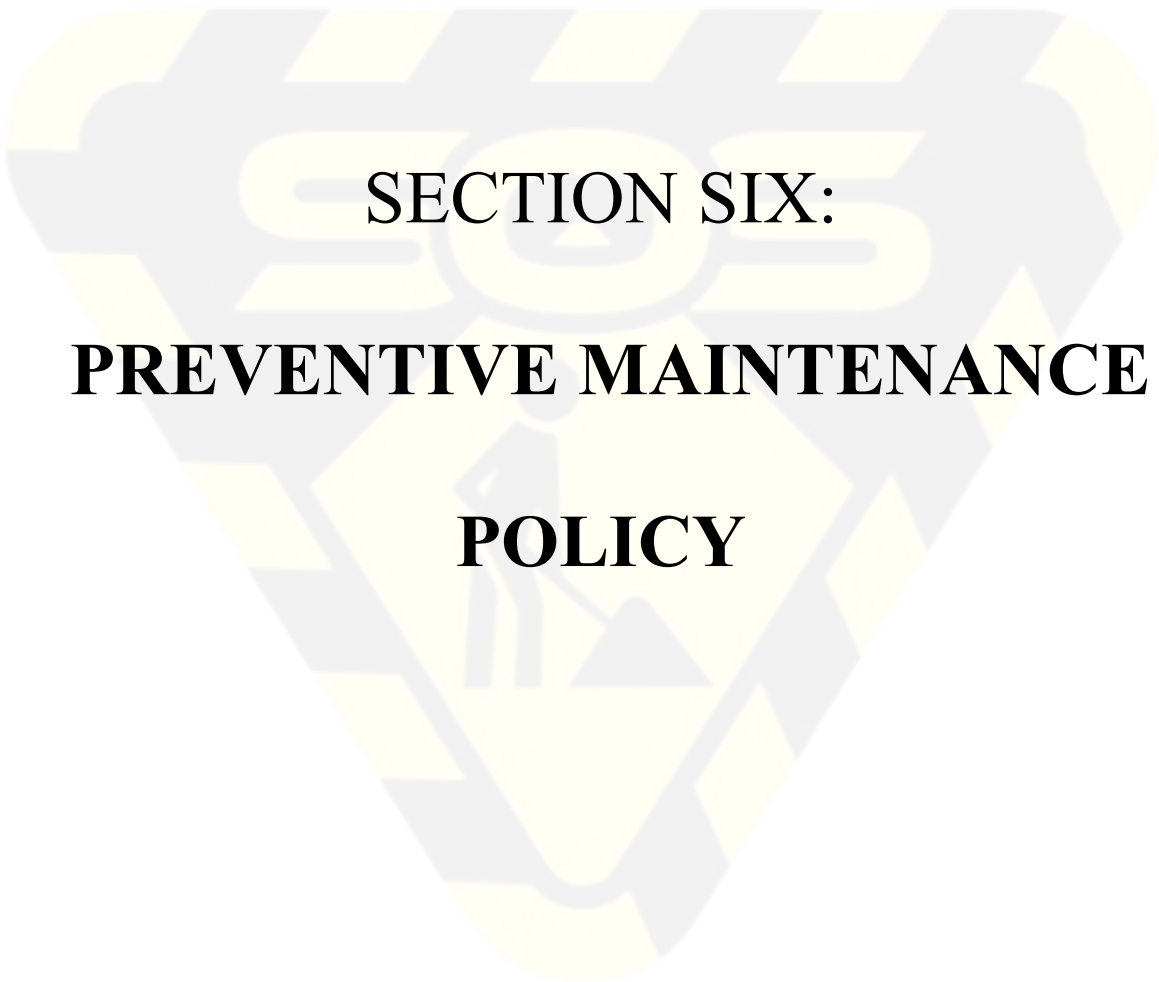
No employee is to be under the influence of any prescription medication that may impair his/her ability to operate company equipment or perform safe work procedures.

No employee, prior to the employee's shift, will have any detectable amount of alcohol or cannabis present in the employee's system while on duty.





# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION SIX: PREVENTIVE MAINTENANCE POLICY**



## 6.0 INTRODUCTION

SOS Labour Leasing Ltd. strives to ensure that all equipment owned and operated by the Company meets all applicable Legislation and Regulations. All Company equipment is required to comply with the maintenance program policies and procedures.

## 6.1 EQUIPMENT INSPECTIONS

Daily equipment inspections (pre-, going, and post-usage) equipment inspections are a continuous process designed to increase safety for employees and alert the Company to mechanical problems. Daily and ongoing inspections' general objective is to promote an improved level of safety and compliance in commercial vehicles operating on public roadways.

All Company equipment is required to comply with the Company Pre, Ongoing, and Post Inspection Policies and procedures, including:

- Employees must complete the inspection before operating the equipment at the beginning of a work shift (pre), ongoing throughout the shift, and after the employee ceases to operate it at the end of a work shift (post),
- Employees must complete the inspection before operating the equipment, and again when they switch equipment,
- A person conducting an inspection shall prepare a report in a written format that contains the following information:
  - License plate or unit number(s) of the vehicle(s),
  - Company name,
  - Date and time of inspection,
  - City, town, village, or highway location where the inspection was performed,
  - Statement signed by the person conducting the inspection and by the person operating the equipment (if different than the person inspecting the equipment) that the equipment identified on the report has (have) been inspected following applicable requirements,
  - Legible printed name of the person conducting the inspection, and
  - Odometer/Hourmeter reading (if equipped)
- When no defects are detected during an inspection, the person conducting the inspection shall record that fact on the inspection report(s),
- When defects have been detected, the person conducting an inspection shall record on the inspection report any defects detected during the inspection and shall report such defects to the Company immediately,
- While operating and otherwise overseeing company equipment, the employee shall monitor its condition following the schedules of inspection items. When defects are detected, the employee shall record the defects on the inspection report and report the defects to the General Manager immediately,
- When major defects are detected or disclosed to the employee while operating or otherwise overseeing the equipment, they shall be recorded on the inspection report and reported to the General Manager immediately, and
- Equipment must not be operated with any major defects.

## 6.2 VEHICLE AND EQUIPMENT MAINTENANCE RECORDS

Maintenance records will be filed by each piece of equipment. The following information will be recorded in the equipment file:

- The year of manufacture,
- Make of vehicle,
- Vehicle identification (unit or serial number), and
- If the vehicle is leased, the name of the person furnishing the vehicle.

All maintenance records will be retained and will comply with Alberta legislation, requiring each record to display the nature of the inspection, the date, and the odometer/Hourmeter reading. The Company will review maintenance records to monitor, improve, and update the maintenance program as required. Maintenance records will include the following:

- Scheduled inspections identified in the written maintenance program,
- Lubrications,
- Repairs,
- Routine maintenance,
- Pre- and post-use inspection records and defect notices,
- Any modification affecting the gross vehicle weight of each vehicle, and
- Notice of recalls received from the manufacturer and completed subsequent corrective work.

### Record Keeping

Individual vehicle files will identify:

- Unit number or serial number,
- Year of manufacture,
- Make of each vehicle,
- Tire size, and
- Contain the above maintenance records.

Records will be retained for the current calendar year and the preceding four years. If a vehicle or piece of equipment is sold, the vehicle/equipment's file must be retained for at least six months after the sale date. Records will be located at the principal place of business.

### Preventive Maintenance Schedules

The written maintenance program pertains to all Company equipment. The program identifies, in writing, when each of the components listed below are to be inspected. The Company equipment will be inspected according to the regulation and legislation. All SOS Labour Leasing equipment will be inspected and maintained according to the following schedule. These schedules are described on the next pages.

**Repairs:** Invoices and work orders must indicate the date, unit number, odometer/hour meter (if applicable), and nature of the repair and the individual's name conducting the repair.

### 6.3 EQUIPMENT INSPECTION REPORT (sample)

Date:		Equipment type:	
Inspected by:		Serial/Plate #	

	OK	Repair	N/A		OK	Repair	N/A
Horn / Back Up Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mud Flaps / Fenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warning Flags / Tarps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emerg. Lowering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspension System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roadside Emerg. / Spill Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluid Levels / Gauges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coupling Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Broom / Shovel / Snow brush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights / Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cab Components / Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frame / Cargo Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat Belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unit Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wheels / Hubs / Fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver Seat / Seat belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhaust System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass & Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heater/Defroster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance / Reg.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Straps / Securement Dev.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit Overall: Pass Fail

Comments: (Description of Repairs Required, etc.)

Operator/Inspector Signature:

Supervisor Signature:

Repairs Scheduled & Completed on:

## 6.4 PREVENTATIVE MAINTENANCE, INSPECTION & CERTIFICATION SCHEDULE "A"

Inspection Maintenance Certification Type	Vehicle Type	Inspection Maintenance Certification Interval (state kilometres, time or hours)	Comments
Daily (Pre, Ongoing, Post) Inspection:	Company Trucks	Every 24 hours	Ensure inspection is carried out in accordance with the appropriate Standards and complete the written daily inspection form. Report all defects and document all repairs. (Break Down & Repair Maintenance Form)
PM Service - PM A	Company Trucks	Annual, from Start-Up	As Per A-Service Report Note: Not to exceed Manufacture's Specifications
PM Service - PM B	Company Equipment	Daily and On-Going	As Per B-Service Report Note: Not to exceed Manufacture's Specifications
Minimum Equipment Inspection	Company Trucks	Semi-Annual, from Start-Up	Required Every 6 Months.
"Break-Down & Repair" Monthly Maintenance Form	All Equipment	All Repairs must be documented immediately following completion	All defects Identified on any inspection forms being used <b>MUST</b> have documentation that the repairs were completed with attached receipts as per <b>Section 6</b> of the Vehicle Maintenance & Inspection Program/Policy.
<b>ALL PERSONNEL MUST FOLLOW "INTERNAL AUDIT &amp; COMPLIANCE POLICY" AND "VEHICLE &amp; INSPECTIONS MAINTENANCE POLICY."</b>			
<b>DEFINITIONS FOR CLARIFICATION OR DESCRIPTION OF ACTIVE OR INACTIVE EQUIPMENT</b>			
Units in movement on any designated public roadway = Active Public			
Pending or Down Units = Inactive as per Daily Operations Report			



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION SEVEN: TIME SHEETS**




## 7.0 INTRODUCTION FOR TIMESHEETS

### Time Sheets

Instructions are given for time sheet completion as per company policy.

All employees working for the Company are required to have client supervisors or representatives complete and sign the employees time sheet. All time sheets must be submitted as per the SOS Labour Leasing payroll schedule. All time sheets must be legible and complete in full. Should the employee need clarification on time-sheet procedures, please contact your Operations Manager or General Manager immediately.

### Time Sheets Sample (Hard Copy or PDF)



**SOS Labour Leasing**  
 101 - 251 Lawrence Avenue,  
 Kelowna, BC V1Y 6L2  
 Telephone (778) 940-0287  
 Fax (778) 940-0286  
 info@soslabourleasing.com

## TIME SHEET

TIME SHEET NUMBER

**FOUR HOUR MINIMUM  
PER PERSON**

COMPANY NAME		DATE	TIME	NO. OF WORKERS
JOB SITE ADDRESS		OTHER		
REPORT TO				
CONTACT PHONE NO.	PURCHASE ORDER	JOB DESCRIPTION		

EMPLOYEE NAME	H	B	A	START	FINISH	HOURS WORKED (TO .25 HOUR)

**DO YOU NEED WORKER TO RETURN**

YES    NO

DATE REQUIRED: \_\_\_\_\_

ADDITIONAL WORKERS REQUIRED: \_\_\_\_\_

TIME NEEDED: \_\_\_\_\_

**- IMPORTANT -**  
 DO NOT GIVE WORKERS ANY CASH  
 - CUSTOMER RETAIN WHITE SIGNED COPY

**X** AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME AND TITLE \_\_\_\_\_

CONTACT TELEPHONE NUMBER \_\_\_\_\_

CUSTOMER CERTIFIES THAT THE LISTED EMPLOYEES HAVE SATISFACTORILY PERFORMED SERVICES FOR THE HOURS SHOWN.

**TOTAL HOURS**

▶

COMMENTS \_\_\_\_\_

3-Part Time Sheets as follows – White to client, Yellow to Office for processing, Pink stays with the Office.

Emailed Time Sheets as follows – One electronic copy provided to client and employee via email.

## Instructions for completion and submission of Time Sheets

1. When provided a hard copy time sheet or emailed time sheet prior to work being assigned, SOS system will auto generate some fields, Time Sheet Number, Company Name, Jobsite Address, Report To, Contact Phone Number, PO Number, Date, Start Time of Shift, Other (notes for the Job), Job Description, Employee Name.
2. Fields that are not auto generated by SOS's System are Start and Finish Time, Hours Worked, Total Hours, Workers to Return Check Boxes, Date Required, Additional Workers Required, Time Needed, Authorized Signature, Print Name and Title, Contact Telephone Number.
3. It is imperative that the non generated (empty fields) are completed by the site supervisor or company representative. PLEASE NOTE: IT IS AGAINST COMPANY POLICY FOR ANY SOS EMPLOYEE TO ALTER OR COMPLETE THEIR OWN TIME SHEET.
4. Once the shift has ended and the hard copy time sheet is completed and signed by the supervisor or company representative, please bring the yellow copy to the designated office (manager) for processing of payroll. For emailed time sheets, have the supervisor or company representative print the electronic PDF and complete and sign the same as you would a hard copy sheet. The client can then email back the completed time sheet or simply take a picture of the copy and send it to the designated office (manager) for processing of payroll.
5. NO TIME SHEET – NO PAY! Also, avoid losing time sheets at all costs as it causes interruption to company operations, economic costs and efficiency.
6. Ensure all fields that are completed by the supervisor or company representative are completed in full without exception.

# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**

**SECTION EIGHT:**

**ON-SITE AND MOBILE**

**EMERGENCY RESPONSE**

**REPORTING & PROCEDURES**



## 8.0 PROCEDURES

### PROCEDURES

Although contract personnel have some authority for the Health and Safety of SOS Labour Leasing employees, the Health and Safety of all persons working on behalf of SOS Labour Leasing is the responsibility of all. Therefore, all incidents involving company equipment, property, or personnel **must** be reported, particularly incidents involving:

- Damage to company property, equipment, or injury to personnel,
- Any damage caused by company equipment or personnel, and
- Damage or injury to a contractor or third-party property or person.

### SERIOUS INJURY

Any employee involved in, or who has witnessed, a serious injury or damage to SOS Labour Leasing personnel or property **must** report immediately to an SOS Labour Leasing Manager or Supervisor via the emergency number. The direct Supervisor will evaluate the appropriate action to be taken after referencing the Emergency Response Plan.

When an incident occurs, the employee involved must:

- Attempt to prevent further loss or injury,
- Report immediately to management or the emergency number, and
- Record all pertinent data for inclusion in the incident report.

All incidents require a preliminary verbal/written report within 24 hours.

A list of person's names to be notified in the event of an incident must be posted at the Company worksite and carried in all company vehicles. Included with this list must be the 24-hour emergency number.

### MEDICAL AID, LOST TIME, AND EQUIPMENT INCIDENTS

Collision and incident report forms are available at the Company's office and electronically. The collision and incident form are a short-written report for all incidents, including near misses. When completed, the form is signed by the direct Supervisor and forwarded to the General Manager.

### WCB FORMS

"Medical aid" or "lost time injury" requires completion of Workers Compensation Board forms: one to be completed by the employee (Form C060), and one to be completed by the employer (Form C040), in addition to the collision/incident report.

*Note: The form numbers for WCB refer to Alberta WCB/WorkSafe B.C., please ensure that sufficient copies of the form from the appropriate provincial boards are available.*

### FIRST AID LOGBOOK

Injuries requiring first aid treatment must be recorded in the first aid logbook. Recording of this information is in place to protect the worker should complications arising from the injury occur later on.

All the information must be gathered with the relevant reports and submitted as soon as possible after an incident.

## 8.1 GENERAL EMERGENCY RESPONSE PROCEDURES

### PROCEDURES

An emergency is defined as any event that calls for immediate special action to prevent or minimize danger to life, property, or the environment.

Levels of emergency have been categorized as follows:

- **LEVEL 1**
  - No danger exists outside of the collision/incident scene, and the situation can be handled entirely by company personnel.
- **LEVEL 2**
  - There is no immediate danger outside of the collision/incident scene, but the potential exists for the situation to extend beyond the scene. Local support services must be alerted (e.g., fire, ambulance, police or other emergency response groups) and kept informed of the situation. This level includes spills of a controlled product of recordable quantities.
- **LEVEL 3**
  - The collision/incident scene has resulted in fatalities or serious injuries to employees, contractors or the public. This level also includes serious damage to the environment. Any situation involving a fatality or severe injury must be considered a Level 3 emergency.

Typical Level 3 emergencies would include, but are not limited to the following:

- Large spills of oil or controlled products,
- Large fire in a facility, and
- Death or serious injury to an employee or non-employee.

*Note: if there is any doubt as to whether there is an emergency, then initiate the emergency response plan.*

### DEFINITIONS

**SOS Labour Leasing Ltd. Representative:** This is the person discovering the emergency, or the first SOS Labour Leasing representative on the scene, who, upon discovery or arrival, will assume the responsibility of on-scene command of the location until relieved by a senior representative.

The most senior SOS Labour Leasing representative will be responsible for initiating all subsequent steps of the plan after contacting and obtaining direction from their direct Supervisor.

The Supervisor must ensure that there are always personnel on call to handle an emergency. The senior SOS Labour Leasing representative on the scene will oversee all operations related to the on-site handling of the emergency.

In most emergencies, the on-site commander will be able to take immediate action to alleviate the situation.

**Direct Supervisor:** this is the person responsible for the following:

- implementing the Emergency Response Plan and mobilizing (if necessary) the other members of the support group,
- providing a focal point for communications, decision making and support services available through

head office,

- advising management as to the status of the emergency, and
- advising the 24-hour emergency line on how to relay pertinent calls.

The role of the Supervisor is to gather and distribute information pertinent to the emergency and coordinate the activities of the on-site employee(s). The decision to have any personnel travel to the emergency scene will be made by the Supervisor.

## INVESTIGATION AND WORK RESUMPTION

In the event of a serious incident, the Supervisor must proceed promptly upon notice of the incident to the scene to conduct a full investigation.

Incidents involving fatalities, serious injuries, or the potential for either may be investigated by government agencies, local law enforcement, or the RCMP. Upon presentation of valid credentials, government or law enforcement investigators shall be afforded the fullest cooperation. Care shall be taken to ensure that all evidence is secured and preserved in its original state.

Work at the scene of a fatality or serious injury may not resume until authorized by the coroner, law enforcement or other government investigators, along with the appropriate company authority, unless resumption of work on a restricted basis is required to prevent further loss of life or property.

Where a loss of company property or revenue loss has occurred, the evidence must not be disturbed until permitted by the Company's insurance provider.

## EVACUATION

The SOS Labour Leasing representative on-site will be responsible for commencing the incident scene if necessary. If possible, the evacuation should be coordinated with the support of the head office.

## NEXT OF KIN NOTIFICATION

The next of kin of seriously injured employees must be notified at the earliest possible opportunity. This notification must be made by the appropriate authority, such as the police. An SOS Labour Leasing representative at the scene may also make the notification.

In the case of a serious incident, notification should be as follows:

- First, verify contact.
- "Hello (verified contact). This is (identify caller). A serious incident has occurred at (location) and your (relationship), (victim's name) has been injured and taken to (name) hospital at (location) for treatment. We will keep you informed on further details as we receive them."
- In the case of a fatality, certification of death by a doctor or the police **must precede notification**. When possible, notifying kin should be made in person, possibly in the presence of an employee known to the family. Have the police contact the next of kin if the individual does not reside in the area. Arrangements should be made through the Direct Supervisor for appropriate notification.
- Should the injury occur to a contractor, it is essential that the contractor's office be contacted to ensure that the next of kin of their employees are properly notified. It is also essential to ensure that


SOS Labour Leasing personnel are subsequently advised so that the names of the victims can be released.

## 8.2 EMERGENCY CONTACTS

<b>SOS Labour Leasing</b> #101, 251 Lawrence Ave Kelowna, B.C. V1Y 6L2	778.940.0287
<b>President</b> Brian Snow	Office: 778.940.0287
<b>General Manager</b> Brad McAteer	Office: 778.940.0287
<b>Business Development Manager</b> Eric Gagnon	Office: 778.940.0287
<b>Kelowna Office Manager/Controller</b> Heather Richardson	Office: 778.940.0287
<b>Alberta Government Transportation and Dangerous Goods Information (24-hour)</b>	1-800-272-9600
<b>Police / Fire Department</b>	911
<b>Ambulance</b>	911
<b>Alberta Energy and Environment (24-hour)</b>	1-800-222-6514
<b>Alberta Poison &amp; Drug Information Service</b>	1-800-332-1414
<b>Alberta Emergency Management Agency (AEMA)</b> Communication & Response Centre for natural or human-induced disasters.	1-866-618-2362



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



**SECTION NINE:  
EMERGENCY RESPONSE  
& EVACUATION PLAN**  
(OFFICE, SHOP, YARD, & WORKSITES)

## 9.0 INTRODUCTION

A serious emergency (explosion, fire, or flood) could seriously affect a business's operation and put many employees' health, safety, and livelihood in jeopardy. Even the best Health and Safety Management System cannot protect your company from natural or unexpected disasters but having a good Emergency Response Plan (ERP) in place can reduce the severity and risk of loss. The action taken in the first few minutes of an emergency is critical: knowing what to do and who to contact can save lives and reduce costs if disaster strikes.

Employers are required by law to establish a response plan for an emergency that may require rescue or evacuation. The employer must consult with affected workers to establish the ERP, subject it to regular review, and ensure that it is current.

Emergency preparedness means having plans in place that we hope we will never have to use. At a minimum, our organization will be capable of

- Providing first aid to the injured,
- Providing transportation to medical aid for the injured,
- Conducting initial attack firefighting,
- Promptly contact outside agencies for assistance.

The nearest or most desirable street address for medical aid shall be identified and posted along with written directions to their site. Those in charge will know how to direct the emergency response team to our facility in an emergency.

## COMMUNICATION

Specific communication systems containing emergency contact numbers will be posted (see Emergency Contact List). On this list are the emergency response team's names who could respond quickly in an emergency (management must ensure employees know they are on the emergency list).

## TRAINING

All employees must be trained in what to do and understand their responsibilities in the event of an emergency. New worker safety orientation includes basic emergency response information (e.g., alarms, muster points, emergency exits). Employees who are assigned specific emergency response duties by senior staff must also receive specialized training to ensure employees are competent to perform their assigned tasks. Employees assigned to be first aiders, fire marshals, gate personnel (etc.), must know how to respond appropriately and use any required emergency equipment. In an emergency, those with less responsibility must learn how to respond to an alarm and whom to call for assistance. All working on behalf of SOS Labour Leasing should know who will take charge, coordinate the evacuation, sound the alarm, and be trained in first aid in the event of an emergency.

On any worksite or company facility, please make yourself aware of the floor plans that are posted for the nearest exit sign. Your location in the building at the time of emergency evacuation or fire drill will depend on your exit point.

## 9.1 FIRST AID

The First Aid regulations refer to Alberta OH&S Code - *Part 11(177-184)* and Schedule 2 and specify the number and qualifications of first aid trained personnel who must be present in the workplace.

**First Aider** – means an emergency first aider, standard first aider, or advanced first aider designated by an employer to provide first aid to workers at a worksite.

Employers are responsible for:

- Providing first aid services, supplies, and equipment following *Schedule 2 of the Alberta OHS Code*,
- Ensuring that the services, supplies, and equipment are located near the worksite they serve and are maintained, available, and accessible during all working hours,
- Communicating the information about first aid to workers,
- Ensuring arrangements are in place to transport injured or ill workers from the worksite to the nearest health care facility,
- Ensuring first aiders are trained,
- Ensuring that injuries and acute illnesses are reported to the employer, recorded, and kept confidential.

## 9.2 EMERGENCY EQUIPMENT

It is important to know what emergency equipment must be available on-site and maintain it in good operating condition. Requirements will vary depending on employer site locations and the nature of their work. Consult the OH&S legislation to determine minimum requirements for first aid kits, fire extinguishers, water hoses, emergency showers, emergency lighting, breathing apparatuses, ladders, stretchers, emergency communication equipment, etc.

Position the emergency equipment in accessible locations, establish a regular schedule to service, and inspect *all* emergency equipment (including first aid and rescue equipment).

## 9.3 DISASTER SERVICES

For certain types of emergencies, local disaster services and other emergency response agencies may be contacted for assistance. If required, the employer's response plan should be reviewed with local emergency response agencies to ensure they have all the information they need to mount an effective emergency response.

## 9.4 INITIAL ATTACK FIRE FIGHTING

**Employees must be trained in the selection and correct use of fire extinguishers.**

Always keep fire extinguishers visible and easy to get at. Fire extinguishers must be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

## 9.5 TYPES OF FIRES

<b>Class A:</b>	<b>Combustible Materials/Solids: wood, paper, rags, plastic, rubbish, etc.</b>
Recommended Extinguishers	Water from a hose, pump-type water can, or pressurized extinguisher and/or foam.
Fighting the Fire	Soak the fire completely, even the smoking embers

<b>Class B:</b>	<b>Flammable liquids: oil, grease, paraffin, petrol, etc.</b>
Recommended Extinguishers	ABC dry chemical, foam, and carbon dioxide.
Fighting the Fire	Start at the base of the fire and use a sweeping motion from left to right, always keeping the fire in front of you.

<b>Class C:</b>	<b>Electrical Equipment/Apparatuses</b>
Recommended Extinguishers	Carbon dioxide (CO <sub>2</sub> ) and dry chemical (ABC). <b>Water can be used <u>after</u> electricity is shut off.</b>
Fighting the Fire	Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can then be treated as a Class A fire if the materials around the electrical fire are ignited.

## 9.6 DRILLS

To determine if emergency plans are adequate and to test employee response, drills must be held annually (at minimum). Drills should be held for all types of emergencies and should include all work areas and all shifts so that all staff has a chance to participate and practice their expected response. Records of drills and actual emergencies should be kept and reviewed after each incident/exercise to identify areas of improvement.

***Note: When an injury/incident or fire occurs, all employees and contractors must have access to emergency services, numbers, and communications devices (telephone, cellular phone, or radio).***

## 9.7 PROCEDURES TO FOLLOW IN SPECIFIC EMERGENCIES

### MEDICAL EMERGENCY

In the event of a medical emergency, the following steps must be taken:

- Assess the situation. Watch for hazards that may hamper aid.
- Call for help.
- Call 9-1-1, STARS or local medical aid if needed. Send someone to call, ask them to report back to you. Describe the nature of the emergency and what assistance is needed.
- Perform first aid if qualified to do so.
- Notify a Supervisor.
- Send someone to meet the ambulance/medical aid and direct aid to the scene of the incident.
- Direct the area to be cleared of personnel not involved in the incident.

### FIRE

In the event of a fire, the following steps must be taken:

- Call for help.
- Try to suppress the fire with an extinguisher.
- If the extinguisher is ineffective after one try, raise the alarm.
- Call emergency services as instructed in the site orientation. Describe the nature of the emergency and what assistance is needed.
- Try to keep out of the smoke. Fumes may be toxic or even lethal.
- If clothes catch fire: stop, drop, and roll.
- Do not go back into the fire area to retrieve belongings, tools, equipment, etc.
- Follow emergency evacuation procedure.

---

### HAZARDOUS SUBSTANCE RELEASE OR SPILL

In the event of a spill or release of a hazardous substance, the following steps must be taken:

- Call for help.
- Secure the area.
- Refer to SDS for detailed procedures.
- Locate the emergency spill equipment as instructed in the site orientation.
- If it is an airborne spill or large uncontrollable spill, call 9-1-1 or call the local emergency number as instructed in the site orientation. Describe the nature of the emergency and what assistance is needed.
- Start clean-up as soon as possible to prevent further spread of the substance.
- Wear appropriate PPE.

## **FLOODING**

Workers in an area where flood conditions could occur must take the following steps:

- Remain aware of prevailing and predicted weather conditions.
- A watch should be posted with appropriate warning device.
- Preparations should be made to evacuate at very short notice.
- In the event of evacuation, only the required tools should be carried.
- In the event of evacuation, all equipment, gas, electrical, etc. should be shut down.
- Avoid traveling through flooded areas.

## **STRUCTURE OR EQUIPMENT COLLAPSE**

Where a structure has collapsed or equipment has been involved in an incident, the following steps must be taken:

- Assess the situation. Watch for hazards that may hamper aid.
- Call for help.
- Call 9-1-1 or emergency aid (as instructed at site orientation) if needed. Describe the nature of the emergency and what assistance is needed.
- Perform first aid if qualified to do so.
- Secure the area. Turn off utilities, if possible.
- Notify a supervisor.
- Send someone to meet the ambulance and direct it to the scene of the incident.
- Direct the area to be cleared of personnel not involved in the incident.
- Attempts to repair or clean-up should not be made until the supervisor gives clearance.

## **LEAKING GASSES, LIQUIDS**

Where workers suspect there may be leaking gases or liquids the following steps must be taken:

- Assess the situation. Watch for hazards that may hamper aid.
- Call for assistance.
- Call 9-1-1 or emergency aid (as directed at orientation) if needed. Describe the nature of the emergency and what assistance is needed.
- Keep out of low areas.
- Use observation and hearing to detect:
  - Hazards
  - Downed wires
  - Warning placards
  - Hissing sounds of gases
  - Leaking fluids
  - Flames, smoke, steam, etc.
- If unsure about gas, vapor levels, and toxicity, DO NOT ENTER the area.
- Protect yourself, then others. Perform first aid if qualified to do so.
- In the event of a rescue, use appropriate PPE/RPE, keep upwind, and administer first aid to maintain life; keep unnecessary people away.
- Evacuate the site if the gases or liquids cannot be contained.
- Ensure a count of personnel (roll call).

## EXPLOSION

Where an explosion is imminent or has occurred due to leaking gases, flammable vapors, faulty heating equipment, etc., the following steps must be taken:

- Fall to the ground and take immediate shelter under tables, decks or other objects that will protect you against flying glass or debris.
- Protect your face and head with your arms. Cover your ears if possible.
- After the effects of an explosion have subsided:
  - Check exits or exit stairways prior to evacuation.
  - Call 9-1-1 or emergency aid as directed in the site orientation. Describe the nature of the emergency and what assistance is needed:
  - Use observation and hearing to detect:
    - Hazards
    - Downed wires
    - Warning placards
    - Hissing sounds of gases and leaking fluids
    - Flames, smoke, steam etc.
- Try to shut off leaking gases or fluids.
- If unsure about gas, vapor levels and toxicity, DO NOT ENTER the area.
- Protect yourself, then others. Perform first aid if qualified to do so.
- In the event of a rescue, use appropriate PPE/RPE, keep upwind, and administer first aid to maintain life, keeping unnecessary people away.
- Evacuate the site if the gases or liquids cannot be contained.
- Ensure a count of personnel (roll call).

## 9.8 EMERGENCY RESPONSE PLAN

The Emergency Response Plan describes what steps must be taken when an emergency arises. This plan outlines specific responsibilities and makes recommendations for dealing with emergencies.

### THE EMERGENCY PLAN ELEMENTS:

- Responsibilities of on-site SOS Labour Leasing personnel for emergency response.
- Map of the site.
- Procedures for site evacuation.
- Alarm and emergency communications requirements.
- Fire protection requirements.
- Location and operational instructions for emergency equipment.
- Names of the designated rescue team members [OH&S Code Part 7, 117 (1-4)].
- Identification of potential emergencies.
- Procedures for dealing with the identified emergencies.
- Emergency response training requirements.
- List of emergency phone numbers.
- Names of the first-aid responders on site.
- Locations of first aid points on site.
- Directions to the nearest medical facility.
- Documentation of all emergency response training, testing, or incidents.

## 9.9 EMERGENCY EVACUATION OF SOS LABOUR LEASING OFFICE & SHOP & YARD

### EVACUATION GUIDELINES

Evacuation of the SOS Labour Leasing Office and Shop shall be initiated by a manager.

The manager instigating the site evacuation shall sound the aerosol-powered horn in ***one (1) long blast, followed by a five (5) second delay, then one (1) more sharp blast***. This shall be repeated a second time to ensure that all workers on site have heard this signal.

1. To evacuate the building **FROM THE OFFICE**, ALL WORKERS must drop what you are doing immediately and depart the nearest exit.  
The primary designated safe area (Muster Point) for the office is the playground north of the building. The secondary muster point, leading from the second exit, is the fire hydrant south of the building. All workers, visitors, and contractors must meet at the Muster Point Area. A roll call must be taken to ensure no one is missing or unaccounted for.
- I. To evacuate the building **FROM THE SHOP**, ALL WORKERS must drop what you are doing immediately and depart to the nearest exit.  
The designated safe area (Muster Point) for the Fab. Shop is the North (Left-hand) end of the alley. All workers, visitors, and contractors must meet at the Muster Point Area. A roll call must be taken to ensure no one is missing or unaccounted for.
2. DO NOT LET ANYBODY LEAVE WITHOUT BEING ACCOUNTED FOR – THEY MUST BE CHECKED OFF THE LIST AND NOT INTERRUPT EMERGENCY PERSONNELS ACCESS TO THE SITE.
3. The Fire Marshall will ensure that:
  - All rooms have been evacuated, and all doors are closed.
  - Call out for any other workers that might still be in the work area.
  - The Fire Marshal shall determine if the site is safe to re-occupy following an evacuation. No one is to re-enter the site without authorization.

### EMERGENCY RESPONSE TEAM RESPONSIBILITIES

**Fire Marshall** (Primary & Secondary) – Ensure everyone has evacuated the premises in a calm and expedient manner, advise all to go to the “Muster Point Area,” check the office and other rooms, and close doors.

**Communications** (Primary & Secondary) – Ensure the “Visitor Sign-in Binder” is taken to the “Muster Point Area,” complete a headcount and record their names, ensure all visitors and employees are accounted for, and make appropriate phone calls to emergency services.

**First Aiders** (Primary & Secondary) – Stay in contact with communications personnel as they will be on the phone with emergency services. Effective communication and status of the injured party will be required with the first aiders, communications personnel, and emergency services.

## 9.10 EMERGENCY EVACUATION PROCEDURE

1. Please make yourself aware of the floor plans that are posted for the nearest exit. Your location in the building at the time of the emergency or drill will designate your nearest exit.  
On hearing the evacuation alarm or by instruction by superior personnel, immediately begin the evacuation procedure.
2. If necessary, sound the evacuation alarm.
3. Begin evacuation. To evacuate from
  - a) The **office**: stop and drop what you are doing immediately. Head to your nearest exit, shutting any doors behind you. Call out for any other workers that still might be in the area, ensuring all workstations have been evacuated. Head to the designated muster point.
  - b) The **shop**: stop what you are doing immediately. Turn off equipment and place any physical hazards (blades, saws, knives) to the side and out of the way of foot-traffic. Head to your nearest exit, shutting any doors behind you. Call out for any other workers that still might be in the area, ensuring all workstations have been evacuated. Head to the designated muster point.
    - Only if safe to do so, secure any activity or process that may become hazardous or suffer damage if left unattended as a consequence of the evacuation.
4. The muster point
  - a) For the **office**: the playground north of the building. (The secondary muster point, leading from the second exit, is the fire hydrant south of the building.)
  - b) For the **shop**: the north/Left-hand end of the alley.
5. At no time should employees put their lives at risk. In the event of an evacuation, every person must exit IMMEDIATELY and travel to the muster point. You may never know if the evacuation is a drill or a real emergency – always assume there is a real emergency and follow the evacuation procedure.
  - Assist any person in immediate danger, *only if it is safe for you to do so*.
  - In a fire, do not use a lift or elevator to evacuate a building.
  - Evacuate calmly and orderly.
6. Call for help:
  - 1) Call 9-1-1
  - 2) State the situation.
  - 3) Give the location.
  - 4) Give a contact name and number.
  - 5) Follow the directions from the emergency responder.
7. At no time should anyone attempt to fight, abate, or remove the emergency on their own.
  - If first-aid is required, allow first-aid personnel to attend.
  - No one is to enter any building until cleared by a fire department and fire marshal.
8. Do not return to the building - remain at the muster point until given permission by emergency personnel and the General Manager.

## Hospital Information

### British Columbia Hospitals:

**Kelowna General Hospital:** 2268 Pandosy St, Kelowna, BC

**Vernon General Hospital:** 2101 32 St, Vernon, BC

**Penticton General Hospital:** 550 Carmi Ave, Penticton, BC

### Calgary Hospitals:

**Rockyview Hospital:** 7007 – 14<sup>th</sup> Street. S.W. Calgary, AB

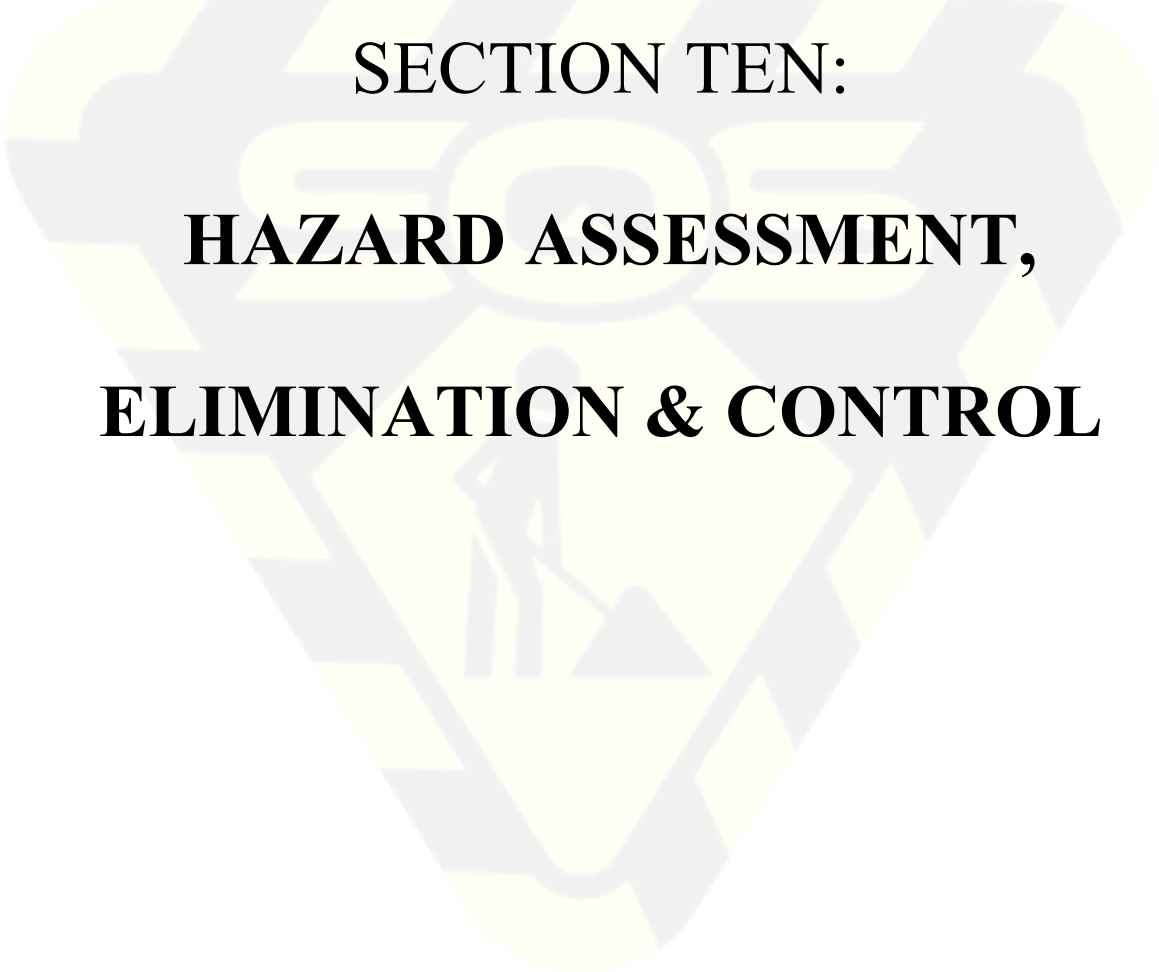
**South Health Campus Hospital:** 4448 Front Street. S.E. Calgary, AB

**Peter Laugheed Hospital:** 3500 26<sup>th</sup> Avenue. N.E. Calgary, AB

**Foothills Hospital:** 1403 – 29<sup>th</sup> Street. N.W. Calgary, AB



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



**SECTION TEN:  
HAZARD ASSESSMENT,  
ELIMINATION & CONTROL**



## 10.0 POLICY

All employees and contractors are required to notify the Company of any hazards. Identifying hazards at worksites is a critical step in developing SOS Labour Leasing's Health and Safety Management System (HSMS). Along with leadership commitment, hazard assessment is a foundation of HSMS. It is important to actively pre-assess all jobs for hazards. Key personnel must be trained in evaluating existing and potential hazards at the worksite. Involvement at all levels is important: involvement makes management and workers aware of hazards that may not otherwise have been noticed until an incident occurred.

### HAZARD IDENTIFICATION AND ASSESSMENT PROCESS

The Hazard Identification and Assessment process will impact many other elements of the Health and Safety Management System (HSMS). It is important to assess hazards thoroughly. Hazard assessment data can also be used to develop other elements of a Health and Safety Management System (HSMS), including:

- Training and Orientation of hazard assessment data to determine training needs; building the content of employee's orientations and job-specific training.
- Worksite Inspections use hazard assessment data as the basis for inspection checklists.
- Emergency Response uses hazard assessments to help pinpoint areas that will require Emergency Response Plans.
- Incident investigations and hazard assessment, and control data can be used to help determine if a system failure was the cause of an incident.

### OCCUPATIONAL HAZARDS ARE DIVIDED INTO TWO CATEGORIES:

**Health Hazards:** A health hazard may produce serious and immediate (acute) health effects or cause long-term (chronic) health problems. All, or part, of the body may be affected. Someone with an occupational illness may not recognize the symptoms immediately. For example, noise-induced hearing loss is often not noticed until it is well advanced.

**Safety Hazards:** A safety hazard is anything that could endanger the immediate safety of an employee, such as a pinch point, crush, or burn hazard.

### HAZARD CATEGORIES

Both Health and Safety hazards can be classified into the following categories:

- Physical hazards: lifting, repetitive motions, slipping, machinery, working at heights, loud noise, extreme temperatures, and more.
- Chemical Hazards: exposure to chemicals, dust, fumes, mists, and vapors.
- Biological Hazards: exposure to viruses, fungi, bacteria, molds, body fluids, and sewage.
- Psychological Hazards: violence, stress, and fatigue.

### HAZARD AND RISK

Hazard and risk are terms that are often used interchangeably and incorrectly. However,

- a **"hazard"** is a situation, condition, or behavior that has the potential to cause an injury or loss.
- In contrast, **"risk"** is the chance of injury, damage, or loss, usually expressed as a probability.

### IMMINENT DANGER

Some hazards are significant enough to present a situation of imminent danger. The Occupational Health and Safety Act requires that workers stop performing work if they believe that an imminent danger to their Health and Safety exists. "Imminent danger" means a danger that is not normal for that occupation or danger under which a person engaged in that occupation would not normally carry out the work.

## SOURCES OF HAZARDS

There are many sources of hazards in the workplace. However, the three most likely sources that should be considered are:

- **People:** Lack of training, poor communication, rushing, fatigue, and other factors may cause at-risk behaviors.
- **Equipment and Materials:** Some equipment, tools, and materials used in the job process are inherently hazardous. Others become hazardous over time due to inadequate maintenance, storage, or disposal.
- **Workplace Environment:** Factors such as facility layout, ventilation, lighting, walking surfaces, temperature, and other variables can all be sources of hazards.

## FORMAL HAZARD ASSESSMENT

Formal hazard assessments are the foundation of our Health and Safety Management System (HSMS). Formal hazard assessments involve identifying all jobs and tasks performed by employees, the evaluation of each task for hazards, and the prioritization of the hazards based on the level of risk. This process will be followed by the implementation of controls for the identified hazards.

## 10.1 STEPS FOR CONDUCTING A FORMAL HAZARD ASSESSMENT

### Create an inventory of job tasks.

The first step of formal hazard assessment is to create a list of all job tasks and record the number of workers who perform each job using a Job Inventory Worksheet. Once this is done, using the Hazard Assessment (FLHA) form to record P.P.E., materials, equipment and tools, flagging and signs, and permits required for the job site.

### Identify Hazards.

Each inventoried task is assessed to determine the potential hazards and associated risks. For each task listed, identify any health or safety hazards to which workers may be exposed. Involve all workers who perform the tasks in this process to ensure nothing is overlooked.

Ask questions such as,

- What could go wrong (Hazard)?
- How serious could the consequences be (Severity)?
- How likely is it to happen (Probability)?

### Step 1. Determine Hazard Severity.

Determine the severity of hazards based on its potential damage to assets, personnel, and the environment as minor (1), moderate (2), major (3), or critical (4).

1. DETERMINE SEVERITY				
	Damage to Assets	Personnel	Environmental	Who is Involved
1-Minor	Minor Damage estimated to be less than \$1000	An Injury that requires First Aid	Spill or Release	Site Supervisor
2-Moderate	Moderate Damage estimated to be between \$1000-5000	Injury that requires medical attention	Minor Incident Occurs on Site	Supervisor and Management
3-Major	Major Damage estimated to be between \$5000-10000	Resulting in permanent impairment and / or injury of illness	Reportable Incident. Occurs on location	Management
4-Critical	Extensive damage estimated to be more than \$10000	An incident resulting in Life Threatening injuries	Extensive Contamination	Management

### Step 2. Determine Hazard Probability.

Determine if the hazard if hazard probability is very remote (1), remote (2), occasional (3), probable (4), or frequent (5).

2. DETERMINE PROBABILITY				
1---Very Remote Low	2---Remote Low	3---Occasional Medium	4---Probable High	5---Frequent High
Not expected to occur	Potential to occur no more than once in one year	Potential to occur 3 to 5 times per year	Potential to occur 6 to 10 times per year	Potential to occur each month

### Step 3. Determine Hazard Risk.

Using the risk matrix, determine the hazards risk score. The risk matrix measures hazard severity (1-4) against hazard probability (1-5). For example, a hazard that ranks 3 for severity and 3 for probability would have a risk score of 9 (3x3=9). A hazard that ranks 1 for severity and 3 for probability would have a risk score of 3 (1x3=3).

3. DETERMINE RISK					
Severity	1-Very Remote	2-Remote	3-Occasional	4-Probable	5-Frequent
1- Minor	1	2	3	4	5
2- Moderate	2	4	6	8	10
3- Major	3	6	9	12	15
4- Critical	4	8	12	16	20

Using the above risk matrix, a hazard that ranks a 3 for severity and 3 for probability would score a 9 (3x3=9)  
 A hazard with a 1 severity and 3 probability would score a 3 (1x3 = 3).  
 The hazard that scored 9 should be addressed first.

### Step 4. Assign Risk Color Code.

Per the risk score developed from the risk matrix, a color code is assigned to the hazard: Low (scores 1-5), Medium (scores 4-10), or High (8-20).

4. ASSIGN RISK COLOUR CODE		
LOW	MEDIUM	HIGH
<b>Acceptable Risk:</b> Some hazard controls may still be justified.	<b>Caution:</b> Must implement hazard controls to reduce hazard to a low level.	<b>Unacceptable Risk:</b> Work must not proceed or if ongoing must stop immediately until hazard controls are implemented to reduce risk to a low level.

### Step 5. Prioritize hazards.

Using the information from the risk matrix, hazard-tasks are ranked in order of priority based on the level of risk. For example, a hazard with a risk score of 9 (Medium) should be addressed before a hazard with a risk score of 3 (Low). This will allow the hazard assessment team to address the tasks with the highest risk hazards first.

### Step 6. Determine controls.

Address identified hazards by assigning methods of control to eliminate or reduce the hazard. The most effective controls can be determined based on legal requirements, manufacturers' specifications, company rules, industry best practices, and worker input. Record the control methods. Be sure to include the names of those who participated in the assessment and control process on the assessment sheet. Be sure to follow up with periodic reviews to ensure the control measures are working and effective.

### Step 7. Review hazard assessments.

Formal hazard assessments will be dated and subject to a regular review schedule to prevent the development of risk conditions. These reviews will take place annually (at a minimum), or any time a new process is introduced, a change is made to the operation, or a significant addition or alteration is made to a worksite.

## 10.2 STRATEGIES FOR CONTROLLING HAZARDS

### HIERARCHY OF CONTROLS

When implementing control methods in the workplace, consider a control hierarchy to determine which methods will most effectively reduce injury and illness risks. Control methods are often used in combination to ensure the best level of work protection. Whatever control methods are used, SOS Labour Leasing Ltd. has a system that allows regular checks to determine whether the controls are working as intended.

### ENFORCEMENT OF CONTROLS

As noted in step 2, Management is responsible for ensuring workers are informed of job-related hazards, trained in the methods used to control these hazards, and made accountable to use the controls in place. To enforce control methods, Management is responsible for developing a constructive enforcement policy and communicating the consequences of policy noncompliance to employees. Management and supervisors will always keep in mind that positive reinforcement also goes a long way in encouraging safe and healthy behaviors at the worksite.

### ENGINEERING CONTROLS

In the hierarchy of controls, the highest level of control is directed at the source. From an occupational health perspective, the highest level of control may be the immunization of workers who may come in direct contact with infected clients. Good engineering controls such as proper design and maintenance of facilities also contribute to minimizing infectious agent transmission. Once designed and implemented, engineering controls are not under the control of the worker but are directed at the source of the hazard. SOS Labour Leasing will use engineering controls to prevent or control worker exposure to health or safety hazards.

#### We accomplish this by:

1. Eliminating hazards whenever possible,
2. Enclosing hazards whenever possible,
3. Isolating workers from hazards whenever possible, and
4. Reducing the transmission of hazards to workers whenever possible.

Engineering controls help reduce workplace injuries and inefficient workplace designs and work practices. We believe in purchasing only equipment that follows acceptable engineering standards.

We assess all new equipment to ensure the following will not occur because of design flaws:

1. Workers' contact with moving machinery parts,
2. Tripping, slipping, or falling hazards,
3. Fire hazards or explosion hazards, and
4. Worker exposure to toxic substances.

### ADMINISTRATIVE CONTROLS

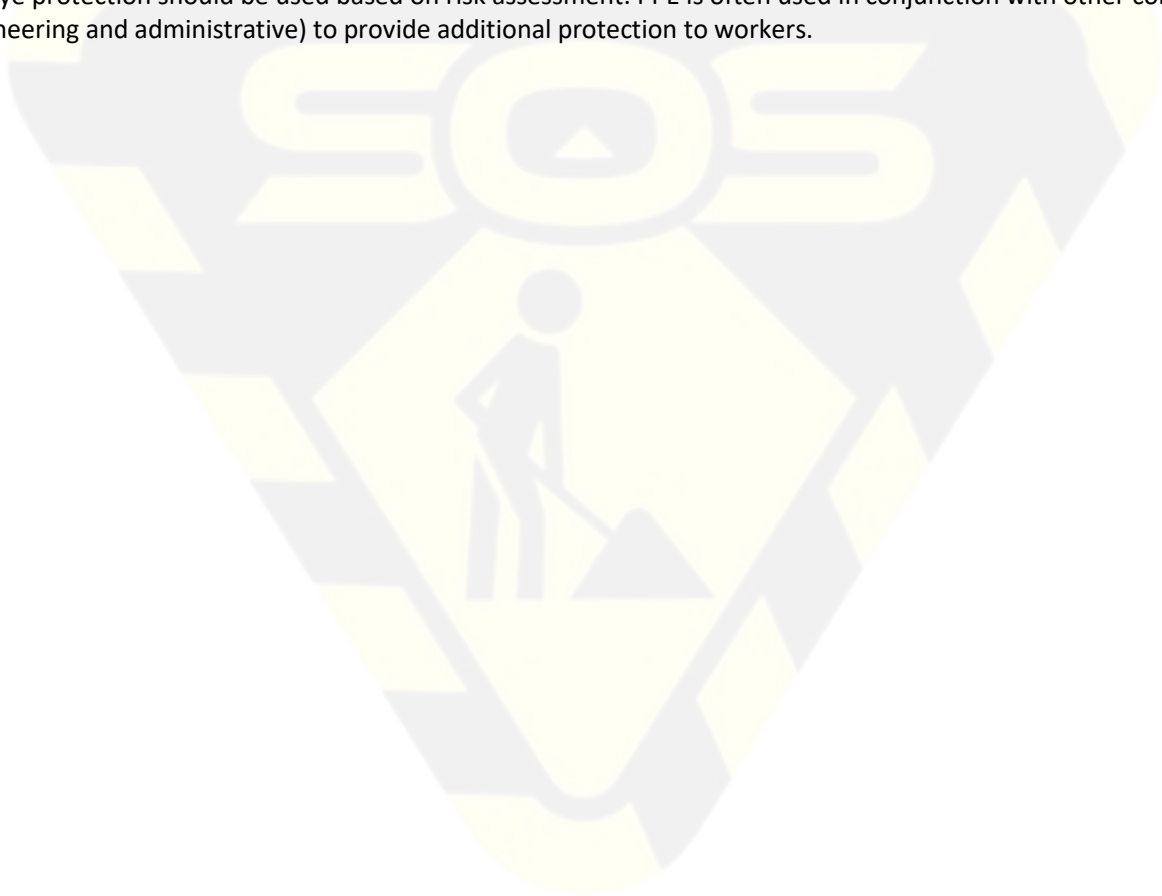
Administrative controls involve directing people. When the workers' Health and Safety depend on strict enforcement and adherence to policies, procedures, supervision, training and constant motivation, a strong commitment from our management team is necessary to maintain the Health and Safety Management System (HSMS). Because it is not always possible to eliminate or control the source's hazard, administrative controls are frequently used for physical and biological hazards. Administrative controls focus on ensuring that the appropriate prevention steps are taken, all proper work procedures are documented, administrative personnel are trained to use the proper procedures, and that proper procedures are enforced. Administrative controls include policies and

procedures that establish expectations of performance, codes of practice, staff placement, required orientation and training, work schedules, and occupational health programs in which immunizations are provided. For administrative workers, the risk of exposure to biological hazards may also occur through contact with the client's blood or body fluids, through violent or abusive behavior.

**Field Level Hazard Assessments (FLHA)** are an administrated control that involves all employees on-site and is used to address hazards resulting from actively changing circumstances. Field Level Hazard Assessments check for and flag hazards on worksites where conditions change or non-routine work is to be done. All hazards are to be eliminated or "controlled" **before** work commences. Field Level Hazard Assessments (FLHA) confirms the implementation of controls.

### **PERSONAL PROTECTIVE EQUIPMENT**

When a hazard cannot be removed (eliminated) or controlled adequately, Personal Protective Equipment (PPE) may be used if the work process is to continue. PPE should be considered as the last level of protection when all other methods are not available or possible. Personal protective equipment such as gloves, respiratory protection, and eye protection should be used based on risk assessment. PPE is often used in conjunction with other controls (engineering and administrative) to provide additional protection to workers.





# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION ELEVEN: INSPECTIONS**



## 11.0 INTRODUCTION

Safety inspections within our safety program are used to identify and control workplace hazards before incidents occur. During an inspection, activities, behaviors, and conditions in the workplace are carefully examined.

Situations that can cause injury or damage (sometimes referred to as unsafe acts and conditions) are identified, and corrective action is initiated.

An ongoing system for conducting worksite inspections is another important element of our Health and Safety Management System. Regular inspections will:

- Proactively identify potential hazards that may not have been previously noted,
- Confirm the effectiveness of controls already in place, and
- Demonstrate commitment to Health and Safety.

### INSPECTIONS VERSUS HAZARD ASSESSMENT

It is important to understand that an inspection does not replace the hazard assessment.

**Formal Hazard Assessment** allows for the systematic identification of hazards, assessing the hazards, and the implementation of controls.

**Inspections** are not intended to assess hazards but to monitor how well controls are working and if they are being used effectively. Inspections are intended to monitor worksite conditions: while they may identify a hazard missed by the formal hazard assessment process, this is not the primary reason why they are conducted.

## 11.1 INSPECTION POLICY

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions. SOS Labour Leasing will maintain a comprehensive program of safety inspections regarding job operations, equipment, and all facilities on job sites. Observations will be documented, and problems will be corrected as soon as possible. These inspections are intended to minimize injuries and damage.

- The Manager is responsible for the overall operation of the program.
- Supervisors/Facilitators are responsible for directing formal safe work and safety inspections on job sites they control, involving workers in these inspections, and conducting ongoing informal inspections of areas where their crews are working.
- Workers are responsible for participating in and contributing to the inspection program.
- Formal inspections of the office, shop and yard will be conducted monthly.
- Vehicle Inspections shall be conducted as per the vehicle inspection policy.
- All tools and equipment shall be inspected before each use.
- Fire extinguishers are inspected monthly and serviced annually by a qualified contractor/agency.

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Alberta Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the Alberta OHS Act, Code and Regulations, and the Traffic Safety Act and Regulations.*

The worksite and facilities must be kept neat and orderly: this demonstrates pride in the worksite and assists in the reduction of injuries.

- Materials must be neatly stacked, identified, and placed out of the way.
- Tools and equipment must be put away after use and not stored in areas that could be dangerous to workers.
- Trash and scrap are a hazard and must be collected and disposed of immediately.

## 11.2 ON-GOING (INFORMAL) INSPECTIONS

On-going inspections should be conducted by supervisory personnel who do most of their work at the worksite facilities. They should continuously watch for unsafe acts and conditions. A supervisor can correct a problem by discussing an unsafe act with a worker or issuing instructions to have an unsafe condition corrected. The supervisors for follow-up must record situations that require additional corrective action. The supervisor/foremen should encourage the worker to bring forward their observations of unsafe conditions on an on-going basis: it is a worker's responsibility under OH&S Regulations to do so. Management will always initiate prompt corrective action in response to the valid concerns of workers.

## 11.3 FORMAL (PLANNED) INSPECTIONS

Planned inspections are conducted by the Manager, Supervisor, or by an inspection team. Planned inspections will be conducted regularly. Our basic procedure for conducting a planned inspection will be to:

1. Identify the inspector or inspection team,
2. Locate and review reports of previous inspections,
3. Obtain an inspection report form,
4. Proceed with the inspection tour,
5. During the tour, get off the "beaten path," look over, under, around, behind, inside etc.,
6. Take the time to observe the activities of all personnel,
7. Take immediate corrective actions where there is imminent danger,
8. Record all unsafe acts and conditions,
9. Upon completing the tour, rank the unsafe acts/conditions on a "worst-case first" basis.

## 11.4 INSPECTION FORM

This checklist monitors the compliance activities of the Company. The inspection shall be completed in all company site locations (Office, Shop, Yard, and Worksites) as "pass" or "fail" and be indicated with a probability and hazard priority status.

Documented deficiencies on the inspection form shall be summarized and transferred onto a Corrective Action Plan. Proposed recommendations and corrective actions will be made and documented with a target completion date, actual completion date, follow-up personnel, and reviewer.

All corrections are expected to be completed in a timely manner.

**Probability:**

- A - Probable
- B - Reasonably Probable
- C - Remote
- D - Extremely Remote

**Hazard Priority Status:**

- (1) Very Hazardous
- (2) Hazardous with Moderate Risk
- (3) Low Risk
- (4) O.K.
- (5) Not Applicable



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**

**SECTION TWELVE:**

**JOINT WORKSITE**

**HEALTH & SAFETY COMMITTEE**

**(HSC)**

and

**HEALTH & SAFETY**

**REPRESENTATIVES (HSR)**



## 12.0 INTRODUCTION

The Health and Safety Committee (HSC) is a group of workers and employer representatives working together to identify and solve health and safety concerns at the worksite. HSC also promotes awareness and interest in Health and Safety. A Health and Safety Representative (HSR) work with the employer to identify and solve health and safety worksite concerns. HSC and HSR form an important part of the internal responsibility system and help ensure that worksite parties are aware of their roles and responsibilities in the workplace.

### 12.1 DUTIES

HSC and HS Representatives have several duties and functions (refer to Section 19 and 20 of the OH&S Act and legislation) to help prevent injuries and illness. These duties are to:

- receive and address concerns and complaints about the Health and Safety of workers,
- participate in the identification of hazards by workers or other people arising out of, or in connection with, activities at the worksite,
- develop and promote measures to protect the Health and Safety of people at the worksite and checking the effectiveness of said measures,
- cooperate with an OH&S officer exercising their duties,
- develop and promote programs for education and information concerning Health and Safety,
- make recommendations to the employer, prime contractor, or owner respecting the Health and Safety of workers,
- participate in investigations of serious injuries and incidents at the worksite,
- maintain records in connection with concerns and complaints,
- attend to other matters relating to the duties of the HSR, including work refusals; and
- other duties as may be specified in the Occupational Health and Safety Act (OH&S Act), Regulations and Code.

Other duties of HSC as outlined in the Regulations and Code are, to:

- establish a term of reference,
- inspect each work site at least once before each monthly meeting,
- consult with employer and review programs that address workplace violence and harassment,
- consult with the employer in the development and implementation of hazardous product procedures, and
- not disclose worker's personal information unless disclosure is required by law.

## 12.2 RIGHTS OF WORKERS

### I. RIGHT TO KNOW

Workers have the right to know about the potential hazards and access basic Health and Safety information in the workplace.

- All employers must inform workers about potential hazards.
- All worksite parties must ensure information on Health and Safety hazards is available onsite.

Employers are responsible for making their workers aware of the workers' rights and duties under OH&S legislation. Workers must also be made aware of any Health and Safety hazards at the worksite. This awareness allows workers to actively participate in preventing and resolving OH&S issues at the worksite.

### II. RIGHT TO PARTICIPATE

Workers have the right to be:

- involved in Health and Safety discussions, and
- participate in Health and Safety committees.

The right to participate ensures workers have an opportunity to participate in decisions that affect their Health and Safety at work. For most of Alberta's workers, this participation is through their HSC or HS representative. However, other workers may not have HSC or HS Representative, but they have options for how they can participate.

### III. RIGHT TO REFUSE DANGEROUS WORK

Under Section 31 of the OH&S Act, workers have the right to refuse any work they believe – on reasonable grounds – has dangerous conditions at the worksite and constitutes a danger to themselves, another worker, or other person's Health and Safety. A work refusal is initiated by the worker and, when initiated in good faith, shall not result in discriminatory action by the employer.

The type of danger that would trigger a refusal could include:

- a danger that is not normal for the job,
- a danger that would normally stop work, or
- a situation for which the worker is not properly trained, equipped, or experienced.

If a worker believes that the assigned work is dangerous, the refusal and the reason for the refusal are to be promptly reported to the employer or supervisor. If the dangerous condition is not remedied immediately, the condition is inspected by the employer, the worker reporting the refusal, and another worker.

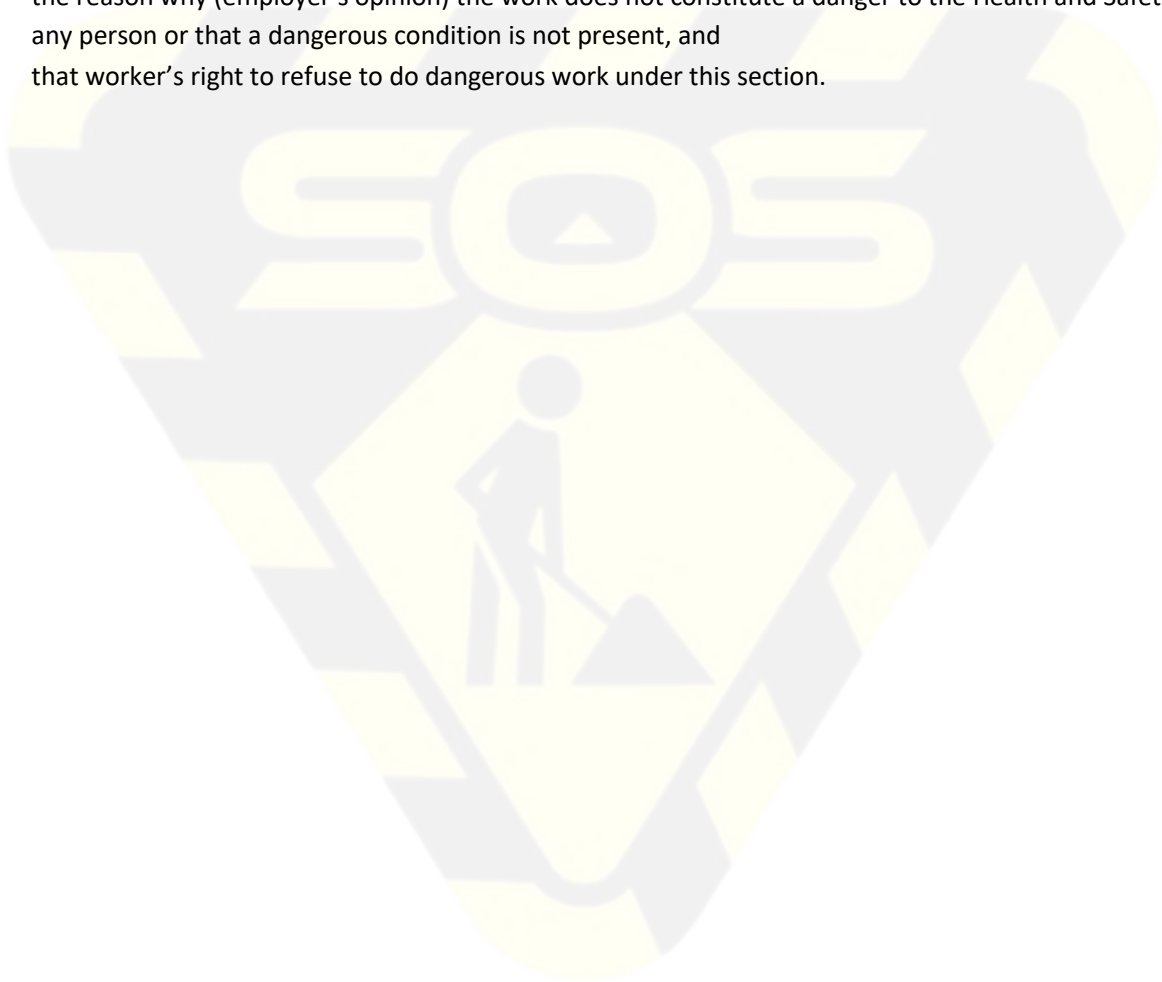
- If you have an HSC, this worker will be the co-chair who represents the workers.
- If you have an HS Representative, this will be the worker.
- If you have no HSC or HS Representative, a worker will be selected by the worker refusing to do the work.

The legislation stipulates who the other worker shall be when it comes to the inspection, depending on your workplace circumstances.

The employer is responsible for preparing a written report of the refusal to work, the inspection, and any actions taken. This report must be given to the workers who refused the dangerous work, the HSC (if one exists), or the HS Representative. The employer must ensure that this report does not contain any personal information related to the worker who refused dangerous work. Until the dangerous condition is remedied, the worker who reported may continue to refuse the dangerous work.

When a worker has refused dangerous work, the employer cannot assign another worker to do the work. When the employer has determined that the work does not pose a danger to any person's Health and Safety, they may assign another worker to perform the work. The employer shall advise the worker, in writing, of:

- the first worker's refusal,
- the reasons for the refusal,
- the reason why (employer's opinion) the work does not constitute a danger to the Health and Safety of any person or that a dangerous condition is not present, and
- that worker's right to refuse to do dangerous work under this section.



## 12.3 COMMITTEE MEMBERSHIP

### NUMBER OF COMMITTEE REPRESENTATIVES

The minimum number of HSC members required is four. At least half of the HSC members must represent workers who are not associated with the worksite management. Large employers and complex worksites may require more HSC members to adequately represent the Health and Safety interests of both workers and the employer. Any decision about the number of members required to create an effective HSC rest with the employer or prime contractor. No upper limit for the size of the committee is prescribed in the Act.

Factors to consider when deciding on committee size should include:

- degree of hazards in the workplace,
- number of employees,
- number of departments,
- number of unions/collective agreements, and
- need to represent different shifts.

### COMMITTEE CO-CHAIRS

Each HSC must have two co-chairs. The co-chairs are responsible for calling meetings and making sure that meetings operate effectively. An employer co-chair is chosen by employer members of the committee. The worker co-chair is chosen by the worker-members. The co-chairs shall alternate in serving as chair at the meetings.

### WORKER MEMBERS

Worker members of the HSC must be appointed following the constitution of the union or bargaining agent agreement. If there are two or more unions that have members working for an employer or at a worksite, the appointments are made by agreement of the unions. At a worksite where there is no union, worker representatives must be selected by the workers they represent.

A worker member of an HSC must:

- (a) work at the worksite; or
- (b) in the case of an employer who operates at multiple worksites, be a person directly employed by the employer.

### EMPLOYER MEMBERS

An employer member of an HSC must be appointed to the committee by the employer or prime contractor, as applicable.

An employer member of an HSC must:

- (a) be employed at the worksite; or
- (b) in the case of an employer who operates at multiple worksites, be a person directly employed by the employer.

### TRAINING REQUIREMENTS

HSC co-chairs and HS Representatives must be trained to be able to fulfill their duties and responsibilities; this means that the HSC co-chairs and the HS Representative must receive training specific to their duties and

functions. To ensure this is accomplished, an employer must use an organization approved by the Minister to deliver this training.

The OH&S Act does not require the employer to provide this training to the remaining HSC members. However, an employer shall permit other HSC members to attend Health and Safety training programs, seminars, or instruction courses to advance their Health and Safety knowledge.

The amount of time allowed annually for individual members of the HSC or the HS Representative to attend training is the greater of 16 hours or the number of hours the worker normally worked during two shifts.

Employers can exceed the specified training limits and provide additional training time. During training, HSC members are deemed to be at work and must be paid at the applicable rate of pay.

HSC members and HS Representatives are entitled to take time away from their regular duties to perform their required HSC or HS Representative work.

HSC members and HS Representatives must give the employer reasonable notice to take time away for training and performing their HSC duties. It is up to the employer or prime contractor to decide to maintain work continuity during these periods.

## **CONTACT INFORMATION**

Workers and other parties at the worksite who want to contact a member of HSC or the HS Representative with a concern or question need to know who they are and how to contact them. It is required that the employer or prime contractor, if there is one, post the names and contact information of HSC members and the HS Representative. The information must be posted in a conspicuous location at every worksite where workers are represented by an HSC or HS Representative.

## **MEMBERSHIP TERM**

HSC members or HS Representatives are expected to fulfill their duties and hold office for a minimum of one year. They may continue to hold office until a successor is appointed or selected. At workplaces where there is already a union agreement in place, the term of office specified in the union's constitution applies. Where there are multiple unions at a worksite, the term of office is determined through the agreement of all the unions.

## **TERMS OF REFERENCE**

The terms of reference document is a written set of procedures for how the HSC functions. It is required that the HSC develop a term of reference to develop structure, roles, responsibilities and terms of office.

An HSC must establish terms of reference that:

- ensures the committee's membership represents all OH&S concerns at their worksite,
- sets out a process for replacing members of the committee if they depart,
- establishes a dispute resolution process to use if the committee fails to reach a consensus about recommendations to be put forward, and
- creates a process for coordinating with other HSCs established by the same employer (or prime contractor).

The terms of reference may also address other items to support the effective operation of the committee.

## 12.4 MEETING FREQUENCY & MINUTES

### HSC MEETING FREQUENCY

An HSC must meet within 9 days of being established and at least monthly after that but can meet more often if they choose. Special meetings may be called at the request of either co-chair to deal with urgent concerns at the worksite. An HSC must also convene a special meeting if requested by an OH&S officer. Meetings must be held during normal working hours.

The minimum requirement for meetings is intended to encourage the resolution of concerns and issues at regular intervals rather than being allowed to go unresolved for long periods of time.

### HEALTH AND SAFETY COMMITTEE MEETING MINUTES

HSC co-chairs must record the minutes of each meeting. Minutes are a written record of what went on at the meeting. The meeting minutes must be:

- a) recorded and approved. "Approved" is understood as meaning that the minutes are reviewed by those who attended the meeting and are considered an accurate record of what happened at the meeting,
- b) given to the employer or prime contractor within seven days after the meeting,
- c) posted or provided electronically at the worksite within seven days after the meeting,
- d) saved by the employer or, if there is a prime contractor, the prime contractor, for a period of two years, and
- e) kept readily available for inspection by an HSC member or an officer, along with any other relevant documents produced by HSC.

### HEALTH AND SAFETY REPRESENTATIVE MEETING FREQUENCY

The HS Representative must meet regularly with the employer or, where there is a prime contractor, the prime contractor, to discuss Health and Safety matters. The OH&S Act does not prescribe a minimum number of meetings required. The employer or prime contractor, together with the HS Representative, should determine how often meetings should happen.

The HS Representative can request a special meeting with the employer or prime contractor. Special meetings allow urgent concerns or issues to be discussed and resolved as needed.

### QUORUM

Quorum is the minimum number of members of the HSC that must be present at its meetings to make the proceedings of that meeting valid. The quorum consists of at least half of the committee members if representatives from both the employer and workers are present, and at least half of the people present represent workers. A meeting that takes place without a quorum is not considered to be a "valid" meeting of the committee. Because of this, any decisions or recommendations made at the meeting are not binding.

## **12.5 JOINT WORKSITE HEALTH AND SAFETY COMMITTEE (HSC) TERMS OF REFERENCE**

### **INTRODUCTION**

Alberta's *Occupational Health and Safety (OH&S) Act* requires that under certain circumstances, an employer establish a Health and Safety Committee (HSC) in the workplace. HSC's role must be clearly defined, understood, and accepted. Detailed terms of reference that set out the mandate, structure and functions of the HSC ensure that its important work can be done.

Health and Safety Committees are important forums for workers to participate in OH&S. HSCs ensure supervisors and workers discuss Health and Safety issues in the workplace and work collaboratively to find ways to address them. Committees allow workers to participate in OH&S and support the three basic rights of workers:

1. the right to know,
2. the right to participate, and
3. the right to refuse dangerous work.

An effective Internal Responsibility System (IRS) is vital to developing and maintaining healthy, safe workplaces. An IRS functions best when it recognizes the roles and responsibilities of all worksite parties and encourages joint participation in recommending solutions to Health and Safety issues. HSC is an important part of the IRS in a workplace, representing the collective contributions of workers and employers.

### **PURPOSE**

The Health and Safety Committee (HSC) identifies opportunities and recommends initiatives to promote and continuously improve the physical and psychological health and safety of SOS Labour Leasing Ltd.'s Health and Safety Management System (HSMS).

HSC helps management fulfill their obligation to address employee concerns related to hazardous activities and conditions that affect employee health and safety business operations. The HSC promotes and encourages employees to participate in Health and Safety committees and events at the workplace. It is understood that these terms of reference shall not amend, alter, subtract from, add to, or qualify, in any way, the OH&S Act or the terms of collective agreements between the employer and the union that is the certified bargaining agents. Any amendments to the OH&S Act or collective agreement provisions will be incorporated into the terms of reference, as applicable.

### **HSC MEMBERSHIP**

A committee consists of a minimum of four members in total, with half of the members representing workers and half of the members representing management. The union that is the certified bargaining agent shall select the worker member(s) of the HSC. If the workplace also includes non-represented workers, the non-represented workers shall have the opportunity to select a worker member from among the non-represented workers in the workplace.

The employer shall select the employer member(s) of the HSC. A worker member who ceases to be employed at the workplace ceases to be a member of the HSC and shall be replaced as soon as practicable.

### **CO-CHAIRS**

Each HSC must have two co-chairs: one chosen by the employer members on the committees and the other chosen by the worker members on the committee. The co-chairs shall alternate in serving as chair at meetings of the HSC and shall participate in all decisions of the committee.

## **POSTING OF NAMES**

The names and contact information of the HSC members or representatives are posted conspicuously at every worksite.

## **TERM OF OFFICE**

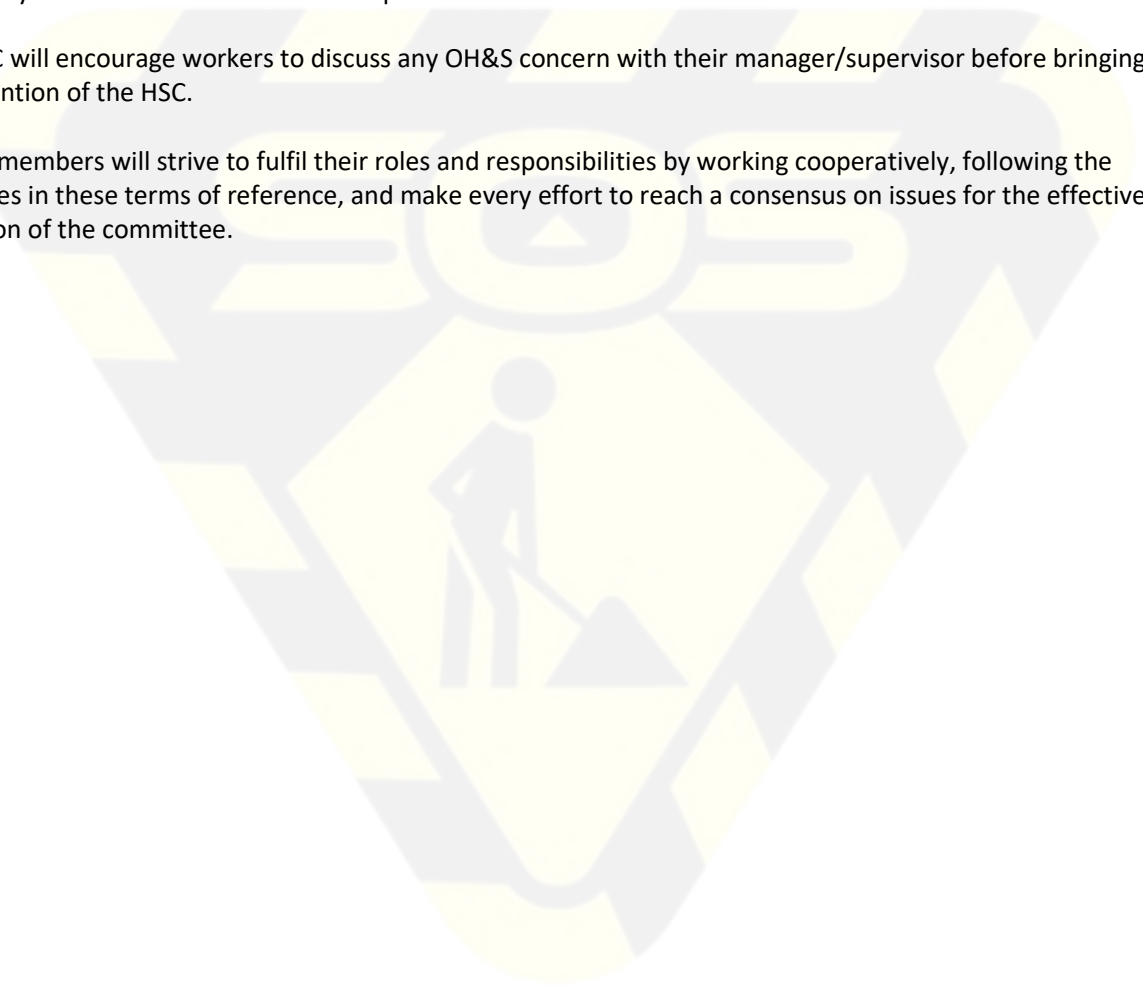
The term of office for the HSC members is not less than one year, and they may continue to hold office until their successors are elected or appointed. If a union exists and the union's constitution specifies a term of office for the worker members of the HSC committee or the HS representative, the term of office is the term specified in the union's constitution.

## **FUNCTIONS**

HSC is an advisory body: its main function is to identify, evaluate and make recommendations concerning Health and Safety hazards and issues in the workplace.

The HSC will encourage workers to discuss any OH&S concern with their manager/supervisor before bringing it to the attention of the HSC.

All HSC members will strive to fulfil their roles and responsibilities by working cooperatively, following the processes in these terms of reference, and make every effort to reach a consensus on issues for the effective operation of the committee.



## 12.6 MEMBER RESPONSIBILITIES

### CO-CHAIRS

Co-facilitate HSC meetings by:

- a) taking a leadership role in guiding Committee discussions towards definite conclusions,
- b) ensuring meetings start and end on time and are conducted in accordance with the established agenda and process,
- c) strive to achieve consensus,
- d) reviewing previous minutes and materials prior to each meeting,
- e) prepare and distribute meeting agenda and materials, and
- f) posts meeting materials to the designated location(s),
- g) complete and maintain the HSC minutes.

### COMMITTEE MEMBERS

Committee members attend all HSC meetings. If unable to attend, committee members must ensure all relevant correspondence and documents are reviewed, and any assigned tasks are acknowledged.

Members also participate and contribute to the team by representing employees in their respective areas of the organization, review meeting materials before the meeting, and seek input from staff regarding programs, gaps issues, and staff questions.

### WORKPLACE INSPECTIONS

A worker member designated by the worker member(s) on the HSC shall inspect the physical condition of the entire workplace every three months. A different worker member may conduct each inspection. Where practical, the worker conducting the inspection should be accompanied by a management person for the work area being inspected or a management member of the HSC.

The inspections should be undertaken in accordance with a schedule developed by HSC.

The schedule should be distributed to all HSC members, the manager(s) of the area(s) being inspected and posted as appropriate.

All OH&S concerns raised during the physical inspection should be recorded on an appropriate workplace inspection report form. The workplace inspection form should be forwarded to all HSC members within one week of the workplace inspection.

### RECOMMENDATIONS TO THE EMPLOYER

The HSC will make recommendations to the employer (manager or management designee) to improve the Health and Safety of employees and follow up on the status of the recommendations.

Recommendations could include but are not limited to:

- a) improvements pertaining to Health and Safety in the workplace,
- b) improvements in response to incidents in the workplace, and
- c) improvements pertaining to workplace inspections or review of local workplace programs.

The HSC will review responses to written recommendations.

*Note: The employer (manager or management designee) must provide a written response within thirty (30) days. The response shall contain a timetable for implementation of acceptable recommendations or give reasons for not accepting recommendations.*

## **12.7 ENTITLEMENTS OF HSC MEMBERS**

### **TIME TO FULFILL HSC DUTIES**

In each workplace, one worker member of the HSC, and not necessarily the same member on each occasion, shall be afforded time from work to inspect the workplace as per the inspection schedule.

Members of an HSC are entitled to:

- a) pre-meeting preparation time,
- b) such time as is necessary to attend meetings of the HSC, and
- c) such time as is necessary to carry out the members' functions and entitlements as outlined in these terms of reference.

HSC members shall be deemed "at work" when carrying out HSC functions and entitlement and shall be paid at the regular or premium rate as appropriate.

### **ACCOMPANY OH&S OFFICER**

A worker member of the HSC shall be afforded the opportunity to accompany an OH&S officer during an inspection of the workplace.

### **INVESTIGATIONS AND WORK REFUSALS**

A worker member, designated by the worker members of HSC, shall be afforded the opportunity to investigate the circumstances where a worker from the workplace has been killed or seriously injured and will report his or her findings to the HSC and to the Ministry of Labor.

A worker member shall be made available to be present at any inspection into a work refusal by a worker from the workplace and shall attend such inspection without delay.

### **MEETINGS**

HSC meetings shall be held once a month. A schedule of meetings will be developed by the HSC.

The HSC shall have a quorum of at least one-half of the members if a) both worker and employer members are present and b) at least one-half of those present are worker members.

### **AGENDA**

The co-chairs will jointly prepare an agenda and forward a copy of the agenda to all HSC members in advance of scheduled meetings.

Unresolved items raised from the agenda in meetings will be placed on the agenda for the next meeting.

### **GUEST(S)**

With the consent of the co-chairs, guests may be invited to attend an HSC meeting as a resource to provide advice or expertise on specific items.

### **MINUTES**

The HSC will designate a member to take minutes for the meeting.

All items raised in meetings will be reported in the minutes. Information as to whether the items are resolved or require follow-up is also reported.

Names of HSC members will not be used in the minutes except to record attendance or to record the name of the HSC member responsible for completing an identified action.

Minutes of meetings will be reviewed, edited where necessary, signed by the co-chairs, and circulated within a few days of the meeting to all HSC members (with a copy forwarded to the manager or management designee of the workplace).

Minutes should be posted in the workplace within seven days of the meeting and remain posted until the next meeting.

### **RECORD KEEPING**

The HSC shall maintain and keep all agenda and meeting minutes, completed workplace inspection reports, and workplace inspection schedule for review by an OH&S officer.

HSC shall maintain and keep these terms of reference.

### **DISPUTE RESOLUTION**

If the HSC fails after trying in good faith to reach a consensus about making recommendations to the employer, each co-chair of the HSC has the power to make unilateral written recommendations to the employer.

### **TRAINING**

An employer or prime contractor, as applicable, shall ensure that HSC co-chairs and HS Representatives receive training with respect to the duties and functions of an HSC. HSC members, co-chairs and Health and Safety representatives are to be permitted time away from regular duties to attend training.

The amount of time allowed annually for training is 16 hours or the number of hours the worker normally works during two shifts.

### **CONFIDENTIALITY**

An HSC, its individual members, or an HS Representative must not disclose a worker's personal information about an identifiable individual unless the disclosure is required by law.



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION THIRTEEN: SYSTEM ADMINISTRATION (RECORDS & STATISTICS)**



## 13.0 INTRODUCTION

At **SOS Labour Leasing Ltd.**, our Health and Safety Management System is a dynamic and constantly evolving program. And so, SOS Labour Leasing must maintain records to keep track of this process. These records provide a ready reference of program activities and results. Records provide the necessary information to assess the Health and Safety program, make necessary modifications, and plan future activities. There are regulatory requirements for some records: for example, if WCB or OH&S come to an SOS Labour Leasing site to perform an audit or inspection, our records can be a proud demonstration of our safety achievements.

The records and statistics component of SOS Labour Leasing's system administration contain reports on file, summaries, statistics, and compliance timelines (when reports must be completed and handed to the Head Office). To maintain this part of our Health and Safety Management System, all employees play a large role in completing forms promptly and accurately so they can be recorded and filed.

Maintaining accurate records helps keep track of program processes and procedures. Accurate and complete records provide reference of a program's activities and results. Records provide the information necessary to assess the program, make necessary modifications, and plan future activities. SOS Labour Leasing Ltd. will review records, gather statistics, and document violations when identified.

System Administration ensures that all aspects of our operation's Health and Safety Management System are recorded, tracked, and maintained

**PRE-HIRE/ANNUAL EMPLOYEE PERFORMANCE EVALUATIONS BINDER** - Annual Employee Performance Evaluations to be completed as part of company performance evaluations. Pre-Hire Qualifications/Evaluations to be conducted as part of the HSMS orientation in real-time with monthly summary notes documented.

**Compliance Timelines** - 5th of each month (previous month documentation - 1st to Last Day of Month Statistics and/or Information Compiled).

**Forms & Templates** – HSMS - Employee Performance & Review (tracking) - High Risk Chart (overall)

**PRE-HIRE FILE** - To be completed as part of company performance evaluations. Pre-Hire Abstracts to be gathered within 30 days of Hire. Summary Notes to be documented.

**Compliance Timelines** - 15th of each following January (January 1st to December 31st documentation/Previous Year).

**Forms & Templates** – Abstract Consent, Abstract Statement of Intent - Monthly Reporting & Corrective Action Plan – HSMS.

**INSURANCE REPORTS FILE** - Summary notes documented of additions and deletions of equipment and employees added or taken off the insurance tracking list.

**Compliance Timelines** - 5th of each month (previous month documentation).

**Forms & Templates** – Insurance Tracking Spreadsheet, Corrective Action Plan – HSMS.

**COLLISION/INCIDENT REPORTS/FOLLOW-UP INVESTIGATION REPORTS/PROGRESSIVE DISCIPLINE FILE** - Tracked and documented in employee files.

**Compliance Timelines** - 5th of each month and in real-time (previous month documentation Previous Month - 1st to Last Day of Month Statistics and/or Information Compiled).

**Forms & Templates** – Monthly Reporting & Corrective Action Plan - HSMS, Collision/Incident/Investigation Follow Up Report - Progressive Discipline Corrective Action Plan.

**ENFORCEMENT FILE** - Progressive Discipline Points to come off Employee's File one year from date of loss.

**Compliance Timelines** - 5th of each month - Current Month - 1st to last day of month summary.

**Forms & Templates** – Monthly Reporting & Corrective Action Plan – HSMS.

**TRAINING EXPIRATIONS FILE** - Recall System Documented and Tracked.

**Compliance Timelines** - 5th of each month - Current Month - 1st to last day of month summary.

**Forms & Templates** – Compliance Reports pulled from HSMS.

**DRIVER'S LICENSE EXPIRATIONS FILE** - Recall System Documented and Tracked.

**Compliance Timelines** - 5th of each month - Current Month - 1st to last day of month summary.

**Forms & Templates** – Compliance Reports pulled from HSMS - Monthly Reporting & Corrective Action Plan – HSMS.

**UNIT EXPIRATIONS FILE** - Recall System Documented and Tracked.

**Compliance Timelines** - 5th of each month - Current Month - 1st to last day of month summary

**Forms & Templates** – Compliance Reports pulled from HSMS - Monthly Reporting & Corrective Action Plan – HSMS.

**DEFECTIVE RECALLS FILE** - Recall System Documented and Tracked.

**Compliance Timelines** - 5th of each month - Previous Month - 1st to last day of month summary

**Forms & Templates** – Compliance Reports pulled from HSMS - Monthly Reporting & Corrective Action Plan - HSMS, Dealership Notifications

**ANNUAL GENERAL MEETING (AGM) COMPLIANCE MEETINGS & MEMOS FILE** - Summary & Meeting minutes taken notes documented.

**Compliance Timelines** – Annually in February

**Forms & Templates** – Memorandum, Safety Meeting/Minutes, Agenda & PowerPoint Presentation, Corrective Action Plan

**JOINT WORKSITE HEALTH & SAFETY COMMITTEE AND REPRESENTATIVES FILE** - Summary & Meeting minutes taken notes documented, follow up required for all recommendations made.

**Compliance Timelines** – Monthly (25<sup>th</sup>).

**Forms & Templates** – Memorandum, Safety Meeting/Minutes & Agenda.

**HAZARD ASSESSMENTS & FACILITY INSPECTIONS FILE** – Formal / Field Level Hazard Assessment, Elimination & Control / Site Inspection Reports

**Compliance Timelines** – 15th of each month - Current & Previous Month - 1st to last day of month summary & follow-up.

**Forms & Templates** – Job Inventory Worksheets, Critical Task Worksheets, Hazard Identification & Control Worksheets, Workplace Inspection Checklists (Office, Shop, Yard, & Worksites), FLHAs, First Aid Kit Inspection reports, Fire Extinguisher Maintenance Inspection reports, Emergency Lighting Maintenance Inspection reports, and Monthly Reporting & Corrective Action Plan.

**SWP/SJP/SOP/JOB DESCRIPTIONS/PDA'S FILE** - Update as required all new Procedures, Descriptions and Physical Demands Analysis.

**Compliance Timelines** – On-going and Annual Reviews

**Forms & Templates** – SWP/SJP/SOP Review. Job Description Template, Monthly Reporting & Corrective Action Plan

**EMERGENCY RESPONSE PLAN FILE** – Policies, Mock Drill Evaluation Reports, Visitor Login Reports.

**Compliance Timelines** – Table Talk and Practical Mock Drills, as required.

**Forms & Templates** – Reporting & Corrective Action Plan, Emergency Contact List, Map to Hospital, Emergency Evacuation Map of Office, and Mock-Drill sheets.

**SYSTEM ADMINISTRATION/RECORDS & STATISTICS FILE**- Summary notes documented.

**Compliance Timelines** – 5th of each month - Previous Month - 1st to last day of month summary.

**Forms & Templates** – WCB Loss Control Reports, Safety Activity Summary Sheet, Monthly Injury Summary, Yearly Injury Summary, Monthly Reporting & Corrective Action Plan.

**EMPLOYEE RECRUITING & RETENTION FILE** – Hiring Policy & Procedures with Onboarding & Exit Procedures.

**Compliance Timelines** – On-going Daily, Recruiter/Retention Meetings held every 25<sup>th</sup> of each month as discussed in HSC.

**Forms & Templates** – Application, Onboarding Sheets, Recruit placement advertisement, Rate sheets, Recruiter Tracking Sheet, Coaching Program.

***Documentation to be kept previous 4 years plus the current year / OH&S Safety Documentation previous 3 Years plus the current year/ Time Records for 6 Months unless Time Records are part of an investigation.***

## 13.1 COMMUNICATION

It is important to involve everyone in the Health and Safety Management System and provide an opportunity to give feedback on Health and Safety issues at the worksite. Two-way communication can be introduced to the site through Health and Safety meetings, training sessions, Health and Safety committee meetings, field-level hazard assessments, etc. All suggestions from workers should be recorded, and some recognition of the worker's involvement and co-operation should be given.

## 13.2 ACCOUNTABILITY

The System Administration element also involves the development of a process for measuring accountability inside our Health and Safety Management System. It is important that everyone understands their responsibilities for workplace Health and Safety:

- Employers hold the ultimate responsibility and are legally and morally responsible for what happens on their worksites.
- Supervisors have administrative responsibility and must ensure that required training, supervision, enforcement, etc., are maintained, and the desired results are achieved.
- Workers have the immediate responsibility to take the required training, use the assigned controls, follow all rules, and participate where required in the Health and Safety Management System.

Policies and standards identify who is responsible for what, the date by which actions must be completed, and the follow-up required to ensure that action taken was effective. Measurable goals and objectives and assigned accountability are to be used to drive Health and Safety performance.

## MONITORING STATISTICS

**SOS Labour Leasing Ltd.** has developed an on-going maintenance and tracking system for recording events to compare statistics over a period. There are two types of performance measures our organization utilizes to determine the level of Health and Safety performance.

*Leading indicators* measure the activities used by the organization to reduce the likelihood of an incident.

*Lagging indicators* analyze the frequency, severity, and type of incidents.

**SOS Labour Leasing Ltd.** maintains and analyzes statistics to help identify trends in both leading and lagging indicators. Leading indicators tell us if systems are working as expected and include but are not limited to:

- Records of inspections
- Meeting minutes
- Investigation reports

Maintaining statistics over time will allow the identification of trends which can be useful in determining where system changes may be needed or improved. Lagging indicators that can be useful to identify areas in need of improvement could include:

- the number, severity and economic losses of injuries and other incidents at the worksite,
- the number of days lost due to absenteeism,
- maintenance records.

To further identify where improvements can be made, **SOS Labour Leasing Ltd.** will, where possible, compare our Company's Health and Safety records & statistics in the same industry. Conducting regular Health and Safety audits, both internal and external, are valuable components of our annual evaluation system.

### **AUDIT SYSTEM**

Whether completed by internal or external auditors, annual audits give employers a means of identifying how their systems measure up against a recognized standard. Audit results communicate program successes, as well as identify areas in need of improvement, and can form the basis of action plans designed to make specified individuals accountable for corrective action within set timelines. Management should follow up on the status of the action plan on a regular basis to ensure action items are being completed. Since most organizations are constantly changing, it is important that the Health and Safety Management System adapt through continual improvement of work processes, procedures, and activities.

### **REPORTS ON FILE**

Safety-related reports that are kept on file will be stored so that they are readily available. Reports that will be kept on file include but will not be limited to:

- Safety Orientation Forms (in each employee's file),
- Minutes of Toolbox/Safety meetings (filed by date),
- Reports of Informal Inspections (filed by date),
- Incident & Investigation Reports (filed by date),
- First Aid Treatment Reports (filed by date),
- Internal and External Safety & Maintenance Program Reports,
- Internal and External Safety Audits,
- Time Records,
- Daily Equipment Inspection Reports,
- Maintenance Records.

All forms or reports will be neat, legible, filled out, and signed/dated by the appropriate worker and supervisor or manager.

### **SAFETY ACTIVITY SUMMARIES**

By keeping and examining our summaries, it will help the Company in determining trends and setting priorities for future programs and training.

## **ANNUAL REVIEW OF OUR HEALTH AND SAFETY MANAGEMENT (HSMS) PROGRAM**

An on-going review and evaluation of **SOS Labour Leasing Ltd.** health and safety management program activities will ensure that the program will be upgraded accordingly to ensure its performance and organization is always improved and made more effective.

### **13.3 COLLISION AND INCIDENT RECORDS**

Where applicable, **SOS Labour Leasing Ltd.** shall implement steps, maintain data, and review company and employee practices to reduce reportable collision and incidents.

All collision and incidents are to be reported immediately to Supervisors. Emergency Services should be called if required. All collision incidents shall be documented by company personnel, and an investigation will be conducted by **SOS Labour Leasing Ltd.**, their insurance company, and any authorities as required by applicable legislation.

#### **SAFETY AUDITS**

Approved company personnel will conduct internal safety audits as required to ensure compliance is met. External safety audits will be conducted as required.

#### **CORRECTIVE SAFETY PROGRAM ACTION PLAN**

Documented corrective action plans demonstrate a level of DUE DILIGENCE, provided the plans are effectively implemented.

The employer develops the action plan following each audit. The action plan provides the employer with the opportunity to respond to the audit. A complete action plan will:

- Prioritize identified deficiencies and recommendations from the audit,
- Determine the corrective actions required,
- Assign responsibility,
- Establish dates for implementation/completion,
- Set a date for the next audit.

#### **GENERAL SAFETY REGULATIONS**

All personnel will have access to the required current Legislation and Regulations.

### **13.4 STATISTICS**

Based on the number of employees, **SOS Labour Leasing Ltd.** will use the following information to calculate statistics:

- WCB industry reports,
- OH&S statistics,
- Company HSMS records will be used to compare safety performance from year to year.
- **The Injury Frequency Rate** and
- **Injury Severity Rate**, as set in the *American National Standards Institute (ANSI)*, are two commonly used indicators.

The **Injury Frequency Rate** is calculated as follows:

$No. \text{ of lost time cases} \times 200,000 = \text{No. employee-hours of exposure}$

A recordable case is an injury incident that results in one or more lost workdays other than the day of the incident.

The **Injury Severity Rate** is calculated as follows:

$No. \text{ of workdays lost} \times 200,000 = \text{No. employee-hour of exposure.}$

## 13.5 EMPLOYEE RECORD RETENTION

SOS Labour Leasing Ltd. will

- retain these records at our principal place of business,
- retain these records for at least five years from the date they are created, established, or received (unless specified otherwise by specific legislation), and
- keep records available for inspection by a governing authority during regular business hours.

## 13.6 DOCUMENT COMPLETION

SOS Labour Leasing Ltd. will ensure that all employees are knowledgeable in the completion of all pertaining documents, *as applicable to our business*. A record will be maintained in each employee's file showing that the employee has knowledge or training on how to complete documentation. SOS Labour Leasing Ltd. will evaluate records for proper completion.



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**

**SECTION FOURTEEN:**

**OTHER PARTIES AT & IN THE  
VICINITY OF THE WORKSITE**



## 14.0 INTRODUCTION

At SOS Labour Leasing Ltd., all other employers, self-employed people, and external worksite parties must know their responsibilities in the areas of Health and Safety and abide by those responsibilities. All other parties are to comply with the Health and Safety initiatives of SOS Labour Leasing Ltd. Violations of these Health and Safety procedures will result in immediate removal from the SOS Labour Leasing Ltd. worksite.

### Other Parties

A contractor is a person, partnership, or group of people who, through a contract, an agreement, or ownership, directs the activities of one or more employers or self-employed persons involved in work at a worksite.

A self-employed person is a person who is engaged in an occupation but does not work for the employer. This may include a tradesperson such as a plumber, carpenter, or electrician who owns their business, performs the work, and has no employees.

A supplier sells, rents, leases, erects, installs, or provides equipment and/or material. They can also sell or provide harmful substances or explosives to be used by a worker for employees on a project or worksite.

### Why Must Other Parties Know and Comply with their Responsibilities?

- To ensure the safety of all parties,
- To protect all others who work or may be in the worksite,
- In the event of an emergency or evacuation, SOS Labour Leasing Ltd. is aware of who is on the worksite and able to ensure they are accounted for,
- It is the legislated responsibility of SOS Labour Leasing Ltd. to ensure that every person granted access to the worksite is familiar with and abides by the policies and procedures of the worksite,
- To ensure all are informed of every known or foreseeable Health and Safety hazard to which they are likely to be exposed to on the worksite,
- To ensure that processes and procedures performed by workers that are under the control of the contractor do not create a risk to the Health and Safety of any person, property, or the environment,
- To make sure worksite processes under reasonable control do not harm the Health and Safety of anyone at the worksites.

### Where Does This Policy Apply?

- This policy applies to all properties, worksites, and equipment under SOS Labour Leasing Ltd.
- The sign-in log will be kept on-site, at the office, fab shop, and yard.

## 14.1 EVALUATING AND SELECTING OTHER PARTIES

- Upon arrival, other parties will be asked to read and sign SOS Labour Leasing’s visitor logbook. The “other” parties must sign out upon completion of their visit.
- Other parties must enter the worksite through the main entrance.
- An SOS Labour Leasing Ltd. representative will ensure that other parties receive adequate and continuous supervision during the entirety of their visit to the worksite.
- An SOS Labour Leasing Ltd. representative will clearly identify any areas of the worksite to other parties that are strictly prohibited.
- A WCB Clearance in good standing must be submitted before work begins.
- A General and Commercial Liability (Certificate of Insurance) must be provided before work begins.
- An SOS Labour Leasing Ltd. representative will clearly identify any Personal Protective Equipment/Respiratory Protective Equipment (PPE/RPE) required to be worn by the visitor before the visitor contacts the specific area/hazard.
- All other parties shall wear all required PPE/RPE as identified by SOS Labour Leasing Ltd.
- Other parties are prohibited from using SOS Labour Leasing Ltd. equipment, vehicles, and machinery.
- An SOS Labour Leasing Ltd. representative will monitor and supervise the activity of other parties. Other parties are to be always supervised and must have clear direction on the purpose of their presence and activity.
- It is imperative that visitors (other parties) abide by SOS Labour Leasing Ltd. Health and Safety policies.

### Required Forms

Other Parties Monitoring Form

### Legislation | Standards | Regulations

Best Practice

Regards,

Brian Snow

President

## 14.2 OTHER EMPLOYER'S ACKNOWLEDGEMENT & SIGN OFF (sample)

I, \_\_\_\_\_, acknowledge that I, as the representative of the other party, have our own Health and Safety Management System in place, and the party/company I represent is in full compliance with the OH&S Act, Regulations, and Codes. Furthermore, all our employees will comply with SOS Labour Leasing Ltd.'s Health and Safety Management System.

SOS Labour Leasing Ltd., Health and Safety Management System is composed of, but not limited to:

- Policies,
- Collision, Incident, Near Miss and Follow Up Investigation Reporting,
- Duty to Report Unsafe Work Conditions/Procedures,
- Drug and Alcohol Policy,
- Safety and Loss Control Disability Management,
- Maintenance Procedures,
- Critical Hazards of the Job (Hazard Identification, Assessment, Elimination and Control),
- Safe Work Practices, and Safe Job Procedures,
- Emergency Response Plan, Reporting and Procedures,
- Employees' Responsibilities for Safety (Internal Audits & Compliance Policy),
- Safety Orientation & Training.

I, the undersigned, understand and acknowledge that all my representatives are required to comply with all rules, regulations, and company policies during this term of agreement.

\_\_\_\_\_  
Other Party Company Name (print)

\_\_\_\_\_  
Signature of Other Party Representative

\_\_\_\_\_  
Date

*Attention: Brian Snow | President*



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION FIFTEEN: TRAINING & COMMUNICATION**



## 15.0 INTRODUCTION

This document addresses the requirements for training all personnel of the **SOS Labour Leasing Ltd.** organization. This document has been created and maintained to heighten the Standard of Safety at SOS Labour Leasing and to improve the ability and effectiveness of SOS Labour Leasing's customer service. The protection of all workers and the public from injury and death is always SOS Labour Leasing's highest priority. Our other goals include the prevention of property damage and environmental damage, increased awareness and understanding of government regulations, and increased care for customers' own rules and requirements.

To ensure this document and its contents continue to be updated and are reasonable to their expectations, Management encourages every employee of **SOS Labour Leasing Ltd.** who holds concerns or who wishes to propose changes to bring their ideas to a current safety committee member.

## 15.1 DEFINITIONS

- **"MUST"** means absolute compliance is expected, no exceptions,
- **"SUGGESTED"** means that the decision to comply is left to the individual,
- **"CARRY and USE"** means an item of equipment is carried, properly stored and, maintained on a person or equipment while at work, and used in the correct manner when needed,
- **"SHALL"** is to indicate a responsibility of high regard; however, there may be exceptions to absolute compliance, and
- **"WORK ON-SITE"** means being on a site for ANY length of time for the purpose of performing a task.

## 15.2 CONTENTS

- Personal Protective Equipment/Respiratory Protective Equipment,
- Working on customer sites,
- Standard equipment and training for All **SOS Labour Leasing Ltd.** equipment and employees,
- Minimum equipment for company vehicles, and
- Enforcement of Requirements.

### **PERSONAL PROTECTIVE EQUIPMENT & RESPIRATORY PROTECTIVE EQUIPMENT (PPE/RPE)**

All people who are working for SOS Labour Leasing Ltd. **MUST** possess and use Standard PPE when on sites that require it. Do not, under any circumstance, wait to be asked to put standard PPE on. If you are not sure about the requirements of the site, put on your PPE before you venture from your vehicle.

The following is a list of Standard Personal Protective Equipment (PPE):

- CSA Approved Work boots,
- CSA Approved Hard Hat,
- CSA Approved Safety Glasses,
- Cut Resistant Gloves,
- CSA Approved Hearing Protection (earplugs or headphone-type),
- Long-Sleeved Shirts or Company provided Hi-Vis coveralls on Sites where arm protection is needed. (Tank Top shirts are not acceptable),
- Full-length Pants or Company provided Hi-Vis coveralls,
- Reflective Hi-Vis Vest or Coveralls with Reflective Stripping suitable for daytime and nighttime usage.

- Appropriate respirator (supplied) for the material being used, when required. (dust mask, Full/half facepiece respirator with filter, PAPR, SCBA etc.)

### **WORKING ON SITE**

This section applies to any person employed by SOS Labour Leasing Ltd, staff member, or any individual whose duties make it necessary for them to **“WORK ON SITE.”**

### **BACK-UP ALARMS**

All equipment with a GVW exceeding 6000 kilograms, as per the **Alberta General Safety Regulation**, MUST be equipped with an Automatic Back-up Alarm System.

### **STANDARD PPE**

The worker MUST carry and use Standard PPE (personal protective equipment).

### **COMPLIANCE**

Any employee that is unable to comply with the above-mentioned MUST inform their supervisor prior to commencing work.

Any contractor or other party that is unable to comply with the above-mentioned will not be considered for jobs on-site, until they have the proper equipment.

### **WORKING ON CUSTOMERS SITES**

- Standard PPE/RPE (As Required)
- The rules and requirements of each site MUST always be respected.

### **STANDARD TRAINING FOR ALL SOS LABOUR LEASING EMPLOYEES (Where Applicable)**

Including but not limited to:

- Fire Extinguisher/Fire Extinguisher Training
- First Aid Kit/EMERGENC Certification,
- WHMIS (GHS 2015) Certification,
- CVSA (OOS) Criteria, where applicable,
- North American Cargo Securement Standard 10,
- Task/Trade-Specific Training & Certification (Fall Protection, Aerial Work Platform, CSTS, First Aid, etc.)
- Time Records,
- Fatigue Management,
- PDIC (where applicable),
- Transportation of Dangerous Goods Certification,
- Reflective Triangles minimum 3 per unit,
- Well-Organized Equipment Documentation (Registration, Insurance, and Permits),
- Communication and Logging devices,

### **CRITERIA FOR REMOVAL OF SECUREMENT DEVICES FROM SERVICE**

Each day before use, securement devices **must** be inspected for damage, deficiencies, and defects. The device **must** be removed from service if any of the following conditions exist:

- Acid or caustic burns,
- Melting or charring of any part of the belt's surface,
- Snags, punctures, tears, or cuts,
- Broken or worn stitching at the hook, or ring,
- Cracks or distortion of the hook, or ring,
- A device that has a knot or has a knot in it.

Each day before use, tie-down chains **must** be inspected for damage, deficiencies, and defects. An item **MUST** be removed from service if any of the following conditions exist.

- Twisted or bent links,
- Nicks or gouges,
- Weld splatter,
- Excessive wear at bearing points,
- Severe corrosion,
- Stretched links, Damaged or Distorted Hooks.

Each day before use, nylon tie-down belts **MUST** be inspected for damage, deficiencies, and defects. The belt **MUST** be removed from service if any of the following conditions exist.

- Acid or caustic burns,
- Melting or charring of any part of the belt's surface,
- Snags, punctures, tears, or cuts,
- Broken or worn stitching at the hook, or ring,
- Cracks or distortion of the hook, or ring,
- A belt that has a knot or has had a knot in it,
- WLL (weight load limit) tag missing.

#### **LOAD PROTECTORS**

- See Cargo Securement NSC 10 for required applications.

#### **SECUREMENT DEVICES**

- **Chain** - Chain size **MUST** be adequate for the maximum payload of that unit. The **WORKING LOAD LIMIT** of the chain, multiplied by the number of chain lengths used, **MUST** be equal to or greater than the **MAXIMUM PAYLOAD** of the truck. Therefore, grade seven, 3/8-inch size Chain shall be the minimum requirement for all Tractor Trailer Units. All chains must be identifiable by markings on the links stating their grade.
- **Hooks and Boomers** - It is suggested that more than one chain Boomer (Binder) per length of chain be carried and used. An example would be to carry (8) lengths of chain and (10) boomers. However, one boomer for each length of chain is the minimum requirement. All Hooks and Boomers are to match the size and strength of the chain carried and used. Tie-down Chain **MUST NEVER** be used for **TOWING**, **PULLING**, or as **LIFTING** Chain.

#### **TRANSPORTATION OF DANGEROUS GOODS**

Each piece of equipment endeavoring to haul Dangerous Goods **MUST** be equipped with placard holders. And the operator of that equipment **MUST** hold a current TDG Certificate.

Before allowing possession of dangerous goods for transport, the consignor must determine the classification of the dangerous goods and prepare and give that carrier a shipping document.

A person *must not* offer transport, transport, or import a means of containment that contains dangerous goods unless each dangerous goods safety mark is displayed on it.

A person *must not* handle, offer for transport, or transport dangerous goods in a means of containment unless the means of containment is designed, constructed, filled, closed, secured, and maintained so that (under normal

conditions of transport, including handling) there will be no incidental release of dangerous goods that could endanger public safety.

























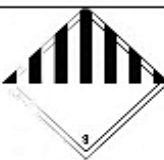

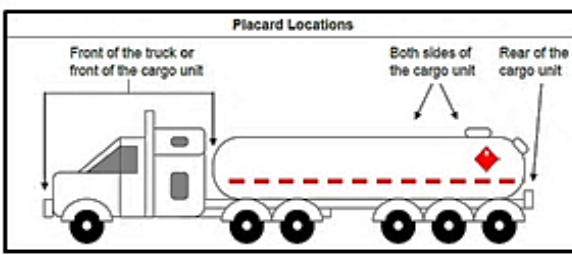
A person *must* load and secure dangerous goods in a means of containment. The means of containment must be loaded and secured on a means of transport in such a way as to prevent (under normal conditions of transport) damage to the means of containment or to the means of transport that could lead to an incidental release of the dangerous goods.

In the event of an incidental release of dangerous goods from a means of containment, a person who has possession of the dangerous goods at the time of the incidental release must make an immediate report of the incidental release (if the incidental release consists of a reportable quantity of dangerous goods or a reportable emission of radiation as described in the TDG Regulations).

The report must be made to:

- a) The appropriate provincial authority;
- b) the person's employer;
- c) the consignor of the dangerous goods;
- d) for a road vehicle, the owner, lease or charterer of the road vehicle;
- e) for a railway vehicle, CANUTEC at (613) 996-6666 or 1-888-226-8832;
- f) for a ship, CANUTEC at (613) 996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station;
- g) for an aircraft, an aerodrome or an air cargo facility, CANUTEC at (613) 996-6666 and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport;
- h) for Class 1, Explosives, and Class 6.2, Infectious Substances, CANUTEC at 613-996-6666; and SOR/2008-34
- i) for an accidental release from a cylinder that has suffered a catastrophic failure, CANUTEC at (613) 996-6666.

# 15.3 DANGEROUS GOODS PLACE CARDS (Sample)

					
Classes 1.1, 1.2, 1.3 Explosives	Class 1.4 Explosives	Class 1.5 Explosives	Class 1.6 Explosives	Class 2.1 Flammable Gases	Class 2.2 Non Flammable and Non-Toxic Gases
					
Class 2.3 Toxic Gases	Class 2.3 Anhydrous Ammonia	Oxidizing Gases	Class 3 Flammable Liquids	Class 4.1 Flammable Solids	Class 4.2 Substances Liable to Spontaneous Combustion
					
Class 4.3 Water Reactive Substances	Class 5.1 Oxidizing Substances	Class 5.2 Organic Peroxides	Class 6.1 Toxic Substances	Class 6.2 Infectious Substances	Class 6.2 Infectious Substances
					
*Class 7 Cat. 1 Radioactive	*Class 7 Cat. 2 Radioactive	*Class 7 Cat.3 Radioactive	**Class 7 Radioactive Materials	***Class 7 Radioactive Materials	Class 8 Corrosives
		<ul style="list-style-type: none"> <li>* Label and optional placard</li> <li>** Label only</li> <li>*** Placard only</li> </ul>			
Class 9 Misc. Products, Substances or Organisms	Danger Placard				

## 15.4 NEW EMPLOYEE ORIENTATION POLICY

Every employee who is new to a job or worksite will receive a job safety orientation provided by the client. The orientation will take place before the worker commences a new job. A second orientation may take place later to evaluate and re-enforce the individuals' knowledge of our Health and Safety Management System (HSMS).

The orientation may include, but will not be limited to:

- Health & Safety Policy
- Safety Policy Statement
- President's Philosophy
- Safety & Compliance Manual Introduction
- Management's Declaration of Commitment
- Equal Employment Opportunities and Compliance
- Personal Conduct Policy
- Discrimination Policy
- Harassment Policy
- Workplace Violence Policy
- Open-Door Policy
- Discrimination & Harassment Complaint Processing
- Privacy Rights
- Cell Phone/Electronic Device Usage Policy
- Conflict of Interest Policy
- Attendance & Punctuation Expectations
- Vacation Time, Taking Time Off, Statutory Holidays
- Bereavement Leave
- Sick or Late Call-In, No Call/No Show
- Change of Address/Emergency Contact Info
- Verification of Employment
- Corrective Counselling
- Major Company Rules
- Employee Pay
- Safety & Housekeeping
- Responsibilities
- Personal Protective Equipment
- Vehicle/Equipment Safety
- Personal Conduct Expectations
- Training
- Record Keeping
- N.S.C. Safety Compliance & Maintenance Program General Rules Policy
- Safety Policy
- Company Environment Policy
- Collision & Incident Reporting Policy
- Investigations Policy
- P.P.E. & R.P.E. Policy
- Vehicle Maintenance & Inspections Policy
- Daily Equipment Inspections Policy
- Cargo Securement & Compliance Policy
- Internal Audit & Compliance Policy
- Progressive Discipline (Enforcement) Policy
- Drug & Alcohol Policy
- Preventative Maintenance Policy
- Hours of Service
- Emergency Response
- Hazard Assessment, Elimination & Control Inspections
- Emergency Response & Evacuation Plan
- Emergency Escape Routes
- Site-Specific Emergency Response Plan
- Joint Worksite H.S.C.
- Joint Worksite H.S.R.
- H.S.C Terms of Reference
- System Administration
- Other Parties at/in the Worksite
- Training and Communication
- Safe Work Practices
- Safe Job Procedures
- Disciplinary Procedures

Employee training on safety laws will be conducted as required.

*Note: Records of all employee's training will be documented in the employee file as required by Regulation and Legislation.*

## 15.5 SAFETY TRAINING & ORIENTATION POLICY

### PURPOSE

The purpose of this policy is to provide general and specialized safety-related training throughout all levels of the SOS Labour Leasing Ltd. Every new SOS Labour Leasing employee, sub-contractor, client, or visitor shall receive an orientation before starting work.

The safety orientation will cover all SOS Labour Leasing's Company Policies and Rules: basic safety information that is necessary to ensure that workers are knowledgeable about the hazards they may encounter at work and corrective measures and programs that have been put into place for worker protection. A complete orientation will vary between individuals, depending on their training, knowledge, and experience. Orientation may change if a worker is moved from one work activity/worksite to another that differs in hazards, facilities, or procedures.

Review and training of site-specific information is an ongoing part of our Health and Safety Management System (HSMS). Visitors and clients will receive a site-specific orientation that outlines identified hazards and the emergency response plan. All employees and sub-contractor orientations will be documented and kept on file with SOS Labour Leasing Ltd.

SOS Labour Leasing Ltd. will ensure all employees and contractors participate in our Health & Safety Management System (HSMS) and provide employees and contractors with all safety and related training necessary to minimize losses of human life and economic losses of the Company.

### POLICY

The Company or client will provide training resources for all its employees. Participation is necessary with all safety-related training to minimize losses of human life, environmental damage, and loss of physical resources.

#### **This training will include, but not be limited to:**

- New Hire Safety Orientations,
- Job-Specific Training,
- Safety Training for Supervisors and Management,
- Specialized Safety and Related Training,
- Task and Trade-Specific Training and Certification, and
- Driver-specific training.

**Failure to comply with this Policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

Printed Name of Company Officials: Brian Snow & Brad McAteer

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Alberta Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the Alberta OHS Act, Code and Regulations, and the Traffic Safety Act and Regulations.*

## 15.6 JOB-SPECIFIC TRAINING

Job-specific training ensures that each employee knows how to do the job and can do it properly. This type of training could be conducted:

- At time of hire.
- When an employee is assigned new or different work, or
- When an employee is moved to a new site or location.

In every case, the training approach is the same: the employee's immediate supervisor must conduct job-specific training. With the employee, the supervisor will:

- Review the Company's Safe Work Practices and any Safe Job Procedures that apply to that specific job.
- Bring all known safety hazards that may affect the employee to his or her attention.
- Determine what the employee is capable of by discussing strengths and weaknesses with the employee and observing the employee completing work tasks, and
- Provide the employee with the information necessary for them to do each job safely and correctly.

Depending on the job's complexity and the employee's skill/experience level, job-specific training may take anywhere from a few minutes to several months. Records of all training will be kept and included in each employee's file.

## 15.7 PRIVACY POLICY

This policy relates to the collection, use and disclosure of personal information. **SOS Labour Leasing Ltd.** is committed to keeping personal information that it collects from its customers, employees, and contractors accurate, confidential, and secure. "Personal information" refers to you, specifically, and includes personal, credit, and financial information. Personal information may be collected in person, over the telephone, and correspondence by mail and e-mail.

- SOS Labour Leasing Ltd. will be accountable to the individuals whose personal information is under SOS Labour Leasing Ltd.'s control.
- SOS Labour Leasing Ltd. will take reasonable steps to inform individuals as to the purpose for which their personal information is collected, used, retained, or disclosed by SOS Labour Leasing Ltd.
- Personal information that has been provided to SOS Labour Leasing Ltd. by an employee, customer, or prospective customer means that the customer, prospective customer, or employee agrees and consents for SOS Labour Leasing Ltd. to collect, use, and disclose the customer's, prospective customer's, or employee's personal information in accordance with this policy and associated practices and policies.
- SOS Labour Leasing Ltd. will attempt to limit the collection of personal information to the information that is reasonably required for the purposes identified by SOS Labour Leasing Ltd. and will take reasonable steps to ensure that such information will be collected by fair and lawful means.
- SOS Labour Leasing Ltd. will endeavor to use or disclose personal information only for the purposes for which it was collected, unless the individual has otherwise consented or when it is required or permitted by law.
- SOS Labour Leasing Ltd. will endeavor to retain personal information only for the period required to fulfill the purposes for which it was collected or as required by law.

- SOS Labour Leasing Ltd. will endeavor to maintain accurate, complete, and up-to-date personal information by implementing, as necessary, safeguards that are appropriate to the sensitivity level of the information to fulfill the purposes for which it is to be used or disclosed.
- SOS Labour Leasing Ltd. will, upon written request, attempt to inform an individual of the existence, collection, use, and disclosure of their personal information and provide that individual with access to such information.
- SOS Labour Leasing Ltd. will disclose information in connection with a legal proceeding. Only the information specifically requested by legitimate authorities will be disclosures.

Any individual may challenge the compliance of **SOS Labour Leasing Ltd.** with any of the principles set forth in this policy and with respect to its personal information practices. The Company will investigate any complaints or inquiries and attempt to resolve them. If the individual is unsatisfied with the response, they may be entitled to make a written complaint to the Federal or Provincial Privacy Commissioner for the applicable jurisdiction.



Printed Name of Company Officials: Brian Snow & Brad McAteer

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# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION SIXTEEN: OTHER POLICIES**



## 16.0 GENERAL RULES POLICY

- Collisions, incidents, injuries or “near miss,” regardless of their nature, shall be promptly reported to supervisors.
- All employees must follow the Personal Protective Equipment/Respiratory Protective Equipment (PPE/RPE) Policy.
- Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for dismissal.
- Riding on equipment is prohibited. No person shall ride any hook, hoist, material handling equipment, or any other equipment designed strictly for the handling of material, and which is not designed to carry riders.
- Possession and transportation of firearms/weapons are strictly forbidden in company equipment.
- All personnel must follow the LAW.
- All SOS Labour Leasing Ltd. personnel must be aware of the legislation governing the province in which they are operating within.
- Smoking is permitted only in designated areas. “Strike Anywhere” matches are prohibited.
- Running is not permitted anywhere except in the case of an extreme emergency.
- Hand tools shall not be used for any purpose other than tasks in which they are designed/intended. All damaged or worn parts shall be promptly repaired or replaced.
- Horseplay, fighting, gambling, and theft are strictly forbidden on SOS Labour Leasing job sites and constitute grounds for dismissal.
- All SOS Labour Leasing Ltd. personnel must be aware of the potential of a Pandemic Outbreak. Review the Pandemic Preparedness Procedures indicated with the link provided. [www.phac-aspc.gc.ca](http://www.phac-aspc.gc.ca)

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

**All Policies are subject to 5.0 Specific Disciplinary Actions as stated in the SOS Labour Leasing Ltd. Health & Safety Manual.**

Printed Name of Company Officials: Brian Snow & Brad McAteer

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

## 16.1 SAFETY POLICY

The management at **SOS Labour Leasing Ltd.** is committed to providing active leadership and complete support to develop and maintain an effective safety program:

- A program designed to prevent human pain, suffering from personal injury, and economic losses from property damage.
- A program to prepare all personnel to care for victims of a collision/incident or sudden illness until professional help is available.
- A program in which employees at every level are responsible and accountable for the Company's health, safety, and transportation performance. Active participation by everyone, every day, in every job is necessary for the excellence that SOS Labour Leasing Ltd. expects.
- A program that ensures security, protection, and well-being of all personnel and property at SOS Labour Leasing office, shop, yard, and jobsites via the prevention and control of physical violence and misconduct, theft, and sabotage.
- A program that encourages and celebrates all employees' complete endorsement, active participation, and enthusiastic cooperation.

The safety information in this policy does not take precedence over the Occupational, Health and Safety Act, regulations or code or Transportation legislation unless company policy is more astringent. All employees must be familiar with applicable legislation and comply with the applicable laws.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

**All Policies are subject to 5.0 Specific Disciplinary Actions as stated in the SOS Labour Leasing Ltd. Health & Safety Manual.**

Printed Name of Company Officials: Brian Snow & Brad McAteer

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## 16.2 COMPANY ENVIRONMENT POLICY

The proper safeguard of our environment is extremely important to our organization.

While doing our work, we shall consider the appropriate protection of humans, animals, plant life, air, water, and soil. SOS Labour Leasing management expects all persons 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.
- Management will develop and enforce good Environmental Standards in accordance with relevant legislation.
- Workers will be kept informed on how to do their jobs in such a manner as to cause minimum environmental harm and waste of materials.
- Where possible, we shall recycle and promote the use of recycled products.

The safety information in this policy does not take precedence over the Occupational Health and Safety Act, regulations or code or Transportation legislation unless company policy is more astringent. All employees must be familiar with applicable legislation and comply with the applicable laws.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
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## 16.3 COLLISION & INCIDENT REPORTING POLICY

1. **NEAR MISS** - An unexpected event that could have resulted in damage or injury if circumstances had been slightly different.

It is extremely important to report and investigate this type of event. The reporting and investigation of a Near Miss must focus on the event and not on blaming any individual. By focusing on the Near Miss, its primary cause, and contributing factors, we can avoid or prevent a more serious incident in the future.

All members of SOS Labour Leasing Ltd. are required to report **Near Miss** or **Close Call** events by filling out a **Near Miss Report** and submitting it to your immediate Supervisor, who will then notify the General Manager. Information gathered from Near Miss Reports is used to improve Safe Work Practices and Safe Job Procedures, as well as give the opportunity to warn others about Hazards.

2. **COLLISIONS AND INCIDENTS** – An unexpected event that results in damage or injury.

All members of SOS Labour Leasing Ltd. are required to report Collisions and Incidents that they are involved immediately to their manager. They are also required to report, in writing, as per policy, an account of the Collision and/or Incident within 24 hours. (Contact Management for the appropriate forms.)

If the Collision/Incident resulted in an employee or member of the public being seriously injured or killed, it is imperative that the scene of the collision/incident not be altered or disturbed in any way, except to attend to the injured or eliminate imminent danger to others.

A Collision/Incident Investigation shall be performed by a trained person or persons: they are normally referred to as the Incident Investigation Team. Their job is to collect information about the event and the circumstances leading to the event. All factors regarding the event shall be compiled into a standardized reporting form. Determinations of the event's primary cause and contributing factors will be concluded. At the closing of an investigation, the findings may motivate Health and Safety Management Coordinators to focus on raising awareness of the causes to prevent future occurrences.

All Investigation and Reporting procedures followed by SOS Labour Leasing Ltd. must always conform to or exceed, the Workplace Health and Safety Regulations and the Transportation Legislation.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

**All Policies are subject to 5.0 Specific Disciplinary Actions as stated in the SOS Labour Leasing Ltd. Health & Safety Manual.**

Printed Name of Company Officials: Brian Snow & Brad McAteer

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## 16.4 INVESTIGATIONS POLICY

It is the policy of this Company to have all incidents that result in injury or property damage, or that could have resulted in serious injury or property damage, thoroughly investigated within **SOS Labour Leasing Ltd.** protocol.

- The purpose of such investigation shall be to determine the causes of the incident so that appropriate action can be taken to prevent recurrence.
- Supervisors will initiate the investigation to determine if further action is required from a qualified Investigation Team; they will also be responsible for submitting reports to the Manager as per SOS Labour Leasing Ltd.'s protocol.
- The General Manager and/or Safety Supervisor shall determine and implement appropriate measures to prevent recurrence.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

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## 16.5 FIRE PREVENTION POLICY

The intent of this policy is to ensure that employees always know the location of fire extinguishers and firefighting equipment. Employees must also be properly trained in how to operate firefighting equipment and know how to correctly respond to fires. It is the goal of SOS Labour Leasing Ltd. to promote fire safety awareness and training to all its members.

The best time to stop a fire is before it starts. Although there is an endless number of possible hazards that we may need to be able to recognize and react to, all employees should look out for hazards and possible fire-starting conditions. The following are some examples of situations and conditions that may be hazardous.

- Poor housekeeping,
- Working with gasoline or diesel,
- Careless smoking and disposal of smoking materials,
- Improper preparation for jobs when using torches or welding units,
- Improper storage of flammable gas cylinders or bottles,
- Electrical cords that are in poor condition.

Once it is determined if a fire is small enough to extinguish with a portable fire extinguisher, the employee should make the necessary notifications and proceed to the nearest fire extinguisher. Follow these steps to extinguish the fire:

**P** - **PULL** the pin from the handle of the extinguisher breaking the thin plastic seal.

**A** - **AIM** the extinguisher at the base of the fire. If the hose is clipped to the extinguisher body, remove it before discharge.

**S** - **SQUEEZE** the handle to discharge the extinguishing agent. Stand close enough to the fire to reach it with the stream.

**S** - **SWEEP** the extinguisher stream back and forth from left to right until the fire has been extinguished and/or the extinguisher is empty.

If the fire is not extinguished using one extinguisher or if the breathing conditions become difficult, immediately evacuate the area to a safe/muster area. Ensure that the proper authorities are notified (e.g., the fire department).

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

**All Policies are subject to 5.0 Specific Disciplinary Actions as stated in the SOS Labour Leasing Ltd. Health & Safety Manual.**

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## 16.6 SAFETY TRAINING POLICY

### PURPOSE

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

### POLICY

The Company and clients will provide training resources to all employees. Participation is necessary with all safety and related training to minimize losses of human and physical resources of the Company.

#### **This training will include, but not be limited to:**

- New Hire Safety Orientations,
- Job-Specific Training,
- Safety Training for Supervisors and Management,
- Specialized Safety and Related Training,
- Task and Trade-Specific Training and Certification,
- Driver Specific Training.

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(First Offence – Verbal, Second Offence – Written, Third Offence – Suspension, Fourth Offence – Dismissal).

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Printed Name of Company Officials: Brian Snow & Brad McAteer

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## 16.7 PERSONAL PROTECTIVE & RESPIRATORY PROTECTIVE EQUIPMENT POLICY

It is the policy of **SOS Labour Leasing Ltd.** to have all workers use the proper PPE/RPE when and where required. It is expected that all members of SOS Labour Leasing Ltd., while entering any WORKSITE, will inquire as to the PPE/RPE requirements for that worksite **BEFORE** work commences. **DO NOT WAIT TO BE ASKED!**

All employees must carry and use when at work the following **STANDARD PPE**:

- ✓ **CSA approved Hard Hat,**
- ✓ **CSA approved Work Boots,**
- ✓ **CSA approved Safety Glasses,**
- ✓ **Cut Resistant Gloves**
- ✓ **Hearing Protection,**
- ✓ **Reflective Vest or Coveralls with Reflective Striping,**
- ✓ **Long Pants and Long-Sleeved Shirt or Coveralls,**
- ✓ **Hoodies are acceptable**
- ✓ **Appropriate Respirator (supplied) for the material being used (Dust Mask, Full/Half facepiece Respirator with filter, PAPR, SCBA, etc.)**

All PPE/RPE used must be in good condition and maintained according to the Manufacturer's instructions. All PPE must conform to Alberta Workplace Health and Safety Regulations. (This policy does not take precedence over Alberta Workplace Health and Safety.)

All Employees and Owners/Operators should be familiar with the Alberta Workplace Health and Safety Act and Regulations.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
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## 16.8 VEHICLE MAINTENANCE & INSPECTIONS POLICY

SOS Labour Leasing will establish, maintain, and follow a written maintenance and inspection program that pertains to all applicable equipment owned or leased by the Company. The policies and procedures set out in the maintenance program must provide for continuous and regular inspections that meet the requirements specified in the schedule. Therefore, this Maintenance and Inspections policy and the procedures contained herein pertain to all equipment owned by **SOS Labour Leasing Ltd.** A copy of the program and the procedures will also be made available to employees responsible for carrying out scheduled and preventative maintenance.

- All tools and equipment shall be properly maintained to reduce the risk of injuries to Employees or damage to property and equipment.
- Supervisors shall ensure that all Preventive Maintenance is carried out by qualified personnel according to established schedules and that records are maintained. Preventive Maintenance is to be conducted to all equipment obligated to **SOS Labour Leasing Ltd.**; Preventive Maintenance will be required as per *SOS Labour Leasing Ltd.'s Health and Safety Manual* Section Six.
- All Employees shall regularly check all tools and equipment that they are working with and shall take **"Out of Service"** any tools or equipment that poses a hazard due to a need for repair.
- The safety information in this policy does not take precedence over OH&S Regulations or Transportation Legislation.
- All Employees must comply with all Regulations.
- No one shall operate or permit another person to operate equipment if the equipment is in a condition that it could, or it likely could cause an injury to a person(s) or damage to property.
- All tools and equipment shall be properly maintained to reduce the risk of injuries to employees or damage to property and equipment.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
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## 16.9 EQUIPMENT INSPECTIONS POLICY

### PURPOSE

To ensure all equipment is inspected and documented daily for any deficiencies that may require attention and/or would affect the safe operation of the equipment.

### POLICY

The intent of this policy is to provide prioritized maintenance schedule(s) that is documented for equipment owned or leased by **SOS Labour Leasing Ltd.**

- It is the policy of **SOS Labour Leasing Ltd.** that all equipment that is to be operated must be inspected and documented prior to moving equipment.
- All deficiencies of equipment owned by **SOS Labour Leasing Ltd.** are to be reported to Management in writing on an inspection form or by Electronic form.
- It is the policy of **SOS Labour Leasing Ltd.** that all equipment is inspected as required. Employees must complete the inspection prior to operating the equipment at the beginning of a work shift (pre), ongoing throughout the shift, and after the employee ceases to operate it at the end of a work shift (post), and anytime the switch to another piece of equipment.

Any failure or deficiencies that may affect the safe operation of the equipment owned or leased by **SOS Labour Leasing Ltd.** is to be repaired within a time that meets legislation. And must be reported in writing on the Inspection Forms (and submitted to the Safety Supervisor), or by Electronic Form. These forms must be completed as per the internal audit and compliance policy.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
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## 16.10 CARGO SECUREMENT & COMPLIANCE POLICY

### PURPOSE

Ensuring that all personnel comply with this policy specifies how a carrier and employee must transport cargo when using operating equipment. Training will be provided for all **SOS Labour Leasing Ltd.** personnel as part of orientation.

### POLICY

The intent of this policy is to manage and monitor load securement requirements to ensure compliance. All personnel will report all violations. Training Records will be kept on file showing Course Date, Course Content, Participant's Name and who instructed the course.

It is the policy of **SOS Labour Leasing Ltd.** that all personnel are to ensure that:

- Cargo must be secured so that it cannot leak, spill, blow off, fall through or otherwise be dislodged from the vehicle.
- Shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.
- An employee shall not operate a vehicle where the cargo transported in or on the vehicle is not contained, immobilized, or secured in accordance with this policy.
- SOS Labour Leasing shall not permit a driver to operate a vehicle where the cargo transported in or on the vehicle is not contained, immobilized, or secured in accordance with this policy.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
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## 16.11 SPEED LIMIT POLICY

### POLICY

It is policy of **SOS Labour Leasing Ltd.** that all Employees obey the posted speed limits as per Regulation and Legislation. All Employees are required to report any/all violations immediately to the General Manager, including all violations incurred while operating off duty.

- An Employee shall be self-disciplined to control equipment speed by being aware of the posted limit and continually scanning their instrument panel to check their actual speed.
- Reduce speed when operating in inclement weather, when approaching the crest of curves or hills, and for headlight illumination in night driving.
- Reduce speed on ramps and stay well below posted ramp speeds.
- Reduce speed in school zones and playground areas. Obey all posted speed limits.
- An Employee shall control equipment speed to maintain visibility and to recognize hazards well in advance.

**DO NOT SPEED!** The few minutes you might save by speeding are not worth the potential losses: fines, damages, and potential injuries or death.

**All Speeding Violations are Preventable.**

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## 16.12 SEAT BELTS POLICY

### POLICY

It is policy of **SOS Labour Leasing Ltd.** that all Employees follow the Seat Belt Safety Law. Employees are required to wear a seat belt assembly and shall wear the seat belt assembly properly adjusted and securely fastened.

- All **SOS Labour Leasing Ltd.** personnel must ensure that the Seat Belt Assembly is securely fastened to the equipment.
- The Seat Belt Assembly must meet the standards prescribed under the [Motor Vehicle Safety Regulations \(Transport Canada\)](#) and the Regulations and Legislation under that act.
- An Employee must ensure that they follow the equipment instructions for using the Seat Belt Assembly.
- All **SOS Labour Leasing Ltd.** personnel must ensure they are wearing the Seat Belt Assembly when any equipment they are in is in operation.

**Failure to comply with this policy will result in Documented Disciplinary Action via The Enforcement Policy.**  
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## 16.13 DEFENSIVE DRIVING POLICY

### POLICY

Employees of **SOS Labour Leasing Ltd.** must use and follow Defensive Driving techniques. Defensive Driving is not just a matter of increasing the skill level through experience but improving the employee's ability to make decisions.

- All **SOS Labour Leasing Ltd.** personnel must always stay focused when operating a motorized vehicle.
- All **SOS Labour Leasing Ltd.** personnel must be aware of their surroundings and situations.
- All **SOS Labour Leasing Ltd.** personnel must practice communicating in traffic by being predictable by informing other operators of our intentions and allowing them time to react. This will be accomplished by using directional signals and lights.
- All **SOS Labour Leasing Ltd.** personnel must practice the safe following distance to provide the employee with time to notice and react when operators ahead stop, turn, or slow down.
- All **SOS Labour Leasing Ltd.** personnel must obey all posted speed limits to maintain visibility and recognize hazards well in advance; this is essential to Defensive Driving.
- All **SOS Labour Leasing Ltd.** personnel must ensure they perform a mirror adjustment before they operate equipment.
- All employees must conduct the safe operation of the equipment by Driving Defensively and obeying the posted speed limits. Collisions due to aggressive operating will not be tolerated and will be dismissed immediately if the investigation proves it so.

Defensive Driving skills can help keep your task safe from start to finish. By practicing Defensive Driving skills on a regular basis, you will help to reduce the number of collisions that occur on our roads.

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## 16.14 FUELLING POLICY

### POLICY

The intent of this policy is to prevent any major incidents, major injuries, fatalities, or environmental disasters. **SOS Labour Leasing Ltd.** expects that all personnel will comply with the Companies Fueling policy as stated, [Commercial Vehicle Certificate and Insurance Regulation..](#)

All commercial equipment must ensure:

- That you do not dispense fuel into the fuel tank while the engine is running,
- That you never overfill the fuel tank,
- That in the event of a minor spill immediately applies an accepted absorbent material,
- That in the event of a major fuel spill notifies the proper person/agency,
- Do not dispense fuel in proximity to electrical sparks or open flame and DO NOT SMOKE,
- Only those personnel with proper certification or training refuel a propane-powered vehicle,
- There are no ignition sources within three meters (ten feet) of the dispenser or container being filled,
- That all necessary PPE is being worn,
- That all engine and electrical accessories are switched off,
- When finished fueling ensure the dispenser is properly put in its holder, and the pump is shut off.

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## 16.15 FATIGUE MANAGEMENT PROGRAM POLICY

### PURPOSE

This policy intends to reduce the risk of fatigue-related injuries and incidents. For the Fatigue Management program to be effective, it must be supported and promoted by all employees. This policy applies to all employees, especially those whose work involves shift work, extended hours, working outdoors with climatic changes, and on-call arrangements in part as set out under the North American Fatigue Management Program.

### POLICY

SOS Labour Leasing Ltd. is committed to providing and maintaining safe work systems for all its employees. Fatigue is mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performances and driving-related tasks. SOS Labour Leasing Ltd. has a responsibility to ensure that fatigue does not impact the safety, health, and well-being of all employees.

SOS Labour Leasing Ltd. will continue to adopt processes to help evaluate fatigue-related incidents. Tracking incidents, collisions, and time record violations are some measures to be used to manage and further build a strong Fatigue Management program.

### MANAGEMENT RESPONSIBILITIES

- To create an environment that promotes open and honest reporting of fatigue-related hazards and incidents.
- Provide Fatigue Management training to all employees, field supervisors, and support staff.
- Demonstrate continuous improvement and providing an annual review of the Fatigue Management program.
- **SOS Labour Leasing Ltd.** will regularly consult with employees, field workers, and others regarding the effectiveness of the Fatigue Management program.

### COMPANY EMPLOYEE RESPONSIBILITIES

- Participate in risk management processes provided by SOS Labour Leasing Ltd. policies, guidelines, and procedures, including Fatigue Management training and education.
- Make appropriate use of rest periods between shifts and periods off duty to obtain sleep.
- Avoid behaviors and practices that contribute to the development of fatigue.
- Inform their Manager immediately prior to or during work if they know or suspect they or another co-worker are suffering from unacceptable levels of fatigue or have any doubt about their or another co-worker's capability to accomplish their duties.

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## 16.16 TIME SHEET POLICY

### PURPOSE

The purpose of this document is to educate employees on the proper procedure for the completion and distribution of the Employee Time Sheets.

### APPLICABILITY

To ensure time paid and hours logged are reconciled with no discrepancies identified, a system for verifying accuracy has been developed and includes reviewing Employee Daily Time Records in their entirety.

### PROCEDURE

1. Compare payroll records with time records,
2. Identify and record any discrepancies,
3. Reconcile hours paid with hours logged.

### DEFINITIONS

- **Jump Time:** paid billing time for multiple, overlapping jobs,
- **Standby Time/Guaranteed time:** paid hours for waiting while at home, hotel, camp,
- **Paid off duty time during work shift:** coffee breaks, rest breaks, meal breaks on location,
- **Paid off duty time during stays in Home, Hotel, Camp:** paid hours during off duty time,
- **Billable ticket times/Bid Jobs:** Ticket is greater than the actual job/logged hours.

### DISTRIBUTION

Time Sheet reconciliation records will be maintained for each employee with their records for review by Management and regulatory authorities.

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## 16.17 PROGRESSIVE DISCIPLINE (ENFORCEMENT) POLICY

Employees must apply good conduct by performing the following policies:

- Safely operate company vehicles on the highway with a professional attitude and obey posted speed limits,
- Drive in a defensive manner, be aware of surroundings and look ahead. Leave a safe distance between vehicles and be a professional and courteous driver,
- Always keep the vehicle under control: Reduce speed due to changes in the road, weather, and traffic conditions,
- be prepared to avoid incident producing situations by practicing and promoting safe driving skills,
- Report all significant events on-site or on the roads to the Company safety supervisor, including violations, near misses, etc.

Violation of our Health and Safety Management System (HSMS) (rules, regulations, practices, and procedures) will be handled in an objective but firm manner.

Employees will be instructed what the Enforcement Policy is upon commencement of employment.

First Offence: \_\_\_\_\_ VERBAL WARNING

Second Offence: \_\_\_\_\_ WRITTEN WARNING

Third Offence: \_\_\_\_\_ SUSPENSION

Fourth Offence: \_\_\_\_\_ DISMISSAL

Documentation will be followed at each stage of the Enforcement Policy. A note and event system is in place for each violation received regarding the rules and policies.

This system is tracked through our HSMS and is set up for Management/Supervisors to ensure fair treatment is established. If an Employee is determined as “high risk” in the time frame of one year, he/she will be referred to Management regarding termination action.

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## 16.18 COVID POLICY

The Standardized Protocols for All SOS Labour Leasing Construction Sites outlines the best practices for construction sites in order to maintain the health and safety of all workers required to perform duties during the COVID-19 crisis. The protocols, which include prevention, detection and response measures, will minimize the impacts of the crisis and ensure our business continuity in the construction industry. This is not a legal document. Some provinces and municipalities have implemented stricter measures than those found in this document, and SOS Labour Leasing is responsible for compliance with the rules, regulations and practices required by the applicable authorities. The objectives of the Standardized Protocols are to:

- Prioritize the health and safety of workers and of their surrounding communities,
- Apply recommendations and best practices from federal, provincial, and municipal public health authorities to construction site procedures,
- Establish and maintain a consistent COVID-19 Pandemic Response Plan across our work sites, and
- Foster open communication amongst all trades and ensure a respectful work environment.

### STANDARDIZED PROTOCOLS FOR ALL SOS LABOUR LEASING CONSTRUCTION SITES PREVENTION MEASURES

#### COMMUNICATION AND AWARENESS

- Clear signage is posted at entry points on the construction site and outline the commitment of the contractor to maintain health and safety measures during the COVID-19 crisis, with relevant updates from appropriate jurisdictions' public health authorities and self-identification screening tools.
- Worksite policies as they relate to the COVID-19 crisis are communicated to workers and made available on site.

#### GENERAL PRACTICES

All workers exercise the following recommended practices for reducing the risk of transmission as identified by the Public Health Agency of Canada (PHAC), Health Canada, and Centers for Disease Control and Prevention, as well as provincial authorities:

- Avoid touching eyes, nose and mouth with unwashed hands,
- When coughing or sneezing,
- Cough or sneeze into a tissue or the bend of your arm, not your hand,
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards,
- Clean and disinfect frequently touched objects and surfaces, including all reusable personal protective equipment (PPE),
- Do not share personal items or supplies such as phones, pens, notebooks, tools, PPE, etc.,
- Use and remove PPE with care, being mindful of which surfaces may be contaminated. Individuals must clean their hands after handling any used PPE,
- Avoid common physical greetings, such as handshakes,
- Maintain a minimum physical distance of two metres from others,
- and Wash hands often with soap and water for at least 20 seconds after using the washroom, before handling food, after blowing nose, coughing, or sneezing, and before smoking. If hands are not visibly soiled, and soap and water are unavailable, alcohol-based hand sanitizer can be used.

## **USE OF FACE MASKS**

- All individuals on the site have facial respirators on hand at all times. N95 respirator masks, or the commercial-grade equivalent, should be worn as a potential mitigant to catching and transmitting the virus, but are not to be treated as substitutes for proper handwashing, physical distancing, and other protective measures. Masks should not be worn where they put an individual at risk (e.g. when it may get caught in machinery), however, physical distancing should be practiced in the alternative, whenever possible. Individuals working around an unmasked person without a shielding barrier should wear PPE.
- Such face masks are worn whenever individuals are:
  - Unable to maintain two-metre distancing; Moving between zones, work areas, or other facilities,
  - Indoors, or
  - In non-open-air environments or other areas with limited airflow.

Individuals wash or sanitize their hands before and after applying, removing, or otherwise touching their face mask.

Single-use facial respirators are disposed after use.

## **BUSINESS-RELATED TRAVEL**

- Non-essential business travel is not authorized. Business travel is limited and on an exceptional basis only.
- All individuals returning from out of country must undergo a 14-day self-isolation period, as mandated by the federal government and outlined here: Mandatory quarantine or isolation – Travel restrictions in Canada – [Travel.gc.ca](https://travel.gc.ca).
- As some provincial governments impose similar restrictions for inter-provincial travel, any such requirements for self-isolation must be obeyed as applicable.

## **WORKING REMOTELY**

- Where practical, all office employees supporting a project work remotely. Meetings are held through teleconferencing or videoconferencing.
- Some provincial governments have imposed mandatory remote working for employees, except for work that cannot be done remotely. Any such provincial requirements must be obeyed as applicable.

## **ACCESS AND MOVEMENT TO/FROM CONSTRUCTION SITE**

- Wherever possible, workers travel to site using individual modes of transportation (e.g., personal vehicle or bicycle). Additional parking arrangements are made as required.
- Whenever possible, workers should travel alone in their vehicles in order to practice physical distancing. Alternatively, the number of individuals inside a vehicle should be limited, and the number of trips should be increased to allow for physical distancing.
- If physical distancing within a vehicle cannot be respected, workers are encouraged to wear PPE.
- Workers are encouraged to change out of work clothes before entering their vehicle at the end of their shift. Work clothes should be handled carefully and washed upon arriving home.
- Entering and exiting of the worksite is monitored and controlled to ensure that the minimum physical distancing is not broken when shifts begin and end. Shift start and end times are staggered in five-minute intervals to accommodate this if needed.
- All non-essential individuals are not permitted access to the site.

## **MONITORING THE STATUS OF WORKERS**

- Detailed tracking of worker's status on-site and off-site are kept at all times (e.g. fit to work, sick, off-work for family caring duties, etc.). A list of all quarantined workers is updated daily, with their privacy maintained.
- Records are kept of which individuals work together and when.
- Provide information, instruction, and supervision to workers to protect their health and safety.

## **CONSTRUCTION SITE AND SITE TRAILER CLEANING PROTOCOLS**

- All offices and jobsites implement additional cleaning measures of common areas. All door handles, railings, ladders, switches, controls, eating surfaces, shared tools and equipment, taps, toilets, and personal workstation areas are wiped down at least twice a day with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning and disinfecting their workstations.
- Additional sanitary measures are implemented on site: hand washing stations with a posted hand washing protocol, hand sanitizer stations, provision of disinfectant wiping products. These types of facilities are made available at site entries, exits, washrooms, eating areas, offices, and any other areas with commonly touched surfaces.
- Commonly touched surfaces on vehicles and equipment are thoroughly cleaned and disinfected at the end of shifts and between users.
- All cleaning and disinfecting is carried out per PHAC's recommendations here: [COVID-19: Cleaning and disinfecting - Canada.ca](#).
- Offices and jobsites are also encouraged to develop a Cleaning and Disinfecting Program, as per CCOHS's recommendations at: [CCOHS: COVID-19 Health and Safety Resources](#).

## **LIMITING AND REMOVING INTERNAL TOUCH POINT AREAS**

- Limit access and use of shared devices like coffee machines, water fountains, microwave ovens, and similar; and wash hands after handling such items. Means to clean and disinfect such devices between uses is to be provided.
- Limit use of common pens for sign-in sheets to construction sites. Supervisors are encouraged to sign-in for workers, or have workers sign-in through SMS, email, or other electronic means.
- Washroom modifications - Install more sinks and sinks with physical separation between users where feasible. Change out taps, paper towel dispensers and garbage cans to hands-free models.
- Remove doors/door handles - Look at all reasonable opportunities to remove doors or replace handles with hands-free options, such as foot-pull devices.
- Where touch points like door handles and water coolers remain, paper towels are provided to allow users to avoid skin contact.
- Gloves are worn whenever possible while on the worksite but are treated the same as bare hands in terms of minimizing unnecessary touching of anything on site and the user's face.

## **COMPARTMENTALIZATION**

- The job site is to be segregated to the extent possible in zones or other methods to keep different crews/trades physically separated at all times. This promotes physical distancing and supports the containment of propagation should it arise.
- Eating is restricted to clearly identified dedicated eating areas with handwashing stations, cleaning and disinfectant materials, and adequate space to maintain minimum physical distancing.
- Upper limits are put on the number of people allowed in each zone and in facilities like washrooms, trailers, and eating areas at once to allow for the recommended minimum physical distancing.

- One-way staircases are established wherever practical to minimize worker contact.
- Freight elevators are operated/occupied by only one individual at a time or where feasible, by respecting the minimum physical distancing guidelines.

### **WORKING IN CLOSE PROXIMITY**

- Alternate arrangements are made as necessary to ensure workers avoid breaking the minimum physical distance with others for prolonged periods. Where this is not possible due to task-specific safety risks, a risk assessment is done to identify controls to protect the health and safety of workers. This can include methods to minimize the duration or proximity of the task, use of physical controls (such as the use of clear plastic barriers), and wearing of PPE.
- A record is kept of all tasks requiring close-proximity work, including the task-specific safety risks that justify close-proximity and all the control measures implemented to protect workers from the risk of infection. The record should be reviewed regularly to determine if there are any additional safety measures that can be implemented for each task.
- Whenever possible, allow for increased ventilation, including but not limited to keeping windows and doors open as much as possible, using portable ventilation fans, and continuing ventilation and air exchange after regular work hours.

### **SITE OPERATION**

- The number of in person meetings is minimized. If required, meetings should involve only necessary individuals and include six people or fewer. Minimum physical distancing is maintained, and meetings are held in open spaces when possible. If needed, 'Toolbox Talks' and similar meetings/updates are held in multiple sessions to accommodate this.
- The worksite is rearranged to reduce high-traffic areas and allow for the minimum physical distancing. Travel paths on worksites should be designated to account for physical distancing requirements.
- Site teams are encouraged to put forward split/alternating shifts to avoid extensive intermingling. Voluntary shift offset and implementing time gaps between shifts are highly encouraged.
- Vehicles, equipment, and tools are assigned to a single individual, or, to the minimum number of operators needed for safe use.
- Where work is done in crews, the work is planned to minimize or eliminate the crossover of workers between crews.
- Project teams stagger break and lunch schedules to minimize the number of people in close proximity to one another. Enclosed lunchrooms are only made available during inclement weather.
- Work schedules are adjusted to provide time for proper cleaning and disinfecting as required.

### **DELIVERIES**

- Delivery zones are clearly identified and limited to receivers and deliverers only.
- When possible, nothing is passed between the deliverer and the receiver (e.g. shipment documents and pens for signatures). Deliveries are unloaded solely by receivers using proper PPE, while deliverers remain in their vehicles.

### **WORK IN OCCUPIED SPACES**

- When working in spaces currently occupied, the minimum physical distancing with any occupants is strictly enforced. Where possible, workers and occupants are segregated in different rooms.

- Non-emergency work should not be done in any occupied spaces where an occupant is suspected to have contracted COVID-19. Emergency work can be carried out provided workers are equipped with nitrile gloves, Tyvek suits or coveralls, and facial/ respiratory protection.
- Hands and tools are thoroughly cleaned before entering the workplace and after leaving, and any surfaces or equipment in the occupied space are disinfected before work is done on them.

## **PROTOCOL AUDITING**

- The jobsite's safety officer is responsible for ensuring appropriate health and safety measures have been implemented, and that directions of the appropriate health authorities are followed with respect to workers returning to work following a presumed or confirmed case of COVID-19.
- The Senior Safety representative is to conduct periodic audits (frequency to be determined based on project scale and scope) to verify that the appropriate measures have been implemented and are maintained.
- Display signage to reinforce health and safety policies and control measures on jobsites.

## **OTHER**

- Any other measures deemed to increase the safety or limit the propagation of the virus.

## **DETECTION MEASURES**

### Screening at Entry of Construction Site

- Before entering the site, individuals must confirm that:
  - They are not currently exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion;
  - They have not returned from outside of Canada within the past 14 days;
  - To the best of their knowledge, they have not been in contact with someone with a confirmed or probable case of COVID-19; and
  - They have not been working on a site that was shut down due to the virus.
- Individuals who are at increased risk of serious illness (due to age, pregnancy or other medical condition) are not to be permitted on site.
- Any responses or results of any screening measures, whether they permit an individual on site or not, are to be kept private and treated as sensitive medical information.
- Workers who are not authorized to access the site are to be safely transported directly back home, or to a preferred location of self-isolation. When unable to do so themselves, a vehicle and driver will be arranged for them.
- When transporting a potentially ill individual, both driver and passenger are to be given masks and nitrile gloves. The passenger is to sit in the backseat, and the driver is to open and close the doors for them.

## **RESPONSE MEASURES**

### Possible Cases of COVID-19

Individuals who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion are instructed to:

- Not come to work,
- Contact their supervisor and/or the Safety Supervisor,
- Stay at home and self-isolate,
- Contact local health authorities for further direction,

- Such individuals are required to follow the directions of the local health authority and may not return to work until given approval by the proper health authorities

Individuals who begin to display flu-like symptoms on site are instructed to avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo self-isolation as directed by the local health authority.

All areas on site potentially infected by a confirmed or probable case are barricaded to keep individuals two metres away until the area is properly cleaned and disinfected.

Employers must inform other workers that they may have been exposed to COVID-19 in the workplace, including details regarding the date and time of the potential exposure and where it took place. However, information that might identify the infectious person should not be shared.

## **RESPONSE PLANS**

All sites will be assessed; and an integrated continuity plan will be prepared to respond to partial or complete shutdown of the construction site or in the case of a severe limitation of site operations.

The situation related to COVID-19 is changing rapidly. This Protocol will be updated on an as required basis to reflect the latest broadly adopted measures.

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## 16.19 ARSENIC AWARENESS POLICY

### PURPOSE

This safety guideline is intended to provide suitable information to all employees regarding the potential effects of arsenic and where arsenic may be found so that adequate measures can be taken to limit exposure through controls in the workplace.

### GENERAL

The objective of this guideline is to prevent absorption of harmful quantities of arsenic. The guideline is intended to protect employees from the immediate toxic effects of arsenic and from the serious toxic effects that may not become apparent until years of exposure have passed.

### CHARACTERISTICS & WHERE IT CAN BE FOUND

To understand why arsenic is so hazardous, it is important to know what it is, the hazardous effects on people, and which materials do or may contain arsenic. Once this is understood, employees will gain respect for the safety guidelines set forth in this policy.

Arsenic is a natural chemical present in our environment and its living organisms. Erosion and alteration of soils, minerals and minerals can lead to arsenic contamination of groundwater. Arsenic compounds are used in the manufacture of a variety of products and can contaminate our environment directly through industrial effluents and indirectly through atmospheric deposits.

### TOXICITY

The toxicity of arsenic depends on its chemical form. It is generally accepted that inorganic forms of arsenic are of greater concern to human health than its organic forms. Long-term exposure (for several years or decades) to high levels of inorganic arsenic contributes to the risk of developing certain cancers in humans and can affect the gastrointestinal tract, kidneys, liver, lungs, and epidermis.

Short-term exposure (several days or weeks) to high levels of inorganic arsenic can also cause various health effects, including skin effects, nausea, diarrhea, vomiting and numbness of hands and feet.

There is limited evidence to suggest that the way arsenic is metabolized in children is different from that in adults, and that exposure in utero and childhood to high levels of inorganic arsenic may have an effect on fetal and child development and may be implicated in an increased predisposition to cancer in adulthood.

Searchable toxicological data suggest that the toxicity of most organic arsenic compounds, such as Arsen Binetian and Arsen choline, is very limited.

### ABSORPTION

- The amount of arsenic deposited as a result of inhalation depends on the size of the particles and the absorption of the deposited arsenic depends on the solubility of the arsenic compounds.
- The absorption rate of insoluble arsenic compounds is lower than soluble forms as a result of inhalation or ingestion.
- In lung cancer patients exposed to arsenic through cigarette smoke, the deposition was estimated to be about 40% and absorption was 75-85%. Thus, the general absorption (expressed as a percentage of inhaled arsenic) was about 30-34%.
- Human data show that organic and inorganic arsenic compounds are well absorbed by the digestive tract.
- Arsenic acid is weakly absorbed by the skin in humans.

## **DISTRIBUTION**

- After ingestion via food in humans, arsenic quickly enters the bloodstream. Concentrations were measured in all tissues at similar levels. Higher concentrations were detected in hair and nails.
- The methylation process limits the accumulation of arsenic in internal organs; On the other hand, it can build up in the skin, bones, and muscles.
- Inorganic arsenic compounds pass through the placenta as a result of ingestion.
- The distribution of arsenic in rats is different from other species, suggesting that rats are not a good model for humans.

## **EXCRETION**

- In workers exposed to arsenic trioxide dust in smelters, the amount of arsenic excreted in the urine was about 40-60% of the estimated dose inhaled.
- After ingestion in humans, 45-85% of the dose is excreted in the urine in 1 to 3 days.

## **HALF**

The blood half-life of arsenic is 3 to 4 hours.

## **FIRST AID**

### **Inhalation**

If the dust is inhaled, take the person to an airy area. Avoid mouth-to-mouth breathing unless you use an oral protection device. Symptoms of pulmonary edema may appear after several hours and are aggravated by physical exertion. Rest and medical supervision are therefore essential.

### **Eye Contact**

Rinse eyes thoroughly with water for 5 minutes or until removed. If irritation persists, seek medical attention.

### **Contact with the Skin**

Wash the skin with soap and water.

### **Ingestion**

If swallowed, rinse mouth with water. Drink a glass of water and make the person vomit if they are conscious. See a doctor. Never administer anything by mouth to a person who is unconscious or has seizures.

### **Protective Measures**

The Occupational Health and Safety Act is designed to eliminate hazards at the source. When engineering measures and work method modifications are not sufficient to reduce exposure to this substance, the use of personal protective equipment may be necessary. This protective equipment must comply with regulations.

### **Respiratory**

Wear a breathing apparatus if the concentration in the workplace is higher than the VEMP (0.1 mg/m<sup>3</sup>).

### **Skin**

Wear a skin protection device. The selection of skin protection equipment depends on the nature of the work to be done.

**Eyes**

Wear an eye protection device if there is a risk of splashing. The selection of an eye protector depends on the nature of the work to be done and, if so, the type of respiratory protection device used.

**AIRWAY PROTECTION EQUIPMENT**

Respiratory protection equipment must be selected, adjusted, maintained, and inspected in accordance with regulations. NIOSH recommends the following breathing apparatus based on air concentrations.

**TRAINING**

All workers will be provided awareness training in this program to be familiar with the potential hazards and proper safe work procedures to follow if exposed to this health hazard. Training shall occur prior to the initial assignment to work in an area where airborne concentrations of arsenic are present. If exposures are above the action level, the exposure plan will be implemented. Workers will be provided with information and training at least annually thereafter.



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## 16.20 BENZENE AWARENESS POLICY

### PURPOSE

This safety guideline is intended to provide suitable information to all workers regarding the potential toxic effects of Benzene so that adequate measures can be taken to limit exposure through controls in the workplace pertaining to the service provided by SOS Labour Leasing; hereafter referred to as “The Company”.

### PROCEDURES

Of all the hydrocarbons, Benzene poses the most serious long-term threat. Exposure over time, to even low levels of Benzene, can cause leukemia, blood changes and aplastic anemia. The Company workers are not permitted to work in areas where there may be a potential for Benzene exposure.

### CHARACTERISTICS

Benzene is a colorless to light-yellow liquid with a pleasant, sweet odor.

- Formula (C<sub>6</sub>H<sub>6</sub>)
- CAS No.: 71-43-2

Benzene is a flammable liquid that can accumulate static electricity. Benzene vapors are heavier than air and may travel to a source of ignition and flashback. The vapors are readily dispersed by wind movement and/or air currents. Liquid benzene tends to float on water and may travel to a source of ignition and spread fire. Benzene is highly reactive with no oxidizing materials. The maximum time-weighted average (TWA) exposure limit is 1 part of benzene vapor per million parts of air (1 ppm) for an 8-hour workday, and the maximum short-term exposure limit (STEL) is 5 ppm for any 15-minute period.

### USES

Benzene is a component of gasoline, both in the manufacturing process and found naturally in crude oil; Benzene is also used as a feedstock for chemical manufacturing.

### HEALTH EFFECTS

**Warning.** Benzene is a cancer-causing agent in humans. All contact should be reduced to the lowest possible level. The above exposure limits are for air levels only. Skin contact may also cause overexposure.

Benzene is one of the most hazardous of all petroleum products because of its adverse health hazards and high flammability.

The following adverse health effects are important to remember where there may be potential exposure to Benzene:

- **Acute:** Short-term (acute) overexposure: If you are overexposed to high concentrations of benzene, well above the levels where its odor is first recognizable, you may feel breathless, irritable, euphoric, or giddy; you may experience irritation in eyes, nose, and respiratory tract. You may develop a headache, feel dizzy, nauseated, or intoxicated. Severe exposures may lead to convulsions and loss of consciousness.
- **Chronic:** Long-term (chronic) exposure. Repeated or prolonged exposure to benzene, even at relatively low concentrations, may result in various blood disorders, ranging from anemia to leukemia, an irreversible, fatal disease. Many blood disorders associated with benzene exposure may occur without symptoms.

Chronic exposure can also cause convulsions, liver damage, heart damage, blood diseases (aplastic anemia), and cancer (leukemia). These symptoms can take months or years to surface and can develop without physical or visible indications.

- Repeated skin contact leads to irritant contact dermatitis (rash); as with any petroleum solvent (which Benzene is also classified as), it will leach the natural oils out of the skin. Direct contact with the skin can cause erythema and/or blistering.
- Benzene is irritating to the eyes and mucous membranes.
- Flammable/dangerous fire risk: benzene has a very low flash point making it dangerous to have any open flame, spark, or source of ignition when vapors are present.
- Lower explosive (flammable) limit in air (LEL), 1.2%; upper explosive (flammable) limit in air (UEL), 7.8%

## **PERSONAL PROTECTIVE MEASURES**

Workers must wear appropriate protective clothing (such as boots, gloves, sleeves, aprons, etc.) over any parts of your body that could be exposed to liquid benzene.

Workers must wear splash-proof safety goggles if it is possible that benzene may get into your eyes. In addition, you must wear a face shield if your face could be splashed with benzene liquid.

Respirators are required for those operations in which engineering controls or work practice controls are not feasible to reduce exposure to the permissible level. However, where employers can document that benzene is present in the workplace less than 30 days a year, respirators may be used in lieu of engineering controls.

## **TRAINING**

All workers will be provided with awareness training in this program to be familiar with the potential hazards and proper safe work procedures to follow if exposed to this health hazard. Training shall occur prior to the initial assignment to work in an area where benzene is present. If exposures are above the action level, the exposure plan will be implemented. Workers will be provided with information and training at least annually thereafter.

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## 16.21 HYDROGEN SULPHIDE AWARENESS POLICY

### PURPOSE

This Hydrogen Sulfide guideline is intended to provide suitable information to all SOS Labour Leasing Ltd, hereafter referred to as "The Company," workers.

### PROCEDURES

Hydrogen Sulfide (H<sub>2</sub>S) is ever present in many areas of the environment. In addition, it is generated in many industrial processes as a by-product and during the decomposition of organic matter containing sulfur.

H<sub>2</sub>S is a colorless gas that at low concentrations has the odor of rotten eggs. At high concentrations, it kills your sense of smell.



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## 16.22 LEAD AWARENESS POLICY

### PURPOSE

This safety guideline is intended to provide suitable information to all workers regarding the potential effects of lead and where lead may be found so that adequate measures can be taken to limit exposure through controls in the workplace.

### GENERAL

The objective of this guideline is to prevent absorption of harmful quantities of lead pertaining to the service provided by SOS Labour Leasing Ltd; hereafter referred to as "The Company". The guideline is intended to protect The Company workers from the immediate toxic effects of lead and from the serious toxic effects that may not become apparent until years of exposure have passed.

### Characteristics & Where Lead Can Be Found

To understand why lead is so hazardous, it is important to know what it is, the hazardous effects on people, and which materials do or may contain lead. Once this is understood, workers will gain respect for the safety guidelines set forth in this policy.

#### ***What Is It?***

Pure lead (Pb) is a heavy metal and is a basic chemical element. It can combine with various other substances to form numerous lead compounds.

#### **Lead can be found in:**

- Old glossy paints used on walls and pipe.
- Building and roof metal support frames.

Report to The Company Project Manager anytime you suspect lead-containing materials that may not have been disclosed:

- Cracked or peeling paint,
- Visible paint dust, grindings, or shavings.

### Health Effects

#### **Ways in which lead enters your body.**

Lead can be absorbed into your body by inhalation (breathing) and ingestion (eating). When lead is scattered in the air it can be inhaled and absorbed through your lungs and upper respiratory tract. Inhalation of airborne lead is generally the most important source of occupational lead absorption. You can also absorb lead through your digestive system if lead gets into your mouth and is swallowed.

Hazards encountered with lead occur when:

- Inhaling lead as a dust, fume, or mist.
- Ingesting lead through food, cigarettes, and chewing tobacco when handled with contaminated hands.

Lead (except for certain organic lead compounds not covered by the standard, such as tetraethyl lead) is not absorbed through your skin. When lead is scattered in the air as a dust, fume or mist it can be inhaled and absorbed through your lungs and upper respiratory tract. Inhalation of airborne lead is generally the most important source of occupational lead absorption. You can also absorb lead through your digestive system if lead gets into your mouth and is swallowed. If you handle food, cigarettes, chewing tobacco, or make-up, which have lead on them or handle them with hands contaminated with lead, this will contribute to ingestion.

A significant portion of the lead that you inhale or ingest gets into your blood stream. Once in your blood system, lead is circulated throughout your body and stored in various organs and body tissues. Some of this lead is quickly filtered out of your body and excreted, but some remains in the blood and other tissues. As exposure to lead continues, the amount stored in your body will increase if you are absorbing more lead than your body is excreting. Even though you may not be aware of any immediate symptoms of disease, this lead stored in your tissues can be slowly causing irreversible damage, first to individual cells, then to your organs and whole-body systems.

## **EFFECTS OF OVEREXPOSURE TO LEAD**

### **Short-term (acute) overexposure**

Lead is a potent, systemic poison that serves no known useful function once absorbed by your body. Taken in large enough doses, lead can kill you in a matter of days. A condition affecting the brain called acute encephalopathy may arise which develops quickly to seizures, coma, and death from cardiorespiratory arrest. A short-term dose of lead can lead to acute encephalopathy. Short-term occupational exposures of this magnitude are highly unusual, but not impossible. Similar forms of encephalopathy may, however, arise from extended, chronic exposure to lower doses of lead. There is no sharp dividing line between rapidly developing acute effects of lead and chronic effects, which take longer to acquire. Lead adversely affects numerous body systems and causes forms of health impairment and disease which arise after periods of exposure as short as days or as long as several years.

### **Long-term (chronic) overexposure.**

Chronic overexposure to lead may result in severe damage to your blood-forming, nervous, urinary, and reproductive systems. Some common symptoms of chronic overexposure include loss of appetite, metallic taste in the mouth, anxiety, constipation, nausea, pallor, excessive tiredness, weakness, insomnia, headache, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, hyperactivity, and colic. In lead colic there may be severe abdominal pain.

Damage to the central nervous system in general and the brain (encephalopathy) is one of the most severe forms of lead poisoning. The most severe, often fatal, form of encephalopathy may be preceded by vomiting, a feeling of dullness progressing to drowsiness and stupor, poor memory, restlessness, irritability, tremor, and convulsions. It may arise suddenly with the onset of seizures, followed by coma, and death. There is a tendency for muscular weakness to develop at the same time. This weakness may progress to paralysis often observed as a characteristic "wrist drop" or "foot drop" and is a manifestation of a disease to the nervous system called peripheral neuropathy.

Chronic overexposure to lead also results in kidney disease with few, if any, symptoms appearing until extensive and most likely permanent kidney damage has occurred. Routine laboratory tests reveal the presence of this kidney disease only after about two-thirds of kidney function is lost. When overt symptoms of urinary dysfunction arise, it is often too late to correct or prevent worsening conditions, and progression to kidney dialysis or death is possible.

Chronic overexposure to lead impairs the reproductive systems of both men and women. Overexposure to lead may result in decreased sex drive, impotence, and sterility in men. Lead can alter the structure of sperm cells raising the risk of birth defects. There is evidence of miscarriage and stillbirth in women whose husbands were exposed to lead or who were exposed to lead themselves. Lead exposure also may result in decreased fertility and abnormal menstrual cycles in women. The course of pregnancy may be adversely affected by exposure to lead since lead crosses the placental barrier and poses risks to developing fetuses. Children born of parents either one of whom were exposed to excess lead levels are more likely to have birth defects, mental retardation, or behavioral disorders or to die during the first year of childhood.

Overexposure to lead also disrupts the blood-forming system resulting in decreased hemoglobin (the substance in the blood that carries oxygen to the cells) and ultimately anemia. Anemia is characterized by weakness, pallor, and fatigue because of decreased oxygen-carrying capacity in the blood.

## PROCEDURES

### Permissible Exposure Limit (PEL)

The current OSHA lead standard is 50 µg/m<sup>3</sup> as an 8-hour Time Weighted Average (TWA). The standard as it applies to construction is unique in that it groups tasks *presumed* to create worker exposures above the PEL of 50 µg/m<sup>3</sup> as an 8-hour TWA, as follows:

#### LEAD-RELATED CONSTRUCTION TASKS AND THEIR 8-HOUR TWA EXPOSURE LEVELS

> 50 to 500 µg/m <sup>3</sup>	> 500 µg/m <sup>3</sup> to 2,500 µg/m <sup>3</sup>	> 2,500 µg/m <sup>3</sup>
Manual demolition	Using lead-containing mortar	Abrasive blasting
Dry manual scraping	Lead burning	Welding
Dry manual sanding	Rivet busting	Torch cutting
Heat gun use	Power tool cleaning without dust detection systems	Torch burning
Power tool cleaning with dust collection systems	Cleanup of dry expendable abrasive blasting jobs	
Spray painting with lead paint	Abrasive blasting enclosure movement and removal	

### Action Level

The standard also establishes an action level of 30 micrograms per cubic meter of air (30 µg/m<sup>3</sup>), time-weighted average, based on an 8-hour workday. The action level initiates several requirements of the standard, such as exposure monitoring, medical surveillance, and training and education.

### Evaluation Process

The Contracting Company's Project Manager will provide workers with results of any evaluation processes and a listing of lead containing material. The Contracting Company will provide all precautions and render the area safe for workers before work begins.

## SAFETY MEASURES

Workers are not permitted to work in areas where there may be a potential for Lead exposure. If it is necessary to perform any work where the exposure to Lead is about the acceptable limits, then must implement a comprehensive mandated safety policy and procedure that includes special elements of exposure monitoring, formal medical program, special personal protective equipment, and much more.

Below are listed possible work controls and practices:

### 1. WELDING, BURNING, AND TORCH CUTTING.

Welding and cutting activities that potentially involve exposure to lead can occur as part of a number of construction projects such as highway/railroad bridge rehabilitation (including elevated mass-transit lines), demolition, and indoor and outdoor industrial facility maintenance and renovation. Lead exposures are

generated when a piece of lead-based painted steel is heated to its melting point either by an oxyacetylene torch or an arc welder. In this situation, lead becomes airborne as a volatilized component of the coating. The amount of time a worker may spend welding or cutting can vary from only a few minutes up to a full shift. In addition, the coating being worked on may consist of several layers of lead-based paint, each of which could contain as much as 50% lead. Taken together, these factors suggest that a worker's exposure to airborne lead during welding or cutting activities can vary widely and may be exceedingly high. Lead burning, a process by which virgin or alloyed lead is melted with a torch or otherwise fused to another lead object, is typically performed in maintenance operations on electrostatic precipitators or during the installation of lead shot, bricks, or sheets in the walls or floors of health-care x-ray units or industrial sites. Lead health hazards in this operation, as in welding and torch cutting, are from lead that is superheated and released into the worker's breathing zone in the form of a fume.

- **Engineering Controls.** The engineering controls that can be used, depending on feasibility, are:
  - Local exhaust ventilation (LEV) that has a flanged hood and is equipped with HEPA filtration may be appropriate where the use of LEV does not create safety hazards. Use of a flexible duct system requires that the welder be instructed to keep the duct close to the emission source and to ensure the duct is not twisted or bent
  - A fume-extractor gun that removes fumes from the point of generation is an alternative to an exhaust hood for gas-shielded arc-welding processes. Such extraction systems can reduce breathing zone concentrations by 70% or more. These systems require that the gun and shielding gas flow rates be carefully balanced to maintain weld quality and still provide good exhaust flow
  - A longer cutting torch can be used in some situations to increase the distance from the lead source to the worker's breathing zone
  - Hydraulic shears can sometimes be used to mechanically cut steel that is coated with lead-based paint. The use of this method is limited by the ability of the shears to reach the cutting area
  - Whenever possible, pneumatic air tools should be used to remove rivets in lieu of burning and torch cutting
- **Work Practice Controls.** The following work practice controls will help to reduce worker exposures to lead during welding, burning, and torch cutting:
  - Strip back all lead-based paint for a distance of at least 4 inches in all directions from the area of heat application. Chemical stripping, vacuum-shrouded hand tools, vacuum blasting, or other suitable method may be used. However, in enclosed spaces, strip back or protect the workers with air-line respirators
  - Ensure that workers avoid the smoke plume by standing to the side or upwind of the cutting torch whenever the configuration of the job permit
  - Prohibit burning to remove lead-based paint. Paint should be removed using other methods, such as chemical stripping, power tools (e.g., needle guns) with vacuum attachments, etc.

## 2. MANUAL SCRAPING AND SANDING OF LEAD-BASED PAINTS

Hand scraping of lead-based paints involves the use of a hand-held scraping tool to remove paint from coated surfaces. The health hazards in this activity are caused by the lead dust and paint chips produced in the scraping process. Hand sanding can also produce excessive dust. These activities are typically performed during residential and commercial/institutional lead abatement projects.

- Engineering and Work Practice Controls. Controls which employers can implement to protect workers performing scraping and sanding of lead-based paints are:
  - Use of wet-sanding and wet-scraping methods in conjunction with HEPA vacuuming or HEPA mechanical ventilation. Wet methods include misting of peeling paint with water before scraping, and sanding and misting of debris prior to sweeping or vacuuming
  - Use of shrouded power tools with HEPA vacuum attachments. The shroud must be kept flush with the surface
  - Use of techniques with known low exposure potential, such as encapsulation and removal or replacement instead of hand scraping and hand sanding

## **REGULATED AREAS**

The Company will ensure a work plan is designed and implemented that will:

- Eliminate lead dust or fumes from exposing both work personnel and building occupants
- Ensure that unauthorized persons cannot access the area
- Use of signage - warning signs shall be provided and displayed at each regulated area and is posted at all approaches to regulated areas

## **TRAINING**

All The Company workers will be provided awareness training in this program to be familiar with the potential hazards and proper safe work procedures to follow if exposed to this health hazard. Training and information will be provided for all workers exposed to lead at or above the action level, or who may suffer skin or eye irritation from lead. The training will inform exposed workers of:

- Specific hazards associated with their work environment
- Protective measures which can be taken
- Danger of lead to their bodies (including their reproductive systems)
- Their rights under the standard

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## 16.23 NOISE EXPOSURE POLICY

### PURPOSE

SOS Labour Leasing Ltd, hereafter referred to as “The Company”, has established a Hearing Conservation Program to protect worker(s) from the hazards of noise on the job. The Company requires that each employer implement a hearing conservation program when workers are exposed to noise levels exceeding 85 dB. It is not hard to exceed this level of noise on many of the job’s sites. Typically, noise levels exceeding 85 dB are experienced when working with any type of pneumatic chipper or hammer, metal saw, grinders, and heavy machinery. See attachment I for list of some common noise levels.

### SCOPE

The OSHA Standard on Occupational Noise Exposure, 29 CFR 1910.95, established the permissible limit of noise as 85 dB(A) (decibels), expressed as an eight-hour (8-hours), time-weighted average, (TWA). This standard allows short-term unprotected noise exposure up to a maximum of 115dB (A), peak sound.

The noise standard requires identification by personnel monitoring of workers who may be exposed above the 85 dB (A), 8-hour, TWA. Hearing protection is also required for specific activities or using certain types of equipment.

### RESPONSIBILITIES

The Safety Coordinator or delegate is responsible for developing a written Hearing Conservation Procedure and overseeing the training of all workers in the company. The Safety Coordinator or delegate is responsible for monitoring and administering this procedure.

### PROCEDURES

The Company has taken a conservative approach to noise hazards by establishing this program. The following elements establish the program:

- An Audiometric Testing Program
- A Worker Education and Training Program
- Monitoring and Analysis of Workplace Noise Levels
- Providing Suitable Engineering Controls
- Providing Hearing Protectors
- Maintain required Records

#### Audiometric Testing Program

Each new worker whose work exposes them to “excess noise levels” will receive an audiometric test as part of a pre-screening physical examination or within 6 months of a workers first exposure at or above the 8-hour Time Weighted Average (TWA) to establish a baseline audiogram against which subsequent audiograms can be compared.

Annually, all workers who are exposed to noise levels exceeding the 85 dB standard will be given a follow-up audiometric examination to monitor for any significant changes in their hearing ability. Workers will be formally notified if there is any change in their hearing as the result of the testing. The Standard has defined this shift as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 200, 3000 and 4000 hz in either ear. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in Appendix F: “Calculation and Application of Age Correction to Audiograms.” When

audiometric testing is required, each affected worker must not be exposed to any workplace noise for at least 14 hours prior to their test. This requirement may be met by wearing hearing protectors which will reduce the worker's exposure to a sound level of 80 dB (A) or below.

Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining, and checking calibration and proper functioning of the audiometers being used. A technician who operates microprocessor audiometer does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist, or physician.

An audiologist, otolaryngologist or physician will review problem audiograms and shall determine whether there is a need for further evaluation. The company will provide to the person performing this evaluation the following information:

- A copy of the 29 CFR 1910.95 Hearing Conservation
- The baseline audiogram and most recent audiogram of the worker to be evaluated
- Measurement of background sound pressure in the audiometric test room as required in 29 CFR 1910.95 Appendix D
- Records of audiometric calibrations as required by 20 CFR 1910.95 Appendix

If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined by OSHA, the worker will be informed of this fact, in writing, by The Company within 21 days of determination.

Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the company will ensure that the following steps are taken when a standard threshold shift occurs:

- A worker not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them
- A worker already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation if necessary
- Refer the worker for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the company suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors
- Inform the worker of the need for an otological examination if a medical pathology of the ear which is unrelated to the use of hearing protector is suspected

If subsequent audiometric testing of a worker whose exposure to noise is less than an 8-hour TWA average of 90 decibels indicates that a standard threshold shift is not persistent The Company:

- Will inform the worker of the new audiometric interpretations
- May stop the required use of hearing protectors for that worker

## **WORKER EDUCATION AND TRAINING**

The Company workers must be trained in the use of personal hearing protection equipment and have access to information and training materials. Each worker must know how to clean and maintain the hearing protection equipment. The training will cover the following:

- Training will be for all workers who are exposed to noise at or above the 8-hour TWA of 85 dB
- The training will be repeated annually for each worker included in the hearing conservation program
- The effects of noise on hearing
- The purpose of hearing protectors, the advantages, disadvantages, and the attenuation of various types and instruction on selection, fitting, use and care

- The purpose of audiometric testing, and an explanation of the test procedures
- Access to information and training materials

## **MONITORING AND ANALYSIS OF WORKPLACE NOISE LEVELS**

The Company will periodically or as necessary, conduct noise level surveys of the workplace. The results of these surveys will be made available to workers.

Any job area or company location found to be in excess of the allowable designated noise levels that cannot be brought into compliance with the noise standard will be designated as an area where hearing protectors are to be worn. When signs are posted workers must wear hearing protection. The signs may read as follows:

**NOTICE  
EAR PROTECTION  
REQUIRED  
IN THIS AREA**

REMEMBER: A client may determine if a unit or work area is classified as a high noise area. After the decision is made, company workers will be instructed to wear the appropriate hearing protection.

### **Provide Suitable Engineering Controls**

Where appropriate, The Company will provide engineering controls to reduce noise exposure. Due to the complexity of most job sites, it is difficult, if possible, to institute effective engineering controls for most noise exposures. Should this be the case, then workers will be required to wear suitable hearing protection.

### **Provide Hearing Protectors Where Required**

The Company will provide the required workers with hearing protectors if their 8-hour TWA is above the 85dB (A). The company will also make hearing protectors available to all workers exposed to a TWA above 85dB (A) at no cost to the worker. Any worker who may have a significant threshold shift of hearing level will be required to wear hearing protection if they are exposed to noise TWA of 85dB. The Company will ensure all Hearing protectors meet the requirements in CSA Standard Z94.2-02, Hearing Protection Devices – Performance, Selection, Care and Use. The Company will make a concerted effort to find the right protector for each worker, one that offers the right attenuation, is accepted in terms of comfort, and is used by the worker.

## **RESPONSIBILITIES**

### **THE CLIENT WILL:**

- Determine all sources of noise at or above 85dB
- Determine if personnel have 8-hour TWA exposures at or above fifty percent (50%) of the OSHA allowable
- Review noise exposures annually for all job classifications with TWA
- Exposure at or above fifty percent (50%)
- Ensure that audiograms are made annually for personnel whose TWA exposures are at or above fifty percent (50%) of the OSHA allowable

### **JOB SITE SUPERVISION WILL:**

- Require hearing protection in all areas with noise levels at or above the 85dB(A) and for all task which generate such noise level (i.e., grinding, hammering). Ear plug shall be required in an area and/or on tasks with the sound levels exceeding 105dB
- Alert workers to possible hazardous noise exposures, Signs shall be posted in work areas in which the sound levels may exceed 85dB. These signs will be posted by the client

- Evaluate the need for engineering and/or administrative controls to reduce the noise levels below the 85 dB and, where feasible, develop a plan to reduce all personnel exposures to less than fifty-percent (50%) of the OSHA allowable
- Make hearing protection available and enforce its use by all workers with TWA exposures at or above the fifty percent (50%) of the OSHA allowable and/or by those who must enter or work in areas where the noise level is 85dB or above

REMEMBER - The client determines if a unit or work area is classified as a high noise area. After the determination is made, the company's workers will be instructed to wear the appropriate hearing protection.

## RECORDKEEPING

All record-keeping for this program will be maintained in the office. Records will include:

- Audiometric tests
- Noise surveys
- Worker training
- Engineering controls implemented
- Record of purchase of hearing protector

## WORK REQUIRED HEARING PROTECTORS

There are many jobs or types of work that generally produces noise level that intermittently or for short durations exceed the permissible TWA. It is the policy of The Company to require all workers who are engaged in these jobs to wear hearing protectors.

### Hearing Protectors

Workers may choose the type of hearing protection that best suits their assignment and personal preference among those listed below. Each worker required to wear hearing protection is responsible for carrying hearing protection on their person. Hearing protection is furnished at no cost to workers.

**EAR PLUGS** – Most ear plugs, when worn properly, have a noise reduction rating (NRR) on the package. Most ear plugs have NRR of about 30.

**EARMUFFS** – Adjustable muffs can be worn in three positions:

- |                    |   |
|--------------------|---|
| 1. Over the head   | 24 (this depends on the NRR of the Earmuff) |
| 2. Under the chin  | 20  |
| 3. Behind the head | 20  |

## COMPUTING THE HEARING PROTECTION LEVEL

To compute the actual hearing protection level under the protector, subtract 7 dB(A) from the Noise Reduction Rating (NRR), then divide the number by 2, and subtract the remainder from the measured noise level dB (A).

For example:

- $NRR\ of\ 29 - 7 = 22\ dB(A)$   $22\ dB(A) \div 2 = 11\ dB(A)$
- Noise level of 95 dB(A) – 11 = 84 dB(A)
- Therefore, this device offers a protection level of 11 dB(A)

Printed Name of Company Officials: Brian Snow & Brad McAteer

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# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



## **SECTION SEVENTEEN: SAFE WORK PRACTICES**



## 17.0 INTRODUCTION

Everyone wants to get the job done right. To most people in our industry, that means “on time - on budget and to the customer’s satisfaction.” But a major part of getting the job done “right” is also getting it done safely. Getting the job done safely means that all the people involved must follow Safe Work Practices.

### ABOUT SAFE WORK PRACTICES

Safe Work Practices (SWP) are a set of guidelines or **Do’s and Don’ts** on how to perform a specific task that **may not** always be done in the same way and should be developed to mitigate hazards that have been identified through the hazard identification process.

Safe Work Practices are ways of controlling hazards and doing jobs with a minimum risk to people and property. To reduce risks, we have a set of Safe Work Practices that are appropriate to the Company’s type of work. Management understands and fully endorses these Safe Work Practices and will ensure that:

- Safe Work Practices are in writing.
- All employees and contractors understand the Safe Work Practices that apply to them.
- Managers/Supervisors will ensure that all Safe Work Practices are being followed.

*Note: Employees are encouraged to bring forth suggestions and/or improvements regarding Safe Work Practices that relate to the job and/or Company.*

## 17.1 AERIAL WORK PLATFORMS

<b>GENERAL</b>	Protecting workers from injuries associated with the use of aerial work platforms.
<b>APPLICATION</b>	As per job description
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Permit system</li><li>• Personal Protective Equipment (PPE) as per manufacturer instructions</li><li>• ERP (emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	Safe work practices  Job requirement
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Read and follow the manufacturer operator's instructions.</li><li>2. Perform job site inspection and walk-around inspection of the equipment.</li><li>3. Ensure the ground is firm and level.</li><li>4. Be aware of power line proximity.</li><li>5. Ensure the correct aerial platform is utilized.</li><li>6. Do not overload the machine at any time.</li><li>7. No platform is to be made higher by the use of a scaffold, boxes, or ladders.</li><li>8. Wear the applicable safety harness attached to the machine when operating any aerial platform.</li><li>9. Get on and off the platform when it is in the lowered position.</li><li>10. While operating an aerial work platform, the operator shall not use any handheld device(s) while the equipment is being operated.</li></ol>

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## 17.2 CHEMICAL HAZARDS, BIOLOGICAL HAZARDS, AND HARMFUL SUBSTANCES

**GENERAL** A plan for the control of any biological or chemical substance used, produced, stored, or disposed of at the workplace is critical to the overall safety and health of all Company personnel. The plan will provide the basis for information dissemination, training, and control measures for chemical and biological hazards.

**APPLICATION** All existing and potential risks to the health or safety of workers will be identified.

All reasonably practicable steps will be taken to reduce, eliminate or control identified and potential risks to workers from chemical, biological, and harmful hazards in accordance with OHS Part 4.

Substances are listed in *Alberta OHS Schedule 1, Tables 1 and 2* for Occupational Exposure Limits.

An employer shall send to the director a written notice of any handling, use, storage, production, distribution or disposal, or any intended handling, use, storage, production, distribution or disposal of any chemical substance or biological substance listed in Alberta OHS Schedule 1, Tables 1 and 2 and in the Appendix.

No employer shall handle, use, store, produce, distribute, or dispose of a chemical substance or biological substance listed in Table 19 of the Appendix without:

Obtaining the written permission of the director; and

Complying with any conditions that the director may specify.

Where workers are required to handle, use, store, produce or dispose of any chemical substance listed in Table 20 of the Appendix, an employer shall:

Provide adequate engineering controls to prevent, to the extent that is reasonably practicable, the release of the substance into the place of employment; and

Take other measures and provide personal protective equipment that meets the requirements as indicated in OHS Part 4, to prevent, to the extent that is practicable, any significant risk to workers from the substance.

***Substances listed in AB OHS Schedule 1, Tables 1 and 2:***

**PROTECTIVE MECHANISMS**

- Safe work practices
- Permit system
- Personal Protective Equipment (PPE)  
as per manufacturer instructions
- ERP (emergency Response Plan)

**SELECTION & USE** Safe work practices

Job requirement

**SUPERVISOR  
RESPONSIBILITY**

Where a chemical substance or biological substance listed in Table 21 of the Appendix is present at a place of employment, an employer shall:

- Provide adequate engineering controls, to the extent that it is reasonably practicable to do so, to ensure that the contamination limit set out in Table 21 is not exceeded in any area where a worker is usually present,
- Take all practicable steps to ensure that no worker's personal exposure exceeds the contamination limit set out in Table 21,
- Health and Safety will be considered in all tendering and purchasing decisions. Wherever reasonably practicable, the least hazardous product, equipment or supplies will be selected.
- Identify, assess, and properly control chemical and biological hazards,
- Prepare a current list of chemical and biological hazards in the workplace,
- Maintain hazard identification and control lists,
- Develop written safe work practices,
- Inform workers about the chemical and biological hazards in the workplace,
- Train workers with regards to required control measures to keep them safe at work,
- Ensure that employees are trained in the use of workplace labels and the information required on them. Ensure labels are always legible.
- Ensure hazardous chemicals have adequate storage containment and that employees are aware of proper storage protocols
- Ensure that an emergency response plan is developed for tasks involving chemical and biological substances,
- Maintain a Safety Data Sheet (SDS) control system according to the guidelines in the Workplace Health and Safety Act,
- Store SDS's in a highly visible area and to be readily available for use as required,
- Update the safety data sheets every three years.
- Add SDS's for any new product to SDS binders before the product is put in use, also communicate with staff regarding the new product and its intended use and hazards
- Comply with safe work practices,
- Inform their supervisor of chemical or biological hazards or harmful substances encountered in their workplace,
- Work with their supervisor to resolve hazardous situations.

**WORKER  
RESPONSIBILITY**

**PRACTICES FOR IDENTIFYING AND CONTROLLING HAZARDS**

## IDENTIFY CHEMICAL AND BIOLOGICAL HAZARDS IN THE WORKPLACE

Supervisors are responsible for identifying potential chemical and biological hazards and risks to workers. Chemical and biological hazards may be identified through data gathered by any of the following processes:

- Workplace inspections,
- Job safety analysis (JSA),
- Dangerous occurrences,
- Workplace incident reports (types and causes),
- Incident investigations Concerns raised by workers,
- Worker's Compensation Board (WCB) claims,
- New or modified jobs.

## DEFINING HAZARD TYPES

A hazard is any activity, situation or substance that can cause harm. Categorizing the hazard(s) helps to determine the type of control(s) that may be necessary to protect workers. Biological hazards and chemical hazards are two of the categories and examples are noted below:

- Biological hazards - caused by organisms such as viruses, bacteria, fungi, parasites, dusts, molds, or other living organisms.
- Chemical hazards - caused by solids, liquids, vapors, gases, dust, fumes, or mists, such as battery acids, solvents, etc.

## PROTECTIVE MECHANISMS

- New scientific information regarding hazards or risks,
- Legislation (Transportation of Dangerous Goods, WHMIS),
- Industry Standards (infection control),
- Regulatory (codes of practice, American National Standards Institute (ANSI), Canadian Standards Association (CSA), Building and Fire Codes,
- Supplier or manufacturer information.

## DETERMINE THE DEGREE OF RISK TO THE WORKER

Hazards need to be assessed by the degree of risk or harm posed to workers. When determining the degree of risk to workers, consider not only the probability or likelihood of the hazard causing harm, but also the potential severity of the harm.

- **Probability** → is the chance that a hazard will cause harm,
- **Severity** → is the seriousness of the harm that could be suffered,
- **Risk** → represents the odds that a hazard will cause harm.

## DETERMINE AND IMPLEMENT APPROPRIATE CONTROL MEASURE(S) FOR EACH HAZARD

The employer is responsible for identifying and implementing control measures to reduce, eliminate or control the hazard(s). Controls may be implemented at the source of the hazard, along the path between the hazard and the worker, and/or at the worker level.

Often, more than one control method needs to be implemented to protect the Health and Safety of workers. Strategies used to reduce, eliminate, or control hazards may include any one of the following:

## CONTROLS AT THE SOURCE

- Engineering controls either reduce or remove the hazard at the source or isolate workers from the hazard,
- Eliminate the risk by getting rid of the hazardous substance,
- Substitute the hazard with a less hazardous process or material,
- Redesign the layout of the workplaces, workstations, work processes and jobs,
- Isolate, contain or enclose the hazard, often used for chemical or biological hazards,
- Automate dangerous work processes by using mechanical equipment.

### **CONTROLS AT THE WORKPLACE**

- Work practice controls alter the way a hazardous task is performed, such as minimizing exposure, prohibiting smoking, inspecting equipment, and eating in regulated areas,
- Administrative control, such as implementation of new policies; improved and standardized work procedures; and good supervision,
- Routine housekeeping, maintenance, and repair are conducted to ensure cleaning, waste disposal and spill cleanup at the workplace,
- Conducting routine inspection, preventive maintenance and repair of equipment and vehicles,
- Monitoring hygiene practices that can reduce the spread of infections such as: frequent hand washing, lockers for changing between work and street clothes and footwear, separate eating areas away from the hazardous work area, etc.,
- Personal protective equipment (PPE) such as gloves, eye protection and face shields are to be used as controls when other control are not feasible, or where additional protection is required,
- If a worker is present at a worksite where chemicals harmful to the eyes or skin are used, **SOS Labour Leasing Ltd.** will ensure that the worker has immediate access at the worksite to emergency baths, showers, eye wash equipment or other equipment appropriate for the potential level of exposure,
- Train workers in safe work procedures and inform them of chemical and biological hazards,
- Supervise workers to ensure worker compliance.
- Ensure that workers are trained in the proper storage of materials
- Ensure workers knows where to find SDS's and know how to read labels and SDS's

### **CONTROLS ALONG THE PATH OF THE WORKER**

- Relocate by moving the hazard a safe distance from the worker,
- Create barriers between worker and the hazard to block the hazard path. For example, use of screens, walls, aprons, or other personal protective equipment,
- Absorb the hazard by using local exhaust ventilation to remove toxic gases (airborne hazards) at the source where they are produced,
- Dilute the hazard, such as hazardous gases, by mixing with clean outside air.

### **DEVELOP WRITTEN SAFE WORK PRACTICES**

Once chemical and biological hazards have been identified and control measures have been selected to reduce, eliminate, or control the hazard; the safest way to perform the task must be put in writing. Safe work practices outline the step-by-step method for performing a particular task, including any potential or existing hazards present and the control measures that must be taken to eliminate, reduce or manage the risk. Safe work practices should also outline any emergency procedures required if control measures are sufficient to protect the worker from harm.

### **TRAIN WORKERS ABOUT THE POTENTIAL HAZARD(S) AND REQUIRED CONTROLS**

Supervisors are responsible to ensure that, prior to performing any hazardous task(s), workers are trained regarding potential and existing hazard(s) and required safety measures (Labels, SDS's, and PPE). Workers should be trained in the proper use and care of safety equipment, work processes and emergency procedures.

### **ENSURE WORKER COMPLIANCE**

Supervisors are responsible to ensure that workers follow Safe Work Procedures. Procedures are written to provide information and guidance to anyone performing a hazardous task or work process. Workers must comply with Safe Work Procedures by using equipment and/or tools provided to do the task safely. Non-compliance with Safe Work practices may result in disciplinary action of the worker. Working safely is a condition of employment with **SOS Labour Leasing Ltd.**

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## 17.3 CLEANING SOLVENTS & FLAMMABLES

### GENERAL

Protecting workers from injuries associated with the use of cleaning Solvents. Cleaning solvents are used in the day-to-day construction work to clean tools and equipment. Special care must be taken to protect the worker from hazards that may be created from the use of these liquids. Whenever possible, solvents should be non-flammable and non-toxic.

Employees must be aware of all solvents/flammables that are used on the job and be sure that if they use these materials, they have been instructed in their proper use and the hazards they possess.

### APPLICATION

Cleaning solvents are used in construction work to clean tools, equipment and within the shop, for general cleaning.

### PROTECTIVE MECHANISMS

- WHMIS
- MSDS in place & current
- PPE
- Respiratory protection {if required}
- ERP (Emergency Response Plan)

### SELECTION & USE SUPERVISOR RESPONSIBILITY WORKER RESPONSIBILITY

As per job requirement

To facilitate and/or provide proper instruction to their workers on protection requirements

1. Ensure all WHMIS requirements are met.
2. Check toxic hazards of all solvents before use (MSDS).
3. When breathing hazards exist, use the appropriate respiratory protection.
4. Use non-flammable solvents for general cleaning.
5. Store flammables and solvents in special storage containers/areas.
6. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
7. Do not use solvents in areas where food may be contaminated.
8. When flammable liquids are used, make sure that no hot work is permitted in the area. The area should be clearly marked. DANGER, FLAMMABLE LIQUIDS,
9. Provide adequate ventilation where all solvents/flammables are being used,
10. Use goggles or face shields to protect the face and eyes from splashes or sprays,
11. Use rubber gloves to protect the hands,
12. Wear protective clothing to prevent contamination of worker's clothing,
13. When a breathing hazard exists, use the appropriate respiratory protection,
14. Never leave solvents in open tubs or vats – return them to storage drums or tanks,
15. Ensure that proper containers are used for transportation, storage, and field use of solvents/flammables.

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## 17.4 CONFINED SPACE ENTRY

<b>GENERAL APPLICATION</b>	Protecting workers from injuries associated with working in confined spaces The primary function is something other than human occupancy: and – has restricted entry and exit and may contain potential or known hazards.
<b>PROTECTIVE MECHANISMS</b>	Safe work practices Permit system PPE Site-specific entry program ERP (Emergency Response Plan)
<b>SELECTION &amp; USE</b>	As per job requirement and site-specific entry
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements, including Confined Space Entry and Emergency Egress procedures
<b>WORKER RESPONSIBILITY</b>	Must be competent in confined space entry to identify the work procedures required to enter the confined space. Ensure there is a reasonable means of exit from all parts of the confined space. Ensure that ventilation and purging is established and allows acceptable air levels to be achieved and maintained. Establish a method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system. Must be trained in H2S Alive or equivalent (if required). Before entry, the vessel or confined space must be tested by a competent worker wearing breathing apparatus for oxygen content, combustible gas (LEL) and hydrogen sulphide. Continuous monitoring may be required of the vessel or confined space atmosphere. Must be conversant with Rescue Procedures.

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## 17.5 DEFECTIVE TOOLS

### GENERAL

Defective tools can cause serious and painful injuries. If a tool is defective in any way, **DO NOT USE IT!**

### APPLICATION

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.

### PROTECTIVE MECHANISMS

- Safe work practices per job use
- Personal Protective Equipment (PPE) as required

### SELECTION & USE

Safe work practices  
Job requirement

### SUPERVISOR RESPONSIBILITY

To facilitate and/or provide proper instruction to their workers on protection requirements

### WORKER RESPONSIBILITY

To ensure safe use of hand tools, remember:

- Never use a defective tool,
- Never use a tool for a purpose other than it was intended,
- Double-check all tools prior to use,
- Ensure defective tools are repaired.

Air, gasoline, and electric power tools require skill and complete attention on the part of the user even when they are in good condition. Do not use power tools when they are defective in any way.

Be aware of:

- Broken or inoperative guards,
- Insufficient or improper grounding due to damage on double-insulated tools,
- No ground wire (on plug) or chords of standard tools,
- The on/off switch not in good working order,
- Tool blade is cracked,
- The wrong grinder wheel is being used,
- The guard has been wedged back on a power saw.

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## 17.6 DRIVING - MOTOR VEHICLE OPERATION

<b>GENERAL</b>	To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
<b>APPLICATION</b>	This practice applies to all operation of motor vehicles that conduct Company business matters.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Traffic Safety Act and Regulation</li><li>• Company Rules</li><li>• Manufacturer's recommendations</li></ul>
<b>SELECTION &amp; USE</b>	<ol style="list-style-type: none"><li>1. As per safe work practices</li><li>2. Company Rules</li><li>3. Manufacturer's recommendations</li></ol>
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and/or providing proper instruction to employees on protection requirements</li><li>• Compliance</li><li>• Enforcement</li></ul>
<b>EMPLOYEE RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you have a valid Alberta operator's license.</li><li>2. When operating your own, ACSA owned, or a rental motor vehicle on company business, employees are to notify their Manager of the intended travel route, report all vehicle accidents, or any other circumstances.</li><li>3. Assure compliance with Working Alone Safety legislation.</li><li>4. Lock doors.</li><li>5. Drive defensively.</li><li>6. Back-in, when practical.</li><li>7. Ensure vehicle has an Emergency Road Kit.</li><li>8. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment, or when the road authority does not recommend travel.</li><li>9. Drivers and passengers must <i>always</i> wear seatbelts.</li><li>10. Be familiar with the vehicle and its capabilities.</li><li>11. Do not offer rides to hitchhikers or strangers.</li><li>12. Do not operate a cell phone or other hand-held device while the vehicle is in motion.</li></ol>

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## 17.7 DRIVING - BACKING UP

### GENERAL

Almost every motorized vehicle – car, truck, and front-end loader – is designed for forward travel. That is where the visibility is best; that’s where control is most sure. But almost every vehicle is equipped to travel backwards as well – in reverse.

Far too often we back up without looking and relying on a back-up camera. Knowing how to backup safely can save all of us – drivers, employees, and pedestrians.

### APPLICATION

Do not backup unless you must. Some good tips:

- Park so you can leave by driving forward,
- Going forward as your first move keeps your focus on driving ahead of you,
- If you must back into a location, position yourself using forward travel so you backup as little as possible.

### PROTECTIVE MECHANISMS

Safe work practices per job use

### SELECTION & USE

Safe work practices

Job requirement

### SUPERVISOR RESPONSIBILITY

To facilitate and/or provide proper instruction to their workers on protection requirements

### WORKER RESPONSIBILITY

- Always make sure your vehicle is fitted with a backup alarm,
- As you approach an area where you need to backup, examine the area closely and look out for any obstructions or possible hazards,
- Pick out some landmarks that you will be able to see in your mirrors,
- Honk the horn 2x (twice) before moving backwards, as a notification,
- If you become disoriented or unsure as to where you are or what is behind you, STOP IMMEDIATELY!
- Stay well clear of other vehicles, machinery, and pedestrians,
- Whenever possible use a spotter (designated signal person) to guide you when backing up. Follow only the directions of one spotter and STOP immediately if you lose site of the spotter. And before backing up, make sure the ground spotter understands your intentions.

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## 17.8 DRIVING - CELL PHONE USE AND DISTRACTED DRIVING

### GENERAL

Our goal at **SOS Labour Leasing Ltd.** is to protect workers from personal harm associated with the use of cell phones or hand-held devices while operating a motor vehicle. Driver distraction is a growing traffic safety concern among policy makers and the public. International studies have shown that 20 to 30 percent of collisions involve driver distraction.

Alberta has taken a leadership role to address this serious traffic safety issue by passing *Bill 16, the Traffic Safety (Distracted Driving) Amendment Act*, 2010, to help make our roads safer. This legislation came into effect in 2011.

#### BILL 16 - DISTRACTED DRIVING LEGISLATION:

- Complements the current Driving without Due Care and Attention Legislation.
- Applies to all vehicles as defined by the Traffic Safety Act, including bicycles.
- Applies to all roads in both urban and rural areas of the province.

#### RESTRICTS DRIVERS FROM:

- using hand-held cell phones,
- texting or e-mailing,
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players),
- entering information on GPS units,
- reading printed materials in the vehicle,
- writing, printing, or sketching, and
- personal grooming.

### APPLICATION

Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle. Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and the general public.

### PROTECTIVE MECHANISMS

- Safe work practices
- Highway Traffic Act
- Local Regulations
- Manufacturers Recommendations

### SELECTION & USE

Safe work practice  
Manufacturer's recommendations

### SUPERVISOR RESPONSIBILITY

- To facilitate and/or provide proper instruction to their workers on protection requirements and training
- Enforcement & Compliance

### WORKER RESPONSIBILITY

1. Make driving safely your first priority,
2. Do not engage in stressful or emotional conversations,
3. Whenever possible, let your voicemail take your incoming calls,
4. Utilize a hands-free device only if necessary,
5. Do not take notes or look up numbers while driving,

6. When the vehicle is in motion, calls may not be answered by the driver and must be directed to voicemail or a passenger.
7. If an employee driving a vehicle must make a phone call, the vehicle must be parked and in a safe location.
8. If making an emergency call (911) the vehicle must be safely parked before making the call.

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## 17.9 DRIVING - PLACING OF EMERGENCY WARNING DEVICES

<b>GENERAL</b>	All <b>SOS Labour Leasing Ltd.</b> Personnel must ensure that the vehicle they are operating be equipped with acceptable warning devices.
<b>APPLICATION</b>	To avoid personnel and property damage.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• ERP (Emergency response plan)</li><li>• Safe work practices</li></ul>
<b>SELECTION &amp; USE</b>	Safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Emergency Warning devices must be placed on the highway within ten minutes of bringing a disabled vehicle to a halt.</li><li>2. At the present time, bi-directional reflective triangles are legislated. Flares, Lanterns, and other type reflectors cannot be used as supplements to the triangles.</li><li>3. If vehicles must be stopped on the shoulder of an undivided street or highway with two-way traffic, one warning device should be placed 10 feet to the front or rear of the vehicle depending upon the direction of approaching traffic.</li><li>4. The second device should be placed 100 feet from the stopped vehicle in the center of the traffic lane or shoulder occupied by the vehicle and in a direction toward traffic approaching in that lane.</li><li>5. The third should be placed 100 feet from the vehicle in the direction of traffic coming from the other direction.</li><li>6. On a divided highway or street with one-way traffic, a warning device should be placed 10 feet to the rear of the vehicle, at 100 feet, and at 200 feet in the direction toward approaching traffic, in the center of the lane or shoulder occupied by the vehicle.</li><li>7. If a motor vehicle is stopped within 500 feet of a curve, crest of a hill or other obstruction, a warning device should be placed at 100 feet to 500 feet from the vehicle in the direction of the obstruction. The other devices should be placed at 10 to 100 feet intervals toward approaching traffic.</li><li>8. The proper placement of warning devices during emergencies is an important function of a vehicle driver. Be sure adequate warning devices are available in your vehicles.</li></ol>

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## 17.10 DRIVING – REFUELLING

<b>GENERAL</b>	Protecting workers from injuries associated with refueling operations
<b>APPLICATION</b>	Refueling of equipment is a daily task in the construction industry that may be hazardous if not carried out properly
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practice</li><li>• Alberta Fire Code</li><li>• Applicable Legislation</li><li>• PPE</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practice Applicable Legislation
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible for facilitating or providing proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are conversant with regulations</li><li>2. Refueling area is ventilated</li><li>3. Ensure equipment is shutoff prior to refueling</li><li>4. Ensure there is no smoking or open flames in the vicinity</li><li>5. Avoid spillage on equipment or ground</li><li>6. Ensure cellular phones and/or hand-held devices are turned off</li></ol>

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# 17.11 DRIVING - SEAT BELT USE

## GENERAL

Seatbelts help prevent deaths, and they reduce the number of serious injuries in crashes. A seatbelt helps to spread the force of a crash over the strongest areas of the body. Parents should set a good example for children by wearing their own seatbelt correctly and always using them.

## APPLICATION

Seatbelts must be worn with the lap belt low across the hips and the shoulder belt over the shoulder and across the chest to protect people in a crash.

When worn correctly, the lap belt spreads the force of a crash over the bones in the hips, and shoulder belt spreads the force of the crash across the chest.

## PROTECTIVE MECHANISMS

- Safe work practices
- Highway Traffic Act
- Local Regulations
- Manufacturers Recommendations

## SELECTION & USE

Safe work practices  
Manufacturer's recommendations

## SUPERVISOR RESPONSIBILITY

- To facilitate and/or provide proper instruction to their workers on protection requirements and training
- Enforcement
- Compliance

Make driving safely your first priority,

## WORKER RESPONSIBILITY

### How to use the lap belt:

- Put the lap belt low across the hips and keep it snug.
- **Never** put the lap belt across the stomach. This could cause serious injuries because there is no bone to absorb the force of the crash. In a crash, if you are not wearing a lap belt correctly, you could suffer a broken spinal cord or serious damage to vital organs inside your body.



### How to use the shoulder belt:

- Put the shoulder belt over the shoulder and across the chest.
- **Never** put the shoulder belt under the arm. If a crash occurs, a shoulder belt under the arm could injure your heart, lungs or other organs inside your body.
- If you have a choice between a lap seat belt and a lap/shoulder belt, remember that the lap/shoulder belt will protect you better in a crash.

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## 17.12 DRIVING - WINTER DRIVING

<b>GENERAL</b>	Protecting workers from injuries associated with winter driving
<b>APPLICATION</b>	Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Highway Safety Act</li><li>• Company Rules</li><li>• Manufacturers Recommendations</li></ul>
<b>SELECTION &amp; USE</b>	<ol style="list-style-type: none"><li>I. As per safe work practices</li><li>II. Company Rules</li><li>III. Manufacturers Recommendations</li></ol>
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• To facilitate and/or provide proper instruction to their workers on protection requirements and training</li><li>• Compliance</li><li>• Enforcement</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you have a valid Operator's License.</li><li>2. Be conversant with traffic laws and applicable regulations.</li><li>3. Drive defensively.</li><li>4. Back-in, when practical.</li><li>5. Ensure the vehicle has an emergency road kit.</li><li>6. Clear snow from all windows, lights, and mirrors, when required.</li><li>7. Avoid using cruise control on icy roads.</li><li>8. Accelerate and brake gently to reduce skids or spinouts.</li><li>9. Ensure winter clothing does not restrict movement, vision or hearing.</li><li>10. Ensure the fuel tank is full when possible.</li><li>11. Ensure you are familiar with the installation of snow chains, if applicable.</li><li>12. Monitor weather reports, road conditions.</li><li>13. Do not operate a cell phone while driving.</li><li>14. Refer to "Working Alone" procedure when driving in isolated areas.</li></ol>

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## 17.13 ELECTRICAL LOCK-OUT

<b>GENERAL</b>	Protecting workers from injuries associated with working with electrical systems
<b>APPLICATION</b>	Where there is or may be a danger to a worker from the inadvertent operation of electrical equipment, then that equipment must be locked out and tagged prior to commencing work.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practice</li><li>• Permit system</li><li>• Lockout procedure</li><li>• PPE</li><li>• Lockout devices {padlocks, multiple lock hasps, tags}</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Switch off all appropriate devices (MCC, Distribution Panel, Disconnect).</li><li>2. Lock and tag out Electrical Supply devices in the "OFF" position.</li><li>3. Test to be sure the equipment cannot be operated at the STOP-START switch.</li><li>4. Test to be sure electrical equipment is de-energized.</li><li>5. After completion of the task, remove padlocks and destroy tags.</li></ol>

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## 17.14 FATIGUE AWARENESS/MANAGEMENT

### GENERAL

Fatigue is a feeling of tiredness or exhaustion that comes from physical or mental exertion; it is a message to the body to rest. It can be aggravated by an acute lack of sleep or accumulated sleep debt. It causes slower reaction time and can result in poor decisions, more mistakes, decreased performance, and dangerous lapses from micro-sleeps and automatic behavior. No one is immune to fatigue, and its effects have an impact on the fatigued person's workplace, family, and community.

### RISKS ASSOCIATED WITH FATIGUE

- Sleep is as basic to survival as food and water. Losing as little as two hours of sleep can negatively affect alertness and performance. Sleep deprivation affects a person's carefulness and ability to respond to an emergency. Most people need about eight hours of sleep a day— some a bit more and some a little bit less. However, those who do not get enough sleep each day can develop a sleep debt that adds up for them over time. A single night's shortened or disrupted sleep may not affect worker performance, but an accumulated sleep debt can. Fatigue can result in the following hazardous conditions, effects, or behaviors:
  - Inability to see properly,
  - Slower reflexes and reactions,
  - Micro-sleeps (up to 60 seconds where the brain goes to sleep, and worker blacks out no matter what they are doing),
  - Automatic behavior (where the worker does routine tasks without conscious thought)
  - Inability to make good decisions or plans,
  - Inability to solve problems,
  - Inability to concentrate, including wandering thoughts,
  - Decreased alertness and watchfulness,
  - Inability to remember things just done, seen, or heard,
  - Inability to notice things the worker usually would notice,
  - More mistakes than usual,
  - Failure to respond to changes in surroundings or situation,
  - Poor logic and judgment, including taking risks the worker usually would not take,
  - Inability to respond quickly or correctly to changes,
  - Inability to communicate well,
  - Inability to handle stress,
  - Moodiness (e.g., giddy, depressed, irritable, impatient boredom, restlessness, depression, giddiness, grouchiness, and impatience),
  - Studies also show fatigued workers more often are absent, sick, quit, and cause more incidents than other workers. They also work slower, check their work more, rely more on co-workers, and avoid complex tasks.

Aside from sleep debt, fatigue can occur and affect workplace Health and Safety for a variety of reasons, including the following:

- Worker health and stress,
- Work scheduling and workplace safety culture,
- Work task type and length,
- Work and workplace conditions.

## WORKER HEALTH AND STRESS

Workers' health and stress levels can also contribute to how they are affected by fatigue. If they have conditions such as diabetes or hypertension, or short-term illnesses like colds or allergies, they can be more easily fatigued. What is more, the over-the-counter (OTC) or prescription medication they take for an illness or disease could affect their sleep or make them drowsy. For example, some cold medicine, back pain medicine, nausea medicine and muscle relaxants can cause drowsiness. In addition, sleep disorders are also conditions that make fatigue worse. These are physical or neurological sleep problems such as insomnia, sleep apnea, REM behavior disorder, sleepwalking, narcolepsy, restless legs syndrome, or periodic limb movement syndrome.

Stress is well known to have a detrimental effect on physical, mental, and emotional health. Whether it is due to issues at work or at home, stress can lead to problems such as the following, which can increase a worker's vulnerability to fatigue at the workplace:

Chest pain	Decreased Energy
Headaches	Indigestion
Muscle aches	Stomach/bowel problems
Substance abuse	Weight changes
Anxiety	Depression
Forgetfulness	Irritability
Resentment	Insomnia
Fatigue	

*An Employers' Guide to Designing and Implementing a Fatigue Management Program. –  
www.nafmp.com*

**APPLICATION** To protect employees and person's-in-contact from personal distress/dangers caused directly and indirectly by worker fatigue.

**PROTECTIVE MECHANISMS**

- Safe work practices
- Lowering of risk factors (well-rested, healthy, etc.)

**SELECTION & USE**

Safe work practices

**SUPERVISOR RESPONSIBILITY**

### **WORK SCHEDULING AND WORKPLACE SAFETY CULTURE (BREAKS AND TRAVEL)**

In general, companies should schedule tasks to allow for sufficient rest breaks and recovery time; and should provide access to proper nutrition, suitable rest areas, and opportunities for physical activity. They should also avoid the use of extended/multiple-pay schedules whenever possible, but if it is not possible, they should increase the number of rest and nutrition breaks for workers.

For work in remote locations, companies should make sure workers are on-site a full 12 hours before their first shift. In that period, the workers should be expected to prepare for their shift, even if it means eight hours of sleep. Employees should treat their work-related travel time as they would regular work time in terms of fatigue management (e.g., scheduled rest breaks and physical activity breaks). If workers have a long drive ahead of them to get home after working away for extended days, they should be required to rest before getting behind

the wheel.

## **WORK AND WORKPLACE CONDITIONS**

Work and workplace conditions can also aggravate fatigue. Worker susceptibility to fatigue increases in taxing environments, such as when working outdoors in the cold or heat, or in a room or shop with a lot of noise or poor ventilation. Even simply being away from home for long periods can fatigue a worker. Also, the need to wear certain Personal Protective Equipment (PPE) such as respirators and heavy clothing can contribute to fatigue.

In general, a company should take the following measures for work and workplace conditions that can contribute to fatigue:

- Create a work environment that promotes alertness,
  - Implement engineering and administrative controls to avoid or greatly reduce exposure,
  - Ensure sufficient resources of personnel, equipment, and support,
  - Structure hours of work to avoid the hottest or coldest periods of the day,
  - Provide additional fluid/nourishment,
  - Adjust time factors to incorporate the additional physical requirements and challenging environmental and physical conditions,
  - Select PPE appropriate to the situation and/or condition that exists,
  - Limiting the duration of tasks requiring PPE that affects performance or that places additional physical demands on the worker.
- Make getting enough sleep and rest a priority.
  - If in need, take advantage of company supports.
  - Provide your body with lots of healthy food and drink.

### **WORKER RESPONSIBILITY**

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## 17.15 FALL PROTECTION

<b>GENERAL</b>	Protect workers from injuries associated by not utilizing proper fall arrest protection
<b>APPLICATION</b>	Fall Arrest Protection shall be utilized where there is or may be a danger to workers falling. NO person shall use fall protection devices until they have received adequate training.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Permit system</li><li>• ERP (Emergency response plan)</li><li>• Fall protection plan</li><li>• PPE</li><li>• Manufacturers specifications</li><li>• Safe work procedure</li><li>• Barricades and warning signs</li></ul>
<b>SELECTION &amp; USE</b>	Manufacturers specification Safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• To facilitate and/or provide proper instruction to their workers on protection requirements and training</li><li>• Hazard analysis</li><li>• Work site inspection</li><li>• Determine the type of equipment required</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>9. Be fully conversant with Fall protection systems.</li><li>10. Ensure you know the capabilities of Fall Protection Equipment.</li><li>11. Ensure barricades, ribbons, and signs identify restricted areas.</li><li>12. Ensure you understand the procedures for the rescue of workers who may be unable to rescue themselves from an elevated work area.</li><li>13. Ensure you know your anchor points.</li><li>14. Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc.</li><li>15. Utilize buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.</li></ol>

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## 17.16 FIRE & USE OF FIRE EXTINGUISHERS

<b>GENERAL</b>	Good housekeeping is essential in the prevention of fires.
<b>APPLICATION</b>	Fires can start anywhere and at any time, and therefore, it is important to know which fire extinguisher to use, depending on the source and how to use it. (Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.)
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"> <li>• ERP (Emergency response plan)</li> <li>• Manufacturers specifications</li> <li>• Safe work practices</li> </ul>
<b>SELECTION &amp; USE</b>	Manufacturers specification Safe work practice
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<p>16. Always keep fire extinguishers visible and accessible.</p> <p>17. Fire extinguishers must be properly maintained to do the job.</p>

### TYPES OF FIRES

<b>Class A:</b> Recommended Extinguishers Fighting the Fire	<b>Combustible Materials/Solids: wood, paper, rags, plastic, rubbish, etc.</b> Water from a hose, pump-type water can, or pressurized extinguisher and/or foam. Soak the fire completely, even the smoking embers
<b>Class B:</b> Recommended Extinguishers Fighting the Fire	<b>Flammable liquids: oil, grease, paraffin, petrol, etc.</b> ABC dry chemical, foam, and carbon dioxide. Start at the base of the fire and use a sweeping motion from left to right, always keeping the fire in front of you.
<b>Class C:</b> Recommended Extinguishers Fighting the Fire	<b>Electrical Equipment/Apparatuses</b> Carbon dioxide (CO2) and dry chemical (ABC). <b>Water can be used <u>after</u> electricity is shut off.</b> Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can then be treated as a Class A fire if the materials around the electrical fire are ignited.

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## 17.17 HAZARD CONTROL SIGNAGE (on worksites)

<b>GENERAL</b>	Protecting workers from injuries associated with improper use of warning signs
<b>APPLICATION</b>	Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Government Legislation</li><li>• Local jurisdictions</li><li>• Worksite traffic guidelines</li><li>• PPE</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• To facilitate and/or provide proper instruction to their workers on protection requirements and training</li><li>• Signage selection</li><li>• Hazard analysis</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure signage is in good condition, clean, legible and suited to the purpose.</li><li>2. Ensure traffic control signage is of accepted standards.</li><li>3. Ensure signage is secured.</li><li>4. Routinely inspect signage for placement, cleanliness and physical damage.</li><li>5. Ensure road traffic control signage is covered when no activity is present.</li><li>6. Ensure you are fully trained to erect road traffic signage.</li></ol>

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## 17.18 INSULATING PIPING AND VESSELS

<b>GENERAL</b>	Protecting workers from injuries associated with insulating operations.
<b>APPLICATION</b>	Insulating piping and vessels are an integral part of protecting the systems from inclement weather.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practice</li><li>• MSDS</li><li>• Permit system</li><li>• Manufacturers specifications</li><li>• PPE</li><li>• Barricades and warning devices</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	<ol style="list-style-type: none"><li>I. Manufacturer specifications</li><li>II. MSDS</li><li>III. As per safe work practices</li></ol>
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Hazard analysis</li><li>• Worksite inspection</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure barricades and warning devices are erected.</li><li>2. Ensure material is stored and secured.</li><li>3. Utilize equipment and proper lifting technique for moving .</li><li>4. Ensure proper PPE is utilized, including respiratory protection.</li><li>5. Ensure the area is curtained off if required.</li><li>6. Follow MSDS recommendations.</li><li>7. Ensure correct is utilized.</li><li>8. Refer to <i>Working Alone</i> policy where applicable.</li></ol>

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## 17.19 MANUAL LIFTING

<b>GENERAL</b>	Protecting workers from injuries associated with material lifting and carrying.
<b>APPLICATION</b>	Most lifting accidents are due to improper lifting methods. All manual lifting should be planned, and safe lifting procedures followed.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Permit system</li><li>• Safe work practices</li><li>• Safe lifting practices</li><li>• PPE</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	Per safe work practices Safe lifting practices
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Selection of lifting equipment</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure that you know your physical limitations and the approximate weight of materials.</li><li>2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.</li><li>3. Obtain assistance in lifting heavy objects.</li><li>4. Ensure a good grip before lifting and employ proper lifting techniques.</li><li>5. Avoid reaching out.</li><li>6. Pipes, conduits, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.</li><li>7. Be aware of hazardous and unsafe conditions.</li></ol>

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## 17.20 OFFICE SAFETY

<b>GENERAL</b>	Protecting workers from injuries associated with an office environment
<b>APPLICATION</b>	To ensure employees are aware of the potential and existing hazards in the office environment
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• ERP (Emergency Response Plan)</li><li>• Manufacturers recommendations</li><li>• Alberta Fire Code</li><li>• Local Legislation</li><li>• NSDS</li><li>• Working Alone Policy</li></ul>
<b>SELECTION &amp; USE</b>	<ol style="list-style-type: none"><li>1. As per safe work practices</li><li>2. ERP</li><li>3. MSDS</li></ol>
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible to facilitating and providing proper instruction to their workers on protection requirements and training
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are conversant with an emergency evacuation.</li><li>2. Ensure that all electrical cords are in good condition and are not overloaded.</li><li>3. Ensure that computer monitors are adjusted to the correct height and kept clean.</li><li>4. Ensure fans/space heaters are used to manufacturer specifications.</li><li>5. Ensure floors and aisles are kept clear and not cluttered.</li><li>6. Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.</li><li>7. Ensure the proper type of fire extinguisher is available.</li><li>8. When transporting materials of a heavy nature, ensure that handcarts and trolleys are used properly.</li><li>9. Operate microwave according to manufacturer's specifications.</li><li>10. Ensure coffee makers are used according to manufacturer specifications.</li><li>11. Ensure the photocopier is maintained according to manufacturer's specifications.</li><li>12. Ensure chairs are in good repair.</li><li>13. Ensure rugs are kept clean and in good repair – free of tripping hazards.</li><li>14. Ensure paper cutter blades are placed in a closed lock position.</li><li>15. Ensure all loose clothing is tied back when using the paper shredder.</li></ol>

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## 17.21 PIPE COATING

<b>GENERAL</b>	Protecting workers from injuries associated with pipe coating and jeeping.
<b>APPLICATION</b>	The pipeline is coated and/or wrapped with special materials to prevent corrosion. Coating integrity is confirmed through the detection of bare spots with special detectors (jeeps).
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• WHMIS (MSDS)</li><li>• Manufacturer specifications</li><li>• Equipment maintenance practices</li><li>• PPE</li><li>• Barricades and warning signs</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices  Provincial OH&S Legislation
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Work site inspection</li><li>• Hazard Assessment</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Regularly inspect equipment.</li><li>2. Remain in the operator's line of vision.</li><li>3. Follow safe work procedures when jeeping.</li><li>4. Use caution around moving equipment.</li><li>5. Do not jump off equipment.</li><li>6. Do not walk on the pipe</li><li>7. Avoid inhaling coating fumes.</li><li>8. Use PPE when coating or wrapping pipes.</li><li>9. Follow pipe coating safe work procedures step by step.</li></ol>

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## 17.22 PLANNED LIFT

<b>GENERAL</b>	Protecting workers from injuries associated with lifting operations
<b>APPLICATION</b>	Lifts involving mechanical assistance must be planned to ensure the proper use of equipment and rigging.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Permit system</li><li>• Crane and hoisting equipment legislation</li><li>• Standard crane and hoist signals</li><li>• Engineered lift procedure</li><li>• PPE</li><li>• Barricades and warning signs</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices  Provincial OH&S Legislation
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training.</li><li>• Determine the type of equipment</li><li>• Hazard Assessment</li><li>• Work site inspection</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure barricades and warning signs are in place.</li><li>2. Determine the weight of the load.</li><li>3. Determine the shape and the size of the load.</li><li>4. Determine the maximum height and final position of the load to be raised.</li><li>5. Determine the center of gravity of the load so the proper length of slings can be determined</li><li>6. Ensure that safety inspections are completed on equipment and rigging.</li><li>7. Ensure potential hazards are identified within the work area.</li><li>8. Communicate with all personnel involved of potential hazards.</li><li>9. Ensure clear communications with equipment operators are in place.</li><li>10. Ensure tag lines are used and constructed of non-conductive material.</li><li>11. Ensure atmospheric conditions are monitored, such as temperature, humidity and wind may affect the operator.</li><li>12. Ensure you understand proper hand signals.</li><li>13. Ensure the ground is firm and level.</li><li>14. Establish load chart rating of crane.</li><li>15. Follow the lift safe work procedure step by step.</li></ol>

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## 17.23 PORTABLE FIRE EXTINGUISHER

<b>GENERAL</b>	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
<b>APPLICATION</b>	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Alberta Fire Code</li><li>• Manufacturers recommendations</li><li>• PPE</li></ul>
<b>SELECTION &amp; USE</b>	<ol style="list-style-type: none"><li>I. As per safe work practices</li><li>II. Alberta fire code</li><li>III. Manufacturers recommendations</li></ol>
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Proper selection of equipment</li><li>• Conversant with proper regulations</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are fully trained in the operation and maintenance of fire extinguishers.</li><li>2. Check Cylinder.</li><li>3. Inspect cartridge puncture cap.</li><li>4. Weigh cartridge.</li><li>5. With cartridge removed, check action of the puncture lever.</li><li>6. Check hose and nozzle for obstruction.</li><li>7. Check date of manufacture.</li><li>8. Check the level and condition of powder.</li><li>9. Check fill-cap threads and gasket.</li><li>10. Attach visual seal.</li><li>11. Check Pressure Gauge.</li></ol>

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## 17.24 PORTABLE LADDER

<b>GENERAL</b>	Protecting workers from injuries associated with the use of portable ladders
<b>APPLICATION</b>	Portable ladders should only be used when there are no permanent or temporary stairways or work platforms available for the task.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Manufacturers specifications</li><li>• PPE</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	<ol style="list-style-type: none"><li>I. As per safe work practices</li><li>II. Manufacturers specifications</li><li>III. Provincial OH&amp;S Legislation</li></ol>
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Work site inspection</li><li>• Selection of equipment</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. All ladders shall be inspected prior to performing a task.</li><li>2. Wooden ladders shall not be painted.</li><li>3. Conductive metal ladders or wire or wire reinforced wooden ladders shall not be permitted in energized areas.</li><li>4. Ensure surface is level and firm.</li><li>5. Ensure the ladder is tied off and set at the proper angle.</li><li>6. Ladders shall not be climbed higher than the second step from the top.</li><li>7. Three points of contact should always be maintained when climbing up or down.</li><li>8. Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.</li><li>9. A ladder shall not be placed against unsafe supports.</li><li>10. Follow portable ladder safe work procedure step by step.</li></ol>

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## 17.25 POWER AND HAND TOOLS

<b>GENERAL</b>	Protecting workers from injuries associated with the use of power and hand tools
<b>APPLICATION</b>	Power tools and hand tools are to be used and maintained in compliance with the manufacturer's guidelines.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• PPE</li><li>• Manufacturers specifications</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As manufacturers safe job practices
<b>SUPERVISOR RESPONSIBILITY</b>	Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements, training and required tools.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double-insulated tools.</li><li>2. Grinder discs, buffers, and stones are to be used only for their designed application and at their rated speed.</li><li>3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.</li><li>4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.</li><li>5. On/off switches must be functional and positioned so the Operator has access.</li><li>6. Accessories can only be used that are designed for use with the tools specified.</li><li>7. Saw blades must be designed for the product being cut and at the rated speed. O.E.M. guards must be in place and functional.</li><li>8. Chisels, punches, hammers, wrenches, etc. are to have all burrs ground from the striking area.</li><li>9. Chisels, punches, screwdrivers, etc., are to have tips properly dressed.</li><li>10. Cracked a/o splintered handles to be replaced.</li><li>11. All tools must be cleaned after use and repairs made before being properly stored.</li><li>12. Tools are to be used for their designed purpose only.</li><li>13. Repairs to tools must be performed by qualified personnel, using OEM parts or equivalent.</li><li>14. Follow the tool safe work procedures step by step.</li></ol>

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## 17.26 RESPIRATORY CARE

<b>GENERAL</b>	Protecting workers from injuries associated with the improper use and care of respiratory equipment
<b>APPLICATION</b>	When hazardous airborne contaminants or an oxygen-deficient atmosphere exists, proper respiratory equipment must be utilized.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practice</li><li>• Permit system</li><li>• Manufacturer specifications</li><li>• Air quality monitors</li><li>• PPE</li><li>• ERP (Emergency Response Plan)</li><li>• WHMIS</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practice Manufacturer specifications
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing instruction to their workers on protection requirements and training.</li><li>• Selection of equipment</li><li>• Hazard analysis</li><li>• Work site inspection</li><li>• Ensure workers have had a medical evaluation and are medically cleared and fit for duty</li><li>• Ensure that all employees that are using a respirator have had a fit check by a third party</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are fully trained on respiratory equipment.</li><li>2. Ensure you are conversant with safe work procedures and/or site-specific procedures.</li><li>3. Inspect before each use.</li><li>4. Inspect after each use.</li><li>5. Ensure to utilize the “Buddy” system.</li><li>6. Ensure work masks are cleaned and disinfected after each use.</li><li>7. Ensure equipment is stored properly.</li></ol>

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## 17.27 RESTRICTED WORK AREAS

<b>GENERAL</b>	Protecting workers from injuries associated with working in restricted areas
<b>APPLICATION</b>	A Work Area will be designated as a “Restricted Area,” where there is a danger of contact with energized electrical equipment or hazardous substance.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• ERP (Emergency Response Plan)</li><li>• PPE</li><li>• Permit system</li><li>• Hydrocarbon monitors</li><li>• Fire extinguishers</li><li>• Barricades and warning signs</li><li>• Lockout procedures</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing instruction to their workers on protection requirements and training</li><li>• Designate limits of the restricted area</li><li>• Hazard analysis</li><li>• Worksite inspection</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Establish and maintain clear exits.</li><li>2. Have safety and emergency breathing air apparatus available.</li><li>3. Place continuous gas monitors at strategic points.</li><li>4. Place fire extinguishers at strategic points.</li><li>5. Isolate system to be worked on.</li><li>6. Purge system.</li><li>7. Check for hydrocarbon leaks.</li><li>8. Ensure no alternate power sources.</li><li>9. Continually monitor the area for changing conditions.</li></ol>

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## 17.28 SCAFFOLD

<b>GENERAL</b>	Protecting workers from injuries associated with erecting and working with scaffolding.
<b>APPLICATION</b>	All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturers' specifications and legislation.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Permit system</li><li>• Manufacturers specifications</li><li>• Fall protection devices</li><li>• Safe work practices</li><li>• PPE</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As per safe job practices Manufacturer's specifications
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Determine the type of scaffold required</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure grounding on a firm and level base.</li><li>2. Maintain the established minimum clearances from all power lines.</li><li>3. Provide a safe access ladder.</li><li>4. Ensure scaffold has a platform perimeter handrail.</li><li>5. Anchor or tie a <i>free-standing</i> scaffold according to legislation.</li><li>6. Do not use a ladder sloped against the side of a scaffold at any time.</li><li>7. A toe board is required on all platforms.</li><li>8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.</li><li>9. Ensure proper safe scaffold tags are installed.</li><li>10. Utilize a tag line when hoisting material.</li><li>11. Minimize tools, material and debris on the platform.</li><li>12. Ensure a hand line with a tool bag for tools is utilized.</li><li>13. When working at 3m (10 ft.), the fall protection system must be used.</li><li>14. Follow scaffold safe work procedure step by step.</li><li>15. Ensure all scaffolding has been inspected by a certified person and not modified</li><li>16. Only qualified individuals can modify scaffolding systems or components</li></ol>

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## 17.29 MOBILE ELEVATED WORK PLATFORM (MEWP) OPERATING

<b>GENERAL</b>	Protecting workers from injuries associated with the operation of man-baskets, Articulating booms, and scissor lifts
<b>APPLICATION</b>	No person shall operate a Mobile elevated work platform (MEWP) until they have received adequate training, in accordance with manufacturers' specifications.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Manufacturers specifications</li><li>• ERP (Emergency Response Plan)</li><li>• Safe work practices</li><li>• PPE</li><li>• Barricades and warning signs</li><li>• Part 18 OH&amp;S Code</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices Manufacturers specifications  No modifications allowed unless authorized by the manufacturer of the MEWP
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Determine the type of equipment required.</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Erect warning devices.</li><li>2. Erect barricades and warning signs</li><li>3. Ensure Flag-person on site.</li><li>4. Swamper to be utilized and identified.</li><li>5. Ensure means of communication between the operator and swamper.</li><li>6. Fall arrest protection in place.</li><li>7. Follow MEWP specific make/model safe work procedures step by step.</li><li>8. Do not use hand-held devices (cell phone, two-way radio etc.) while operating the piece of equipment.</li></ol>

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## 17.30 SPRAY PAINTING

<b>GENERAL</b>	Protecting workers from injuries associated with spray painting operations
<b>APPLICATION</b>	Spray painting is an integral part of construction work, which must be performed by trained workers.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Occupational exposure limits</li><li>• WHMIS (MSDS)</li><li>• Permit system</li><li>• PPE</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	As per safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	Provincial OH&S Legislation <ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Selection of equipment</li><li>• Hazard Assessment</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are fully trained.</li><li>2. Ensure you are acquainted with safe work procedures.</li><li>3. Follow the manufacturer's recommendations.</li><li>4. Ensure all sources of ignition are eliminated or controlled.</li><li>5. Ensure equipment is grounded.</li><li>6. Ensure the area is ventilated.</li><li>7. Do not smoke around spray painting operations.</li><li>8. Ensure warning signs are in place.</li><li>9. Practice good housekeeping.</li><li>10. Use proper PPE when spray painting.</li><li>11. Follow spray painting safe work procedures step by step.</li></ol>

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## 17.31 TIGER TORCH OPERATING

<b>GENERAL</b>	Protecting workers from injuries associated with the use of tiger torches.
<b>APPLICATION</b>	The primary function of the tiger torch is to pre-heat piping systems prior to welding
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Permit system</li><li>• Manufacturers specifications</li><li>• PPE</li><li>• Fire protection</li><li>• ERP (Emergency Response Plan)</li></ul>
<b>SELECTION &amp; USE</b>	Safe work practice Manufacturer's specifications Provincial OH&S Legislation
<b>SUPERVISOR RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Hazard Assessment</li><li>• Work site inspection</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are acquainted with the operation of equipment.</li><li>2. Ensure fuel lines are in good working conditions.</li><li>3. Ensure proper cylinders are secured and regulators in place.</li><li>4. When not used for pre-heating operation, shut the torch off.</li><li>5. Torches are not to be used for heating or thawing of lines where known hydrocarbons are present.</li><li>6. Follow tiger torch safe work procedure step by step.</li><li>7. Use proper PPE as per manufacturer's specifications.</li></ol>

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## 17.32 WORKING ALONE

<b>GENERAL</b>	Working alone increases safety risks by not having help available for tasks that may be safer with more than one person performing the task. Incident response can be delayed when there is no one to witness or provide assistance required after an incident in accordance with the <a href="#">Occupational Health and Safety Code 2009, Part 28</a> .
<b>APPLICATION</b>	<b>Anytime an employee is working alone at a remote worksite, or the employer or employee feels that the job site or job conditions warrant such action.</b>
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• ERP (Emergency response plan)</li><li>• Safe work practices</li></ul>
<b>SELECTION &amp; USE</b>	Safe work practice
<b>SUPERVISOR &amp; WORKER RESPONSIBILITIES</b>	<p>Employees and contractors working alone must carry a cellular phone or other electronic communication capable of communication between employee, supervisor and office or a person capable of assisting the worker in an emergency.</p> <p>If effective electronic communication is not practicable or readily available, then either:</p> <ol style="list-style-type: none"><li>1. The supervisor or another competent worker will visit the worker. <b>OR</b></li><li>2. The worker will contact the supervisor, office, or another competent worker. The contact will be at intervals of time appropriate to the nature of hazards associated with the work or on a prearranged schedule. <b>AND</b> The worker will report in to the supervisor, office, or other competent person at the end of the shift.</li></ol> <p>In the area where there is no cellular phone coverage, at least two workers will be on site. It will be the practice that all equipment operators will carry their cell phone with them when working in the machine.</p> <p>Identify tasks that should not be performed alone. This should include entry into a ditch, which should not be done without having someone else available. When possible, make arrangements to perform this work with another person present. Identify tasks in which there is potential for a safety incident by performing a hazard assessment. This should include driving to remote locations and performing elevated tasks in the pipe yard.</p> <p>Communicate with someone that you are performing a task with the potential for an incident and provide them with a time they should hear from you and a method to check in with you. When driving to remote locations, advise your supervisor of your route, your estimated arrival time and how and when you plan on checking in.</p> <p><b>* FOR FURTHER INFORMATION SEE THE APPROPRIATE CURRENT OCCUPATIONAL HEALTH AND SAFETY REGULATIONS *</b></p>

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## 17.33 WORKING ON SLOPES

<b>GENERAL</b>	Protecting workers from injuries associated with working in hills and on slopes
<b>APPLICATION</b>	Working in hills and on slopes is an integral part of pipeline/construction activity, requiring proper planning prior to work.
<b>PROTECTIVE MECHANISMS</b>	<ul style="list-style-type: none"><li>• Safe work practices</li><li>• Permit system</li><li>• Manufacturers specifications</li><li>• Barricades and warning devices</li><li>• ERP (Emergency Response Plan)</li><li>• PPE</li></ul>
<b>SELECTION AND USE</b>	As per safe work practices
<b>SUPERVISOR RESPONSIBILITY</b>	Provincial OH&S Legislation <ul style="list-style-type: none"><li>• Supervisors are responsible for facilitating and providing proper instruction to their workers on protection requirements and training</li><li>• Hazard analysis</li><li>• Work site inspection</li></ul>
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"><li>1. Ensure you are acquainted with ERP.</li><li>2. Ensure warning signs/devices are in place.</li><li>3. Ensure you are familiar with restraining devices and rigging.</li><li>4. Ensure you are familiar with the use of anchors, bridals and winches.</li><li>5. Be familiar with the anchoring of pipe/equipment.</li><li>6. Ensure you are in view of the operator at all times.</li><li>7. Ensure you wear appropriate PPE (including high visibility vests).</li><li>8. Ensure wheel chocks are utilized.</li><li>9. Be aware of rolling boulders or loose rocks.</li><li>10. Follow working on hill and on slopes safe work procedure step by step.</li></ol>

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## 17.34 EMPLOYEE ORIENTATION & COMPETENCY

All employees will receive a work and workplace orientation; this includes former employees returning to work after an extended period of leave.

It is vital that steps are taken to measure employee operating skill levels. On-going programs for evaluating employee skills will be done through road tests and Internal audits of records (logbooks, time records, etc.).

### DEFINITION OF “COMPETENT”

Any reference to “worker” in the OH&S Code is meant to be interpreted in its broadest sense as including all persons working for an employer, e.g., “workers,” lead hands, foremen, supervisors, managers, directors, etc. Although a supervisor, for example, may be an employer’s representative, the supervisor is also a worker.

Three characteristics are used to describe a worker as “competent.”

- 1) **Adequately qualified** – the worker has some type of qualification, usually earned through a formal education program, training course, etc., or a combination of education and practical experience. With certain exceptions, such as professional designations, e.g., professional engineer, nurse, physician, etc. or other legal requirements involving qualifications, the employer is responsible for evaluating and deciding if a worker is adequately qualified. The employer should be able to justify the basis on which a worker is “adequately qualified.”
- 2) **Suitably trained** – the worker must have training that is appropriate to the tasks, equipment, etc., that will be performed or used. In addition to this training, the worker must receive safety training, the minimum requirements of which are described in section 15 of the *OHS Regulation*. The employer is responsible for evaluating and deciding if a worker is suitably trained. The employer should be able to justify the basis on which a worker is “suitably trained.”
- 3) **With sufficient experience to safely perform work without supervision or with only a minimal degree of supervision** – determining whether a worker has sufficient experience to safely perform work is the employer’s responsibility. A worker’s qualifications, training and experience are no guarantee that work will be performed safely. The employer should be able to justify the basis on which a worker is considered to have “sufficient experience.”





# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**



**SECTION EIGHTEEN:**

**SAFE JOB PROCEDURES**



## 18.0 INTRODUCTION

A job procedure is a written step-by-step description of how to do a job from start to finish. Job procedures are sometimes referred to as “proper job procedures” or “methods”. Written job procedures are used to train new workers and workers that are moved to new jobs. Job procedures are also used by workers as a reference, especially for complex jobs, hazardous jobs, or for jobs that are done infrequently. A job procedure contains the appropriate safe work practice and highlights safety points.

### 18.1 AERIAL WORK PLATFORM OPERATIONS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Aerial Work Platforms Operations</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	Driving or moving / Ascending or Descending any type of scissor or boom lift.
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*“A” Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*“B” Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*“C” Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Permanent Disability, Loss of Life/Body Part, or Extensive Loss of Structure, Equipment, or Material.	“A”	Fall Arrest Equipment (Full-body harness, lanyards, lifelines etc. used AT ALL TIMES, 100% Tie-off AT ALL TIMES)	All On-site required PPE (Hard hat, Safety glasses, CSA Steel-toed boots, Gloves, Hi-Vis etc.)
Serious Injury or Illness, resulting in a temporary disability, or property damage that is disruptive but not extensive.	“B”	Maintenance/Inspection logs (to be completed before the unit is started or used)	Full-body harness, lanyards, lifelines etc., to be used AT ALL TIMES. 100% Tied off to designated tie-off points AT ALL TIMES.
Minor (Non-Disabling) Injury or Illness or Non-disruptive property damage	“C”	Aerial Platform (Scissor-lift, Boom lift, etc.)	
		Operator’s manual (To be reviewed before use and left in the equipment at all times)	<b>Training/Reference Information</b>
			Workers must be trained in Fall Protection as well as Operating Aerial Work Platforms
			<b>Proof of VALID ticket must be provided.</b>

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Operator must be properly trained and qualified to run the aerial work platform being used.	All workers must be 100% tied off to the designated tie-off points in all lifts at all times.
2.	An Equipment Inspection (EI) to be performed by all workers involved in the task and each day before the equipment can be used, and its to be documented in the logbook.	EI to be reviewed at each break when the task is ongoing. Any new hazards should be added and reviewed with all workers. Secondary Insp. is to be performed with workers who change their tasks throughout the day. Damage or defects to be documented and repaired immediately (if required for safe use)
3.	Wear proper PPE (harness, lanyard etc.)	All workers are to have fall protection training. Fall protection equipment is required in all aerial lift equipment.
4.	Always stand firmly on the floor of the basket. Do not lean over or climb the basket guardrail	Climbing the aerial device handrails is prohibited. Personnel must stay on the lift deck 100% tied off at all times. If a worker climbs on or beyond the guardrail a JHA/SWP must be created for the specific task being performed.
5.	Do not exceed the boom and basket load limits specified by the manufacturer	Do not hoist material with any man lift.
6.	Articulating boom and extensible boom platforms, primarily designed as personnel carriers, must have lower controls and upper platform controls	Upper controls must be in or beside the platform, within easy reach of the operator. Lower controls must be able to override the upper controls. Controls must be clearly marked as to their functions.
7.	Lower controls are not to be operated unless permission is given from the operator in the lift, except in emergency situations	If outriggers are used, make sure to position them on pads or on a solid surface.
8.	Before moving the lift, ensure the boom is properly cradled, and outriggers are in the stowed position.	
9.	Make sure there is a safe, clear path to travel over.	Avoid driving over electrical cords and cab tires. If required, protect the cords/cab tire with a bridge made out of a material capable of handling the weight of the equipment. The bridge must not create a tipping hazard for the equipment being used.
<i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i>		

### Supervisor, Foreman, Labour-hand/Worker Signoff.

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.2 BACKING-UP

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Backing-Up</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Backing up or Reversing any vehicle or piece of equipment
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Backing over / into objects	"B"		Communication Device Safety Vest ROPS
Backing over people	"A"		
			Training/Reference Information
			Workers must be trained in: Operator Certification
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Avoid backing up whenever possible	
2.	Always park, so your first move is forward	If parked or stopped, always use proper parking procedures.
3.	Check clearances (Front, Back, Side and Overhead)	
4.	Sound horn frequently (even if equipped with back up alarm)	
5.	Back slowly (never at speed faster than a brisk walk)	
6.	Use a spotter whenever possible	If you lose sight or eye contact with the spotter, STOP immediately and locate that person before proceeding.
7.	Set brake	
8.	Put transmission in an appropriate gear	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.3 CARGO SECUREMENT

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Cargo Securement</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	<b>LEGISLATIVE REQUIREMENTS</b> All cargo that is to be transported in any vehicle shall be secured in accordance with the National Safety Code (NSC), Standard 10 – North American Cargo Securement (examples are: hauling plastic pipe, suction hoses and ABS fittings).
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards (improperly secured load):	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Loss of Load	"C"	Coveralls	Protective Footwear Head Protection as Required Eye Protection as Required Ear Protection as Required Gloves as Required
Damage to Cargo/Vehicle	"C"	Appropriate straps/tie-downs	
Vehicle Crash: Personal Injury	"B"		
Vehicle Crash: Loss of Life	"A"		Training/Reference Information
			Workers must be trained in proper load securement.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Cargo being transported by a vehicle shall be contained, immobilized, or secured so that it cannot,	Note: If cargo cannot be secured properly in a SOS Labour Leasing Ltd. Vehicle, it will not be hauled. Arrangements will be made to have proper transportation (flat deck trucks or transport trailers).
	a) Leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or	
	b) Shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.	
2.	Checking of cargo must be done:	
	<ul style="list-style-type: none"> <li>Prior to leaving on trip,</li> <li>No more than 80 km from point of loading,</li> <li>Change of driver,</li> <li>Vehicle driven for 3 hrs,</li> <li>Vehicle has been driven for 240 km.</li> </ul>	

3.	Securing of loads (with tie-downs)	
	One tie-down is required every 1.52m or shorter with a load of less than 500 kg.	
	Tie-downs are required every 1.52m and more if the load weighs 500 kg. or more and 1.52m – 3.04m (no weight restriction).	
	On loads of 3.04m and longer – 2 tie-downs for the first 3.04m of length and then 1 tie-down for each additional 3.04m of length.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

Supervisor, Foreman, Labour-hand/Worker Signoff.				
By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.				
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## 18.4 CHANGING A TIRE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Changing a Tire</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	SOS Labour Leasing Ltd. encourages any tire work required for the safe operation of our equipment should be completed by a qualified facility and/or personnel. Below are some of the steps a tire technician would follow to safely do tire servicing.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Sprain/strain/injury from lifting and over over-exertion or improper tire removal	"B" "C"	Coveralls	Protective Footwear Head Protection as Required Eye Protection as Required Ear Protection as Required Gloves as Required
Personal injury or loss of life due to changing a tire in an unsafe location	"A"	Lubricant Restraining Device Inflation Tool	
Injury/loss of life due to improper jack usage	"A"	Air pressure gauge	
		Carjack	Training/Reference Information
			Workers must be trained in proper tire change procedures.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
<b>SINGLE-PIECE WHEELS</b>		
1.	The tire must be completely deflated by removing the valve core before the tire is removed from the rim.	
2.	Demounting and mounting of tires must be performed only from the offset ledge side of the wheel. Care must be taken to avoid damaging the tire beads while mounting tires on wheels.	
3.	Tires MUST be mounted on compatible wheels of matching bead diameter and width.	
4.	Non-flammable rubber lubricant must be applied to the bead and the wheel matting surface before assembling the rim wheel unless the tire or wheel manufacturer recommends against the use of any rubber lubricant.	
5.	When using a tire servicing machine, * the tire MUST be inflated only to the minimum pressure to force the tire bead onto the rim ledge and create an airtight seal before removal from the tire changing machine.	* In accordance with the tire service machine manufacturer's safe work and operating procedures.
6.	The tire may be inflated only when contained within a secured restraining device, positioned behind a secure barrier, secured on the tire servicing machine*, or bolted on the vehicle with the lug nuts fully tightened.	

7.	A Clip-on Chuck with an air-line pressure gauge or pre-set regulator must be applied to ensure the worker is at a safe distance during inflation of the tire.	
8.	The tire must not be inflated to more than the inflation pressure stamped in the sidewall unless the manufacturer recommends a higher pressure.	
9.	Cracked, broken, bent, or otherwise damaged wheels must not be reworked, welded, brazed, or otherwise heated. Heat of any nature must not be applied to a wheel.	
<b>MULTI-PIECE RIM/WHEELS</b>		
1.	The tire must be completely deflated by removing the valve core before a rim wheel is removed from the vehicle axle in the following situations: a. When the tire has been driven underinflated at 80% or less of its recommended pressure, or b. When there is obvious or suspected damage to the tire wheel components.	
2.	The tire must be completely deflated by removing the valve core before demounting.	
3.	A rubber lubricant must be applied to the bead and the rim mating surface when assembling the wheel and inflating the tire unless the tire or wheel manufacturer recommends against it.	
4.	If a tire on a vehicle is underinflated but has more than 80% of the recommended pressure, the tire may be inflated while the rim wheel is on the vehicle, provided a remote distance clip-on chuck/in-line gauge equipment is used, so no worker remains in the trajectory during inflation.	
5.	Prior to any assembly, consult the matching charts from the manufacturer and make certain that all pieces are manufactured to fit that rim assembly.	
6.	The tire shall only be inflated inside a secured restraining device. Restraining devices must be secured so as not to become a trajectory during tire inflation.	
7.	A clip-on chuck with an air-line pressure gauge or pre-set regulator must be applied to ensure the worker is at a safe distance during inflation of the tire.	* In accordance with the tire service machine manufacturer's safe work and operating procedures.
8.	Whenever the rim wheel is in a restraining device, the employee must not rest or lean any part of his or her body or equipment on or against the restraining device.	
9.	After tire inflation, the tire and wheel must be inspected while still within the restraining device to make sure that they are properly seated and locked. If further adjustment is necessary, the tire must be deflated by removing the valve core before the adjustment is made.	
10.	Workers must not correct the seating of the side and lock rings by hammering, striking, or forcing the components while the tire is pressurized.	
11.	Cracked, broken, bent, or otherwise damaged wheel components must not be reworked, welded, brazed, or otherwise heated. Heat must not be applied to a multi-piece rim/ wheel.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

### Supervisor, Foreman, Labour-hand/Worker Signoff.

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.5 DRIVING – FOLLOWING DISTANCE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Driving: <b>Following Distance</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	<p>Whenever your wheels are moving, you must be able to “Focus” well ahead to perceive potential hazards, plan to stop, and evade hazards. Following at a safe distance allows the driver to see well ahead of their vehicle and have “time” to escape hazards. Having “Time” means never assuming another driver or pedestrian will get out/stay out of your way.</p> <p>You have two means of evading hazards when you drive: 1) Slowing/Stopping, 2), Steering</p> <p>As a rule, allow one second of following distance for every 3 meters (10 feet) of vehicle length and add 2 seconds to see and react. For speeds over 65 Kilometres per hour, add one second to the total.</p>
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*“A” Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*“B” Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

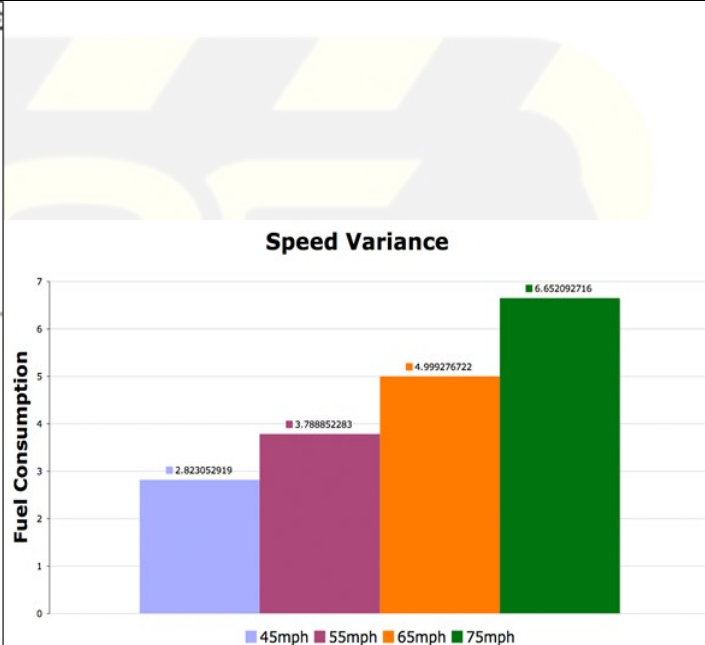
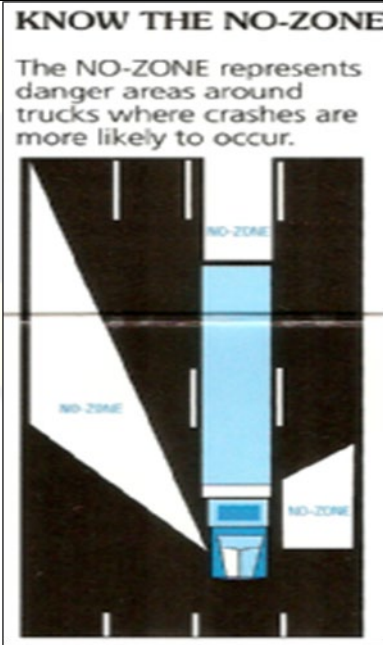
*“C” Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Injury/Loss of Life due to preventable collisions (following too close, unable to stop)	“A”		
Property/Vehicle Damage	“C”		
			Training/Reference Information
			Workers must have a valid, current driver’s licence relevant to the type of vehicle driven.
			<b>Proof of VALID licence must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Establish a minimum following distance.	Due to the variances in trucks, there is no rule that will satisfy all situations. The “Time Interval Rule” can help estimate a minimum following distance in ideal road and weather conditions. Any other road or weather conditions require that the driver double or triple the “Time Interval Rule.”
2.	For all light and commercial vehicles 6 meters (20 feet) in length or less, a minimum 4 second Rule applies. For vehicles that are greater than 6 meters (20 feet) in length, the minimum time interval increases by one	

	second for every three meters (10 feet) of vehicle length, in ideal conditions.	
	<p style="text-align: center;"><b>Length of Vehicle</b></p> 6-9 meters or 20 to 30 feet 9-12 meters or 30 to 40 feet 12-15 meters or 40 to 50 feet 15-18 meters or 50 to 60 feet 18-21 meters or 60 to 70 feet 21-24 meters or 70 to 80 feet	<p style="text-align: center;"><b>Minimum Time Interval</b></p> 5 seconds 6 seconds 7 seconds 8 seconds 9 seconds 10 seconds
3.	Adjust speed and position in traffic in relation to the speed and position of the other vehicles on the road.	Drivers must have space in front and alongside the vehicle to evade hazards.
4.	Avoid driving with the "pack" of vehicles, especially in other driver's blind spots (no zones).	

Additional Notes:



**DID YOU KNOW . . .**

Speed increases fuel consumption and shortens tire wear and casing life. As a rule of thumb, you'll increase fuel consumption by about 2% for every km you increase your speed over 100 km/h.

Tire tread life decreases about 1% for every 1% of under inflation. Faster tire wear means fewer kms and higher tire and maintenance costs from service and replacement. Under inflated tires run hotter, diminishing their ability to be retreaded. Decrease the cost per km through correct tire inflation, proper tire rotation and reduced speeds.

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**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.6 DRIVING – DEFENSIVE DRIVING

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Driving: Defensive Driving</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	<p>SOS Labour Leasing Ltd. must:</p> <ul style="list-style-type: none"> <li>- Ensure that drivers of commercial vehicles meet medical Standards for drivers,</li> <li>- Ensure that workers do not drive while fatigued; be mindful of workers travelling long distances after their work shift has finished,</li> <li>- Encourage drivers to use safe driving practices,</li> <li>- Select appropriate vehicles for the task,</li> <li>- Monitor and act on motor vehicle incident data,</li> <li>- Participate in investigations, including driver interviews, following motor vehicle incidents,</li> <li>- Ensure that drivers complete mandatory driving safety training and are provided with appropriate driving and safety information.</li> </ul>
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

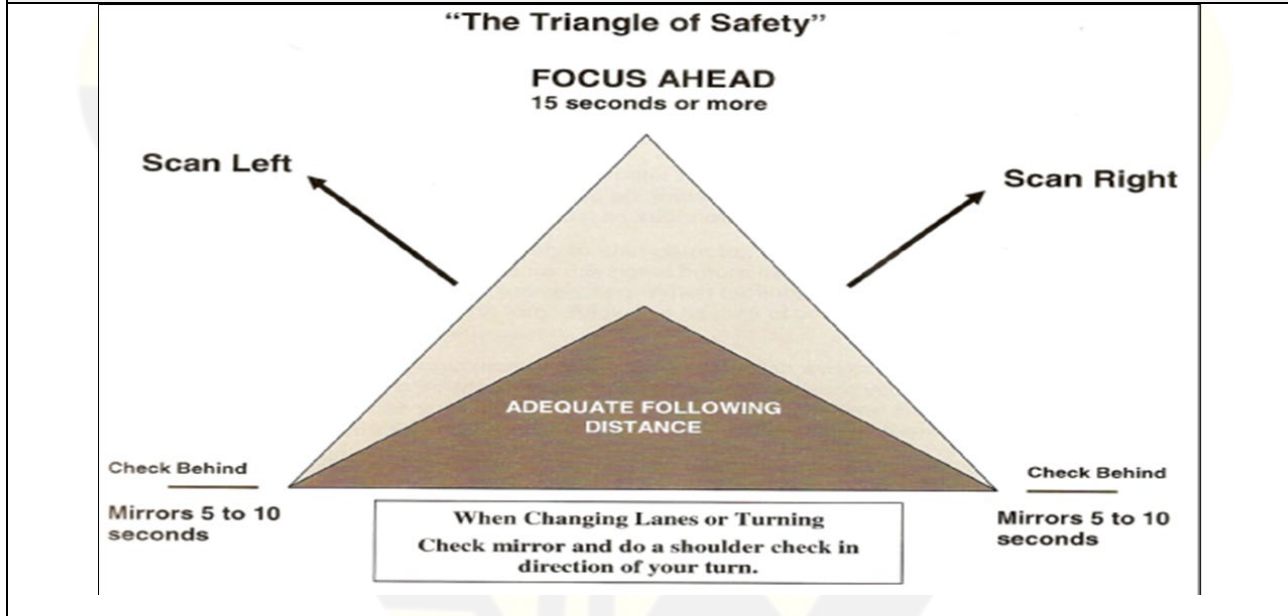
*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Loss of Life/Injury due to preventable collisions	"A"		
Property damage/vehicle damage due to preventable collisions	"A"		
			Training/Reference Information
			Workers must have a valid driver's license relevant to their vehicle type.
			<b>Proof of VALID licence must be provided.</b>

Steps to Perform this task Safely:	
ITEM	PROCEDURE

1.	<ul style="list-style-type: none"> <li>➤ Focus ahead as far as possible and let your eyes fall back to the vehicle directly in front of you to check your following distance.</li> <li>➤ Scan as far wide to the left or right with your central vision and check the mirror on the side you are scanning before once again focusing ahead.</li> <li>➤ Mirrors should be checked every 5 to 10 seconds and never allow your eyes to go from mirror to mirror.</li> <li>➤ Never stare, always scan for hazards. Don't look at anything for longer than two seconds.</li> <li>➤ The driver should constantly be aware of the conditions and potential hazards within the triangle of safety.</li> </ul>
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**ADDITIONAL NOTES**



*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

<b>Supervisor, Foreman, Labour-hand/Worker Signoff.</b>				
By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.				
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## 18.7 EXTENSION CORD USE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Extension Cord Use</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Extension cords provide power for devices with cables that can't reach any nearby electrical outlets. Choosing the right type of extension cord is important to ensure electrical safety and prevent fires.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Electrical Fires	"A"		Protective Footwear Head Protection as Required Eye Protection as Required Ear Protection as Required Gloves as Required Coveralls as Required
Electrocution	"A"		
Circuit Overloading	"C"		
Tripping	"B"		Training/Reference Information
			Workers must be trained in proper electrical cord usage.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Use extension cords only when necessary and only on a temporary basis.	
2.	Look for certification label, such as CSA. Use only certified cords.	
3.	Use cords with polarized plugs or grounded three-prong plugs.	

4.	High wattage appliances and tools need special heavy-duty cords. Check manufacturer's recommendations on equipment being used.	
5.	Extension cords used outside should be specially designated for outdoor use.	Do not allow the extension cord to sit in any bodies of water.
6.	Insert the plug fully so that no part of the prongs is exposed.	
7.	Do not cover cords with rugs, wood or any other material that can trap heat and may lead to a fire.	Do not drive over or roll equipment over a cord.
8.	Do not overload cords with too many appliances or tools.	
9.	If a cord feels hot to touch, disconnect it immediately, cut it up and throw it away.	
10.	Unplug the cord when not in use.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

### Supervisor, Foreman, Labour-hand/Worker Signoff.

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.8 FALL-ARREST

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Fall-Arrest</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	<p>The supervisor is responsible for ensuring that all workers are trained &amp; understand this procedure.</p> <p>The supervisor shall ensure that all employees under their direction use a complete fall arrest system when a hazard of falling 1.3 meters or more exists.</p> <p>All employees who require a fall arrest system shall be instructed in the inspection, donning and use of all components before the worker uses the system.</p> <p>The employee is responsible for ensuring that a complete fall arrest system is used where there is a hazard of falling 1.3 meters or more &amp; that this procedure is followed as directed by the supervisor.</p>
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Falls from more than 1.3m	"A"	Guard Rail, Safety Net	Hard Hat, Steel-toed Boots, Safety Glasses, Gloves, Fall Arrest system
Trips	"B"		Travel Restraint System
Slips	"B"		
			<b>Training/Reference Information</b>
			Workers must be trained in Fall Arrest and Quick Retrieval System
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Fall arrest equipment must be used by trained personnel only, & all equipment should be inspected by the user before each use	

2.	The length of the lanyard or the location of the anchor shall be so arranged that the worker can fall no farther than 1.2 meters. A retractable harness- mounted lanyard is the most acceptable method	The maximum working load is 310 pounds unless otherwise labelled.  The anchor or tie off point must be capable of supporting 5,000 pounds per worker
3.	Safety belts, harnesses, lanyards, and lifelines shall not be knotted and shall not be allowed to become knotted or damaged	Never wrap lanyards around sharp or rough anchor points
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

Supervisor, Foreman, Labour-hand/Worker Signoff.				
<p>By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.</p>				
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## 18.9 FALL PROTECTION

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Fall Protection</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	Procedures to follow when having to work from heights exceeding 8'. Procedures will be dependant on the type of work being performed and the type of fall equipment that will be required for the task.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Falls	"A"	Proper fall protection	Proper Fall Protection (Harness, lanyard, equipment etc.)
Equipment failure	"A"	Fall arrest equipment (vertical lifelines, rope grabs, horizontal lifelines...)	
Inadequate anchor point impact force	"A"	Anchor points	
Hanging in harness after a fall	"A"	Fall rescues plan	Training/Reference Information
Defective Equipment	"A"		Workers must be trained in: Fall Protection
			<b>Proof of VALID ticket must be provided.</b>

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Perform a hazard assessment before commencing work	
2.	Determine what equipment will be needed from the hazard assessment that was completed	Equipment should fit the task being performed
3.	Inspect all fall arrest equipment before use	Defective equipment to be removed from service
4.	After donning your harness, have a co-worker or partner check to make sure the dorsal D-ring is in proper position, and the harness is properly fitted	Use of fall protection equipment training should be completed beforehand.

5.	Set up all anchor points/safety lines required before commencing work	Anchor point must be engineered and be able to withstand 5000 lbs of unquestionable strength
6.	Hook to the safety line before proceeding to any leading edge	Have partner check to make sure lanyard is hooked up properly. Always be very aware of the locations of any open edges in your work area.
7.	When finished the task, leave the area, and unhook yourself from the safety line	
8.	When work is completed for the day, make sure to place all fall equipment in a dry ventilated area.	Full-body harnesses should be hung up in a dry area.

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

### Supervisor, Foreman, Labour-hand/Worker Signoff.

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.10 FALL RESTRAINT - LANYARDS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Fall Restraint: <b>Lanyards</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Lanyards/Shock-Absorbing Lanyards: Employees who wear fall protection equipment must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

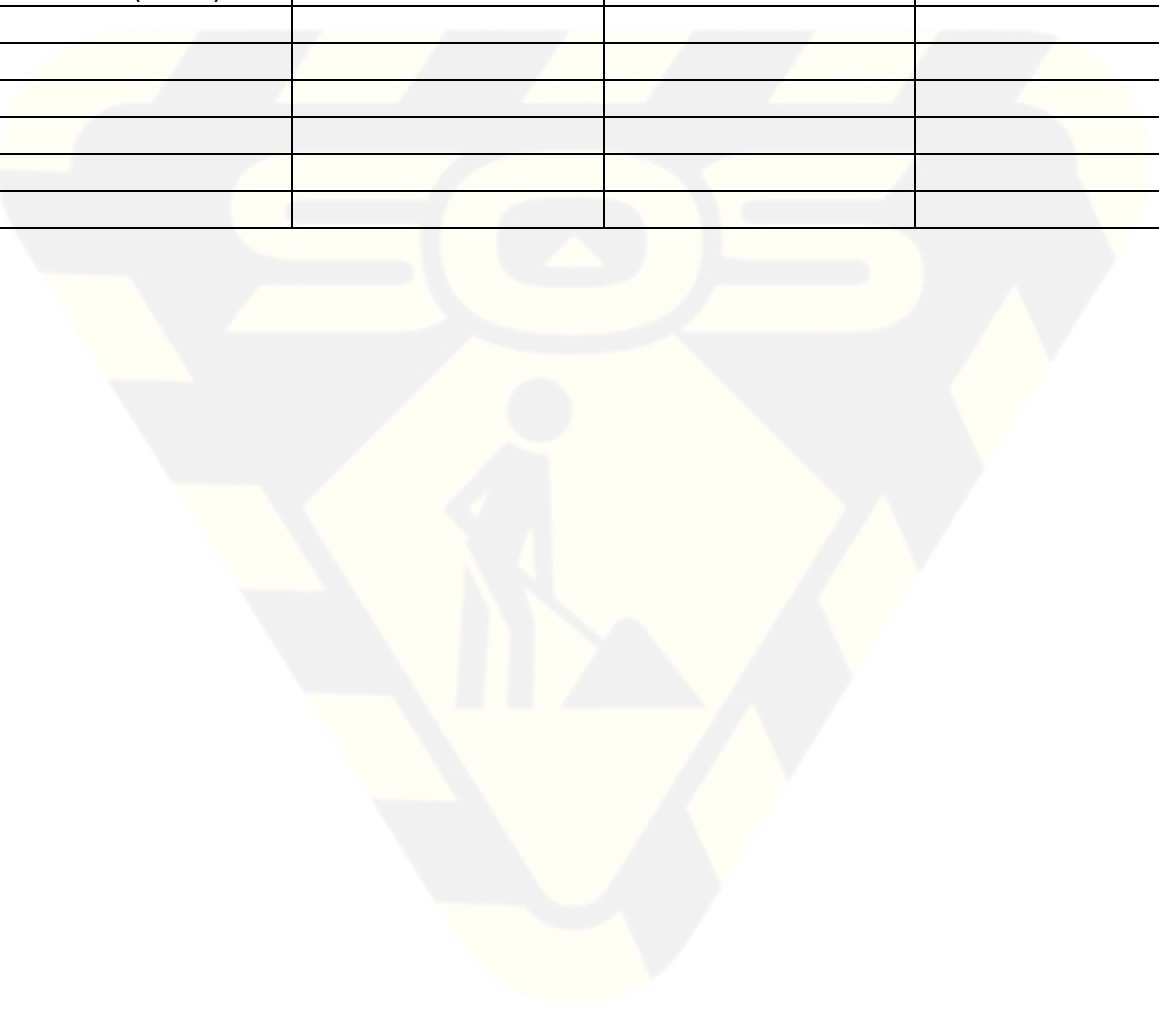
*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Fall from heights	"A"		Full Body Harness, lanyard
Strains	"B"		
Impact injuries from falling	"A"		
			Training/Reference Information
			Workers must be trained in: Fall Protection
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Conduct a pre-shift inspection of Lanyards:	Annual Inspections: annual inspections of all Lanyards and proper documentation will be maintained.
1b.	Check lanyard material for cuts, burns, abrasions, kinks, knots, broken stitches, and excessive wear	
1c.	Inspect the snap hooks for hook, locks, and eye distortion.	
1d.	Check the carabineer for excessive wear, distortion, and lock operation.	
1e.	Ensure that all locking mechanisms are seat and lock properly.	
1f.	Once locked, the locking mechanism should prevent the hook from opening.	
1g.	Visually inspect shock absorber for any signs of damage, paying close attention to where the shock absorber attaches to the lanyard	
1h.	Verify the points where the lanyard attaches to the snap hooks are free of defects	

2.	All lanyards will be stored properly to protect them from damage.	
3.	All lanyards involved in a fall will be destroyed.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

Supervisor, Foreman, Labour-hand/Worker Signoff.				
By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.				
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## 18.11 FIRST-AID INJURY

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>First-Aid Injury</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	First-Aid required while at work
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Infection	"A"	First-Aid Kit	Steel-toed boots, gloves, eye protection
Soreness	"C"		
			Training/Reference Information
			Workers must be trained in First-Aid, Eye Wash Station
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	If the event of a <b>minor injury</b> , report the accident to your supervisor	
2.	Obtain First-Aid from qualified personnel	
3.	Record injury in First-Aid Record book	
4.	Fill out WCB forms	
5.	Report any further discomfort following the injury	
1.	In the event of a <b>major injury</b> , assess the situation: watch for hazards that may hamper aid.	

2.	Call for help.	
3.	Call 911, STARS, or local medical aid, if needed.	Send someone to call, ask them to report back to you.
4.	Perform First-Aid if qualified to do so/ Receive First-Aid from qualified personnel	
5.	Report the accident to a supervisor	
6.	Record injury in First-Aid Record book	
7.	Fill out WCB forms	
8.	Report any further discomfort/complications related to the injury	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.12 FUELLING VEHICLES

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Fuelling Vehicles / Equipment</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Refuelling vehicles or equipment
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Eye Injury	"B"		Eye Protection, Gloves/Hand Protection
Fire/Explosion Hazards	"A"		Steel-toed Boots
Burns	"B"		
			Training/Reference Information
			Workers must be trained in:

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Bring the vehicle to pump	If an emergency occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop
2.	Shut off the ignition, extinguish any smoking material, leave the cell phone in the vehicle	
3.	Remove fill cap	
4.	Insert nozzle into tank and flip the lever to on position	
5.	Fill until a click is heard or to the desired amount then turn the lever to the off position	
6.	Place nozzle back on the holder and replace the fill cap	

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.13 HAND TOOLS – SNIPS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Hand Tools: <b>Snips</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Using snips to cut jacketing
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Cuts / Scrapes / Slivers	"B"	Aviation snips (Left, Right, or Straight) Boll Snips	CSA approved safety glasses or a face shield
Eye injury from flying debris	"A"		Gloves
Awkward Positions / Repetitive Motions	"B"		
Arthritis after long term use	"A"		Training/Reference Information
			Workers must be trained in proper snip usage

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Select the correct size and type of snips for the job (Use snips for cutting soft metal only. Hard or hardened metal should be cut with cutting tools).	<b>Left cut snips</b> – for making cuts left as well as straight cuts <b>Right cut snips</b> – for making cuts to the right as well as straight cuts. <b>Straight cut snips</b> – are for making straight cuts as well as shallow cuts to the right or left. <b>Offset snips</b> – permit you to keep your hands above the cut while cutting directly through the centre of a large sheet.
2.	Use hand pressure for cutting. Never hammer or use your foot to exert extra pressure on the cutting edges. If extra pressure is needed, use a larger tool.	Avoid springing the blades. This results from trying to cut metal that is too thick or heavy for the snips you are using. Do not cut sheet metal thicker than .15cm (0.062 in) with snips
3.	Cut so that the waste is on the right if you are right-handed	
4.	Keep the nut and the pivot bolt properly always adjusted	Oil the pivot bolt on the snips occasionally
5.	Do not try to cut sharp curves with straight cut snips	
6.	Do not extend the length of handles to secure greater leverage	
7.	Do not attempt to sharpen snips in a sharpening device designed for scissors, garden tools or cutlery	

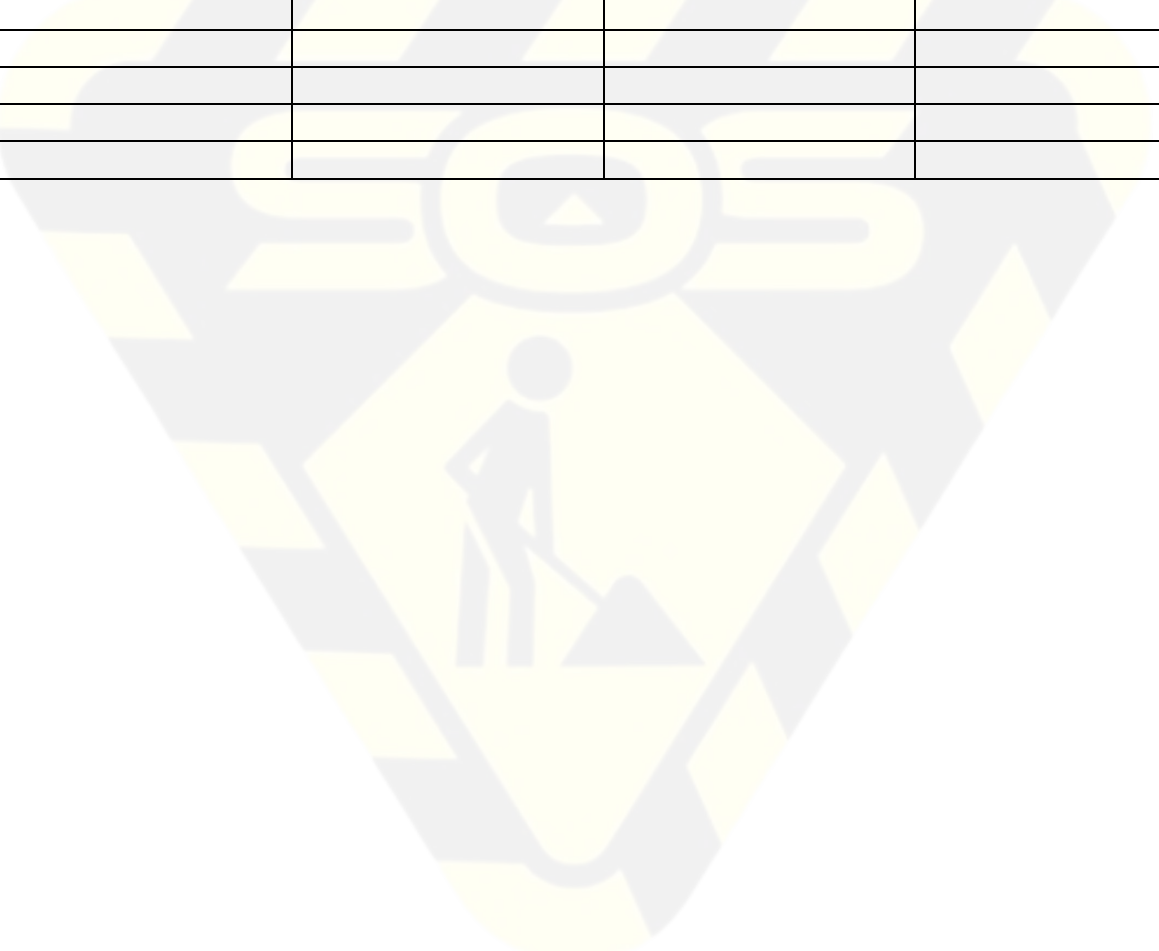
8.	Do not use cushion grips for jobs requiring insulated handles. They are for comfort primarily and not for protection against electric shock.	
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*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

<b>Supervisor, Foreman, Labour-hand/Worker Signoff.</b>
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By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.14 HAND TOOLS – HACKSAWS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Hand Tools: Hacksaws</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Hacksaws are invaluable cutting tools. However, extra care should be taken to avoid any accidents.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Cuts/Lacerations to fingers, hands	"C"	Gloves	CSA approved safety glasses or face shield
Fractures to wrists, arms	"C"		Ear protection
Injury to eyes from debris	"A"		
Injury to ears from loud noise	"B"		Training/Reference Information
Blade breakage/burning (blades overheat due to constant use, increasing risk of breakage)	"B"		Workers must be trained in proper hacksaw usage.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Select correct blade for the material being cut	Cut harder materials more slowly than soft materials, clamp thin, flat pieces requiring edge cutting
2.	Secure the blade with the teeth pointing forward	
3.	Check the stock being cut for nails, knots and other objects that may damage or buckle the saw	
4.	Keep blade rigid and frame properly aligned, and keep saw blades clean and lightly oiled	
5.	Use strong, steady strokes directed away from yourself	
6.	Use the entire length of the blade in each cutting stroke	
7.	Use light machine oil on the blade to keep it from overheating and breaking	
8.	Hold stock being cut firmly in place.	Use a helper, a supporting bench or vice to support long stock if required

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.15 HAND TOOLS – HAMMER

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Hand Tools: <b>Hammers</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Hammers and other striking tools are widely used and often abused. Hammers are made for specific purposes in various types and sizes, with striking surfaces of varying hardness. Misuse can cause the striking face to chip, possibly causing a serious injury.
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*“A” Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*“B” Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*“C” Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Shock absorption / Vibration	“B”	Tinning Hammer/Claw Hammer	CSA approved safety glasses or a face shield
Flying debris	“B”		
Finger / Hand / Wrist Injury	“A”		
			Training/Reference Information
			Workers must be trained in proper hammer usage.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Select hammers according to their intended use; Choose a hammer with a striking face diameter approximately 2.54 cm (1 in) larger than the face of the tool that is being struck	
2.	Strike a hammer blow squarely with the striking face parallel to the surface being struck. Always avoid glancing blows and over and under strikes	
3.	Look behind and above before swinging a hammer, and watch the object you are hitting	
4.	Hold the hammer with your wrist straight and your hand tightly wrapped around the handle	
5.	Do not use a hammer with a loose or damaged handle, do not use rough handles that are cracked, broken, splintered, sharp-edged or loosely attached to the head. Do not use any hammer head with dents, cracks, chips, mushrooming or excessive wear.	Do not redress, grind. Weld or reheat a hammer head.  Do not strike with the side or cheek of the hammer.  Do not use one hammer to strike another hammer.
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.16 HAND TOOLS – HAND SAWS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Hand Tools: <b>Hand Saws</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Cutting various types of etc.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Cuts / Scrapes / Stabbing Wounds	"B"	Keyhole saws, Pruning saws, Hand saws	CSA approved safety glasses or face shield
Housekeeping / Debris	"B"		
			Training/Reference Information
			Workers must be trained in proper hand saw usage.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Select a saw of proper shape and size for the stock being used; Choose a saw with a handle opening of at least 12cm (5 in.) long and 6cm (2,5 in.) wide and slanted at a 15-degree angle.	Cut harder materials more slowly than soft materials, clamp thin, flat pieces requiring edge cutting
2.	Choose a saw handle that keeps your wrist in a natural position in the horizontal plane	
3.	Check the stock being cut for nails, knots and other objects that may damage or buckle the saw	
4.	Start your cut by placing your hand beside the cut mark with your thumb upright and pressing against the blade. Pull upward until the blade bites.	
5.	Start cut carefully and slowly to prevent the blade from jumping.	
6.	Start with partial cut, then set saw at a proper angle	
7.	Apply pressure on the downstroke only, hold stock being cut firmly in place.	Use a helper, a supporting bench or vice to support long stock if required.
8.	Keep teeth and blades properly set, clean and protected when not in use.	

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**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.17 HAND TOOLS – POWER TOOLS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Hand Tools:</b> <b>Power tools</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Using any hand tool that requires a battery or power cord
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Cuts, Amputation	"A"		Safety glasses Hard Hat Steel-toed boots Hearing protection
electric shock	"A"		
noise	"B"		
MSI			Training/Reference Information
			Workers must be trained in proper power tool usage.

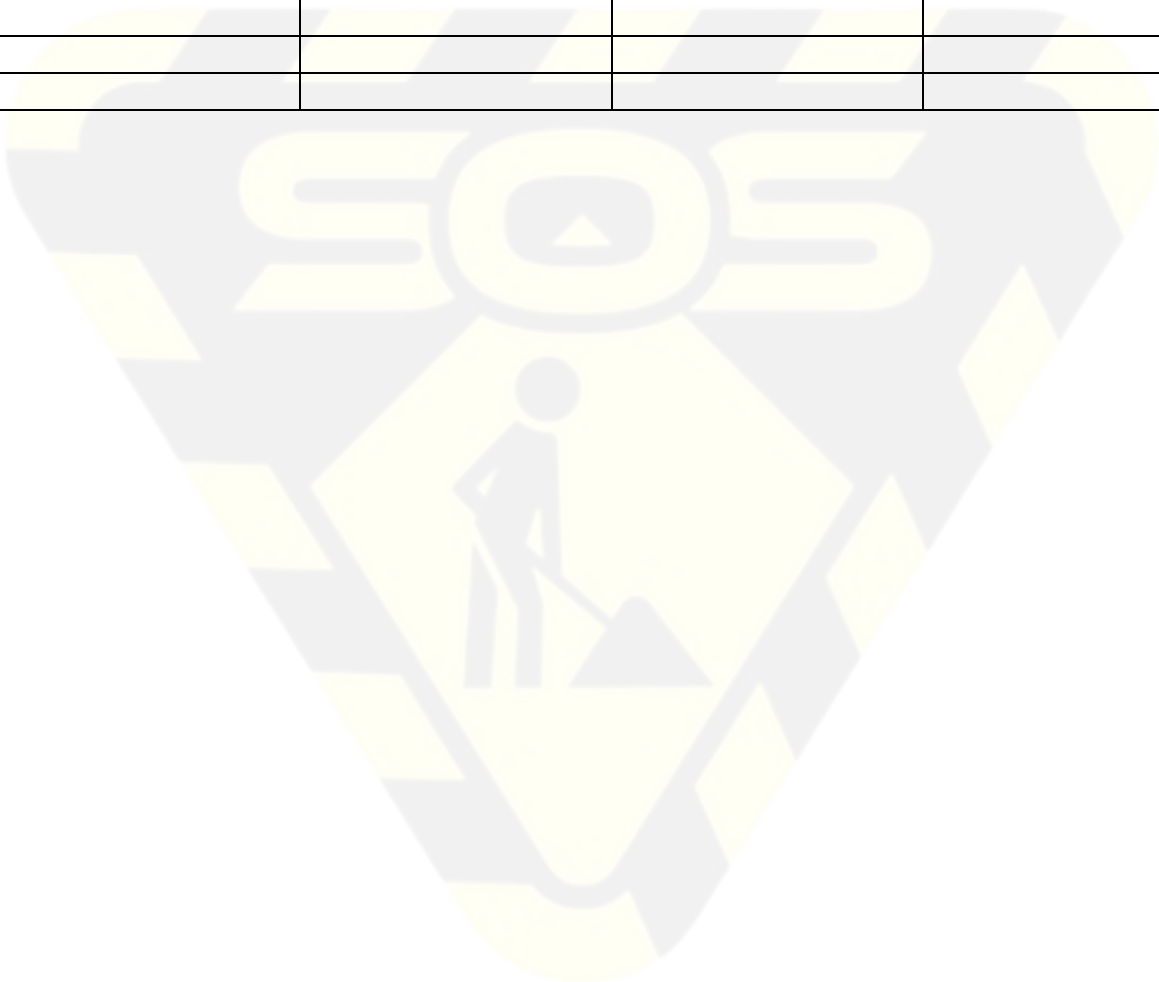
Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Ensure that the work area is free of debris	
2.	Inspect the tool for defects. Any defective tool must be lock/tagged out	
3.	Ensure that tool has an on/off switch and is in an off position before plugging in.	Never use the cord to carry the tool or pull the plug from the outlet
4.	Ensure that you have all the proper PPE and are not wearing loose-fitting clothing for jewelry	
5.	Ensure all safeguards are in place before using the tool	Only use the tool for what it is intended for
6.	Do not overreach. Always have proper footing and balance	
7.	Never force a tool.	
8.	Avoid body contact with grounded surfaces	
9.	Always disconnect the plug from the power source before making any adjustments.	
10.	Only use accessories that are recommended by the manufacturer 13. Ensure all moving parts have stopped before putting down the tool.	

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### Supervisor, Foreman, Labour-hand/Worker Signoff.

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## 18.18 HAND TOOLS – WRENCH

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Hand tools: <b>Wrenches</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Wrenches are made in various shapes and sizes and for many uses. Use the correct wrench for the job.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Hand / Wrist Injury	"B"	Crescent Wrench / Pipe Wrench	CSA approved safety glasses or face shield
Pinch Points	"B"		
			Training/Reference Information
			Workers must be trained in proper wrench usage.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Grip the wrench so that you will not endanger yourself if it slips.	Do not use pipe wrenches on nuts or bolts.
2.	Use the correct jaw to avoid slippage	Do not use a wrench on moving machinery.
3.	Face an adjustable wrench forward. Turn wrench, so the pressure is against the permanent jaw	Do not interchange tools. Never use pliers instead of a wrench or a wrench as a hammer.
4.	Adjust your stance and pull when applying excess force	Do not use a makeshift wrench, do not use worn adjustable wrenches. Inspect the knurl. Jaw and pin for wear.
5.	Maintain all leverage tools and keep at the correct adjustment during use	Do not strike a wrench with a hammer, or similar object, to gain more force.
6.	Stand aside when work is done with wrenches overhead.	Do not increase the leverage by adding sleeved additions to increase tool length.
7.	Clean and place tools and wrenches in a toolbox, rack, or tool belt after use	

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.19 HOISTING

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Hoisting</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Getting material to a roof or mezzanine etc. One level to another
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Slip/Trip	"B"		Steel-toed boots
Equipment Malfunction	"A"		Eye protection, Hand protection
Muscle Strain, Pinch Points	"B"		Hard Hat
Overhead Wires	"A"		Training/Reference Information
Permanent Structures	"B"		Workers must be trained in Operator Training Flagman Procedures Rigger Procedures
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Assign a spotter who will oversee the signaling-operator safely	If an emergency occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop.
2.	Assess area, barricade the lift area, and determine landing spot	
3.	Position machine according to the center of gravity of the load	
4.	Use slings/chains of proper length and size	
5.	Hook up of load to be done by a competent rigger	
6.	Lift when spotter signals safe to do so	
7.	Slowly move the load to the landing area and gently lower	
8.	Ensure load is stable before slackening slings and unhooking	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.20 INCIDENT - COLLISION RESPONSE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Incident Response</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Responding to ANY incident
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Potential death	"A"	First Aid Kit / AED	Gloves, Safety Glasses
Potential Injury	"A or B"	Incident Report paperwork	
			<b>Training/Reference Information</b>
			Workers must be trained in: First Aid Scene Management Incident Reporting
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Stop everything	
2.	Call a safety rep/supervisor or foreman	
3.	Safety rep, supervisor, or foreman to initiate response procedure and call 911	If the site is remote or hard to locate, have someone go out to the street or roadway to flag in the ambulance
4.	Ensure that equipment involved is not moved and the incident/accident scene is not disturbed	
5.	In case of an injury, allow personnel trained in First Aid to take care of casualty victim as soon as possible	
6.	Ensure the casualty is not moved unless a greater and imminent danger will arise by leaving them in their original position and location	
7.	Upon ambulance arrival, inform and assist medical personnel as required	
8.	After assessment and statements have been taken, follow instructions from your supervisor	All dangerous occurrences, even those that do not involve injury or property damage, must be reported to the Workplace Safety and Health
9.	Follow Incident Reporting Procedure	

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**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.21 JUMP-STARTING A BATTERY

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Jump-Starting a Battery	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Knowing how to jumpstart a car is a skill all drivers should have. Always ground the circuit and connect the jumper cables to the proper terminals.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Fire (igniting hydrogen gas with a spark)	"A"	Coveralls Jumper Cables	Protective Footwear Head Protection as Required Eye Protection as Required Ear Protection as Required Gloves as Required
Vehicle Damage (blown fuses-hooking the leads backwards)	"C"		
Electrocution	"B"		
			Training/Reference Information
			Workers must be trained in proper battery jump starting procedures.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	IMPORTANT: EXTINGUISH ALL CIGARETTES AND FLAMES	
2.	Place the two vehicles so that the battery cables reach. Make sure the equipment is not touching.	
3.	Make sure the batteries are the same voltage. 6-volt batteries have three filler vents; 12-volt batteries have six filler vents. (If 12-volt and 6-volt batteries are connected, the smaller, 6-volt battery would be damaged and could explode).	
4.	Make sure the equipment or vehicles are in neutral or park and set the park brake. Turn off the ignition and all accessories.	
5.	Unless necessary, do not try to start equipment with a frozen battery. If the battery is low or dry, the surge could buckle the plates. If the battery has capped vent holes, remove caps to lessen the chance of pressure built up of hydrogen gas. Cover the vent holes with a cloth so that no one is splashed with acid in case of an explosion.	
6.	Identify the positive terminal of both batteries. These are coloured red or have "+," "P," or "POS" written on the battery case, post, or clamp.	
7.	Attach one jumper cable between the two positive terminals.	
8.	Attach one end of the second jumper cable to the negative terminal of the booster battery and the other end to some part of the vehicle/equipment in the equipment	

	being started. Black from the good, to under the hood. The final connection should be at least a foot from the battery and must be on a piece of metal that is not painted, chrome-plated, heavily rusted or coated with grease. The likelihood of a spark when connecting the cables comes with the last connection, which completes the circuit.	
9.	After the vehicle/equipment with the discharged battery is running normally, remove the cable connection at the engine block first, then the other end of the same cable from the booster battery. The reason for removing from the block first is the same as previously stated –breaking the circuit is when you might have a spark, and you want to be distant from the source of volatile gases.	
10.	Then remove the negative from the booster battery. Finally, disconnect positive from the booster and positive from vehicle/equipment being started.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.22 LADDERS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Ladders</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Ladders Portable Ladders Extension Ladders
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Falls	"A"		Gloves, Eye Protection, Steel-toed Boots, Harness and Lanyard (if required)
Pinch Points	"B"		Hi-Visibility Vest
Strains	"B"		Spotter Support for ladder
Electrocution	"A"		Training/Reference Information
Slips	"B"		Workers must be trained in and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor.
			Workers must also and be familiar with the location of the use of a fire extinguisher.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Conduct a pre-starting inspection of equipment and work area	Inspect ladder frequently for broken or missing steps, broken side rails etc. A defective ladder must be tagged and removed from service and reported to the supervisor immediately.
2.	Choose the proper ladder for the job (platform, standard frame, etc.)	Ladders and scaffolds must be strong enough for the intended use. Do not use step ladders as straight ladders.
3.	Keep metal and wood ladders away from power lines and other live conductors	Use fibreglass ladders when performing work on or near electrical conductors
4.	Secure base when raising and never set up a ladder when it is extended	
5.	Open the ladder fully and lock the spreader in an open position	
6.	Set extension ladder at a proper 75.5-degree angle by placing ladder base a distance equal to 1/4 total working length of ladder away from the base of vertical support.	If the distance is less than 3 ft, place base of ladder a minimum of 3 ft from the vertical support.  Erect the ladder with 3 ft (minimum) extending above the roof line or working surface: tie top at support points.

		Extend top section only from the ground, never by bouncing or from the roof
7.	If on icy or slippery site, ensure the area is cleared of hazards and ensure non-skid devices or securing feet	
8.	Do not overextend; maintain a minimum overlap of sections: A Up to and including 32 ft - 3 ft overlap B 36 ft - 4 ft overlap C Over 36 ft and including 48 ft - 5 ft overlap	
9.	Maintain firm grip and use both hands when climbing	Do not overreach. Move the ladder as needed.  Do not "walk" or "shift" the ladder when standing on it.  Face the ladder when climbing up or down
10.	Conduct Ladder Safety:	
	<p>Do not use portable metal ladders near energized electrical circuits.</p> <p>Ladders must not be placed in front of doors that open toward the ladder unless the door is open, locked, or guarded.</p> <p>Portable ladders, when in use, must be firmly placed, held, tied, or otherwise secured to prevent slipping or falling.</p> <p>Do not use portable straight ladders without non-skid feet.</p> <p>Do not place a ladder against an unsafe support.</p> <p>When using a stepladder be certain the legs are fully spread.</p> <p>When using a stepladder, more than ten feet high, another employee must hold the ladder.</p> <p>Use both hands and face the ladder when going up or down the ladder (always have three-point contact with the ladder).</p> <p>An erected ladder must be a minimum of 1 meter (or 3 feet) above the top of the roof.</p> <p>Do not climb to the top of a stepladder. Go no further than the second step from the top</p>	
11.	Conduct a post-operational inspection	Inspect ladder frequently for broken or missing steps, broken side rails etc.  A defective ladder must be tagged, and removed from service and reported to the supervisor immediately
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.23 LIFTING/ERGONOMIC INJURY PREVENTION

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Lifting/ Ergonomic Injury Prevention</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Strain injuries from improper lifting techniques often result in Musculoskeletal disorders: <ul style="list-style-type: none"> <li>• back injuries (the leading injury in frequency and disability by far)</li> <li>• finger, wrist, elbow, and shoulder injuries</li> <li>• neck injuries</li> <li>• knee injuries</li> </ul>
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Excessive physical demand on the joint (the amount of exertion).	"B"	Use carts, dollies, or mechanical aids where possible for heavy lifting or moving	Site required PPE
Prolonged physical demand on the joint (fatigue)	"B"	Where mechanical aids are not available, enlist help	
The physical condition of the joint, personal health and physical preparation of the joint	"B"	Use footwear with cushioning in-soles	
Awkwardness of motion	"B"	Minimize bending, extreme reaches, and twisting while engaged in labour	Training/Reference Information
Exposure to cold or vibration	"B"	Use anti-vibration PPE or tools that limit that effect	Workers must be trained in proper lifting techniques.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Check to see if the object is too heavy by tipping it slightly. Never attempt to lift alone if it is too heavy or awkward	Never try to lift more than you are accustomed to. Always get help when lifting bulky loads
2.	Ensure there are sufficient personnel to raise the load and hold it in place for an extended period to allow personnel to secure the load	When two people are lifting, one person will give the command to lift, so both will be lifting at the same time.
3.	Get a good footing. Check the footing area before lifting,	
4.	Use good lifting techniques: <ul style="list-style-type: none"> <li>- Take a good stance with feet planted firmly, legs shoulder-width apart. Ensure you are on level ground.</li> <li>- Place feet astride object, one foot slightly ahead</li> <li>- Get a firm grip with your hands rather than just fingers</li> <li>- Lift smoothly, do not jerk objects when lifting</li> <li>- Use your legs to lift</li> </ul>	Never lift an item that is too heavy or awkward. Get help, or a mechanical lifting aid (dolly, pallet jack, forklift, or similar device).

	- Hold the load close to your body, keeping the weight of your body over your feet for good balance - Use large leg muscles to lift. Push up with the foot positioned in the rear as you start to lift	
5.	Do not twist when carrying objects: pivot by moving your feet when moving objects	
6.	Do not force objects when pulling or pushing	
7.	Push, rather than pull heavy objects	
8.	Limit activities while bending if possible	
9.	Limit exertion when in an extended position	
	To put the object down, 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,	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

### Supervisor, Foreman, Labour-hand/Worker Signoff.

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## 18.24 LOCK-OUT/TAG-OUT

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Lock-out/Tag-out</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	Lock-out/tag out is a safety procedure used in industry settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to maintenance or repair work. Lock-out/tag out requires that hazardous energy sources be isolated and rendered inoperative before work is started on the equipment in question. The isolated power sources are locked and a tag is placed on the lock identifying the worker who placed it. The worker holds the key for the lock, ensuring that only he or she can remove the lock and start the machine. This prevents accidental start-up of a machine while it is in a hazardous state or while a worker is in direct contact with it.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Injury	"B"	Lockout Tags	Protective Footwear Head Protection as Required Eye Protection as Required Ear Protection as Required Gloves as Required
Loss of life	"A"		
Damage to property	"C"		
			Training/Reference Information
			Workers must be trained in the proper lock-out/tag out procedures.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Announce shut off	
2.	Identify the energy source(s)	
3.	Isolate the energy source(S)	
4.	Shut off equipment/vehicle /energy source(s).	Remove key from ignition, if applicable.
5.	Turn off electrical supply to the equipment being worked on,	
6.	Attached personal "LOCK-OUT" lock on the electrical panel switch,	
7.	Prove/ensure equipment isolation is effective	Electrical supply to intended equipment is indeed turned off
8.	Keep the key to the lock in your pocket until the service on the equipment is complete	

9.	If more than one person is working on the same piece of equipment, then both persons must "LOCK-OUT,"	
10.	In the event two locks will not fit on the electrical panel shut-off switch, then one person must use an "OUT OF SERVICE." For vehicles out of service, put lock-out device on the steering wheel or on the outside door (Must be visible),	
11.	All keys must be turned in to your supervisor before going home after your work shift,	DO NOT ATTACH OR REMOVE ANOTHER PERSON'S LOCK OR TAG.
12.	After all locks or tags have been removed, the Operator may start equipment.	Should an employee go home and leave their lock or tag attached after completion of service, they could be called back to work to remove it. In extreme cases – vacation, sickness, etc., the supervisor may remove the lock or tag after he/she has made a careful inspection of the equipment.

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### Supervisor, Foreman, Labour-hand/Worker Signoff.

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## 18.25 MAJOR SITE EMERGENCY

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Major Site Emergency</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Any event (happening with or without) warning causing or threatening death or injury, damage to property or the environment, or disruption to the community.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

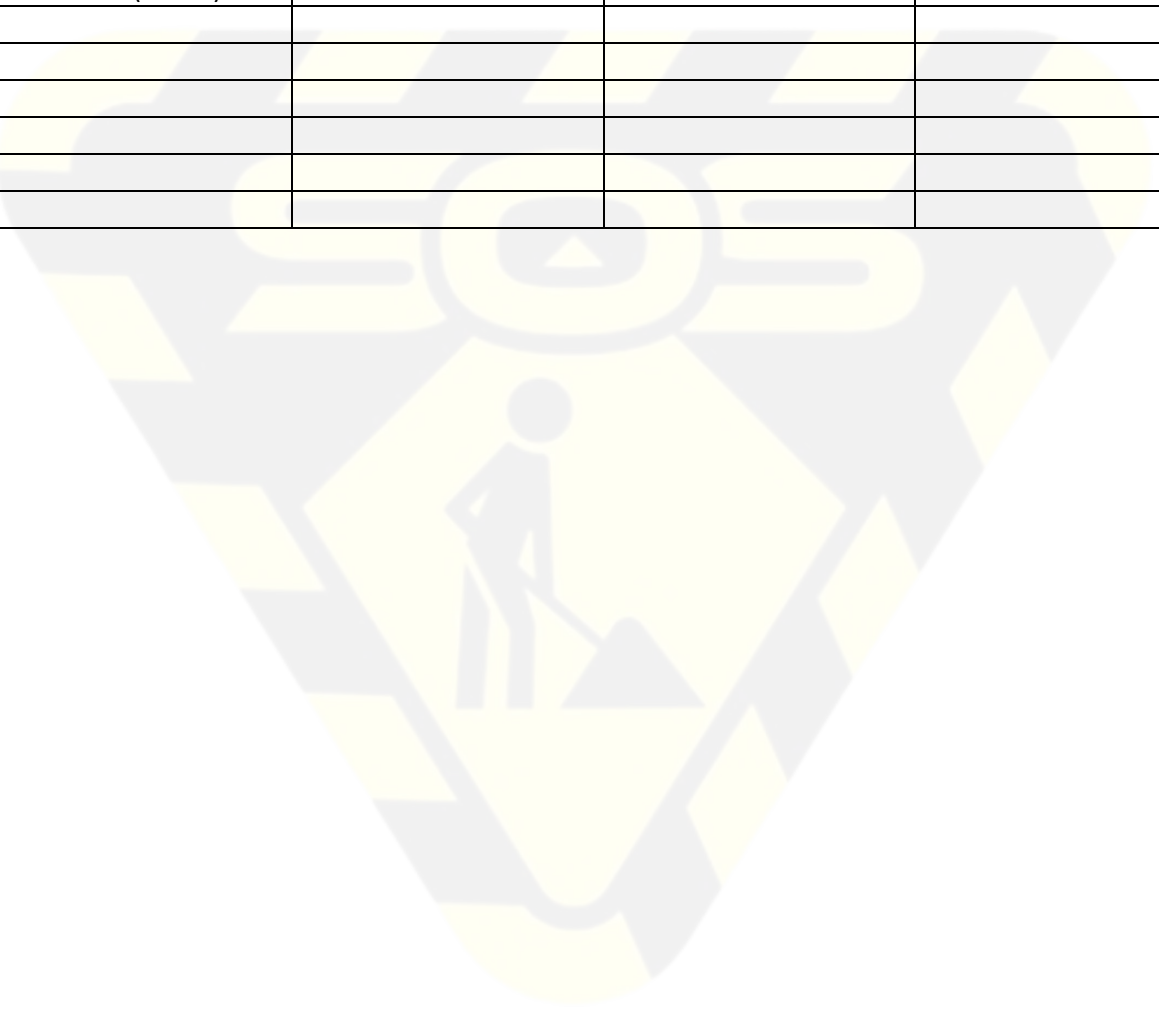
Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Serious injury	"A"	Fire Extinguisher First Aid	Steel-toed boots Safety glasses Safety gloves Hard hat Reflective vest Communication device
Potential death	"A"		
Inhalation of chemicals/toxins	"A"		
Burns	"B"		<b>Training/Reference Information</b>
			Workers must be trained in: Fire Extinguisher Training First Aid Emergency Response Evacuation Procedure WHMIS training
			<b>Proof of VALID ticket must be provided.</b>

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Supervisor/foreman to activate the emergency procedure	Emergency Response Coordinator is responsible for 1) Receiving initial assessment of incident by the person who discovered the problem 2) Determine emergency procedures, which need to be activated 3) Designate a person responsible for placing emergency calls if necessary
2.	Emergency Response Coordinator to notify 1) Primary Contractor/Subcontractor or management 2) Required emergency responders	

3.	Apply Evacuation Procedure if emergency can not be controlled	
4.	Remain at muster areas until all clear given	
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Supervisor, Foreman, Labour-hand/Worker Signoff.				
By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.				
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## 18.26 PROPANE HEATERS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Propane Heaters</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Anytime a portable propane heater is being used on site
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Fumes/Exhaust	"A"		Steel-toed Boots
Flammable Materials	"A"		Hard Hat
Tripping Hazard	"B"		Hearing Protection Eye Protection Hand Protection
			Training/Reference Information
			Workers must be trained in proper propane heater use.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Asses for flammable materials: Flammable materials (including propane bottle) are to be located a minimum of <b>50 feet from the front</b> of the heater.  All flammable materials (including propane bottle) are to be located a minimum of <b>10 feet from the sides, rear, and top</b> of the heater.	
2.	The heater hose length should not be more than 50 feet.	The extra hose is to be coiled and tied so that it is not a tripping hazard.  Hose lying on the floor in traffic areas should be protected against puncture.
3.	Propane tanks must be stored in a well ventilated and safe, secure place to prevent tipping or any other damage	
4.	Ensure there is sufficient space for the exhaust and ventilation of the heater	
5.	After use, make sure the heater is turned off, unplugged, cooled down, and the hose/cords are coiled before leaving.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.27 RECIPROCATING SAW

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Reciprocating Saw Operation</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Using/operating a "Sawzall"
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Exposed Blade-Cuts, Amputation	"A"	Gloves	Eye Protection Hearing Protection Safety Footwear
Electrical Shock	"B"	Tight-fitting clothing	Disposable Respirator (N95)
Sawdust/Projectiles in Eyes	"B"		
Sawdust Inhaled (possible toxicity)	"B"		Training/Reference Information
Sharp Edges/Hot Surfaces	"B"		Workers must be trained in proper saw operation and usage.
Noise	"B"		

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Read and understand the manual that accompanies your reciprocating saw.	
2.	Don personal protective equipment before beginning the task. Ensure clothing fits appropriately (tight-fitting).	
3.	Inspect the work area. Remove tripping hazards, garbage, cut-offs, etc. Ensure footing is stable and adequate physical support is available for out-of-position cuts. Lighting must be adequate.	Be aware of fire and explosion hazards created when using abrasive (carbide) cutting blades. Clear the work area of combustibles before starting work.
4.	Ensure the saw is unplugged or battery removed. Inspect the following for defects: saw blade, cord, switch, shoe. If defects are identified, the tool is to be red-tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance.	
5.	Ensure the correct blade is installed for the material being cut.	Be aware of toxic dust created when sawing treated lumber, particleboards, etc.
6.	Inspect material to be sawn for foreign objects; remove before proceeding.	Be aware of electrical shock hazards created in damp conditions. Do not operate tools while standing in water.
7.	Plugin and start the saw. Check correct tool function.	

8.	Keep both hands firmly on the tool. Keep hands away from the blade. Only cut off small, manageable pieces; ask for assistance if larger pieces must be cut off.	
9.	Check for proper clearance behind the workpiece to ensure the blade will not strike obstructions.	
10.	Make sure the blade is not contacting the workpiece as the tool is started.	
11.	Switch the tool off and wait for the blade to come to a complete stop before removing the blade from the workpiece.	
12.	When finished, unplug the saw from the power source. Clear work area of debris.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.28 SHEARING (ALUMINUM & SHEET METAL)

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Shearing Aluminum and Sheet Metal</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Cutting Aluminum, whether it be off a roll or off a piece of pre-cut and rolled aluminum
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Pinch Points	"B"	Dolly, or other transport tools	Steel-toed boots
Strain/Injury due to improper lifting	"B"		Rubberized Gloves
Cuts to hands/fingers	"A or B"		Safety Glasses Hearing Protection
Eyes	"B"		Training/Reference Information
			Workers must be trained in: Proper Shearing and Lifting Techniques

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Don personal protective equipment before beginning the task.	
2.	Bring material to the worksite on the dolly (unfinished side facing out).	
3.	Turn on shear, push the green power button and set depth gauge. Verify with a tape measure or marked piece of scrap metal.	Caution: do not place fingers under guard.
4.	4. If material is 0.050" thick, a single person can handle a sheet of stock material. If material is 0.125" (1/8") thick, then two-person handling is required.	
5.	If handling sheet with a <b>single person</b> , lift the sheet up off dolly, turn around 180°, lift sheet until lower edge can be placed on receiving arms. Lay sheet on receiving arms unfinished side down. Slide sheet to depth stop.  If handling sheet with <b>two people</b> , on either side of dolly, lift the sheet up off dolly, step toward machine and tilt sheet so that unfinished side will be against receiving arms – slide sheet to depth stop.	

6.	Activate foot peddle for clamping and shearing process.	Note: Remove foot from the peddle before handling new material or pushing existing stock material to depth stop
7.	Remove finished material from the discharge area. If a second person is clearing the discharge area, the shear operator must obtain a "clear" signal before proceeding with the next cut. Shear operator and helper must agree on "clear" signal (verbal or hand).	
8.	Turn the key to the off position	
9.	Clean up scrap and offcuts. Aluminum to recycle bin; sheet metal to garbage bin	If the machine needs cleaning, clearing, removing jammed pieces or maintenance in/under the discharge area, or if the guard needs to be removed for cleaning, clearing or maintenance, then the person performing the task must tum off the shear and remove the key. The key is to be kept on the person until the cleaning, clearing, or maintenance is completed, and then the guard is to be reinstalled
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

### Supervisor, Foreman, Labour-hand/Worker Signoff.

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.29 SITE INSPECTIONS

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Site Inspections</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Looking over an area of work and identifying any potential hazards. Filling out the required paperwork
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Slips/Trips/Falls	"B"	Site Inspection paperwork	Hard Hat Steel-toed boots High visibility vest
Serious Injury	"A"		Eye protection Hand protection Hearing Protection
Traffic	"B"		
			Training/Reference Information
			Workers must be trained in site inspection procedures.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Wear all applicable PPE	
2.	Review previous inspection reports to ensure previous deficiencies have been corrected	To be completed at a minimum as per the Site Inspection policy states or more often as required
3.	Ensure you record and date your findings in the inspection book (pictures are an excellent resource)	
4.	Record all staff (subcontractors also) at the location	
5.	Check that all pertinent permits and documents are in place	
6.	Record and identify all deficiencies	
7.	A copy of the inspection report to be discussed with the staff and supervisor on site	
8.	Copy of inspection to be submitted to WSH Committee/Worker Representative and Management	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.30 SPILL RELEASE & REPORTING

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Spill Release &amp; Reporting</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	<p>The Environmental Protection and Enhancement Act requires that any release of a substance into the environment that could cause an adverse effect is to be reported to the Alberta Environment.</p> <p>Any spill, release or emergency that may cause/is causing/has caused an adverse effect to the environment must be immediately reported to Alberta Environment.</p>
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards to the person/worker:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Personal injury/fatalities due to toxic/poisonous gases	"A"	Spill Kit Absorbent pads/pillows Spill trays, bunds	Protective Footwear Head Protection as Required Eye Protection as Required Ear Protection as Required Gloves as Required
Contact burns to skin, eyes due to corrosive chemicals	"B"		Respirator as Required
Injury/fatalities from flame due to flammable chemicals	"A"		
Injury/fatalities caused by structural damage	"A"		Training/Reference Information
Environmental damage	"B"		Workers must be trained in <ul style="list-style-type: none"> <li>- proper spill reporting procedures,</li> <li>- locations of emergency alarms and communication devices</li> <li>- locations of spill containment equipment</li> </ul>
			<b>Employee understanding must be demonstrated.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Attempt to stop the leak or spill provided you do not place yourself at risk,	
2.	Leave the spill area. Shut off ignition sources and equipment whenever possible. Administer first aid if required,	
3.	Identify the product spilled, quantity and determine the immediate hazard.	Wear appropriate personal equipment to manage the spill release.
4.	Evacuate the danger area if necessary,	Pull the fire alarm if building evacuation is required.

5.	Report the details of the spill to the noted contacts as required,	
6.	Review the material safety data sheets to determine the degree of hazard associated with the chemical spill,	If necessary, call 911 and request an ambulance, fire department, and/or police.
7.	Secure the area determined by the quantity of chemical spilled as directed by the Material Safety Data Sheet,	
8.	Efforts should be made to contain the chemical from contaminating water sources, sewer systems, buildings, and other adjacent areas,	
9.	Ensure the Material Safety Data Sheet is made available to all response personnel who arrive on-site,	
10.	With guidance from response personnel, environment personnel, and supervisor, clean up the spill and dispose of contaminated material as directed	
11.	Investigate the incident/accident to determine the cause; take corrective action. Replenish all supplies that were used,	
12.	In the event of an accidental release of dangerous goods from a means of containment, a person who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release if the accidental release consists of a reportable quantity of dangerous goods or a reportable emission of radiation as described in Transport Canada, TDG Regulations, Part 8.	<p style="text-align: center;"><u>The report must be made to:</u></p> <ul style="list-style-type: none"> <li>a) the appropriate provincial authority,</li> <li>b) the person's employer,</li> <li>c) the consignor of the dangerous goods,</li> <li>d) for a <b>road vehicle</b>, the owner, lessee, or charterer of the road vehicle,</li> <li>e) for a <b>railway vehicle</b>, CANUTEC at (613) 996-6666,</li> <li>f) for a <b>ship</b>, CANUTEC at (613) 996-6666, a Vessel Traffic Services Centre or a Canadian Coast Guard radio station,</li> <li>g) for an <b>aircraft</b>, an <b>aerodrome</b>, or an <b>air cargo facility</b>, CANUTEC at (613)996-6666 and the nearest Regional Civil Aviation Office of the Department of Transport and, if the aerodrome is an airport, the operator of the airport,</li> <li>h) for <b>Class 1, Explosives</b>, and <b>Class 6.2, Infectious Substances</b>, CANUTEC at 613-996-6666; and SOR/2008-34,</li> <li>i) for an <b>accidental release from a cylinder</b> that has suffered a catastrophic failure, CANUTEC at (613)996-6666.</li> </ul>
<i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i>		

### Supervisor, Foreman, Labour-hand/Worker Signoff.

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.31 SUN PROTECTION

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Sun-Protection</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Working outside or on a roof etc. where UV exposure is high
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Sunburn	"B"	Long sleeves	Steel-toed Boots
Skin Cancer	"A"	SPF	Eye Protection, Hand Protection
Inflammation – cornea cataracts	"A"	Sunglasses	Hard Hat
Blindness	"A"	Sunglasses	Training/Reference Information
			Workers must be trained in proper sun protection procedures.

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Be aware of UV warnings	
2.	Wear long-sleeved, loose-fitting clothing to ensure no exposed skin	
3.	Apply sunscreen with minimum SPF 15 liberally to all exposed skin at least 15 minutes before sun exposure	
4.	Wear proper sunglasses that allow less than 1% UVB radiation	
5.	Drink plenty of liquids (not alcohol – preferably water)	If <b>overheating</b> , cold water can cause shock to the body. In case of overheating, drink cool-warm water.
6.	If sunburn occurs, make sure it is covered as to not get burned further	
7.	Seek shelter from the sun if possible	

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**Supervisor, Foreman, Labour-hand/Worker Signoff.**

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## 18.32 VEHICLE – PRESSURE WASH

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Vehicle: <b>Pressure Wash</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	A pressure washer is a powered tool that sprays water at high pressures to clean large, sturdy surfaces such as buildings, farm equipment and roads. Pressure washers may be used more often during disaster clean-up when the risk of injury may be higher. <b>When using a pressure washer, always follow the safety instructions included in the owner's manual.</b>
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Personal Injury	"B"	Gloves	
Electric Shock	"B"	Rubber-soled shoes Well-draining area	
Carbon Monoxide Poisoning	"A"	Outdoor/Well-ventilated area	
Slips/Trips	"C"	Rubber Mats	Training/Reference Information
			Workers must be trained in proper pressure washer use.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Gather materials required (pressure washer, 5-gallon pail, scrub brush with handle, floor squeegee, shovel, truck wash soap and hot water supply necessary to do the task,	Ensure pressure washer cord (and extension cords, if needed) are in good condition with no missing and are kept out of standing water.
2.	In a garage, park vehicle over the sump.	
3.	Shut off engine, put wheel chocks down, close bay door.	
4.	Stretch out the pressure washer hose, removing all kinks from it,	
5.	Spray entire vehicle from top to bottom with the pressure washer then shut off pressure washer,	Do not point a pressure washer at yourself or others. If wounded by a pressure washer, administer First Aid. Pressure-washer wounds can appear minor but are at higher risk of infection: a medical professional may suggest antibiotics.
6.	Scrub vehicle from top to bottom with a soapy solution,	
7.	Spray entire vehicle from top to bottom with the pressure washer to rinse, then shut off pressure washer,	
8.	Coil the hose up at the pressure washer station and make sure all water taps are turned off,	

9.	Pour the left over soapy solution down the drain and put back supplies where you got them from,	
10.	If in a garage, open the bay door and park the vehicle outside,	
11.	Shovel up any mud left on the floor: do not just hose the mud down the sump,	
12.	Use the squeegee to wipe any excess water from the floor.	

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**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.33 VEHICLE OPERATION – PRE-USE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Vehicle:</b> Pre-Use	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	A vehicle inspection is a physical and visual inspection of the vehicle. Making a report of issues helps to make sure the vehicle is safe to use. Vehicle inspection will also give you the opportunity to look for obstructions or hazards that are in the area that may be a concern when driving (e.g., people, pets, posts, poles, holes, other vehicles, etc.). Use the vehicle manual or manufacturer's guide to help customize your inspection. Report all issues to your supervisor or to individuals responsible for vehicle maintenance.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Pinch Points	"C"	Inspection Checklist	Steel-toed Boots
Traffic Hazards	"B"		Gloves
			<b>Training/Reference Information</b>
			Workers must be trained in the proper vehicle inspection procedures.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	Complete checklist on engine fluids, belts, etc. and overall condition before starting the unit,	Inspect all applicable items as per National Safety Code (NSC) Standard 13, Schedule 1 and 2.
2.	Allow engine to warm up to sufficient operating temperature, checking for abnormal operation (noises, fluid leaks, gauges not working, etc.),	
3.	Inspect unit for damage to the cab, body and tires on the unit and trailer, if towing one,	
4.	Listen and look for any abnormality,	
5.	Check springs and frames for abnormal wear or signs of stress and/or cracks,	
6.	Check for spare oil, windshield washer fluid and antifreeze, etc.	
7.	Check wheel lugs and studs. Check for slippage,	
8.	The power unit must be properly checked for fuel, oil, and coolant before leaving,	
9.	Whenever hooking up a trailer, a visual check of the hitch is a must. Ensure that units are properly hooked up,	
10.	1Driver must ensure that the trailer is suitable and properly cleaned for product to be hauled,	

11.	Check for Safety/Emergency and Minimum Vehicle Equipment (as applicable):	<ul style="list-style-type: none"> <li>• CSA approved Hard Hat,</li> <li>• CSA approved Mono-Goggles or Safety Glasses,</li> <li>• Long Sleeve Shirt, Pants,</li> <li>• CSA approved Steel-toed Work Boots,</li> <li>• Reflective Vest or Coveralls,</li> <li>• Hearing Protection,</li> <li>• Roadside Emergency Kit,</li> <li>• Fire Extinguisher, *All units must be equipped*</li> <li>• First Aid Kit, *All units must be equipped*</li> <li>• Warning Triangles, *All units must be equipped*</li> <li>• Proper Load Securement Equipment in good order,</li> <li>• Miscellaneous Equipment (tarps, brooms, shovels),</li> <li>• Two-way communication device, in case of emergency,</li> <li>• All necessary Paperwork for the Job,</li> <li>• TRIP INSPECTION REPORT,</li> <li>• Registration, Insurance, CVIP (s), Permits, and Certification Binder,</li> </ul>
12.	Engage vehicle into reverse to ensure backup alarm is working (if applicable).	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

<b>Supervisor, Foreman, Labour-hand/Worker Signoff.</b>				
<p>By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.</p>				
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## 18.34 VEHICLE OPERATION – MID-USE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Vehicle: <b>Mid-Day Use</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	A vehicle inspection is a physical and visual inspection of the vehicle. Making a report of issues helps to make sure the vehicle is safe to use. Vehicle inspection will also give you the opportunity to look for obstructions or hazards that are in the area that may be a concern when driving (e.g., people, pets, posts, poles, holes, other vehicles, etc.). Use the vehicle manual or manufacturer's guide to help customize your inspection. Report all issues to your supervisor or to individuals responsible for vehicle maintenance.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

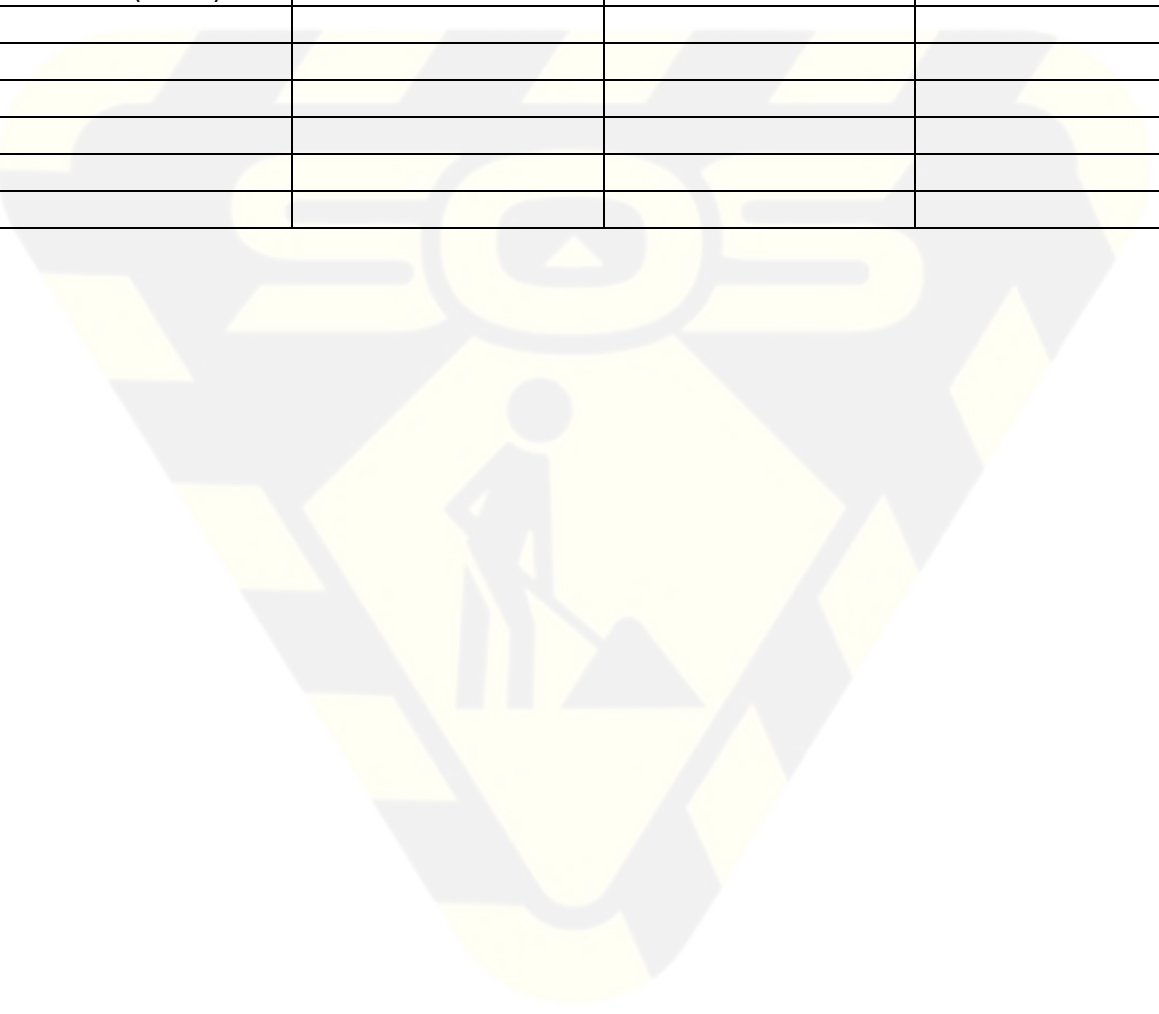
Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Pinch Points	"C"	Inspection Checklist	Steel-toed Boots
Traffic Hazards	"B"		Gloves
			<b>Training/Reference Information</b>
			Workers must be trained in the proper vehicle inspection procedures.

### Steps to Perform this task Safely:

ITEM	PROCEDURE	NOTES
1.	To ensure repairs are made, record all defects on Running Orders for equipment in use,	
2.	At all times, the unit must be driven in a safe, competent, and reasonable manner. Obeying all laws set out by the Traffic Safety Act,	
3.	Ensure all paperwork is in order, neat and tidy. Signatures are to be legible and or printed,	
4.	Any breakdowns/accidents or incidents must be reported immediately,	
5.	If you are behind schedule more than one-half hour, call your contact person/field supervisor, manager and/or the customer at the destination if necessary.	Keep Bill 16 (Distracted Driving Law) in mind.
6.	Purchase fuel and oil only at locations approved by management,	
7.	Stay in contact with field supervisors and/or managers, notifying them of your progress,	

8.	“Headlights On” is a Company Policy and must always be on when driving,	
9.	Ensure Seatbelts are engaged and worn properly.	
<p><i>The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.</i></p>		

Supervisor, Foreman, Labour-hand/Worker Signoff.				
<p>By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.</p>				
	NAME (PRINT)	SIGNATURE	POSITION	DATE
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## 18.35 VEHICLE OPERATION – POST-USE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
Vehicle Use: <b>End-of-Day</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

<b>General Task Description:</b>	A vehicle inspection is a physical and visual inspection of the vehicle. Making a report of issues helps to make sure the vehicle is safe to use. Vehicle inspection will also give you the opportunity to look for obstructions or hazards that are in the area that may be a concern when driving (e.g., people, pets, posts, poles, holes, other vehicles, etc.). Use the vehicle manual or manufacturer's guide to help customize your inspection. Report all issues to your supervisor or to individuals responsible for vehicle maintenance.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Pinch Points	"C"	Inspection Checklist	Steel-toed Boots
Traffic Hazards	"B"		Gloves
			<b>Training/Reference Information</b>
			Workers must be trained in the proper vehicle inspection procedures.

### Steps to Perform this task Safely:

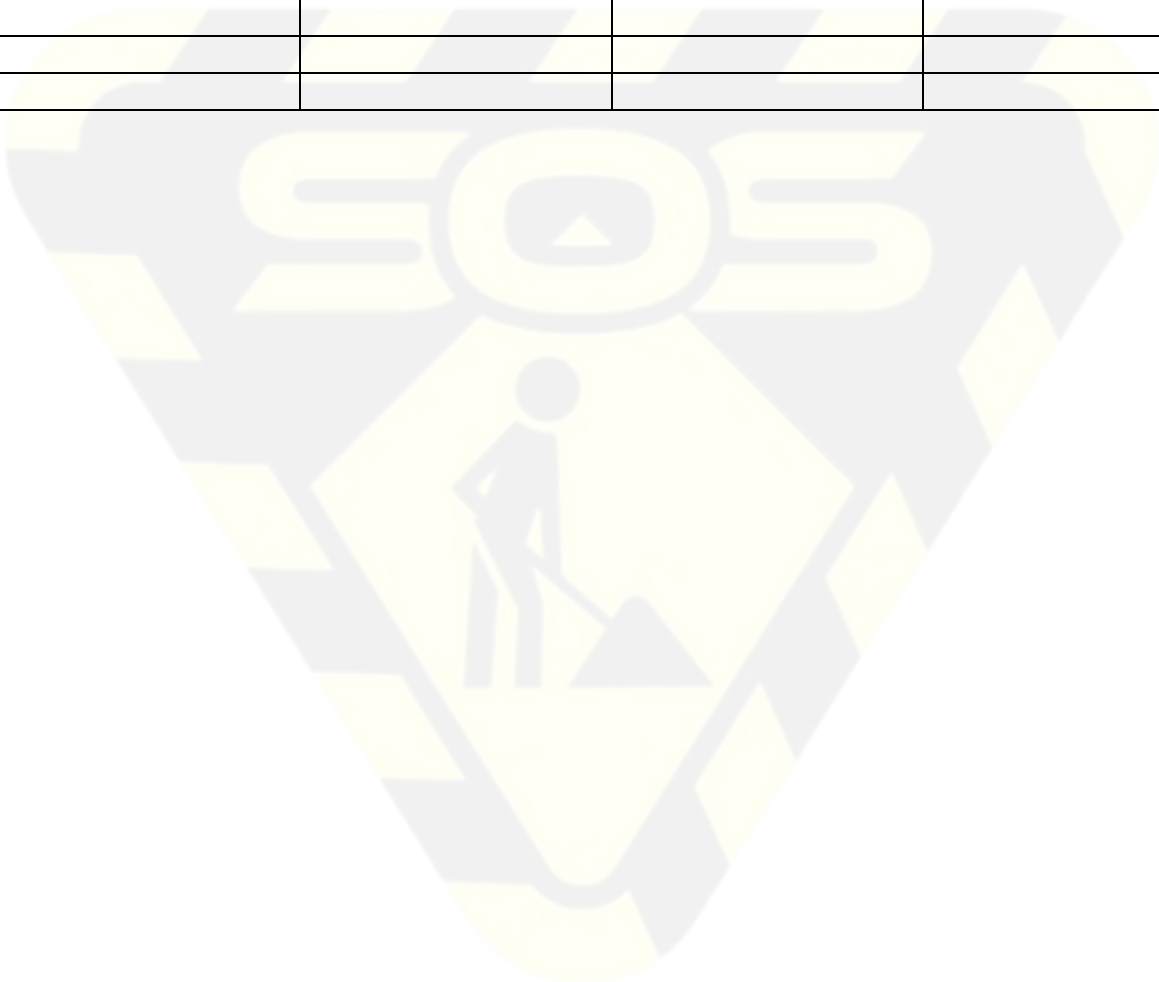
ITEM	PROCEDURE	NOTES
1.	Ensure that all paperwork has been properly completed and hand in all paperwork at the completion of the workday to your designated rig manager, field supervisor or manager. Ensure that the proper paperwork is completed properly at the end of each trip. Ensure any work to be done to the unit is recorded, reported, and handed in immediately,	
2.	Be sure the unit is kept clean inside and out on a regular basis,	
3.	Before parking in the yard, ensure the parking area is clean,	
4.	All units should be backed into designated stalls where practical and to be parked in such a way to comfortably fit. DO NOT TAKE UP TWO STALLS,	
5.	The unit should be fueled at the time of completion of your shift so that it is ready to go at any time,	
6.	Ensure driver's daily logs and trip forms are completed satisfactorily. Driver daily electronic log or paper log must be completed and signed off daily as required by The National Safety Code for Compliance.	

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

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## 18.36 WELDING

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Welding</b>	Brad McAteer / General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Only qualified personnel may perform welding activities.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Burns	"B"	Welder's Mask	Steel-toed boots
Flash	"A"	Welding Curtain	Long sleeves & leather gauntlet gloves
Inhalation of gases	"A"	Fire Extinguisher	
Electrical shock	"A"		Training/Reference Information
			Workers must be trained in Fire extinguisher use. Welder certification
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Always work with a spotter to ensure that a spark or fire is eliminated	
2.	Ensure the work area is well ventilated	
3.	Check the work area for combustible material and possible flammable vapours before starting work	
4.	Check all cables and hoses to protect from slag, heat, fire, and sparks. Check cables and hoses for damage before starting	
5.	Welding drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained if required	
6.	Ensure that the ground cable is applied to the frame of the object being welded	
7.	Avoid looking directly at the arc unless protected with an appropriate mask or goggles	

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

	NAME (PRINT)	SIGNATURE	POSITION	DATE
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## 18.37 WORKING ALONE

Department/Area:	Approved By:	Date Created:	Review/Revised Date:
<b>Working Alone</b>	Brad McAteer/ General Manager	June 1, 2026	June 2026

*\* This Job Hazard Analysis / Safe Work Procedure is designed for the health and safety of all personnel that are required to perform these tasks. Always refer to the Alberta Workplace Safety and Health Act and Regulations for more information about performing this task.*

General Task Description:	Working Alone is prohibited unless the proper protocol is in place.
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*"A" Hazard: a condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure, equipment, or material.*

*"B" Hazard: a condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive.*

*"C" Hazard: a condition or practice likely to cause minor (non-disabling) injury or illness or non-disruptive property damage.*

Potential Hazards:	Hazard Class:	Materials/Tools Required:	Personal Protective Equipment/ Devices Required:
Slips/Trips	"B"	Communication Device	Steel-toed boots Eye Protection Hand Protection Hard Hat
Serious Injury	"A"		Reflective Vest
Pinch Points	"B"		
			Training/Reference Information
			Workers must be trained in: First Aid Equipment Training
			<b>Proof of VALID ticket must be provided.</b>

Steps to Perform this task Safely:		
ITEM	PROCEDURE	NOTES
1.	Get clear instruction of the task and the scope of work to be done	
2.	Ensure all required PPE and emergency contact information is available	
3.	Set up a check-in schedule with your supervisor/management	
4.	Analyze the worksite before starting and perform a Pre-Job Hazard Assessment	
5.	Entering any trench or confined space is prohibited while working alone	
6.	Notify supervisor/management of any risks or hazards that cannot be controlled	

*The safety information in this policy does not take precedence over the Occupational Health and Safety Code, the Traffic Safety Act, or other applicable federal, provincial, or municipal legislation. All employees and contractors should be familiar with the OHS Act, Regulation and Code, and the Traffic Safety Act.*

**Supervisor, Foreman, Labour-hand/Worker Signoff.**

By printing my name and signing, I am acknowledging that I have reviewed this procedure in detail and understand the identified hazards, required tools/equipment and the safe work procedures as outlined here. If I am unsure of anything in this procedure, I will ask for clarification.

	NAME (PRINT)	SIGNATURE	POSITION	DATE
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## 18.38 EMERGENCY CONTACTS

**SOS Labour Leasing**

#101, 251 Lawrence Ave  
Kelowna, B.C.  
V1Y 6L2

Office: 778.940.0287

**President**

Brian Snow

Office: 778.940.0287

**General Manager**

Brad McAteer

Office: 778.940.0287

**Office Manager / Controller**

Heather Richardson

Office: 778.940.0287

**Business Development Manager**

Eric Gagnon

Office: 778.940.0287

**Alberta Government Transportation and  
Dangerous Goods Information (24-hour)**

1-800-272-9600

**Police / Fire Department**

911

**Ambulance**

911

**Alberta Energy and Environment (24-hour)**

1-800-222-6514

**Alberta Poison & Drug Information Service**

1-800-332-1414

**Alberta Emergency Management Agency (AEMA)**

Communication & Response Centre for natural or  
human-induced disasters.

1-866-618-2362



# **HEALTH & SAFETY MANAGEMENT SYSTEM (HSMS)**

**SECTION NINETEEN:**

**APPENDIX**



## 19.0 GLOSSARY OF TERMS

**AUDIT (SAFETY)** – An evaluation of a Health & Safety System, which measures its effectiveness and efficiency against given Standards. It enables the Company to improve its Health and Safety system.

**AUDITOR** - An individual certified by a Certifying Partner to conduct Health and Safety audits.

**CERTIFICATE OF RECOGNITION (COR)** - A certificate jointly issued by Partnerships and a Certifying Partner to employers who have successfully completed a Health and Safety Management System audit, demonstrating that their system meets the provincial Partnerships standard. A valid COR is required before an employer is eligible to receive financial incentives through the WCB's Partner in Injury Reduction (PIR) program.

**CERTIFYING PARTNER** - An industry/safety association that has entered into an agreement with Partnerships to provide Health and Safety training, certify and maintain a list of auditors, and conduct quality assurance reviews on submitted audit reports.

**COMPETENT WORKER** - Person who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

**CONTINUOUS IMPROVEMENT** - Always striving to innovate, implement and improve on current conditions.

**CONTRACTOR** - An individual or employer hired under contract to provide materials or services to another individual or employer.

**CRITICAL JOB** - A job with high potential for serious loss or injury.

**DIRECT/IMMEDIATE CAUSES** – These are the hazards that existed immediately prior to the accident/incident. They are broken down into substandard conditions and substandard practices.

**DOCUMENTATION REVIEW** - Part of a Health and Safety audit, designed to determine if an employer has the required processes, policies, and procedures in place, and if adequate records are kept.

**EMPLOYEE** - Anyone who works for an organization (e.g., senior managers, managers, supervisors, and workers).

**EMERGENCY PLANNING** – The act of putting together an overall action plan and developing it for response to emergency situations involving workers, equipment and facilities (e.g., logical sequence of operation).

**EXPERIENCE** – Statistical data recording a company's accidents/incidents over a specified time period usually expressed in terms of frequency and severity. [# of recordable cases x 200,000 ÷ total person hours (annual accumulation)] and severity [ # of loss days x 200,000 ÷ total person hours (annual accumulation)].

**EXPERIENCE RATING** – A process administered by the Workers' Compensation Board (WCB) usually based on a three-year time period, premiums paid, and compensation rates.

**FOLLOW-UP** – The term used to indicate an action (usually corrective action) that is supposed to take place based on the recommendation(s) in an accident/incident report(s) and hazard assessment(s).

**HAZARD** - A situation, condition, or behavior that has the potential to cause an injury or loss:

- **Health Hazard:** a physical, chemical, biological or psychological hazard which may cause acute or chronic health effects in exposed employees (e.g., noise, dust, heat, ergonomics, etc.).

- **Safety Hazard:** a substance, process, action or condition which may endanger the immediate safety of employees (e.g., chemical burns, shear points, slips and falls, etc.).

**HAZARD ASSESSMENT** - A process used to identify and evaluate the Health and Safety hazards associated with job tasks. Provides a method for prioritizing Health and Safety hazards.

**HAZARD ASSESSMENT** – An evaluation used to document hazards, prioritize them, and determine hazard controls.

**HAZARD CONTROL** - Method used to eliminate or control loss:

- **Engineering Controls:** Preferred method of hazard control if elimination is not possible; physical controls implemented at the design, installation, or engineering stages (e.g., guards, auto shutoff, etc.).
- **Administrative Controls:** Processes developed by the employer to control hazards not eliminated by engineering controls (e.g., safe work policies, practices and procedures, job scheduling or rotation, and training).
- **Personal Protective Equipment (PPE):** equipment used, or clothing worn by a person for protection from health or safety hazards associated with conditions at a worksite (e.g., gloves, safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.

**HAZARD RECOGNITION** – The act of recognizing or becoming aware of a dangerous/hazardous situation or condition.

**HEALTH AND SAFETY MANAGEMENT SYSTEM** – A structured system containing specific elements which, when put into practice, is aimed at reducing collisions/incidents and costs, resulting in a safe place of employment. Suggested minimum elements for a safety program are:

- General Safety Policies - Preventative Maintenance
- Hazard Assessment - Training
- Safe Work Practices/Procedures - Inspection
- Rules and Regulations - Investigation
- Personal Protective Equipment (PPE) - Records and Statistics

**HEALTH AND SAFETY RULES** – An internally developed set of Standards regarding policies and requirements for safety and general conduct.

**ICE (IN CASE OF EMERGENCY)** - stored emergency contact numbers in your contact list located in your cellular phones. In the event of an injury incident, one of the first procedures authorities are trained to look for is your cellular phone for your ICE numbers.

**IMMINENT DANGER** - In relation to any occupation:

- a danger that is not normal for that occupation, or
- a danger under which a person engaged in that occupation would not normally carry out the person's work.

**INCIDENT/COLLISION** – A preventable or non-preventable, undesired, and unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).

**INCIDENT COSTS** – The monetary losses associated with a collision/incident. These costs include direct and indirect costs.

**INCIDENT INVESTIGATION** – The determination of the facts of an accident or incident by inquiry, observation, and/or examination.

**INCIDENT RECORDS** – Recorded information in the form of reports and record books detailing what collisions/incidents have occurred and what injuries or damages had incurred.

**INSPECTION** – The act of examining both worksites and equipment and comparing them against previously established Standards. To identify hazards and to determine if safety legislation and Health & Safety policies are being followed (looking for substandard practices and conditions). The inspection should also be used to reinforce and promote safe work practices.

**INVESTIGATION REPORT** – A document containing the information and facts about a specific collision/incident. The events are put into chronological order to give a complete picture of what occurred. Causes and preventative measures are identified.

**INTERVIEW** - Part of a Health and Safety audit. A method used to gather and verify information about an organization's Health and Safety system. Includes either formal discussion using standard questions, or a questionnaire.

**JOB INVENTORY** - A comprehensive list of jobs/tasks produced from a systematic review of all jobs/tasks in the work area.

**JOB LOCKOUT** – A positive method for disconnecting power or making machinery, equipment, or a process inoperative. Normally, this is done with padlocks and lockouts attached to electrical plugs, breakers or switches, control units, valves, or levers. A numbered tag is affixed to the lockout point showing the reason for the lockout, the date, the worker's name, and signature. To be used in conjunction with the Tag-out process.

**JOB LOCKOUT PROCEDURE** – A written procedure describing step by step how the positive locking out of equipment, machinery or a process is to be done.

**JOINT WORKSITE HEALTH AND SAFETY COMMITTEE** - A group comprised of management and worker representatives who have been formed to identify and recommend solutions to Health and Safety issues in the workplace. The JWHSC can play a key role in the development, implementation, and maintenance of a Health and Safety program.

**LEGISLATION** - Provincial or federal government standards in the form of written acts, regulations, and codes.

**MANAGER** - A person who administers and/or supervises the affairs of a business, office, or organization.

**MANAGEMENT** – Personnel in a company or a department who directly control the overall operation of the Company or department and are in a position to make decisions for the entire company or department.

**MAN HOURS** – An industrial time unit relating to the number of hours worked by employees generally, or at a specific worksite.

**NEAR MISS** - An undesired event that under slightly different circumstances could have resulted in personal harm, property damage, or loss. Also referred to as an incident.

**OBSERVATION** - Part of a Health and Safety audit designed to allow an auditor to observe and verify specific conditions at a worksite.

**OCCUPATIONAL HEALTH & SAFETY ACT** – Legislation put in place by the Alberta Government, which sets out minimum obligations and responsibilities for worker Health and Safety.

**OPEN CUT** – A term used in trenching and excavation, which indicates that the walls of a trench have been “cut back” from the vertical at either a 30 degree or 45-degree angle, depending on soil conditions, to protect workers from cave-ins or sliding material.

**Partners In Injury Reduction (PIR - WCB)** - Partners in Injury Reduction is a voluntary program offered to employers by the Workers’ Compensation Board of Alberta. The PIR offers financial incentives to registered employers’ who successfully achieve a Certificate of Recognition (COR).

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – Protective wearing apparel designed specifically to reduce or eliminate injuries to a worker.

**POLICY** - The documented principles by which an organization is guided in its management of affairs.

**RECORDS** - Employer documents retained on file.

**REGULATION** – An ordinance, a law, or a directive set by an outside agency such as government, for control of people and their environment. Infractions are punishable by job shutdown, fines and/or imprisonment.

**RISK** – The chance of injury, damage, or loss.

**ROOT CAUSE** - The underlying or basic factors which contribute to an incident.

**SAFE WORK PRACTICE** - A written set of guidelines which establish a standard of performance for an activity or work process.

**SAFE WORK/SAFE JOB PROCEDURE** - A written, step-by-step instruction of how to perform a task from beginning to end.

**SITE FAMILIARIZATION** - Brief escorted tour or discussion to allow the auditor to become familiar with the worksite(s) and any areas where special caution is required.

**SUBSTANDARD CONDITION** – A condition in which something exists that varies from a normal, accepted safe condition and, if not corrected, could cause injury, death, or property damage.

**SUBSTANDARD PRACTICE** – The actions of a person in a manner which vary from the accepted or legislated safe practice and create a hazard to themselves, another person, or equipment.

**SUPERVISOR** – Anyone who directs the work of another.

**SYSTEM** - A group of interrelated items, individuals, policies, procedures, records, etc. that achieve desired results.

**TDG** – Transportation of Dangerous Goods.

**UNSAFE ACT** - Inappropriate action taken by a person that could result in loss.

**UNSAFE CONDITION** - A condition that could result in loss.

**TAG-OUT** – Placing tags at a power source, lockout point, or on equipment, warning persons that specific circuits, process lines, or equipment have been de-energized or put out of service and that they must not be energized, started, or operated until the tag is removed. Done in conjunction with the job lockout procedure.

**UNDERLYING CAUSES** – Personal and job factors which contribute to the immediate cause of an accident/incident. The reasons why the immediate causes exist.

**VISITOR** - A person present at the worksite, not under the direct control of the employer (e.g., courier).

**WHMIS** – Workplace Hazardous Materials Information System.

**WORKSITE** - A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**WORKERS COMPENSATION BOARD (WCB)** - The Workers Compensation Board (WCB) is a not-for-profit organization legislated to administer the workers compensation system for the province.

