

STONY VALLEY

CONTRACTING

Trucking Contractor Safety Handbook



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Stony Valley Contracting Ltd.

1.0 Environmental, Health & Safety Policy

Our safety objective is simply **“zero loss”** through a process that not only adheres to, but exceeds, the rules and policies of our Customers, Regulatory Agencies and good industry practices.

We believe in **“effective safety”** and will exercise a **“hands on”** approach with our employees and Contractors to help ensure everyone returns home safely every day.

Safety is a continuum that must become a part of our everyday culture in order to be effective. It is our responsibility and duty, as owners, to lead this approach by example and embrace this concept top down as well as bottom up.

Our Employees and Contractors are our most valuable resource, and as such, they have the right to working conditions that have proper regard for health and safety, and a workplace free of harassment.

Our Loss Prevention Program is effectively designed to identify and control or eliminate practices and conditions which have the potential to cause personal injury, financial loss or adverse effects upon the environment.

We will achieve our safety objectives through effective planning for accident prevention and loss control in all aspects of our work. No task is so critical or important that the proper time cannot be taken to accomplish it safely.

The Health and Safety of our employees and the people we work with will not be compromised.

Dan Fouts, General Manager
Manager

Wayne Woodhouse, Operations
Manager

2.0 Objectives

Stony Valley Contracting (SVC) is aware of the increasingly important roles that Trucking Contractors play in the daily company activities. As a result it is essential that Trucking Contractors chosen to work for our Company meet applicable safety standards.

The objectives of the Trucking Contractor Safety Management program is to:

- ✓ To establish clearly the duties and responsibilities of trucking contractors for safety while working for SVC;
- ✓ To ensure consistent standards are being applied throughout SVC worksites and facilities with regard to trucking services;
- ✓ To meet regulatory & client requirements for safety performance and regulatory compliance;

3.0 Trucking Contractor Pre-Qualification Process

SVC hires trucking contractors to transport our products to client sites. As part of our ongoing commitment to workplace health and safety all trucking contractors must submit to a prequalification process that includes an evaluation of health and safety performance and regulatory compliance.

Prospective contractors shall provide SVC with:

- ✓ A completed Hire On Form;
- ✓ A valid insurance certificate naming Stony Valley Contracting Ltd. as “also insured”;
- ✓ Worker’s Compensation Board account number;
- ✓ A Carrier Profile dated within 2 weeks of hire;

Trucking contractors shall be required to meet or exceed applicable legislation and the applicable policies and procedures of SVC’s Health & Safety Management System. These are included in this handbook.

4.0 On-Site Inspection Process:

Stony Valley Contracting will perform periodic spot checks, to help ensure all requirements are being met during the course of the contract. The following may be included during an inspection:

- SVC Orientation Card;
- Current driver’s license;
- Current CVIC as per AR121/2009;
- Current Pre-trip Inspection as per AR121/2009
- Other required training certificates (e.g. client site orientation);
- Required PPE (personal protective equipment);
- Compliance with Company Safe Work Practices & Procedures;
- Spill Kit, Fire Extinguisher & Safety Triangles

Those Contractors or drivers found not in compliance face consequences ranging from a verbal warning to suspension or cancellation of a contract.

5.0 Trucking Contractor Orientations

All trucking contractor drivers, without exception, are required to be able to speak, read and write in the English language. Persons not meeting this standard will be refused orientation and work with Stony Valley Contracting. All contractor drivers accepted by Stony Valley shall attend an SVC orientation every 2 years which will include:

- 1) **Stony Valley Contracting** Environmental Health & Safety Policy
- 2) Contractor Roles and Responsibilities for safety and environmental protection;
- 3) General Worksite Rules;
- 4) Pre-job Safety Inspection (PSI);
- 5) Critical Tasks & Common Job Hazards;
- 6) Safe Work Practices and Procedures;
- 7) Personal Protective Equipment;
- 8) Environmental Protection;
- 9) Incident Reporting
- 10) Emergency Response Plans and Contact information;
- 11) Dump Truck Safety Video

Stony Valley Contracting retains the right to deny work to any Trucking Contractor and/or driver that does not meet the requirements and expectations of our Safety Management Program.

6.0 Responsibilities of Trucking Subcontractors and Drivers

- ✓ Take all necessary steps to protect self, employees and others from any injury or illness as a result of the work being carried out;
- ✓ Take all necessary steps to protect the environment, property and equipment from damage;
- ✓ **Refuse work that you feel is unsafe, AB OH&S Act, Part 35, and report the situation to your employer and or your Stony Valley Contact.**
- ✓ Ensure employees understand and comply with all health and safety standards;
- ✓ Ensure all equipment is inspected and maintained required by legislation, manufacturer specifications and/or Company policy;
- ✓ Ensure all personnel are competent and adequately trained to perform their work safely.
- ✓ Use all personal protective clothing and safety equipment necessary to perform the tasks;
- ✓ Report all incidents & substandard conditions & behaviors to SVC;
- ✓ Cooperate and participate in any incident investigation involving your equipment or personnel;
- ✓ **Provide drivers who can effectively communicate in the English language;**
- ✓ Participate in and sign off Pre-job Safety Inspections (PSI);
- ✓ Refuse work that appears unsafe;
- ✓ Report all Violations (including Traffic Safety Act, Commercial Vehicle Safety Regulations, Occupational Health and Safety Regulations).

Violation of traffic laws, Health and Safety Act, Regulations & Codes and Company or Client site rules are grounds for immediate suspension and/or the termination of the contract.

7.0 Work Site Rules

Drugs, alcohol & medications in the workplace

- ✓ Drivers are expected to be “fit for duty”;
- ✓ Drivers are expected to report the use of any prescribed or over-the-counter medication, which may impair a person’s ability to work safely, to his/her employer. Employers are expected to take the necessary actions to ensure a safe operation.
- ✓ A negative drug & alcohol test result dated within 30 days of mobilization **is required** prior to a driver being permitted access an SVC and/or Client work site;
- ✓ Post incident and reasonable cause testing may be requested at the discretion of SVC management or an SVC client;
- ✓ **A positive result on a drug or alcohol test is cause for refusal to hire, denial of access to a worksite and/or immediate termination of a work agreement with the Trucking Contractor.**

Harassment

Harassment of any kind at the Company work sites will not be tolerated. Harassment includes unwelcome acts, words, attention directed at a person based on protected grounds which are:

- Appearance,
- Abilities,
- Race,
- Sexual gender or orientation,
- Religion,
- Any other activity that results in a person feeling demeaned.

Violence

Violence or threats of violence at Company worksites is strictly prohibited and will not be tolerated. Violence includes any overt act that threatens the personal safety and well-being of another person.

It is your responsibility to report any experienced or observed instance of harassment or violence/threats to your employer and the Stony Valley Contracting Representative.

All reports of violence or threats will be reported to authorities.

Soliciting

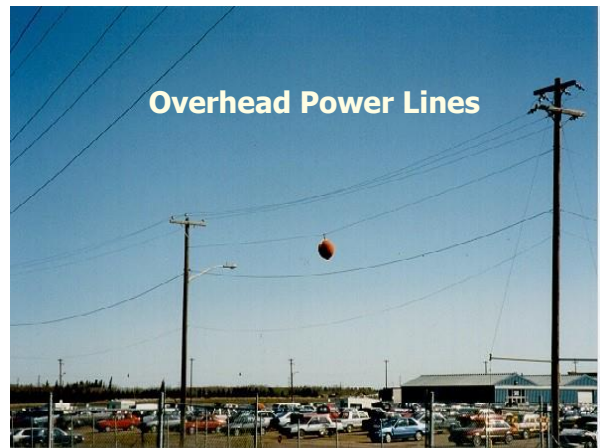
Our Employees are not allowed to accept gifts or gratuities of any kind whatsoever from anyone providing services or wishing to provide services to SVC.

Any violation of this condition will result in immediate termination and the Subcontractor will not be considered for future work.

Stony Valley Contracting reserves the right to refuse site access to anyone who does not comply fully with the Work Site Rules.

8.0 Common Job Hazards

- **Uneven and/or soft ground conditions at dumping area**
- Slips, trips, falls,
- Distractions
- Mobile equipment in loading / dumping areas
- Overhead power lines - ensure truck box is not raised when approaching or moving near overhead power lines.
- Vehicular traffic in loading/dumping areas and on roads
- Inclement weather, extreme conditions, poor visibility,
- Discharging a load within close proximity of a person, equipment or other vehicles
- Operators inexperienced on equipment type
- Inadequately maintained equipment



9.0 Safe Work Practices & Procedures

9.1 Pre-job Safety Inspections (PSI)

A PSI is performed to identify hazards and adequate control measures that may be required to eliminate the hazards or reduce risk to acceptable levels.

The PSI process is to be used before starting a new job, work at a new site, when conditions change significantly, or when new workers, tools or procedures are introduced to the current job. Everyone associated with a particular job is to participate in and contribute to the PSI.

9.2 Approaching a loader

- Put on required PPE
- Contact the loader operator and wait for permission to approach
- Wait until the loader operator stops & lowers bucket to ground
- Approach loader from the left side only
- **Only the operator is allowed on a loader at any time that the loader is mobile**



9.3 Communication devices

- Except for CBs or piloting radios, communication devices are not to be used at any time while on sites.
- When using a device, pull over to a safe area to use; unless using Bluetooth
- Driver use of communication devices (phones, laptops etc.) is specifically banned on all sites. Please ensure when on Alberta roads and Highways to follow the Alberta Traffic Safety Act.

9.4 Truck Dumping

General Dumping Procedure

1. Check and ensure load for proper placement in dump box, centralize the load (not loaded too forward or back).
2. If client uses an FLHA or client specific Risk Assessment, ensure that you sign off on it.
3. Check for potential hazards in the dumping area before initiating the backing procedure. Adhere to all posted and printed workplace safety standards to prevent any work related incidents. This is a part of risk reduction designed to minimize personal injury, property and environmental damage. It is true that an ounce of prevention is worth a pound of cure.
4. Some client sites require that units be escorted. Meet your escort at the designated area prior to entering the site to receive instruction.
5. Where overhead power lines are present near the travel paths or dump site, the client of SVC shall place suitable warning devices on all approaches to the over head lines.
6. Where required, a spotter will be provided to assist you in backing up.
7. No backing up to proceed until all personnel and equipment are clear of the safe approach limits (10 meters).
8. Check side-view mirrors before backing to ensure that the area behind is clear.
9. Honk horn once before proceeding with backup.
10. Back the unit slowly to get as close as possible to the edge of the dumping site where the material will be unloaded.
11. Check and re-check the site while backing. Ensure during the process that no personnel or equipment are within safe approach limits (10 meters).

Winter Temperatures:

1. Dump boxes are to be clean and free of all snow, ice and material that may be stuck and/or frozen to the dump box.
2. Clean dump boxes are to be sprayed with a de-icing agent such as calcium chloride or diluted glycol anti-freeze to help prevent material from freezing on to the dump box.
3. Ensure unit is on firm, level ground and that the tail gate locks have been disengaged prior to raising the dump box.
4. As the operator is raising the dump box, the operator shall observe the tail gate area to monitor the material as it leaves the dump box. If the material hangs up, immediately lower the dump box and investigate the problems. Do not jolt or jerk the unit or slam the tail gate to release material.
5. When the material is totally unloaded, lower the dump box before driving away.
6. When ready to leave a site that requires an escort, follow the escort through the designated route to the gate.

***Safe operation of a dump truck requires training, experience and vigilance.**

9.5 Transportation

Stony Valley Contracting Ltd. is not a transportation company, but simply contracts aggregate hauling services to transport its products to clients. The Company does verify that its contract truck owners and companies have current insurance (\$5 Million liability), an acceptable rating on their Carrier Profile and Safety Fitness Certificate and ensure they are a qualified driver at the time of hire. Stony Valley also provides an orientation to this group of contractors, which expires every 2 years. It is the company's responsibility to ensure all the active drivers have the current Stony Valley Orientation. Once completed the orientation, drivers will receive a "Trucking Contractor Safety Handbook" that they are to carry on them while driving for Stony Valley.

Stony Valley Contracting shall maintain the following documentation regarding the transportation portion of the business:

- A record file for each owner/contractor which includes insurance, a good WCB standing and a completed hire on form; "Independent Carrier Agreement" (F002).
- 5 companies a month will be audited (their Safety Fitness Certificate). If found that the company is not in good standings ("Satisfactory"), the company will no longer be employed with Stony Valley Contracting. This is a random selection audit.
- Be prepared for a random audit at any time. At all times the company shall maintain:
 - A "Satisfactory" Safety Fitness rating
 - A Carrier Profile Risk Factor Score below monitoring level
 - Valid periodic safety inspection (s) on all equipment
 - Valid insurance and WCB in good standing
- **Driver:**
 - Substance testing (within 30 days of hire)
 - Training record, which includes, OSSA, copy of operator's license for each driver, PSTS and/or CSTS
- All records shall be kept at Stony Valley's head office and shall be retained for at least 5 years from the date they are created and shall be readily available for inspection by a regulatory authority during the company's regular business hours.
- Stony Valley requires that its contract drivers inspect their assigned units prior to operating it at the beginning of a work shift (pre-trip inspections) and at the end of a work shift or trip (post-trip inspection).
- The pre & post-trip inspections shall include a review of at least the following:
 - All lights and reflectors,
 - Tires, coupling devices, wheels and rims & steering mechanism,

9.5 Transportation Cont'd

- Service brakes including the trailer brake connections, parking brake,
 - Horn, windshield wipers, rear vision mirrors & emergency equipment.
- The inspections detailed above shall be documented and the records retained in the unit or turned in to the truck owner at the end of the work shifts or trip.
- All trucks must be equipped with a minimum 20L spill kit, a cone and fire extinguisher.
- Drivers shall inform Stony Valley's transportation supervisor of any defect or deficiency that would affect the safe operation of their unit and will either repair the unit or remove it from service until the required repairs or service can be completed.
- No operator working for Stony Valley Contracting Ltd. shall operate a commercial or company vehicle on a public roadway when a major defect is present on the vehicle.
- Drivers shall maintain a daily log of activities, including days off, and retain a duplicate of all of the daily logs for a period of at least 6 months.
- Drivers shall ensure that their cargo is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle, or shift upon or within the vehicle to such an extent that the vehicle's stability or maneuverability is adversely affected.
- Drivers shall ensure that loads containing dangerous goods containers have the appropriate safety marks and/or labels in place that meet TDG legislation prior to loading or accepting the dangerous goods for transport.
- A driver's work shift shall not exceed 13 hours of driving time, and she/he shall not drive at any time after 15 or more consecutive hours on shift.
- Personnel Protective Equipment must be worn at all times while on a client or SVC site:
 - CSA approved hard hat
 - CSA/Client approved safety glasses
 - High visibility equipped clothing
 - Gloves
 - CSA approved protective footwear with a minimum 6" inch upper

9.6 Escorting Gravel Trucks

Escorting gravel trucks onto a client site can occur from time to time within normal operations. Care, caution, & proper planning must be undertaken at all times when moving equipment and materials around client sites.

Personal Protective Equipment (PPE)

Personnel Protective Equipment must be worn at all times while on a client or SVC site:

- CSA Approved hard hat
- CSA/Client approved safety glasses
- High visibility equipped clothing
- Gloves
- CSA approved protective footwear with minimum 6" inch upper

Training

All drivers operating a light duty escort vehicle must produce a current, valid operator's license, and drivers abstract.

Escort Vehicle Requirements

- Minimum of 4 wheel drive vehicle
- Headlights must be ON
- Buggy whip and beacon light must be ON
- Hazard lights (4-Way Flashers) must be ON
- Horn must be operational
- Escort drivers must have radio communication with the trucks being escorted

Gravel Truck Requirements

- Headlights must be ON
- Hazard lights (4-Way Flashers) must be ON

Required Documentation

To ensure standards continuity a Field Level Hazard Assessment (PSI) must be completed, reviewed and signed before any equipment and materials enter a Client site. The hazard assessment will include the following as a minimum:

- Verification of minimum truck and driver requirements
- Travel route on site
- Special dumping instructions
- Special procedures while being escorted
- Communications method

10.0 Personal Protective Equipment (PPE) Requirements

When getting out of the truck - Pick a safe area away from traffic and ensure the following PPE is worn:

- Steel toed work boots, with a minimum 6" upper;
- Hard hat;
- Safety glasses;
- High visibility vest or high visibility striping on clothing;

All personal protective equipment must meet CSA Standards.

11.0 Environmental Protection

Spill Kits & Reporting

Any spills or discharge into the air, land or water, or other environmental damage must be reported immediately to Dispatch at 780-598-0441, or SVC's Head Office at 780-743-0527.

A **20L spill kit is required** on vehicles at all times while working for SVC (20L spill kits will also be located at Dispatch). Maintain vehicles to prevent leaks from occurring;

Do not:

- Discard any waste, including food waste, on the highway or on the work site;
- Approach, feed or harass wild animals;

12.0 Incident Reporting

All incidents, near misses, injuries and occupational illnesses must be reported immediately.

To Report an incident contact:

Dispatch at 780-598-0441; or
SVC's Head Office at 780-743-0527.

It is essential to report all incidents, including near misses, so SVC can investigate the circumstances and make corrections to prevent a similar incident in the future.

13.0 Emergency Reporting & Contact Information

Emergency Services – 9-1-1 Dispatch – 780-598-0441 SVC Office – 780-743-0527

When you call in an emergency stay on the line and report:

- Location of the emergency
- Your Name
- The type and nature of the emergency (MVA, rollover, injury, etc.)
- The nearest Emergency Meeting Point

Follow the instructions given by the Emergency Response Operator

CLOSEST EMERGENCY RESPONSE

Municipality of Wood Buffalo

CLOSEST EMERGENCY RESPONSE #

911

SAFETY - HEATHER OULTON
(780)598-3414

OPERATIONS MANAGER - WAYNE WOODHOUSE
(780)598-0584

GENERAL MANAGER - DAN FOUTS
(780)598-0465

SYNCRUDE AURORA TURN OFF

SUSAN LAKE KM 320

68.3 Km

HWY 63

HOSPITAL STREET

X HOSPITAL

SUSAN LAKE KM 320

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Hospital Street

X Hospital

HWY 63

HWY 881

Meadow Creek

Gulf Pit

X

KM 259

COTTONWOOD KM 246.5

MEADOW CREEK KM 259

GULF PIT KM 259

Cotton Wood

X

KM 246.5

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HOSPITAL STREET

X HOSPITAL

HWY 63

HWY 881

ALGAR TOWER X KM 174

KM 171

X PIMPLE PIT

ALGAR TOWER KM 174

PIMPLE PIT KM 171

ACKNOWLEDGEMENT

I have received an orientation and have read the Subcontractors Safety Handbook. I agree it is my responsibility and obligation to:

- ✓ Refuse Unsafe Work & notify my employer or SVC contact;
- ✓ Be aware of the hazards associated with my job;
- ✓ Report uncontrolled hazards to my employer;
- ✓ Fully participate in the Safety Management System;
- ✓ Follow all applicable rules & regulations with regard to my work;
- ✓ Ensure I comply with all rules & regulations applicable to my work.
- ✓ Keep all required training current.
- ✓ Allow and cooperate with on-site inspections of my equipment and documentation while under contract to SVC.

I understand that my work will be suspended and may be terminated for any violation of applicable rules and regulations while working for SVC and/or on Client work sites.

I further understand and acknowledge that **Safety is an Attitude** and is:

- ✓ Not something you can take or leave;
- ✓ Not an activity to participate in only when being watched or supervised;
- ✓ More than posters, slogans or rules, movies, meetings, investigations or inspections;
- ✓ A frame of mind and the awareness of one's actions and environment all day, every day;
- ✓ Knowing what is going on and knowing what can injure anyone or anything, knowing how to prevent that injury and then acting to prevent it;
- ✓ **MY RESPONSIBILITY;**

Don't just SAY IT.....LIVE IT, and if you see it, OWN IT!!

Signed this _____ day of _____, 20_____.

Name: _____
(print clearly)

Signature: _____

Company: _____

I am a truck: Owner only Driver only Owner & Driver

Stony Valley Contracting Orientation Representative:

Name: _____

Signature: _____

STONY VALLEY		<input type="checkbox"/> Daily Truck Haul Card		
CONTRACTING		<input type="checkbox"/> Hourly Haul Card		
Customer:		Date:		
Pit:	Project:			
Material:				
AMI Truck No.:	Truck Co.:			
SVC Truck No.:	Driver's Name:			
NOTE: ONE HAUL CARD PER MATERIAL OR HOURLY				
Trip	Ticket No.	Net	Destination	Checker
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
SVC RECEIVED BY:		SVC APPROVED BY:		
HOURLY HAULING - on SEPARATE HAUL CARD				
Truck Type:				
Start Time:				
Finish Time:				
Travel Time:				
Total Hours:				
Customer Signature for Hourly Hauling:			SVC HOURLY APPROVAL OFFICE USE ONLY	
Form - SV002 3 Part NCR				SVC 193951

White copy - to the customer

Yellow copy - to Stony Valley (with your tickets)

Tan copy-to your employer

Date: fill in the date you loaded the material (if you preloaded the night before, enter that date)

Customer: Will be given to you by dispatch, otherwise ask a Stony Valley scale worker or ask for clarification when you deliver the load.

Pit: The pit you are hauling from.

Project: For Susan Lake will be a set of 2 or 3 numbers given to you by dispatch, for all other pits you will find it on the ticket after it has been printed by the scale worker.

Material: Product you are hauling.

AMI Truck No.: number assigned to your vehicle by AMI, must have one to haul from Susan Lake.

Truck Co.: Your truck company name or number, if you are hauling under another company, you must use that company's name and SVC number.

SVC Truck No.: Will be given to you by your employer, they are designated by the Stony Valley office. Your truck must be registered with this number in order for you to haul for Stony Valley.

Ticket No: Found in the upper right hand hand corner of your tickets.

Net: Found on your ticket, will be 5 digits long.

Destination: where the load was delivered

Checker: Must be initialed by the person accepting the load, each time.

When to start a new haul card:

- 1) If you change materials
- 2) If the destination changes
- 3) If you are doing an hourly job

Hourly

Hourly must have a haul card filled out and handed in to SVC, without it you will not be paid for the job.

DO NOT PUT THIS ON THE BODY JOB HAUL CARD.

Body Jobs

Body jobs are still scaled so you need to fill out a regular haul card **AS WELL AS a separate haul card** with your hourly on it. **DO NOT PUT SCALE ON THE HOURLY HAUL CARD.**

Wait times and travel times will not be paid out by Stony Valley if an explanation is not given on the haul card. Stony Valley will not pay wait or travel times not approved by the customer.

Note: When filling in hourly information, please include your truck configuration, if we do not know your configuration you may be paid less than you expect.

Important Information

All haul cards and tickets must be handed in within 4 days of your haul.

Haul cards and tickets may be handed in to the following locations:

- At the scale
- At the office
- Stony Valley mailbox, at the office or at the Chinook Esso card lock in Gregoire
- Susan Lake mailbox

Do not get your tickets or haul cards wet, this can cause them to become unreadable or stick together and they may not be accepted by the customer.

Please Note any haul card and tickets not handed in will not be paid out by Stony Valley and your company WILL be billed for the material.