



## LOSS PREVENTION PROGRAM

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DO NOT COPY



Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Additional training/information delivered and/or comments:**

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**1. In doing site walk around;**

- Discuss PSI (Field Level Hazard Assessment) procedure and purpose
- Discuss proper routes, site speed limits
  - Show parking areas
  - Show refueling and service area and discuss procedures

**2. Safety Centers & Emergency Systems;**

- Show location of Safety Awareness cabinet, explain the basics and discuss rules. Include procedures and codes of practice, as well as SDS
- Discuss emergency response plan, posted ERP, and evacuation procedures. Make note of first aiders trained on site
- Show location of fire extinguishers eye wash stations, first aid kits and emergency equipment, show how and when to inspect
- Purpose and testing of gas detectors, if needed to wear explain

**3. PPE;**

- Note that it is a last line of defense, what requirements are and where they can obtain anything they need

**4. Safety Functions;**

- Show lockout station:
  1. Assign personal lock and review lockout procedures (6.2) and locations
  2. Show the equipment needed to perform isolation lockouts
  3. Show lockout log and explain how to use it
  4. Ensure this is understood
- Review electrical tool inspection, cord inspection, and no homemade Y cords.
- Review of general safety around the shop and lay down
- Review 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, **NO** riders
- Discuss safe approach to mobile equipment:
  1. Signal operator
  2. Operator stops equipment
  3. Lowers attachments to the ground and signals to approach
- Discuss using mobile equipment (loader, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
- Review reporting of hazards, all incidents and injuries and near misses. Show Hazard/Incident Report form (**Form I001**) and discuss the purpose of the process. Demonstrate examples of hazards to report.
- Discuss proper lifting techniques, ergonomic assessments if needed per job and PDA's for each job. Discuss how adequate breaks are taken (if doing repairs or broke down, breaks may have to change accordingly)
- Discuss equipment walk around inspection books and use
- Review employees 4 basic rights outlined in Alberta OHS Legislation (to Know, to Participate, to Refuse Dangerous Work, to Dignity)
- Review what JHSC is, who the reps are both employer and employee, and how often meetings occur. Refer to Section 11.4 and information posted with Joint Health and Safety Minutes
- Review of Short Service Employee Policy (12.2) and when Health & Safety Competency is to be completed, and what the requirements are to be deemed competent

Reviewed By:

Supervisor Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

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## 1.0 Environmental, Health & Safety Policy

Stony Valley Contracting is committed to a health and safety system that protects our workers, others (subcontractors, clients) who enter onto our property, and the general public. Our 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.

The employer, supervisors and workers at every level are responsible and accountable for Stony Valley's health and safety performance. Active participation by everyone, every day, in every role is necessary for the health and safety standards that our company expects. We believe in effective environment and safety and will exercise a hands on approach with our employees and clients to ensure our employees, as well as our people we work with return home safely every day. It is our responsibility and duty, as owners to lead this approach by example and embrace the concept top down as well as bottom up. No task is so critical or important that the proper time cannot be taken to accomplish it safely.

The Employer will ensure:

- The health, safety and welfare of workers at the work site
- The health, safety and welfare of other persons at or near the worksite who may be affected by hazards originating from the work site
- That worker are aware of their OHS rights and duties under the legislation
- That workers are not subjected to or participate in harassment or violence at the work site
- That workers are supervised by a person who is deemed competent and familiar with the OHS Act, Regulations and Code
- That Supervisor and Workers are adequately trained for the protection of health and safety at the work site

Supervisors will ensure:

- They are competent to supervise workers under their supervision
- The workers under their supervision work in accordance with procedures and measures required by the OHS Act, Regulations and Code
- Ensure workers under their supervision use all hazard controls and properly uses/wears the personal protective equipment required by the employer under the OHS Act, Regulation and Code
- Ensure workers are not subjected to or participate in harassment or violence at the work site
- Take all precautions necessary to protect the health and safety of every worker under their supervision

Reviewed February 2020

- Advise worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- Report concerns about unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer

Workers will:

- - Protect the health and safety of themselves and others at or near the worksite
- - Cooperate with supervisors and employers to protect the health and safety of themselves and others
- - Use and wear personal protective equipment as required by the employer and/or OHS Act, Regulation or Code
- - Refrain from causing or participating in harassment or violence
- - Report any concerns about unsafe or harmful work conditions or acts that occurs/exists or has occurred/existed to the supervisor or employer

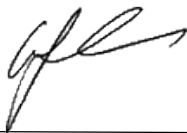
In addition, employers, supervisors and workers will:

- - Cooperate with any person exercising duty imposed by the OHS Act, Regulations, or Code, and
- - Comply with the OHS Act, Regulation and Code along with any site policies, safe work practices and procedures, and codes of practice

All other workers (subcontractors, clients, suppliers, etc.) must also comply with OHS Act, Regulation and Code, as well as all Stony Valley safe work practices and procedures, and codes of practice.

Workers at every level must be familiar with Alberta OHS legislation with relation to their work.

**Stony Valley Contracting Ltd.**



**Wayne Woodhouse**, General Manager

February 5, 2020

**Date**

## 2.0 Safe Driving Policy



### 2.0 Safe Driving Policy

#### Overview

This policy governs the practices required by employees at Stony Valley Contracting while driving on business for Stony Valley Contracting. The intent of this policy is to increase the safety of Stony Valley Contracting employees while driving on behalf of Stony Valley Contracting.

This policy is mandatory and applies to all employees who are required to drive to carry out the work of Stony Valley Contracting in any type of vehicle whether their own, a leased, rented or company vehicle. It also covers any period of time when driving for work associated with Stony Valley Contracting, including those being reimbursed for travel time to and from work. No person driving for Stony Valley Contracting will have any more than ten Demerits.

#### Responsibilities of employees when driving on behalf of Stony Valley Contracting:

- Have a valid driver's license in the appropriate class for the motor vehicle being driven.
- Notify Stony Valley if they exceed 10 demerits.
- Notify Stony Valley if they have a graduated license.
- Follow all "rules of the road", as defined by the Traffic Safety Act and Regulations and/or site specific requirements including driving at or below posted speed limit and wearing a seat belt at all times.
- Ensure that all passengers in the motor vehicle wear seat belts.
- Assume full responsibility should a Traffic Safety Act ticket be issued, for any ticket such as exceeding the posted speed limit or failing to obey other motor vehicle rules and regulations as applicable, or for parking or other by-law infractions. (Stony Valley will cover the cost of the ticket; however full payment will be payroll deducted from violator).
- NOT operate a motor vehicle after consuming alcohol or other substances (including prescription, non-prescription medications, marijuana and medical marijuana) that could legally impair their alertness or judgment. Disciplinary measures will result if any employee is found to be operating a company vehicle or their own vehicle on company business in violation of this policy.
- Report any change in their driving status or any motor vehicle related incident in which they were involved while engaged in business on behalf of Stony Valley Contracting, including those that do not result in damage or injury, to their supervisor immediately.
- Not use vehicle for personal use unless prior authorization has been made by management. Vehicles are for business use only.

Reviewed January 2019



- Not use a handheld cell phone and/or texting device while driving as per Traffic Safety Act, Bill 16 (Distracted Driving Legislation). At all times when on customer/client sites follow their rules regarding cell phone and cell phone use.
- Ensure that cargo is adequately secured.
- Ensure a pre-use inspection is completed before operation.
- Ensure that all scheduled maintenance is performed, otherwise employee may be responsible for all costs and damages incurred as a result of the lack of such maintenance
- Use pull through parking where available, otherwise back in parking will be used.

### **Stony Valley Contracting's commitment to its employees**

Stony Valley Contracting will provide a copy of and promote the adoption of this policy to all its employees and will expect compliance at all times. This copy will be provided at time of hire in orientation package.

The vehicles provided by Stony Valley Contracting, both owned and leased, will be maintained in a safe operating condition and will be serviced according to the manufacturer's recommendations.

Driver's abstract will be reviewed by management every 6 months. It is the employee's responsibility to notify Stony Valley of any offences in-between this time. Stony Valley may, in its absolute discretion, suspend driving privileges of company vehicles if the driver's abstract shows an unacceptable level of driving infractions or accidents. If an employee's driver's license is suspended or revoked, the employee must immediately inform the company and a failure to do prior to operating a company vehicle, will result in the immediate termination of employment.

Information will be gathered on all incidents that occur while drivers are conducting Stony Valleys business in order to improve safe driving practices, policies and procedures.

The Safe Driving Policy is reviewed annually to ensure Stony Valley maintains the highest degree of safe driving practices.

### **Consequences for non-compliance**

Stony Valley Contracting will enforce its Safe Driving Policy with a range of disciplinary measures up to and including termination of employment or termination of contract.

Each case of non-compliance will be reviewed by employee's supervisor or manager. The final decision on the consequences for not complying with the Safe Driving Policy will be determined by management.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

## 3.0 Rights & Responsibilities

Stony Valley Contracting Ltd. is responsible for the health and safety of its employees and of the employees of other employers or sub-contractors working adjacent to our sites who may be affected by our activities.

Our Loss Control Program will be regarded as the minimum standard for all work performed and is meant to supplement the standards set by our Customers and Regulatory Agencies.

The purpose of the program is to:

- Provide a safe working environment for all employees
- Provide uniformity in health and safety practices, standards and enforcement for all Stony Valley Contracting work
- Minimize damage to equipment and property
- Maximize safe production
- Increase employee morale

Our Loss Prevention Program will be reviewed at least annually to adjust for changing work, and work conditions.

### 3.1 - Definitions

#### Accident

(Stony Valley Contracting discourages the use of the term Accident because the term implies an event that is not preventable. Stony Valley's belief is that all workplace incidents are preventable. See **Incident**)

#### Adequate Training

Training that includes sufficient information and skills transfer to ensure that the trainee can perform work to the expected standard without undue risk of injury or other adverse events.

- Training has to be of sufficient quality by making use of effective communication techniques and adequate resources. Effective evaluation systems must be employed to determine comprehension and understanding.
- Training has to be proportionate to the Hazards and level of Risk involved in the work. The hazards, level of risk and the frequency of performing the job will also influence a review/retraining schedule.

#### Company or the Company or Stony Valley

Stony Valley Contracting Ltd.

#### Company Business

All business activities conducted by Stony Valley's employees whether conducted on or off Company premises, including meetings, seminars, conventions etc., and structured business

contacts with co-workers, Sub-contractors, customers, suppliers, public agencies, or other parties with whom Stony Valley transacts business.

### **Company Premises**

All land and facilities owned, leased or otherwise directly controlled by Stony Valley Contracting Ltd. or utilized for Company business, including mobile equipment and vehicles.

### **Competent**

In relation to a person, means adequately qualified, suitably trained and with sufficient experience to perform work without supervision or with only a minimal degree of supervision (AB OH&S).

### **Competent Worker**

- Qualified because of adequate, suitable training and sufficient experience to safely perform assigned work without supervision or with only a minimal degree of supervision.
- Familiar with the requirements of Stony Valley's Customer and applicable OH&S Regulations for the proposed scope of work.
- Knowledgeable about the potential or actual dangers to health and safety posed by the work, required equipment including PPE and/or location involved.
- Work that may endanger a worker, must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work.

### **Employee/Worker**

Includes all current employees, part-time, seasonal, contract, temporary, management, and administration while engaged in Company business or working on Company premises.

### **Employer**

Stony Valley Contracting Ltd.

### **Hazard**

A situation condition or thing that may be dangerous to the safety or health of workers (AB OH&S).

All aspects of technology or activities that produce risk, including the characteristics of things and the actions or inactions of people (ASSE).

### **Health and Safety**

Includes physical, psychological and social well-being

### **Health and Safety Program**

Means a coordinated system of procedures, processes and other measures that is designed to be implemented by organizations in order to promote continuous improvement in occupational health and safety.

### **Joint Work Site Health and Safety Committee**

Means a committee established pursuant to Section 16 of AB OH&S Act.

### **Incident**

(Stony Valley discourages the use of the term Accident because the term implies an event that was not preventable. Stony Valley's belief is that all workplace Incidents are preventable.)

An unplanned or unintended event or series of events that results in:

- Injury or death
- Loss of, or damage to property, a system or service
- Environmental damage and/or adverse impact
- Adverse effects on an activity or function

### **Imminent Danger**

- A hazard, risk level or danger which is not normal for a person's occupation
- A hazard, risk level or danger to which a person engaged in his/her occupation would not normally be exposed

### **Near Miss**

An undesired event that could have resulted in personal harm and/or any undesirable loss of resources (see Incident) but did not.

### **Professional Engineer (P.Eng.)**

A Professional Engineer registered in the jurisdiction where the Company conducts business.

### **Prime Contractor**

Means the prime contractor for a work site referred to in Section 10 of AB OH&S Act.

### **Risk**

A measure of the combined probability and severity of potential harm one or more resources as a consequence of exposure to one or more hazards (ASSE).

### **Shall**

Indicates a mandatory requirement.

### **Should**

Indicates a recommendation or guideline, it does not indicate a mandatory requirement.

### **Sub-contractor**

A person, firm or corporation having a contract or an agreement with Stony Valley Contracting Ltd. to perform work for or supply services, labor or material to Stony Valley.

### **Substance Abuse**

The use of alcohol or other drugs to the level where it poses higher than normal risk of injury or loss to the user, other employees, the public, company property, the environment, processes or business.

### Supervisor

- Means a person who has charge of a work site or authority over a worker (AB OH&S)
- Any individual held responsible for the behavior and production of a group of workers (ASSE)

## 3.2 - Responsibilities

### Employer

- Provide a Statement of Policy, Vision and Objectives to set the foundation for the Loss Control Program and expected Health Safety and Environmental performance.
- Maintain overall control of the Loss Control Program.
- Know and comply with the Company's Loss Control Program, safe work practices, procedures, and rules.
- Provide information, instructions, and assistance to supervisory staff and/or Sub-contractors in order to protect the health and safety of all employees and the environment.
- Monitor the implementation, use, administration and enforcement of the Loss Control Program in all areas of the Company's business.
- Provide adequate resources to meet the implementation and training needs for a successful program.
- Ensure that all new employees receive adequate general and site/job orientation at the appropriate time in the "hire on" process.
- Set a good example by modeling the performance desired.

### As per AB OH&S Act Part 1, Section 3;

- Provide the health and safety and welfare of;
  - a) Workers engaged in the work of that employer,
  - b) Those workers not engaged in the work of that employer but present at the work site which that work is being carried out, and
  - c) Other persons at or in the vicinity of the work site who may be affected by hazards originating from the work site
- That the employer's workers are aware of their rights and duties under the AB OH&S Act, the regulations and the OHS code and of any health and safety issues arising from the work being conducted at the work site,
- That none of the employer's workers are subjected to or participate in harassment or violence at the work site,
- That the employer's workers are supervised by a person who
  - a) is competent, and

- b) is familiar with the Act, the regulations and the OHS code that apply to the work performed at the work site
- That the employer consults and cooperates with the joint work site health and safety committee or the health and safety representative, as applicable, to exchange information on health and safety matters and to resolve health and safety concerns,
- That health and safety concerns raised by workers, supervisors, self-employed persons and the joint work site health and safety committee or health and safety representative are resolved in a timely manner, and
- That on a work site where a prime contractor is required, the prime contractor is advised of the names of all of the supervisors of the workers.
- Ensure that workers are adequately trained in all matters necessary to protect their health and safety, including before the worker
  - a) Begins performing a work activity,
  - b) Performs a new work activity, uses new equipment or performs new processes, or
  - c) Is moved to another area or work site.
- Cooperate with any person exercising a duty imposed by the Act, the regulations and the OHS code.
- Comply with the Act, regulations and the OHS code.

### Supervisors

- Know and comply with the Company's Loss Control Program, safe work practices, procedures, and rules.
- Supervisors are responsible for ensuring implementation and use of the Loss Control Program within their respective work areas.
- Supervisors are responsible to encourage safe work practices and ensure that the workers they are responsible for are adequately trained.
- Supervisors are responsible to ensure that the workers they are responsible for use the required protective equipment and procedures needed to protect themselves, their co-workers and the environment.
- Ensure that all employees new to the job or a work site are oriented to job/site specific hazards and procedures before commencing work.
- Conduct and participate in Hazard/Risk Assessments prior to starting the work. Advise all employees and Sub-contractors of any potential or actual hazards and the necessary hazard control measures.
- Carry out and document regular inspections to ensure a safe and healthy work site.
- Document and report all accidents, incidents or spills immediately. Investigate all accidents and incidents, and assist management with determining how to prevent similar occurrences in the future.
- Ensure regular Safety Meetings are conducted, recorded and forwarded to the appropriate person for review and follow-up.
- Set a good example by following the provisions of the Stony Valley Loss Control Program and good industry practices (model the performance desired).

- Ensure that visitors to any Stony Valley worksite are provided with the safety rules for the site, appropriate orientation, and personal protective equipment appropriate to the hazards that may be encountered and are escorted while on site.

**As per AB OH&S Act Part 1, Section 4, every Supervisor shall;**

- As far as it is reasonably practicable for the supervisor to do so,
  - a) Ensure that the supervisor is competent to supervise every worker under the supervisor's supervision,
  - b) Take all precautions necessary to protect the health and safety of every worker under the supervisor's supervision,
  - c) Ensure that a worker under the supervisor's supervision works in the manner and in accordance with the procedures and measures required by the Act, the regulations and the OHS code,
  - d) Ensure that every worker under the supervisor's supervision uses all hazard controls, and properly uses or wears personal protective equipment designated or provided by the employer or required to be used or worn by the Act, the regulations or the OHS code, and
  - e) Ensure that none of the workers under the supervisor's supervision are subjected to or participate in harassment or violence at the work site,
- Advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,
- Report to the employer a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- Cooperate with any person exercising a duty imposed by the Act, the regulations and the OHS code, and
- Comply with the Act, the regulations and the OHS code.

**Workers**

- Know and comply with applicable provisions of the Company's Loss Control Program, safe work practices, procedures, and rules.
- Co-operate with the Company for the purposes of protecting the health and safety of everyone and take every reasonable precaution to protect your safety, the safety of others and the environment.
- Utilize the safety equipment, personal protective devices, and protective clothing designated by the Company.
- Notify the supervisor of unsafe conditions and work practices that may pose a danger to workers and the environment.
- Report all accidents, incidents, spills and injuries to the supervisor as soon as possible.



- Report to work “fit for duty”, and be free from any conditions and substances that will adversely affect performance. Report to the supervisor any conditions that may limit fitness for duty including the use of “over the counter” or prescription medication that may affect a person’s ability to work safely.
- Set a good example by following the provisions of the Stony Valley Loss Control Program and good industry practices (model the performance desired).

**As per AB OH&S Act Part 1, Section 5, every Worker shall;**

- Take reasonable care to protect the health and safety of the worker and of other persons at or in the vicinity of the work site while the worker is working,
- Cooperate with the worker’s supervisor or employer or any other person for the purposes of protecting the health and safety of
  - a) the worker,
  - b) other workers engaged in the work of the employer, and
  - c) other workers not engaged in the work of that employer but present at the work site at which the work is being carried out,
- At all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker’s protection by the worker’s employer or required to be used when worn by the worker by the Act, the regulations or the OHS code,
- Refrain from causing or participating in harassment or violence,
- Report to the employer or supervisor a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed,
- Cooperate with any person exercising a duty imposed by the Act, the regulations and the OHS code, and
- Comply with the Act, the regulations and the OHS code

**Subcontractors**

- Subcontractors are expected to know and comply with the applicable sections of the Stony Valley Loss Control Program and ensure that their workers follow the safe work practices, procedures, and rules.
- Subcontractors are responsible to ensure that all their employees have the appropriate training, the appropriate safety equipment, personal protective devices, and clothing required to complete their work safely.
- Subcontractors are responsible to notify their Stony Valley representative, as soon as possible, of any incidents, injuries, property damage, near misses or spills occurring while under contract to Stony Valley.
- Subcontractors are responsible for immediately investigating any incidents involving their workers or equipment and supplying the appropriate investigation reports to their Stony Valley representative as soon as possible.



- Subcontractors are responsible to notify their Stony Valley representative of any unsafe conditions or practices that may pose a danger to any workers or the environment.
- Subcontractors are responsible to ensure that the appropriate and adequate safe work practices and job procedures are in place for the work being contracted and that the practices and procedures meet legislated requirements and/or Stony Valley's approval.
- Subcontractors are responsible to assist their Stony Valley representative with hazard assessments, inspections, and other reasonable Health & Safety activities related to the contracted work.
- Subcontractors are expected to set a good example by following the most stringent provisions of their Loss Control Program, the Stony Valley Loss Control Program and/or good industry practices (model the performance desired).

**As per AB OH&S Act Part 1, Section 9, every Contractor shall;**

- Ensure, as far as it is reasonably practicable to do so, that
  - a) Every work site where an employer, employer's worker or self-employed person works pursuant to a contract with the contractor, and
  - b) Every work process or procedure performed at a work site by an employer, employer's worker or self-employed person pursuant to a contract with the contractor

That is under the control of the contractor does not create a risk to the health and safety of any person

### Visitors

- Visitors to any Stony Valley worksite must follow established safety rules and directives for the site and wear the personal protective equipment Stony Valley provides or advises is necessary.
- Visitors who have not received adequate orientation must be accompanied at all times by a Stony Valley representative who is familiar with the worksite.

### Health and Safety Representatives

- Receive and address concerns and complaints about the health and safety of workers.
- Participate in the identification of hazards to workers or other persons arising out of, or in connection with, activities at the work site.
- Develop and promote measures to protect the health and safety of persons at the work site and checking the effectiveness of the measures.
- Cooperate with an OHS office 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 workers.

- Participate in investigations of serious incidents and injuries at the serious injuries and incidents at the worksite.
- Maintain records in connection with concerns and complaints.
- Attend to other matters relating to the duties of HS representative.
- Other duties as may be specified in the Occupational Health and Safety Act, Regulations and Code.

### 3.3 - Worker Rights

Stony Valley ensures all employees are informed and trained in workers' rights. This includes ensuring workers' rights are available on site. Stony Valley Contracting Ltd. respects and supports the following basic worker rights.

- **Right to Know;**  
Workers have the right to know about any conditions, products, equipment, processes or practices that are present in the workplace and that may pose a hazard to their well-being. All work site parties must ensure information on Health and Safety hazards are available on site. WHMIS is one process that supports "right to know".
- **Right to Participate;**  
Workers or a worker designated representative have a right to participate in hazard/risk assessment and mitigation identification processes. Field Level Hazard Assessment and Safety Committees are also examples of processes that support the "right to participate".
- **Right & Responsibility to Refuse Unsafe Work (Dangerous Work)**
  - a) Workers, who have reasonable and probable grounds to suspect that a work assignment poses an imminent danger to themselves or others, have a right and responsibility to refuse to do the work that poses the danger until the situation is reviewed and resolved.
  - b) A worker(s) who refuses work, which he/she perceives to be unsafe, must immediately report the refusal and the reasons for refusal to their Supervisor. The related work must stop, and may not resume until the concern has been investigated.
  - c) The Supervisor must investigate the situation immediately, with the assistance of the affected workers(s) and follow their respective employer's resolution process and document occurrences for corrective measures to be put into place.
  - d) A worker who refuses what he/she perceives to be unsafe work, or work that is perceived to pose an imminent danger to health and safety, cannot be disciplined or dismissed for his/her refusal prior to a review and satisfactory resolution. The worker may be reassigned to other work while the original situation is reviewed and a resolution developed.
  - e) Another worker may be assigned to the task if the first person continues to disagree with a resolution, but the replacement worker must be

informed of the original refusal, the results of the related investigation and the proposed resolution.

- **Right to Dignity;**  
Workers have the right to work unencumbered and unaffected by discrimination, harassment or other threats to their person. Stony Valley Contracting expects every employer on a Stony Valley worksite to ensure that all workers are treated with respect and dignity.

**Reference - AB OH&S Act Part 1**

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## 4.0 Rules and Discipline

Stony Valley Contracting Ltd. believes that all of its employees are its most important resource and that the Loss Control Program is designed for the enhancement of the employees' health, safety and wellbeing. If employees or Sub-contractors violate SVC Worksite or Client Rules Stony Valley Contracting Ltd. will exercise its progressive Discipline Policy.

Stony Valley Contracting Ltd. reserves the right to terminate the contract of any Sub-contractor if it is determined that the Sub-contractor is not cooperating or participating fully in the Stony Valley Contracting Ltd. Loss Control Program.

No alcoholic beverages or illegal drugs shall be used, possessed or brought into any Stony Valley Contracting Ltd. premises, vehicles or worksites. Employees found under the influence, in possession or testing positive for any these substances will be immediately removed from the premises and suspended pending an investigation.

### 4.0.1 - Progressive Discipline Procedures

**First Occurrence** - verbal warning which is recorded in the Manager's daily log.

**Second Occurrence** - a written warning will be given to the employee, a copy of which will be retained in the employee's file for 6 months.

**Third Occurrence** - within a 6-month period will result in a minimum three-day suspension or termination of employment with Stony Valley Contracting Ltd.

**Subsequent Occurrence** - within a 6-month period will result in termination of employment with Stony Valley Contracting Ltd.

### 4.0.2 - Rules

- 1) Workers shall not possess, use or bring into the workplace illegal drugs or alcohol. This applies when operating any SVC vehicles on public property.
- 2) Supervisors shall adequately supervise workers and sub-contractors.
- 3) All persons shall lockout as per the SVC Lockout Code of Practice (**see section 6.2 & 6.2A**).
- 4) All persons shall use fall protection as per SVC Fall Protection Code of Practice (**see section 6.1**).
- 5) All persons shall follow worksite safety practices, procedures, instructions, and rules.
- 6) Tampering with or non-emergency use of fire or safety equipment is prohibited.
- 7) Theft and/or vandalism is prohibited.
- 8) Horseplay, violence and harassment are prohibited.
- 9) Workers must receive authorization to operate vehicles & equipment. Vehicles shall not be used for personal purposes at any time.
- 10) Persons receiving Modified Work or Substance Recovery benefits shall cooperate at all times with the terms of the agreements.

- 11) Workers shall report all incidents, injuries and property damage to their Supervisor and cooperate with investigations. Supervisors shall report all such situations to SVC Management and SVC OH&S within 4 hours.
- 12) Workers shall report for work on time or contact their Supervisor prior to their shift.

Notwithstanding the progressive discipline policy above, the following violations are deemed extremely serious and may result in immediate termination of employment or cancellation of contracts:

- 1) Possession of or using illegal drugs or alcohol on any Stony Valley Contracting worksite or testing positive for such substances.
- 2) Failure to adequately supervise workers.
- 3) Failure to lockout and/or unauthorized removal of another's lock.
- 4) Failure to use fall protection.
- 5) Failure to follow safety practices, procedures, instructions, rules.
- 6) Tampering with fire or safety equipment.
- 7) Theft and/or vandalism.
- 8) Horseplay, violence, harassment.
- 9) Unauthorized operation, use or tampering with vehicles or equipment.
- 10) Failure to meet obligations under Modified Work or Re-instatement Agreements.
- 11) Failure to comply with substance testing requests.
- 12) Failure to comply with Re-instatement Agreement provisions.

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## 5.0 Hazard/Risk Assessment, Evaluation & Control

Hazard/Risk Assessment is a disciplined process used to identify project, work and/or process related hazards, evaluate relative risk and identify the appropriate control measures required to protect the health and safety of employees and minimize all forms of unintentional loss. All persons that may be included in a hazard assessment exercise are to be trained in the appropriate methodology.

Workers, Contractors, and others that can provide valuable information to assist with identifying and evaluating hazards are to be included in all hazard assessment exercises.

Hazard Assessments (HA's) and Job Hazard Analysis (JHA's) are to be reviewed every 3 years unless the task and/or job changes or there is any other need to review within that time. HA's and JHA's are also reviewed in Joint Health and Safety Committee meetings to ensure they are always up to date.

**Hazard/Risk Assessments shall be done for situations that involve work sites that:**

- Are new work sites
- Are changed or which have never been previously assessed
- Have had new and/or modified equipment or processes added
- Involve multiple contractors on the same or immediately adjacent work areas
- Have experienced frequent events that may or may not have incurred significant loss

**Jobs, procedures, tasks & work processes that:**

- Are new or done infrequently
- Involve inexperienced employees
- Are associated with frequent events that may or may not have incurred significant loss
- Are critical (significant risk), with the potential for serious injury and/or adverse health effects to employees, other contractors or the community
- Involve a change in an operating procedure
- Have the potential for severe property and/or environmental damage
- Have the potential for significant interruption to production

**Materials, substances or products (prior to purchasing) that:**

- Are associated with frequent events that may or may not have incurred significant loss
- Pose significant risk, with the potential for serious injury and/or adverse health effects to employees or the community
- Have the potential for severe property and/or environmental damage
- Have the potential for significant interruption to production

## 5.1 Hazard / Risk Assessment Process

### Identify Hazards, evaluate Risk, and identify Hazard Controls

#### 1) General Hazard Assessment

The first step in the Hazard/Risk Assessment process is to identify all jobs within the company or the specific site, plant or project, identify the hazards associated with each, the relative risk and the control measures that are available. This exercise using Form T005 "Hazard/Risk Assessment" and G006 "Risk Rating Matrix" is used to prioritize jobs according to risk and identify those jobs that require a Job Hazard Analysis, steps 2 & 3, or a review of current Safe Work Practices or Procedures.

#### 2) Job Hazard Analysis (JHA)

Utilize form G006 "Job Hazard Analysis" to analyze the high risk identified in Step 1. Break down the job, or process, into its tasks, steps or components, in order, and identify all hazards associated with each task, step or component. If you are not familiar with the job or process, ask your supervisor for help.

#### 3) Initial Evaluation

Evaluate each hazard identified in step 2 as to the **probability** that the hazard will affect the work and as to the **severity of the consequences** that could be experienced if the hazard does affect the work. Establish an **Initial Risk Rating** using form G006 "Risk Rating Matrix" as a guide. Assume no controls are in place.

- **Consider Communications**

Assessing the ability to effectively communicate is commonly overlooked in hazard assessments. Communications may be affected by many factors including noise, location, incompatible equipment, language differences, trade terms, lack of common understanding of signals and/or procedures.

- **Consider the Environment**

The work environment is a factor that requires consideration. Noise, heat, cold, weather, adjacent work by others, work space, hazardous products used or created, ergonomic factors, physical efforts required etc. all can be factors which must be considered as possible hazards and evaluated. Also consider the possible effects of the work on the physical environment as well as the workspace.

- **Consider Emergency Preparedness**

Any Hazard/Risk Assessment that does not address emergency preparedness is incomplete. If an unexpected adverse event does occur, one must be prepared to reduce the effects by having trained emergency responders available with equipment appropriate to the situation.

If biological, liquid or solid hazardous materials can contaminate a worker, decontamination methods and equipment must be considered in the emergency plan. This may vary from a simple eyewash or emergency shower to a multi-stage decontamination process involving complicated PPE and methods depending on the product involved.

Workers that are involved with products that can be harmful to the eyes or skin, workers must have immediate access to an emergency eyewash and/or shower, as applicable. If the worker may be alone use of the emergency station should automatically trigger an alarm for emergency assistance.

#### 4) Evaluate / Select Control Measures

Identify those hazards with risk ratings that indicate that hazard controls are required for the most reasonable safe working environment to exist. Identify those controls that are already in place and determine if they are the most “effective” control measures. Identify those control measures that are not in place, but are required to reduce the risk to an acceptable level.

#### 5) Effective Control Measures

“Effective Control Measures” are control measures that either eliminate the hazard completely or reduce the Risk to an “acceptable” level for work to begin.

Hazard control measures are to be considered in the following order.

- 1) **Elimination or Substitution** (less hazardous product, method)
- 2) **Engineering** (guards etc.)
- 3) **Administrative** (training, permits, etc.)
- 4) **Personal Protective Equipment (PPE)** (last consideration for hazard control, the utilization of PPE cannot create additional hazards for the worker)
- 5) **Combination** of any or all of above

#### 6) Re-Evaluate for Residual Risk (risk level after controls implemented)

Continuing with form **G006**, re-evaluate the risk for each hazard identified in Step 3 as if the hazard control measures are in place and functioning. Use form **G006** “Risk Rating Matrix” again as a guide. The Residual Risk must be in the “acceptable range” and the **identified controls in place and functioning** for the work to proceed. Everyone involved with the work must be informed of the JHA results and be trained on the hazard control measures.

#### 7) Developing practices, procedures, plans, codes of practice

Prepare a practice, procedure, safe work plan or code of practice, as appropriate, based on the Job Hazard Assessment results. A Health & Safety Professional should be included in the development of Safe Work Plans and Codes of Practice.

**Safe Work Practices** are general in nature providing information and points to consider during the task (e.g. Fire Safety). A general statement of what you should or should not do in order to do a job or task safely.

**Safe Work Procedures** are detailed, specific “step by step” directions regarding the safe completion of a job or task (e.g. Confined Space Entry).

**Safe Work (or Execution) Plans** generally encompass a larger scope than practices or procedures and are discussed later in this section.

**Codes of Practice** are specific Safe Work Procedures that include standards for training, testing, PPE, hazard control, equipment selection, medical reviews, etc. that may be required by legislation (e.g. for designated substances and confined spaces).



## 8) Training

Once the hazard/risk assessment process and safe work planning processes have been completed, all workers affected by the changes shall be informed of the results of the assessment and trained on any new practices, procedures and/or safe work plans that were developed as a result of the assessment.

## 9) Safe Work Plan (SWP) also known as and Execution Plan and Environment, Health and Safety (EHS) Plan

A Safe Work Plan is a document describing how to control hazards and manage risks for certain work involving significant risk or for a project scope of work. A SWP is developed following a hazard assessment, and is intended to ensure that hazards are identified, risks are carefully evaluated, controls and contingencies are clearly identified and that the necessary actions and implementation strategies have been outlined.

An EHS Plan (Suncor) is developed based on the Scope of Work (SOW) and the ranking which is documented within the Hazard Identification Checklist. When doing up an EHS Plan the requirements will be based on the ranking.

### 5.1.1 - SWP Criteria

A Safe Work Plan must be developed when:

- The hazards and risks of the work to be performed cannot be adequately controlled with standard work practices or procedures.
- Deviations are required from the current approved Loss Control Program.
- The tasks to be performed are known as jobs involving high-risk tasks (e.g. confined space entry or work in excavations).
- Scope of work changes.
- As required by client.

### 5.1.2 - SWP Development

Safe Work Plans should be developed by the following method:

- A SWP Leader should be appointed. This person is responsible to facilitate the activities and ensure technical integrity and content of the plan.
- The SWP Leader will analyze the needs and select a team of knowledgeable individuals to assist in the development of the plan.
- The SWP Leader ensures the objectives are established and clearly communicated to all members of the team.
- Base the SWP on the Scope of Work (SOW)
- The team will:

- a) Conduct a Hazard/Risk Assessment of the work.

- b) Refer to any previous plans/procedures that are applicable.
- c) Develop a Safe Work Plan to adequately control hazards and minimize risk.
- d) Conduct a “dry run” to test the SWP.

### 5.1.3 - SWP Content

Each SWP must include all details and documentation relative to the activity, personnel and equipment involved.

The following is to be documented and included, but not limited to:

- 1) Title of activity/job and Scope of Work including personnel, equipment and supplies required.
- 2) Health and Safety Management
  - Personnel involved in developing the plan
  - Execution organization complete with roles and responsibilities
  - Date of preparation
  - Anticipated start and finish dates
  - Communications (Who, When, How)
  - Detailed sequential work execution steps and schedule
- 3) Work site drawing
- 4) Hazard Management
  - Major activities, hazards and related risk
  - Hazard/Risk control measures including training, practices, procedures, codes of practice, equipment, legislation etc.
  - Copy of the hazard/risk assessment
  - All pre-job meetings and attendees
- 5) Emergency Management
- 6) Required permits & related approvals
- 7) Required permits & related approvals
- 8) PPE requirements
- 9) Subcontractor Management
- 10) Leadership Accountability
- 11) Incident and Corrective Action Management
- 12) Audits and Assessments
- 13) Learning and Competency
- 14) Environmental Management

### 5.1.4 - SWP Implementation

Prior to beginning the work, one or more pre-job meetings shall be conducted to review the Safe Work Plan. Meeting attendees will include all workers involved in the work and representatives for others affected by the work.

Any need for deviation from the Safe Work Plan requires the work to be stopped, the Safe Work Plan is re-evaluated and approval and authorization re-issued.

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## 5.2 Field Level Hazard Assessment (FLHA)

Field Level Hazard Assessment is an awareness and communications strategy intended to assist supervisors and workers accomplish their day-to-day activities in a safe manner through effective hazard identification and control.

**FLHA** is intended to enhance “two way communications” between the supervisor and crew as well as within the crew itself. When workers participate in the decision-making processes, buy-in to safety requirements is enhanced. **FLHA** is meant to support and enhance workers' Right to Know and Right to Refuse.

### 5.2.1 - FLHA Meetings

Ideally, **FLHA** should be conducted at the actual job site (not in the office or lunch room). At the job site is where everyone involved can best determine the job related hazards and appropriate control measures for the tasks. At the beginning of each shift a toolbox talk is discussed and recorded on the FLHA under Toolbox Topic.

The length of time required for **FLHA** will vary with the complexity of the job. **FLHA** is intended to be a pre-job review of tasks, hazards and appropriate safety control measures. This can be a very quick meeting for simple tasks (moving some light materials) or it can take considerably more time for complicated high-risk tasks (e.g. critical crane lift).

### 5.2.2 - Field Level Hazard Assessment Objectives

- Review the work to be done and ensure that everyone involved with the work is aware of the associated hazards
- Ensure that effective hazard controls are in place to reduce the risk to an acceptable level
- Ensure that all the required equipment and PPE is available
- Ensure that everyone involved with the work understands the overall job and their specific role in successful completion
- Provide everyone involved the opportunity for input and to exercise the “right to refuse” should they perceive a problem with the plans



### 5.2.3 - FLHA Documentation

The **FLHA** meeting must be documented (recorded) and all workers and the supervisor must review and sign the document. Everyone involved in the job must be included in the **FLHA** meeting (equipment operators, other contractors who will assist, etc.).

The following must be considered and resolved at the **FLHA** meeting:

- Is the area safe to work in (will others affect us or will we affect others)?
- Is a formal Hazard/Risk Assessment or Job Hazard Analysis required? If YES, has one been completed?
- Is a practice, procedure, safe work plan or code of practice required and been provided for the job?
- Does everyone understand the assignments and can they communicate effectively?
- Are the proper tools and equipment in safe operating condition and are they available?
- Has the required PPE been identified and provided and has everyone been trained to properly use the required PPE?
- Are hazardous or controlled products to be used?
- Has everyone been advised to report any substandard acts, conditions and/or near misses to the Supervisor?

### 5.2.4 - FLHA Principles

The Supervisor is responsible for the application of the five basic principles of **FLHA**:

- 1) Workers are informed of the hazards and risks associated with assigned work.
- 2) Workers are advised how to complete the work safely and are provided with effective hazard/risk control measures including appropriate PPE.
- 3) Two-way-communication is encouraged and workers solicited for their suggestions.
- 4) Workers are reminded that **FLHA** is intended to protect their health and safety.
- 5) Supervisors monitor to see that the safety provisions of the specific **FLHA** are implemented and followed.

## 5.3 Management of Change

Stony Valley Contracting believes that to be effective as a person and a company, change is a must. Stony Valley also believes that any change must be for the better, receive adequate review before implementation, be applied with controlled implementation and fit the business and personnel development needs.

Our people, customers and our business must be protected from inappropriate change, however well intentioned. The company anticipates that changes may be required from time to time to influence performance in the following areas:

Processes, Procedures, EH&S, QA / QC, Productivity, Quality of Work life, Tools, Products, HR, Customer Service, Business Systems

To that end the company will employ the following process for implementing change.

The process must be documented with documentation signed off by management before a change is implemented in the company.

The documentation required is as follows:

- 1) A description of the current method, procedure or policy which will be affected (attach current document if available)
- 2) A detailed description of the proposed change (describe possible effects on other departments, processes and people)
- 3) A description of the expected benefits and possible negative impacts of the change (attach a cost / benefit analysis, consider all costs including training time, implementation resources, both internal and external, ongoing support maintenance, etc.)
- 4) A detailed description of the implementation plan (attach plan, schedule & budget)
- 5) A detailed description of the results measuring system (attach details, the measurement system must verify the expected benefits have been realized, dollars saved / ton etc.). An accurate description of the expected benefit (step 3) is critical to selecting an appropriate metric. For example, if the goal is to reduce the cost of maintenance, a metric that simply measures production cost per ton will not be suitable as it may not accurately reflect the impact of maintenance costs.

## 5.4 Critical Task List

### Task Inventory

Tasks	Job Positions										
	Supervisor Lead Hand Manager	Ground	Tower	Equipment Operator	Stripping / re-claim / exploration	Sales Loading / Scale	Coke Ops	Safety	Office	NSC Driver	Crew Driver
Driving in town	X				X	X		X	X	X*	X
Driving highway	X				X	X		X		X*	X
Driving haul road	X				X	X		X		X*	X
Driving Suncor	X							X		X*	X
NSC Inspection										X*	
Vehicle pre-start inspect.	X				X		X	X			X
Equip. pre-start inspection				X	X	X	X				
Shoveling		X	X	X	X	X	X				
Change screens		X	X	X							
Service mobile equip.		X	X	X		X					
Service / repair crushing equip.	X	X	X	X			X				
Service vehicles		X	X	X	X	X					
Cutting/ Welding/ grinding	X	X	X	X	X		X				
Cleaning/ Change screens	X	X	X	X							
Set cone	X	X	X	X							
set jaw	X	X	X	X							
Clean cone	X	X	X	X							
Clean jaw	X	X	X	X							
Unplug cone	X	X	X	X							
Unplug jaw	X	X	X	X							
Unplug feeder	X	X	X	X							
Clean tail pulley	X	X	X	X			X				
Samples		X	X	X							
Walking stacker		X	X				X				
Change cone liner	X	X	X	X							
Change jaw liner	X	X	X	X							
Clean hoppers		X	X	X							
Work outside	X	X	X	X	X	X	X				
Rigging & hoisting		X	X	X	X		X				
String power cords		X	X	X	X		X				
Work in MCC	X	X	X	X							
Electrical repairs	X	X	X	X							
Change bearings	X	X	X	X			X				
Change pulleys, motors. gear box, rollers, belts	X	X	X	X			X				

**\*\*Highlighted jobs/tasks represent critical**

Repair belts	X	X	X	X			X				
Service / repair hydraulics	X	X	X	X	X		X				
Rig out, move, setup	X	X	X	X	X		X				
Lower tower		X	X	X							
Operate chain saw		X	X	X							
Work w electric tools		X	X	X							
Work w air tools		X	X	X			X				
Operate ATVs	X				X						
Work alone	X				X	X		X			
Work remote**	X				X						
Refueling	X	X	X	X	X	X	X	X	X	X	X
Operate pumps					X						

\*Water Truck, Coke Crew Vans, \*\*Off-road

\*\*Highlighted jobs/tasks represent critical

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## 6.0 Codes of Practice

### 6.1 Fall Protection

#### 6.1.1 - Scope

This safe work practice is intended to facilitate safe work at heights by all workers, and supervisors employed by Stony Valley Contracting. The SWP is intended to supplement applicable Client and jurisdictional Regulations and Standards.

**Because fall exposure conditions can vary significantly in location, configuration and the hazards and risk levels involved, this SWP is intended to be used in conjunction with work and plant-specific hazard/risk assessment, adequate training and emergency response planning.**

#### 6.1.2 - Requirements

A Fall Protection Plan must be developed for any work situation where workers may fall a distance of 3m or more and are not protected by guardrails. If a more stringent standard is in force at a work site, the more stringent standard shall apply.

The fall protection plan must specify:

- The fall hazards at the worksite
- The fall protection system(s) to be used at the worksite
- The anchors to be used during the work
- The clearance distance below the work area, if applicable, have been confirmed as sufficient to prevent a worker from striking the ground or an object or level below work area
- The procedures used to assemble, maintain, inspect, use and disassemble the fall protection system
- The rescue procedures for a worker to be used if a worker falls, and is suspended by a personal fall arrest system or safety net and needs to be rescued
- Worker training requirements

Stony Valley Contracting must ensure that the fall protection plan is available at the worksite and is reviewed with workers before work with a risk of falling beings. The plan must be updated when conditions affecting fall protection changes.

Fall protection systems must be employed wherever a fall hazard of 3m (10ft.) from a temporary or permanent work area, or if there is an unusual risk of injury from a fall of less than 3 meters. This may differ depending on client sites. Ensure employees know site requirements.

An unusual risk of injury is a situation whereby the injury may be worse than that sustained from falling on a solid flat surface.

A worker at a permanent work area must be protected from falling by a guardrail if the worker may fall more than 1.2m (4ft). If a guardrail is not feasible a worker in this situation shall be protected by an alternate effective fall protection or fall arrest system.

If an alternate effective means of fall protection is not feasible, a Personal Fall Arrest System meeting current CSA/ANSI standards must be used by each worker exposed to the fall hazard.

Adequate hazard assessment, job planning, emergency response planning and training must be conducted prior to any worker using a Personal Fall Arrest System.

Stony Valley Contracting workers shall employ 100% fall protection measures whenever they are exposed to a fall hazard as defined previously. This requirement applies during accessing work platforms and when moving from one anchorage point or lifeline system to another.

**Note: The plan must be updated if conditions affecting fall protection change.**

### **6.1.3 - Definitions**

#### **Anchor or Anchorage**

An attachment point for a fall arrest system, travel restraint system or vertical and horizontal lifeline system that is capable of withstanding any potential forces applied to it by fall arresting forces. Anchors points must meet the provisions of jurisdictional regulation, manufacturer instructions and other applicable standards (CSA, etc.).

#### **Arresting Force**

The force generated by arresting the fall of a person that is transmitted through the fall arresting system to the person's body and arrest system components. Arresting forces must meet the provisions of jurisdictional regulation, manufacturer instruction and other applicable standards (CSA, etc.).

#### **Deceleration Distance**

The vertical distance required for a shock absorber to deploy and arrest a fall once engaged.

#### **Dynamic Load**

The force exerted on a point as the result of a sudden application of load.

#### **Fall Protection**

Any control system that effectively protects workers from falling from elevated surfaces and structures. Fall protection systems include handrails, guardrails, hole covers, travel restraints, control zones etc.

#### **Travel Restraint System**

A system that prevents workers from accessing an area where they may fall (e.g. a roof or platform edge).

### **Free Fall Distance**

The vertical distance a worker falls before a fall arrest system engages and begins to arrest the fall.

### **Full Body Harness**

A body support consisting of connecting straps designed to distribute force over at least the thighs, shoulders and pelvis to which a lanyard, lifeline or connecting component can be attached.

### **Lanyard**

A flexible line of webbing or synthetic or wire rope that is used to secure a full body harness or safety belt to a lifeline or anchor point.

### **Lifeline**

A synthetic or wire rope rigged from one or more anchor points, to which a worker's lanyard or other part of a personal fall arrest system is attached. A Professional Engineer must design lifeline systems.

### **Personal Fall Arrest System**

Personal protective equipment that is intended to stop a worker's fall before the worker hits a surface below the worker.

### **Rope Grab**

A device that attaches to a lifeline as an anchorage.

### **Self-Retracting Lifeline**

A model of lanyard that contains a line wound on a drum that may be slowly paid out or retracted under slight tension during normal worker movement. The system is designed to lock upon a sudden out travel (such as during a fall or loss of balance) and arrest the fall with minimal free fall distance.

### **Shock Absorber**

A device intended to reduce the force on a worker when a personal fall arrest system is operating.

### **Total Fall Distance**

The vertical distance from the point at which a worker falls to the point where the fall stops after all personal fall arrest system components have extended. The Total Fall Distance is critical information for the selection and location of a personal fall arrest system.

## **6.1.4 - Procedure**

- 1) Whenever workers are required to work in an area where there is a fall hazard Stony Valley Contracting shall prepare a fall protection plan.
- 2) The minimum standard for personal fall arrest protective equipment is an approved Full Body Harness equipped with a Shock Absorbing Lanyard and locking snap hooks meeting current CSA/ANSI Standards.

- 3) Workers shall not be issued or use personal fall arrest equipment until they have been adequately trained in its use.
- 4) Personal fall arrest equipment shall be rigged so that workers can neither free fall more than 1.22m (4ft.) nor contact object below. Anchorage points for personal fall arrest equipment shall be capable of supporting a shock load of 16kN (3600lbs.) and located at shoulder height where practicable.
- 5) Prior to each use, workers shall visually inspect all personal fall arrest equipment according to the manufacturer's instructions and other approved inspection guidelines. Defect shall be withdrawn from service immediately, tagged out of service and destroyed if it will not be repaired by a qualified service provider.
- 6) All personal fall arrest equipment subjected to impact loads shall be removed from service immediately.
- 7) All personal fall arrest equipment must be stored in a cool dry place not subject to direct sunlight.
- 8) Personal fall arrest equipment systems and components shall not be used for any other purpose at any time.

### 6.1.5 - Handrails

- Handrails meeting standards shall be installed on open sides of all walkways and runways where the fall distance exceeds 1.2m (4ft.), and on all open sided floors where the fall distance exceeds 1.2m (4ft.).
- All floor openings or floor holes shall be protected by handrails or hole covers. If hole covers are used they shall be strong enough to support the maximum intended load, secured against displacement, and adequately labeled (e.g. "hole – do not remove except by permit").
- Stairs, ladders, or ramps shall be provided for all access ways where there is a change in elevation greater than 500mm (20in.).
- Handrails used for fall protection shall consist of a top rail, intermediate rail and toe board where tools may fall on to workers below the elevation requiring the handrail. The top rail shall be located at a vertical height of between 920 and 1070mm above the base of the guardrail and the mid rail shall be at located midway between the top rail and the base. Vertical support members shall be located at each end of the horizontal members with intermediate vertical supports not more than 3m apart on center. Handrails shall be constructed of wood that is at least 38mm by 89mm or material with the same or better properties than wood.
- Wire, manila or synthetic rope or chain shall not be used for handrails, but may be used as warning devices in a travel restraint system or control zone system.

### 6.1.6 - Aerial Work Platforms

- When working from an aerial work platform the platform shall have guardrails on all open sides and the door access chains or rails in place

- Workers working from an aerial work platform shall wear a full body harness and lanyard attached to the aerial work platform. Workers shall not attach the lanyard to an independent structure
- No worker shall operate any aerial work platform without first being trained in the proper use of the Equipment
- Workers riding in a crane suspended work platform or bucket of a boom truck shall wear a full body harness and lanyard attached to the anchor point of the platform

**Reference - AB OH&S Act, Regulation & Code – Part 8, 9, 23, and Canadian Standards Association (CSA)/ANSI Standards**

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## 6.2 Lockout, Managing Hazardous Energy

### 6.2.1 - Scope

This Code of Practice is intended to supplement applicable Regulations, Codes, Standards, Client Policies and/or Manufacturer Instructions, and is intended for the protection of Stony Valley Contracting workers and Contractors working for Stony Valley.

#### CAUTION

**Persons using this practice must familiarize themselves with applicable Regulations, Codes, Standards, Client Policies and Manufacturer Instructions before proceeding.**

**This Code of Practice applies to Contractors working on Stony Valley Equipment.**

Lockout requirements come into effect when people are working on or near systems or equipment where contact with energy in any form can cause harm. Lockout provisions apply to all energy sources that may pose a risk of injury to workers.

### 6.2.2 - Definitions

#### Lockout

The practice of applying locks and other similar devices to secure equipment and/or systems to prevent movement, flow, discharge of material, discharge of energy or any other event where uncontrolled energy may pose an injury risk to workers or cause unintended loss.

#### Lockout Authority

The person assigned by management and specifically trained to identify and secure lockout points as required by a work plan. This assignment is mandatory in system lockout situations.

#### Lock Box

A vessel identified as a “Lock Box” or other object or method (that meets the standard of a “Lock Box”) that is used to secure the key to a system lockout lockset by the application of personal locks to the “Lock Box” rather than to multiple lockout points.

#### Lock Owner

The person to whom a personal lock is assigned and issued by the person’s employer for the sole purpose of lockout.

#### Lock Removal Form

A form to guide and document the activities required to be completed prior to removing a personal lock by other than the lock owner (**see 6.2.8 and P005**).

#### Lockout Device

A device intended for securing energy sources in an inoperative or safe position (may include chain, cable, fuse replacements, articulation point lock bar etc.).

### Lockout Lock

A key-type padlock intended only for securing energy sources in an inoperative or safe position.

### Personal Lock

A key-type padlock intended only for lockout purposes issued to a specific person (Lock Owner).

### Scissor

A multi-hole clamp type device that is connected to a lockout point to allow more than one lock to be applied to the same lockout point.

### System Lockout

A lockout procedure used when the number of lockout points makes it unreasonable for a worker to be issued a lock set sufficient to lock all points. A System lockset is comprised of a number of locks, keyed alike (or other method like a cable), and is applied to equipment or systems requiring multiple lock points. The System lockset key is then placed in a "Lock Box" device with workers applying their personal locks to the Lock Box and thereby securing the System lockset key.

The use of a System lockout method must provide the same level of safety as an individual lockout method.

### Tag

A document that is used to convey information about the equipment or process that is locked out, specifically, a person's name, employer, date lock was applied and the system that is being secured. When used, this tag is to be attached to the worker's lock(s).

Under this Code of Practice, Tags used without personal locks DO NOT constitute an authorized or effective lock out system. Some facilities allow the use of tags without locks (e.g. Complex Group Control) under a specific acceptance issued by the jurisdictional regulatory authority.

A facility using a tag out system must allow the placement of personal locks by those employees of companies that do not have a variance or do not allow tag out methods in their safety management system.

### Zero Energy State

The state in which a machine, vessel, system or process has been rendered incapable of releasing energy, starting up or moving in a manner that will harm workers or cause unintended loss. It includes, but is not limited to the following:

- Electrical power
- Hydraulic fluids under pressure, compressed gases, vacuum, or energy stored in springs
- Potential energy from suspended or elevated parts & capacitors
- Steam
- Remote activation systems
- Any other source that might cause unexpected release of energy and/or mechanical movement.

### 6.2.3 - Responsibilities

#### Management / Supervision

- Ensure that the applicable Regulations, Codes, Standards, Company & Client Policies and Manufacturer's Instructions regarding isolation/lockout of equipment and/or systems are identified and made available to workers.
- Conduct a Lockout Hazard/Risk assessment to identify all equipment, systems and sources that may pose a risk of injury from uncontrolled energy sources to workers repairing, cleaning, servicing, inspecting or otherwise involved with the equipment or systems (**see 5.0 Hazard/Risk Assessment, Evaluation & Control**).
- Identify all isolation and lockout points and devices that will be required to secure the equipment or system against unintended movement and/or discharge of energy.
- Assign & train a Lockout Authority for each plant.
- Ensure the development of equipment/system specific isolation and lockout procedures, guidelines and checklists as required.
- Educate all employees about the control of hazardous energy and the provisions of this Lockout Safe Work Practice.
- Ensure that Isolation/Lockout safe work practices, applicable Regulations, Codes, Standards, Company & Client Policies and Manufacturer's Instructions for the control of hazardous energy are followed.
- Control and administer Personal Locks and Lockout devices.
- Allow an involved competent worker to check the isolation and lockout provisions to ensure that it has been conducted correctly and the equipment/system is safe for work prior to anyone working on the system.

#### Workers

- Follow the Isolation/Lockout Procedures as laid out for the work.
- Apply and/or remove only his/her own personal lock(s).
- Assisted by the Lockout Authority, check the isolation and lockout provisions to ensure that it has been conducted correctly and the equipment/system is safe for work prior to anyone working on the system.
- Report any deficiencies, irregularities or non-conformance situation(s) related to isolation, lockout or hazardous energy control to the supervisor and do not begin work until the situation is corrected.

### 6.2.4 - General Guidelines

- 1) The person to whom a Personal Lockout Lock is issued (Lock Owner) retains the key.
- 2) In the case of system lockout situations, the key from the system lock set **is placed and secured in a Lock Box or other similar device by the Lockout Authority** to allow workers to secure the system lock set key with their personal locks applied to the lock box.



- 3) Each personal lock (or personal lock set) must be unique and be marked or coded to allow identification of the owner.
- 4) Personal locks can only be applied and removed by the Lock Owner, except in a circumstance when the Lock Owner is not easily available and then only under a specific procedure (**see 6.2.8 Personal Lock Removal by Other Than the Lock Owner**).
- 5) Workers shall not work on any equipment or system where the movement or the release of energy may represent a risk of injury unless that equipment or system is reduced to a zero energy state and is properly isolated and/or locked out.
- 6) All personnel, including supervision and/or contractors, who will be working on equipment or systems that require lockout, shall place their personal lock on the isolating devices, or a Lock Box (as applicable).
- 7) Any master key, or additional keys for personal locks shall be kept secure by the employer and may only be issued to the Lock Owner or used in specified circumstances under a specific procedure (**see 6.2.8 Personal Lock Removal by Other Than the Lock Owner**).
- 8) Only a lock issued by the employer and designated for lockout is to be used for lockout, combination locks shall not be used at any time.
- 9) If an employee leaves a jobsite (quit, terminated or injured), the worker's personal lock(s) must be removed from service until the keys are recovered.
- 10) Employees must remove their locks when they leave the worksite for any reason or are no longer working on the equipment. If the equipment must remain secured, it is the responsibility of the employer to employ and apply a suitable securing device/system.
- 11) An isolation and lockout plan shall be prepared to ensure that components that feed into or out of, or are interlocked with the equipment or system that is under service/repair are isolated and locked out as well.
- 12) The employer must develop a plan for safe transfer of custody and control of locked out equipment or systems in situations where workers or crews change out (shifts, etc.) or where the work is to be left incomplete and unattended by the person(s) who secured the system.

### 6.2.5 - Special Circumstances

- Electrical panels may be provided with system locksets and or lockout cables, both of which allow the lockout of multiple switches on the panel. A system lock set will require the use of a lock box while a system lockout cable may provide for the use of a scissor.
- The starting system on generating plants must be isolated and locked out prior to work being performed on the unit.

## 6.2.6 - 6-step Lockout Process Guideline

The following is general in nature and intended as a guideline. For specific shutdown, isolation, securement, lockout, testing instructions and requirements refer to applicable Regulations, Codes, Standards, Company Policies & Procedures and Manufacturer's Instructions.

1. Prepare for shutdown, isolation & lockout
  - a) Conduct a Hazard/Risk Assessment and prepare an isolation/lockout plan/checklist.
  - b) Assign the Lockout Authority to coordinate the lockout.
  - c) Identify all sources of hazardous energy that pose a risk to workers and the appropriate control methods to be used.
  - d) Review requirements for system/group lockout if applicable.
  - e) Review the applicable Isolation/Lockout, Hazard/Risk Assessment, or Lockout Checklist.
2. Shut down the equipment and/or system
  - a) Notify all affected persons & departments of the impending shutdown.
3. The Lockout Authority coordinates isolation of the equipment or system
  - a) Turn the power off
  - b) Close valves, disengage main disconnects, open circuit breakers

**DANGER**

*Do not operate disconnects and breakers under load.*

  - c) Disconnect, cap, vent or relieve any other energy sources such as electrical, steam, hydraulics and pneumatics, etc.
4. The Lockout Authority applies lockout devices and signs the lockout plan/checklist.
5. Check for and ensure that any stored energy is adequately controlled.
  - a) Review Company Policies & Procedures and Manufacturer Instructions.
  - b) Relieve, disconnect or restrain any residual hazardous energy that could be present.
  - c) Install blanks where required.
  - d) Install ground wires to discharge electrical capacitors.

- e) Block or support elevated equipment. Apply blocks, chains, blanks, blinds, bleeds etc. as applicable.
6. Verify the isolations
- a) Warn others and clear the locked out area
  - b) The Lockout Authority and at least one of the persons who will work on the system tests & ensures the correct equipment/system has been locked out and cannot start, move or otherwise release energy.
  - c) The Lockout Authority and at least one of the persons who will work on the system tests and ensures that any remote control devices or systems related to the equipment involved have been disabled or otherwise rendered inoperative.
  - d) Return all switches and controls to the "OFF" position.
  - e) All persons assigned to work on the system shall sign the lockout/checklist prior to beginning work.

**DANGER**

Locking out of only "Control Power" is not an accepted practice for positive isolation & control of energy sources. The acceptable isolation method is disengaging and locking out the Main Power.

### 6.2.7 - Lock Removal and Startup

When the work is complete personal locks are to be removed and returned with the key to the Supervisor. **The Lockout Authority shall remove his/her locks last after** the Supervisor verifies that all employees are clear, all equipment and tools are removed, and the machinery or process is ready to startup.

**For specific startup instructions and requirements refer to applicable Regulations, Codes, Standards, Company Policies and Procedures and Manufacturer's Instructions.**

### 6.2.8 - Personal Lock Removal by other than the Lock Owner

A "Lock Removal Permit" (see Form P005) shall be completed and issued for each personal lock that is to be removed by other than the Lock Owner. All information regarding a personal lock removal by other than the Lock Owner must be recorded on a Lock Removal form and in the Supervisors daily log. The Lock Owner shall be informed of the removal (if available).

- The Lock Owner who applied the personal lock must be positively identified.
- All reasonable efforts must be made to contact the Lock Owner (i.e., camp, home), and have the person come back and remove the lock him/herself.

- If the Lock Owner cannot be contacted or is otherwise incapable of removing the lock him/herself, an employer representative must ensure that no other workers will be endangered and that no other unintended loss will occur when the personal lock is removed.
- Lock removal shall be done with a master key with cutting a lock being a last resort

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## 6.3 Crystalline Silica, Code of Practice

### 6.3.1 - Scope

This Code of Practice is intended to provide information and methods to manage worker exposure to crystalline silica at a safe level in the aggregate processing environment.

Crystalline silica is a basic component of soil, granite and other minerals with quartz being the most common form. Cristobalite and tridymite are two other forms of silica. All three forms can occur in a respirable size when industrial operations chip, cut, drill, grind or crush materials containing crystalline silica.

Silica exposure is a serious health threat to workers in the aggregate crushing industry. Silica has been classed as a human lung carcinogen and inhaling silica dust can lead to silicosis, a lung disease, which can be permanently disabling or in severe cases even fatal.

Respirable silica is present in the dust created by crushing operations and can enter the lungs during respiration. Once in the lung the silica causes scar tissue to form thus reducing the ability of the respiratory system to take in oxygen. This condition is called silicosis and there is no cure. Other activities that affect the lungs such as smoking will aggravate the damage and increase the level of disability.

### 6.3.2 - Silicosis

Silicosis is classified into three types chronic classic, accelerated and acute.

**Chronic/classic silicosis** – the most common condition that occurs after 15-20 years of moderate to low exposures to respirable crystalline silica. Symptoms of chronic silicosis may or may not be obvious so an x-ray is required to determine if there is lung damage. As the disease progresses the person may experience shortness of breath upon exercising, and show clinical signs of poor oxygen/carbon dioxide exchange. In later stages the person may experience fatigue, extreme shortness of breath, chest pain or respiratory failure.

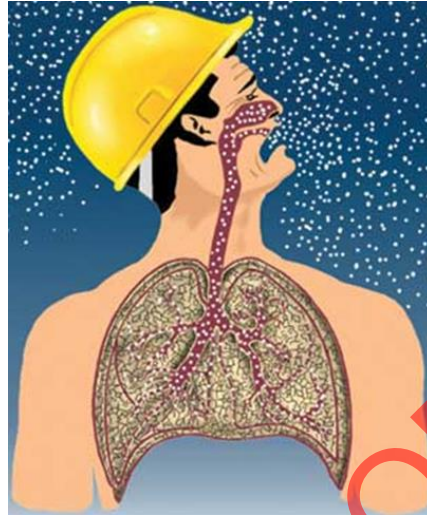
**Accelerated silicosis** – can occur after 5-10 years of high exposures to respirable crystalline silica. Symptoms include severe shortness of breath, weakness and weight loss. The onset of symptoms takes longer than in acute silicosis.

**Acute silicosis** – occurs after a few months or as long as two years following exposures to extremely high concentrations of respirable crystalline silica. Symptoms of acute silicosis include severe disabling shortness of breath, weakness and weight loss, which often leads to death.

The development of silicosis appears to depend on:

- 1) The amount and kind of dust inhaled,
- 2) The percentage of free silica in the dust,
- 3) The form of the silica,

- 4) The size of the particles inhaled,
- 5) The duration of the exposure
- 6) The powers of resistance of the person,
- 7) The presence or absence of complications (e.g. infection)



### 6.3.3 - Definitions

#### Crystalline Silica and/or Silica

A basic component of soil, granite and other minerals with quartz being the most common form. Can be present in respirable size when industrial operations chip, cut, drill, grind or crush objects containing crystalline silica.

#### Exposed Worker

A worker who may be expected to work in a restricted area at least 30 days in a 12 month period.

#### OEL – Occupational Exposure Limit

The maximum concentration of a substance as designated by regulation (e.g. AB OH&S Code) or other accepted standard, to which an unprotected worker is permitted to be exposed in an 8-hour period. The OEL for silica is expressed in  $\text{mg}/\text{m}^3$  (milligrams of material per cubic meter of air).

#### Respirable

In the case of crystalline silica means particles less than 10 microns in diameter that can be inhaled and deposited in the lungs.

#### RPE

Respiratory Protective Equipment

## Restricted Area

An area of the worksite where there is a reasonable chance that the airborne concentration of silica exceeds or may exceed the OEL. Wind direction and worksite conditions must be considered when defining a restricted area. Only trained workers with adequate RPE may enter and work in a restricted area.

### 6.3.4 - Procedures

#### Hazard/Risk Assessment

Stony Valley Contracting's crushing operations shall be evaluated to determine the likelihood of a crystalline dust hazard being produced by the process and the relative risk to workers at the site. The results of this hazard/risk assessment shall be shared with workers and shall be used to determine the need for measurement, hazard controls, appropriate RPE and worker health evaluations.

#### Measurement

At least one worksite, representative of all similar worksites where there is more than one, shall be tested to determine the possibility and level of exposure to crystalline silica. Where multiple worksites differ significantly in their process methods or hazard controls, those differing worksites shall be tested as well. Testing shall be carried out by an accredited agency and the results shared with workers. The testing results shall form the basis of establishing adequate exposure control methods. Testing will be done as required.

#### Information

In addition to sharing test results and worker training regarding the hazards of silica exposure, signs shall be posted in conspicuous locations where restricted areas have been established at the worksite to advise workers that silica may be present that designated RPE is required in the area and the possible health risks of unprotected exposure.

### 6.3.5 - Education and Training

Training shall be provided to workers who may be exposed to crystalline silica. At a minimum this training shall include:

- Where crystalline silica is likely to be present in the worksite in hazardous concentrations,
- The possible effects of unprotected exposure to crystalline silica,
- The required respiratory protection equipment including, training, fit testing, correct use and maintenance,
- The provisions and requirements of the medical monitoring program,
- Personal hygiene strategies.

### 6.3.6 - Hazard Control

Silica dust control strategies follow the hierarchy of control measures (see 5.0 Hazard/Risk Assessment & Control for details). The hierarchy of control measures is:

- 1) **Elimination or Substitution** (no exposure)
- 2) **Engineering** (dust barriers, dust abatement systems (watering), worker isolation, etc.)
- 3) **Administrative** (signage, task rotation, task scheduling, task positioning, etc.)
- 4) **Personal Protective Equipment (PPE)** (last consideration for control, e.g. RPE)
- 5) **Combination of any or all of above**

**Stony Valley's silica exposure control plan shall make use of all the measures as is reasonable, practicable and effective.**

#### **Elimination or Substitution** (no exposure)

The nature of Stony Valley's business precludes this option as silica is a part of the material that is processed in the crushing operation.

#### **Engineering** (dust barriers, dust abatement systems, worker isolation, etc.)

HEPA filtration systems are used in loaders, towers and office/lunch rooms on all crusher operations to reduce the amount of material entering these spaces (see filtration maintenance schedule).

#### **Administrative** (signage, task rotation, task scheduling, task positioning, etc.).

Extensive testing has been completed to detect areas of significant exposure. These areas are signed and workers are to avoid the areas when the plant is operating. Additionally, a work rotation schedule is used to reduce worker exposure to the product.

#### **Personal Protective Equipment (PPE)** (last consideration for control, e.g. RPE)

Respiratory protective equipment determined to be effective at controlling exposure is available to workers for additional protection.

### 6.3.7 - Respiratory Protection

If the first three hazard control strategies do not reduce worker exposure to crystalline silica sufficiently, the next option is to utilize respiratory protection equipment. This equipment may also be provided in addition to other dust control measures as an additional safeguard. The respiratory protective equipment shall:

- Reduce the concentration of silica being inhaled to at or below the OEL,
- Be approved by NIOSH,
- Be worn at all times in restricted areas.

Prior to the issuing of any respiratory protective equipment Stony Valley workers may require fit testing and receive appropriate training as per Stony Valley's Respiratory Protection Code of Practice in section 4.4 of Stony Valley's Loss Control Program Manual.



### 6.3.8 - Respiratory Protection for Crystalline Silica

Concentration (determined by testing)	Minimum Respiratory Protection	FIT TESTING
5 x OEL or less	Any NIOSH approved dust filtering respirator	Not required
10 x OEL or less	Any NIOSH approved dust filtering except single-use or quarter-mask respirator Any NIOSH approved fume respirator or high efficiency particulate filter respirator Any NIOSH approved supplied-air respirator Any NIOSH approved SCBA	QLFT prior to initial use and annually
50 x OEL or less	Any NIOSH approved high efficiency particulate filter respirator with a full face mask Any NIOSH approved supplied-air respirator with a full face piece helmet or hood Any NIOSH approved SCBA with a full face piece	QNFT prior to initial use and annually
500 x OEL or less	Any NIOSH approved powered air-purifying respirator with a high efficiency particulate filter A NIOSH approved supplied-air respirator with a full face piece helmet or hood, operating in positive pressure or continuous flow mode	QNFT prior to initial use and annually
> 500 x OEL	<b>No exposure allowed until concentrations are controlled below 25 mg/m<sup>3</sup></b>	

#### Additional PPE

Wear safety glasses at all times when working in dusty environments and avoid the use of contact lenses as dust may get under the lens and scratch the surface of the eye. Wear coveralls and change clothes before going home.

#### Decontamination & Personal Hygiene

Do not eat or drink in a restricted area. The company provides a controlled environment for meals and breaks. Remove coveralls or outer clothing and wash up before entering the break area, eating or drinking and before returning home.

Avoid smoking at any time as this activity multiplies the harmful effects of both silica exposure and smoking.

#### Medical Monitoring

There is no cure for silicosis therefore in addition to exposure controls medical monitoring is critical to early detection of overexposure. Stony Valley employees may be required to work on any of the company's operations at any time with transfers between worksites on short notice. To provide maximum workforce flexibility and most practicable monitoring program, all new operations workers will undergo a baseline health assessment (pulmonary function) upon hiring which includes procedures specifically to detect possible previous harmful exposure to silica and current respiratory health. A **Medical Screening Results Notification** form (M006) will be filled out by an employee with abnormal results. Follow-up testing will be completed at a minimum every two years.

Full time permanent workers will undergo a baseline health assessment (pulmonary function) and additional health assessments as required by regulation or a health professional's advice. A **Medical Screening Results Notification** form (M006) will be filled out by each employee upon hire.

Medical assessments shall be conducted by an accredited agency and all related records shall be treated as confidential medical documents. All costs for health monitoring for silica exposure will be borne by Stony Valley Contracting Ltd.

### **Emergency & First Aid**

Under normal operating conditions exposure to respirable silica will not present an immediate medical emergency unless the exposure is sufficient to aggravate an underlying condition, for instance obstructive pulmonary disease. In the event a worker complains of difficulty breathing;

- Get the person into an area with clean air
- Follow first aid instructions for breathing difficulties and the site emergency response plan
- Contact EMS and get the worker to medical services as soon as possible

For further information regarding crystalline silica and protective measures contact Stony Valley EH&S.

**Reference - AB OH&S Act, Regulation & Code – Part 4 (28, 29, 40), Schedule 1, Table 2**

## 6.4 Ground Disturbance, Buried Facility Damage Prevention

### 6.4.1 - Scope

This Code of Practice (COP) is intended to assist with conducting safe ground disturbance activities near buried facilities. Stony Valley Contracting conducts excavation/ground disturbance activities from time to time as part of their aggregate deposit exploration program. This COP is intended to supplement applicable facility Owner, Client and jurisdictional Regulations and Standards and reduce the likelihood of incidents related to hazardous contact with buried facilities.

Supervisors shall ensure that all workers under their direction and control are adequately trained, prepared, equipped and work within the requirements of this Code of Practice when conducting ground disturbance activities.

**A ground disturbance is considered to be any work, operation or activity that results in a disturbance of the earth of greater than 300mm (12 in.), or that can result in a reduction of the original cover depth over a buried facility.**

The term “ground disturbance” is used rather than excavation since there are many activities in addition to excavation that can pose a risk to buried facilities.

### 6.4.2 - Definitions

#### Buried Facility

Anything below ground used in the collection, storage, transmission, or distribution of water, storm water, sewage, electronic, telephonic or telegraphic communications, cable television, electrical energy, oil, natural gas, steam, petroleum products, chemicals, and other substances; and includes but is not limited to pipes, conduits, ducts, cables, wires, valves, manholes, catchbasins, and attachments.

#### Buried Facility Owner

The physical or registered owner.

**Competent, for the purposes of this COP, is a person who is:**

- Qualified because of adequate, suitable training and sufficient experience to safely perform/supervise assigned work without supervision or with only a minimal degree of supervision.
- Familiar with the requirements of this Ground Disturbance Code of Practice and applicable OH&S Regulations for the proposed scope of work.
- Knowledgeable about the potential or actual dangers to health and safety posed by the work, equipment, PPE and/or location involved.

### **Controlled Area or Safety Zone**

The area within 30m (100 ft.) either side of a provincially regulated pipeline is a controlled area. The area within 30m (100 ft.) of the right of way of a federally regulated pipeline is a safety zone. The pipeline operator must be notified of any intent to disturb the ground within the controlled area or safety zone and the ground disturber must request locates.

### **Crossing Agreement (see also Proximity Notification or Agreement)**

An approval for ground disturbance is known as a crossing agreement. A crossing agreement is issued any time a third party proposes to undertake a ground disturbance within a buried facility right-of-way or within 5 m of a pipeline that is not within a right-of-way.

### **Damage Notification**

Notification of damage to a buried facility, either caused or found, regardless of severity, reported to the owner of the buried facility, who shall investigate, take necessary remedial action and report to the appropriate agencies.

### **Emergency Locate Request**

A locate request placed before the start of a ground disturbance to correct any abnormal condition that constitutes a clear and present danger to life, health or property by reason of escaping gas or petroleum products, breaks, or defects in a buried facility.

### **Emergency Response Plan**

A plan that prepares for all emergencies and details the appropriate response to each type of incident.

### **Encroachment**

A use including human activity, structure, facility or other physical improvement that intrudes onto a right-of-way.

### **ERCB**

Alberta – Energy Resources Conservation Board.

### **Ground Disturbance**

A ground disturbance is considered to be any work, operation or activity that results in a disturbance of the earth of greater than 300 mm (12 in.) below the surface, or that can result in a reduction of the original cover depth over a buried facility. The term “ground disturbance” is used rather than excavation since there are many activities in addition to excavation that can pose a risk to buried facilities.

### **Ground Disturbance Supervisor**

A person the Company has deemed competent (see definition) to serve as a supervisor for ground disturbance activities.

### **Ground Disturber**

A Company (usually), or a person who proposes to conduct work that meets the criteria for Ground Disturbance as described in this Code of Practice.

## Hand Exposure

Non-destructive excavation techniques acceptable to the owner of the buried facility, to the extent that its identity, location and alignment can be confirmed.

## Hand Expose Zone

The distance from the locate marks within which mechanical excavation equipment shall not be used until the buried facility has been hand exposed. Under the Alberta Pipeline Act and Regulation, the hand expose zone for pipelines is 5 m. The hand expose zone for federally regulated pipelines is 3 m and 1 m for all other types of buried facilities.

## Markers

Any material (stakes, flags, chalk, paint, etc.) used to indicate the approximate horizontal alignment of a buried facility.

## NEB

National Energy Board.

## Pipeline

A pipe used to convey a substance or combination of substances not including the following:

- A pipe used to convey water other than water used in connection with an oilfield facility, or other matter authorized under provincial or federal pipeline regulations,
- A pipe used to convey gas, if the pipe is operated a maximum pressure of 700 kilopascals or less, and is not used to convey gas in connection with a facility scheme or other matter authorized under provincial or federal pipeline regulations,
- A pipe used to convey sewage.

## Proximity Notification or Agreement

Allows a party to create a ground disturbance within 30 m of an owner's buried facility. This agreement is similar to the crossing agreement, but removes the confusion of the term "crossing".

## Right-of-Access Agreement

Written approval that provides the terms and conditions for entry into a property not owned by the party creating the ground disturbance (may be included in a Right-of-Entry Agreement).

## Right-of-Entry Agreement

A written approval that provides specific directions as to when, where, and how the party creating the ground disturbance can access the ground disturbance site (may be included in a Right-of-Access Agreement).

## Search Area

The Alberta Pipeline Act and Regulation require that anyone proposing to undertake a ground disturbance take all precautions necessary to determine if a pipeline exists within the limits of the proposed ground disturbance and for an additional 30 m area surrounding the limits of the proposed ground disturbance.

If the limits of the ground disturbance are increased during the work the 30 m area will also be increased and additional search activities conducted.

There are no specific requirements for other buried facilities, but Stony Valley Contracting Ltd. shall establish an adequate safety zone of not less than 7 m either side of the horizontal alignment for locates on ground disturbance projects involving buried facilities other than those mentioned above.

### **Written Approval**

A document provided to a ground disturber by the owner of a buried facility that establishes the terms and conditions under which the disturbance can take place. Written approval is required any time a ground disturbance is proposed:

- 1) Within a pipeline right-of-way or within 5 m of a pipeline that is not in a right-of-way, and
- 2) Within the right-of-way of any other type of buried facility where that right-of-way is in favor of the owner of the facility, and
- 3) Within a highway right-of-way, and
- 4) Within a municipal road allowance or utility right-of-way.

## **6.4.3 - Responsibilities & Accountabilities**

### **Ground Disturbers**

- 1) Comply with all regulatory requirements
- 2) Comply with the terms and conditions of all written approvals, permissions, permits and checklists
- 3) Ensure that workers are competent in ground disturbance procedures
- 4) Confirm that all required buried facility locates have been requested and manage the locates
- 5) Hand expose buried facilities as required by regulation and/or Company policy
- 6) Support and protect exposed facilities
- 7) Backfill exposed buried facilities carefully to avoid damage
- 8) Report any damage caused or found

### **Ground Disturbance Supervisor**

- 1) Completing and maintaining required training and certification
- 2) Reviewing and verifying pre-disturbance documentation including written approvals and correcting deficiencies
- 3) Ensure that all buried facility locate requests have been made including those to non-members of one-call centres
- 4) Initiate and manage the locates provided
- 5) Reviewing and communicating hazard assessments and work and work procedures before and during the project will all affected workers
- 6) Issue/receive required permits/checklists and facilitate pre-job and tailgate meetings

- 7) Supervise all ground disturbance activities as per the defined scope of work, this Code of Practice and/or written approvals and permissions
- 8) Ensure that required notifications for backfill inspection are completed and ensure the completion and submission of all required documentation

### Owners

- 1) Ensure that project design is done by qualified, competent persons
- 2) Ensure the project design minimizes the potential conflict with existing buried facilities
- 3) Ensure that the prevention of future damage to any new buried facilities is a design criterion
- 4) Ensure that all required written approvals and permissions are in place
- 5) Designating a Prime Contractor if necessary
- 6) Ensure that contract documents include and appropriate ground disturbance code of practice
- 7) Ensure that as-built records are created
- 8) Maintain buried facility rights-of-way and signage as per regulations
- 9) Provide any help the ground disturber may require to comply with regulations and to prevent damage to buried facilities
- 10) Ensure that locates are documented and ensure that the ground disturber has a copy of the locate documentation

### 6.4.4 - Training

All workers involved in ground disturbance activities shall be competent in performing the duties for which they are responsible. For the purposes of this Code of Practice the minimum acceptable training for workers to be assigned to ground disturbance activities shall be:

- 1) Company General Orientation Program,
- 2) CSTS or PSTS,
- 3) Ground Disturbance training from an accredited provider (e.g. ACSA),
- 4) This Ground Disturbance Code of Practice,
- 5) Project-specific hazard assessments, procedures and requirements.

Ground disturbance Supervisors will have the above plus;

- 1) Supervisory and Leadership training from an accredited provider,
- 2) Ground disturbance Supervisor responsibilities.

All above training shall be documented and the records retained for audit and verification purposes.

## 6.4.5 - Pre-job Activities

### Assessing Planned Operations

Stony Valley Contracting shall cooperate with buried facility owners to ensure that a plan is developed for managing ground disturbance activities. This plan will include but not be limited to ensuring that responsibilities are clearly communicated to all affected personnel, ensuring that applicable legislation and regulations are identified and communicated and ensuring compliance with the established procedures for the job.

A Ground Disturbance Checklist (**Form P013**) shall be completed for each project where ground disturbance activities are contemplated. All items on the checklist will be satisfactorily completed and then the checklist shall be forwarded to the Operations Manager for review and sign off prior to any ground disturbance activities commencing.

### Pre-project Search & Notification

Before beginning any work that involves ground disturbance, Stony Valley Contracting shall take all reasonable precautions to determine if there are buried facilities within the proposed work area. The Company shall refer to legislation, regulation and/or facility owner requirements to establish the minimum search area required. In the case of pipelines the search area shall be 30 m beyond the limits of the work area.

In the absence of a defined search area Stony Valley Contracting shall establish a minimum 7 m (23 ft) search area beyond the limits of the work area.

Sources for information regarding buried facilities include:

- 1) One-call centers
- 2) Easements or caveats registered against property titles
- 3) Regulator maps (e.g. ERCB, BC OGC, etc.)
- 4) Commercial data/mapping services
- 5) As-builts, facility plot plans, pipeline maps and survey plans
- 6) Facility owners and land owners,
- 7) Visual indicators (e.g. signage etc.)

### Requesting Locates

If it is established that buried facilities exist within the search area, Stony Valley Contracting shall notify the Alberta one-call centre at 1-800-242-3447, or in the case of an unregistered owner, the facility owner, a minimum of three working days prior to anticipated ground disturbance or as required by crossing agreements.

The Alberta one-call centre will issue a ticket number that shall be recorded on **Form P013 Ground Disturbance Checklist**.

### Unregistered Buried Facilities

Registration with one-call centres is sometimes voluntary and in any case unregistered buried facilities still exist. Owners of unregistered facilities must be notified of the proposed ground disturbance and requested to mark the horizontal alignment of the facility.



### **Crossing Agreements, Approvals, Permits**

Crossing agreements and various approvals are a critical part of ground disturbance project planning activities. The various approvals can include Disturbance Agreement, Encroachment Agreement, Proximity Agreement, or other approvals as required by regulation or the facility owner.

**All applicable agreements, permits, licenses and or consents must be obtained, be in force, available to all parties and on site prior to the work beginning.**

### **Locating & Marking Facilities**

All known buried facilities within the limits of the planned ground disturbance and for a minimum of 7 meters either side of the work area shall be located and marked. An accredited locate service provider shall be used.

A locate will be valid for a maximum of 14 days providing the marks and markers remain visible and/or in place.

### **Hazard/Risk Assessments & Job Review**

A Hazard/Risk Assessment shall be completed for the proposed work. At a minimum, the items in the flowchart below shall be considered. The following typical hazards ground disturbance hazards should be considered:

- 1) Excavation stability, shoring and access/egress requirements
- 2) Fall hazards
- 3) Confined spaces
- 4) Presence of hydrocarbon vapors, fumes, or other gases
- 5) Presences of buried electrical facilities or overhead power lines
- 6) Potential for obstructions or other buried facilities not located
- 7) Interaction between workers and machinery
- 8) Changes in work scope, personnel, weather etc.
- 9) Areas of historical, archaeological or environmental significance

<b>WHAT ARE WE DOING?</b>
<input type="checkbox"/> What are the planned activities, nature and scope of work? <input type="checkbox"/> What are the applicable standards, regulations and practices? <input type="checkbox"/> What resources are required? <input type="checkbox"/> Who is doing the work?
↓
<b>WHAT CAN GO WRONG?</b>
<input type="checkbox"/> What hazards have been identified? <input type="checkbox"/> What is the risk level of each identified hazard (risk matrix)? <input type="checkbox"/> What training, qualifications and resources are required for the job to be completed safely?
↓
<b>WHAT CONTROL MEASURES ARE IN PLACE?</b>
<input type="checkbox"/> Are engineering controls possible e.g. elimination, substitution? <input type="checkbox"/> Are administrative controls required/in place, e.g. training, permits, checklists, procedures, testing, etc.? <input type="checkbox"/> What PPE is required? <input type="checkbox"/> Have hazard controls reduced the risk to an acceptable level (see definition)?
↓
<b>WHAT IF SOMETHING DOES GO WRONG?</b>
<input type="checkbox"/> Have all reasonably possible emergency situations been identified? <input type="checkbox"/> Has the emergency response plan been prepared, tested and verified? <input type="checkbox"/> Are trained emergency response personnel available? <input type="checkbox"/> Has the necessary emergency response equipment been identified and obtained? <input type="checkbox"/> Are plans in place to minimize the effects of an emergency situation?

### Pre-Job Meetings

A pre-job meeting covering all safety and procedural aspects of the ground disturbance job shall be conducted with all parties on site. The topics shall include, but not be limited to the following:

- 1) Identity of the Prime Contractor
- 2) Chain of Command
- 3) Orientation (including "Right and Responsibility to Refuse Unsafe Work" ((see **section 3.0.2 Responsibilities**)))
- 4) Review hazard assessment, related safe work practices and procedures, permits, agreements, approvals, restrictions etc.
- 5) Job sequence
- 6) PPE requirements
- 7) Emergency Response Plan, emergency communications system, evacuation and muster protocols and incident reporting procedures

## 6.4.6 - Emergency Response & Emergency Management

### Contact with a Buried Facility

An unplanned contact with a buried facility has the potential for the following consequences:

- 1) Injury or death to workers and/or the public
- 2) Environmental damage
- 3) Interruption of critical services
- 4) Buried facility and/or other equipment damage
- 5) Production losses to various parties
- 6) Damaged Corporate image to various parties and regulatory intervention

### Emergency Response Procedure for Contact with a Buried Facility

Stony Valley Contracting shall have an adequate and effective Emergency Response Plan (ERP) for the work proposed. This plan shall have been communicated to all personnel who will be involved and tested. The ERP shall be specific to the hazards related to the type and location of the buried facility that may be involved.

The ERP shall meet all applicable regulatory requirements and specify that all ground disturbance activities shall cease if and when a buried facility is contacted and results in any of the following:

- A puncture or crack in the facility
- A scratch, gouge, flattening, dent or damage of the surface of the facility
- In the case of fibre-optic cables, severing, bending or kinking
- Damage to a protective coating

In the event of an unwanted contact with a buried facility, the ground disturber must immediately stop the work and report the incident to the buried facility owner including the contact location and a description of the kind and extent of damage caused.

In the event that the facility owner cannot be reached, the ground disturber shall contact a one-call center.

**If an unwanted contact with a buried facility occurs, all work will cease and all permits, agreements and approvals become null and void until re-issued. Normal work shall not resume until re-issue is complete.**

### Incident Investigation

In the event of an unwanted contact with a buried facility, once emergency response procedures have been completed and it is safe to do so, Stony Valley Contracting Ltd. shall conduct a complete investigation into the circumstances resulting in the contact. This shall be in addition to supporting the investigation activities of the facility owner and or regulatory agencies.

## 6.4.7 - Exposing Facilities & Post exposure Operations

### Hand Expose Zones

Buried facilities shall be exposed using non-destructive techniques as specified by the facility owner before mechanical equipment is used within the hand-expose zones. Hand-expose zones can vary according to jurisdiction, regulation, type of facility and owner requirements.

**Given the number of standards for hand exposure, conflicts may occur. In the event of conflicting standards, the most stringent standard for a particular situation shall apply.**

### Mechanical equipment use after exposure

A spotter shall be used whenever mechanical equipment is working near a buried facility. Mechanical equipment shall not be used within 600 mm (2 ft.) of and exposed pipeline or the distance specified in the applicable permit, agreement or approval (whichever is greater) except under the direct supervision of the buried facility owner's representative.

### Backfilling & Post-Disturbance Records

Where any part of a pipeline has been exposed, Stony Valley Contracting shall notify the owner at least 24 hours prior to backfilling the pipeline. An inspection of the backfill may be required by the pipeline owner and should be specified in the related approvals, permits and/or agreements. Stony Valley Contracting shall obtain a copy of the backfill inspection record.

Attempts to obtain an inspection of a pipeline backfill must be documented to demonstrate compliance in the event an inspection cannot be obtained. Where Stony Valley Contracting was unable to obtain a backfill inspection, the excavation may be backfilled providing the condition of the facility is documented with backfill reports and photographs.

## 6.4.8 - Documentation

The following documents support this Code of Practice and shall be completed for a ground disturbance project as applicable in addition to any other required documents.

**P013** Ground Disturbance Permit/Checklist

## 6.5 Confined & Restricted Spaces

### 6.5.1 - Scope

This Code of Practice (COP) is intended to facilitate the identification, safe management and safe entry of restricted and confined spaces by Workers, and Supervisors employed by Stony Valley Contracting Ltd. The COP is intended to supplement applicable Client and jurisdictional Regulations and Standards.

#### Restricted Space

An enclosed or partially enclosed space not designed or intended for continuous human occupancy that has restricted, limited or impeded means of entry or exit because of its construction.

#### Confined Space

A restricted space which may become hazardous to workers entering it because of:

- a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosive potential, or toxicity
- b) a condition or changing set of circumstances within the space that presents a potential for injury or illness, or
- c) the potential or inherent characteristics of an activity which can produce adverse or harmful consequences within the space.

**Because confined and restricted spaces can vary significantly in their location, configuration and in the hazards and risk levels involved, this COP is intended to be used in conjunction with space and work specific hazard/risk assessment, entry and emergency response planning and adequate training.**

All workers performing or supporting confined space work shall, before entry, be informed of:

- this Code of Practice
- the hazard/risk assessment completed for the space
- the hazards that may be encountered in the space
- the level classification (e.g. Level 1, Level 2, or Level 3)
- the level of risk involved
- the risk control measures required
- the emergency/rescue response plan for the space

Supervisors shall ensure that all workers under their direction and control are adequately trained, prepared, equipped and work within the requirements of this Code of Practice when entering confined or restricted spaces.

## 6.5.2 - Definitions

### Acceptable Environmental Conditions

The conditions that must exist for a worker to safely enter and perform work in a restricted or confined space.

### Air Contaminants

Foreign substances in normal breathing air, which may be harmful to health. Measured in PPM, mg/m<sup>3</sup> or f/cm<sup>3</sup>. Five (5) major types are dusts, mists, fumes, gases, and vapours.

### Asphyxiation

Suffocation from insufficient oxygen in the air, airway obstruction or loss of pulmonary function.

### Attendant

A worker who is assigned to continuously monitor work in or near the location of a confined space process or operation and who is competent to provide support or react as required to provide for the safety of the entrants and entry team (see Duties of a Confined Space Attendant in this COP).

A competent person trained in emergency procedures and the space-specific emergency response plan, and assigned to remain immediately outside a restricted or confined space to provide support and/or notify emergency responders for assistance as required.

### Atmosphere

In this Code of Practice, refers to the gases, vapours, fumes and dusts within a restricted or confined space.

### Atmospheric Tester

A trained person who is competent to perform pre-entry atmospheric testing with a calibrated direct-reading instrument and perform ongoing monitoring of the atmospheric conditions in the space according to the entry plan.

### Atmospheric Testing

Testing by a competent person with a calibrated direct-reading instrument to measure oxygen content, flammable gases and vapours and toxic air contaminants in the space. Test results shall be recorded on the applicable restricted or confined space permit.

### Atmospheric Monitoring

The continued monitoring of a restricted or confined space atmosphere with a direct reading instrument equipped with alarms to verify that conditions remain suitable for safe entry and work. If an alarm is triggered, the entry must cease, workers must be evacuated and the space re-evaluated and re-permitted prior to subsequent entries.

## Atmospheric Hazard Risk Rating

- Low** An atmosphere which is shown by pre-entry testing to contain clean respirable air immediately prior to entry of a restricted or confined space and which is not likely to change during work in the restricted or confined space.
- Moderate** An atmosphere that is not clean respirable air, but is not likely to impair the ability of an worker to escape unaided from a restricted or confined space, in the event of a failure of the ventilation system or respirator. Atmospheric conditions are not likely to change during work in the restricted or confined space.
- High** An atmosphere that may expose an worker to the risk of death, injury, incapacitation, acute illness or otherwise impair the ability of an worker to escape unaided from a restricted or confined space, in the event of a failure of the ventilation system or respirator.

### High hazard atmospheres have one or more of the following characteristics:

- 1) The presense of less than 19.5% or more than 23% oxygen by volume
- 2) The presense of a flammable gas, vapour or mist in excess of 10% of the product's LEL, and/or a concentration of airborne combustibile dust within the explosive range
- 3) Concentration of any toxic corrosive or asphyxicant substance above the permissible exposure limit (PEL) or occupational exposure limit (OEL)
- 4) Any other condition that is know to present a safety or acute health hazard or is immediately dangerous to life or health (IDLH)

## Biological Hazards

Infectious agents presenting a risk or potential risk to the well being of workers, either directly through inhalation, ingestion, or skin absorption.

## Blank

A solid plate installed at the end of a pipe that has been physically disconnected from a piping system.

## Blind

A solid plate installed through the cross-section of a pipe, usually at a flanged connection, and typically inside the flange bolt pattern.

## Bonding

Electrically connecting elements of an installation to each other so that differences in electrical potential between the elements are minimized.

## Clean Air

When used to describe the atmosphere inside a restricted or confined space, means an atmosphere that is equivalent to clean, outdoor air and as determined by using a calibrated direct-reading instrument meets the following characteristics:

- Approximately 20.9% oxygen by volume, but not less than 19.5%
- The presence of flammable/explosive gases at less than 1% of the LEL, and

- No air contaminants in concentrations exceeding 10% of the O.E.L.

### **Competent Person**

A person adequately qualified, suitably trained and with sufficient experience, to safely perform assigned work with only a minimal degree of supervision.

### **Compressed Breathing Air**

Compressed breathing air that meets the requirements of CSA Standard Z180.1-00 (R2005) "Compressed Breathing Air and Systems" and does not contain a substance in a concentration that exceeds 10% of its OEL.

### **Contaminant**

A harmful or irritating material or nuisance dust that is not part of the normal composition of a substance. A material that varies the normal proportions of components in a mixture such as air.

### **Restricted / Confined Space Identification**

As a first step, a Restricted/Confined Space Identification Form P016 shall be completed to identify the type of space involved. Entry to a restricted space requires adequate hazard/risk assessment and a Safe Work Plan.

### **Confined Space Hazard/Risk Assessment**

If the CS Identification step indicates that the space is a Confined Space, the Supervisor shall proceed with a Confined Space Hazard/Risk Assessment (**Form P015**) to identify the hazards related to the space, establish the relative risk level and identify the type of hazard controls and equipment that may be required.

### **Confined/Restricted Space Entry Safe Work Plan**

The third step in the process is to develop a Safe Work Plan for the space, Form P014 has been configured to provide a guideline with developing the plan. Refer to Safe Work Plans in the Hazard/Risk Assessment section of this Program.

### **Controls (see Hazard/Risk Assessment & Control section)**

Protective or preventive measures required to eliminate hazards and/or control risk for the safe entry into a confined space and shall be considered as following order:

- Elimination of the hazard
- Substitution of materials, processes or equipment that reduces risk
- Engineering
- Administrative
- PPE (PPE shall only be considered as a measure to provide additional protection to engineering and administrative controls)

### **Double Block and Bleed**

A method used to isolate a confined space from a line, duct or pipe by physically closing two in-line valves on a piping system, and opening a "vented-to-atmosphere" valve between the two.



### **Entrant**

A competent, trained person authorised to enter a restricted or confined space to perform an assigned task.

### **Entry Permit**

The written authorization, usually issued by an entry supervisor or permit issuer, allowing entry into a specific confined space, for a specified purpose for a specified time period. The permit details all related hazards and the control measures already in place or to be used during the entry (PPE). The permit must also contain the pre-entry atmospheric testing results signed by the person who conducted the pre-entry testing. The entry supervisor and all persons participating in the entry shall review and sign the permit prior to entry.

### **Entry Supervisor**

A competent person assigned the role of entry supervisor who is responsible for ensuring that all hazards have been identified, evaluated as to level of risk and either eliminated or adequately controlled. This person also authorizes the entry and ensures that the safe procedures and the conditions of the entry permit are followed. The entry supervisor is responsible to ensure that there is an adequate emergency/rescue plan in place.

### **Hazard**

A condition or changing set of circumstances that presents a potential for injury, illness or property damage. It includes the potential or inherent characteristics of an activity, condition, or circumstance that can produce adverse or harmful consequences.

### **Hot Work**

Work that produces arcs, sparks, flames, heat, or other sources of ignition.

### **Hot Work Permit**

A permit authorizing hot work at a work site.

### **Immediately Dangerous to Life and Health (IDLH)**

Concentration level of an atmospheric condition which would cause a person without respiratory protection to be fatally injured or would cause irreversible and in-capacitating effects on that person's health.

### **Inerting**

Rendering an atmosphere in a confined space non-flammable, non-explosive or otherwise chemically non-reactive by displacing or diluting the original atmosphere with an inert gas.

**THE INERTING PROCESS MAY RENDER THE SPACE IDLH DUE TO THE DISPLACEMENT OF OXYGEN**

### **Isolation**

A process of physically interrupting, or disconnecting, or both, pipes, lines and energy sources from a confined space by applying controls.

### **Lock-Out**

A specific set of procedures for ensuring that a machine or system shut down for maintenance or repair or other reasons is secured against accidental start-up or movement of any part for the duration of the work by the application of personal locks.

### **Lower Explosive Limit (LEL)**

The concentration of a gas, vapour or dust, in air, below which a flame does not occur on contact with a source of ignition. For gases and vapours, this is expressed as a percentage in air by volume, and for dusts is expressed as weight of dust per volume of air. Also called the Lower Flammable Limit (LFL).

### **Occupational Exposure Limit (OEL)**

The maximum concentration of a substance to which a worker may repeatedly be exposed, eight hours per day, forty hours per week, without adverse health effects. The regulatory body having jurisdiction over the work sets the limit.

### **Oxygen-Deficient Atmosphere**

An atmosphere where the oxygen content is less than 19.5 %.

### **Oxygen-Enriched Atmosphere**

An atmosphere where the oxygen content is more than 23.0 %.

### **Parts Per Million (PPM)**

Expression of the concentration of a contaminant in a medium. 10,000 ppm equals 1%.

### **Permissible Concentration (PC)**

The concentration of an airborne substance to which an worker is permitted to be exposed by regulation.

### **Personal Lock**

A key-type of padlock issued to a worker, for the sole purpose of locking energy sources in an inoperative or safe position. All personal locks are owned by the Employer and are unique to the Lockout system.

### **Purging**

Displacement of an atmosphere in a confined space by a fluid or gas.

**THE PURGING PROCESS MAY RENDER THE SPACE IDLH DUE TO THE DISPLACEMENT OF OXYGEN**

### **Shall**

Denotes a mandatory requirement.

### **Should**

Denotes a recommendation that is a sound practice, it does not denote a mandatory requirement.

### **Short Term Exposure Limit (STEL)**

The maximum concentration of a contaminant to which an worker may be exposed for a 15 minute period, established by regulation.

### **Upper Explosive Limit (UEL)**

The concentration of a gas or vapour above which a flame does not occur on contact with a source of ignition. Also called the Upper Flammable Limit (UFL).

### **Zero Energy State**

State in which a machine, system or process has been rendered incapable of start-up or movement. Zero Energy State means the elimination or control of:

- electrical power
- systems using hydraulic pressure, compressed air and/or vacuum
- energy stored in springs
- potential energy from suspended parts
- steam
- capacitors
- any other sources that might cause unexpected mechanical movement (e.g., Thawing or freezing, unstable ground, static electricity, equipment balance)

## **6.5.3 - Responsibilities**

### **Management**

- Establish, promote and maintain the program.
- Provide adequate resources to plan, implement, check, review and correct the program.
- Define roles, assign responsibilities, establish accountability, and delegate authority for implementation.
- Ensure that all persons associated with the program are competent.
- Review the program at planned intervals.
- Ensure that workers and/or worker representatives are consulted and included where appropriate or required with management and execution of the program.

### **Supervisor / Confined Space Entry Supervisor**

- Ensure that as a minimum, a Restricted / Confined Space Identification, Confined Space Hazard/Risk Assessment, Confined Space Safe Work Plan, Confined Space Permit and an FLRA are completed prior to an entry.
- Ensure that all entrants/participants are adequately trained and competent to do assigned duties.

- Ensure that the entrant(s) are informed of the results of the hazard/risk assessment and their duties and responsibilities.
- Ensure that there is minimal risk of OELs of hazardous substances being exceeded during the entry.
  - a) Ensure that a competent person conducts and records pre-entry atmospheric tests.
  - b) Ensure that the safe work plan and proper permit(s) are reviewed and signed by all who are participating in the work.
  - c) Coordinate the entry and related communications.
  - d) Ensure that emergency communications, procedures and rescue plans are in place.
  - e) Ensure that the conditions of the safe work plan and the permit are followed.
  - f) Authorize the entry to the confined space.
  - g) Suspend the work and the entry permit if conditions change or the entry procedure is not being followed.

### Entrant(s)

- Participate in all Confined Space Pre-entry procedures and planning.
- Know the methods of exposure to hazardous substances and the symptoms of overexposure.
- Maintain communication with the attendant.
- Notify the attendant if unacceptable conditions or conditions differing from those indicated on the permit occur.
- Be qualified to operate atmospheric monitoring equipment if required.
- Follow the safe work plan and permit conditions.

### Attendant(s)

An attendant shall never enter a confined space. The attendant shall only be authorized to conduct non-entry rescues, for example, using retrieval equipment from outside the space. Restricted or confined space rescue shall be conducted only by competent personnel adequately trained and equipped for such activities. The following are the primary duties of a restricted/confined space attendant:

- 1) During entries, remain alert and fit for work.
- 2) Have knowledge of the work being done in the space and the associated existing and potential hazards.
- 3) Recognize potential hazards associated with the space and activities outside of the confined space which may pose a hazard to the entrant(s).
- 4) Monitor the entrants and tracking all entries and exits from the confined space.
- 5) Ensuring atmospheric testing/monitoring is done as per the requirements of the permit and keeping the permit up to date.
- 6) Maintaining effective communication with the entrants and never entering the restricted/confined space.
- 7) Remain on station until replaced by another qualified and designated attendant.

- 8) Ordering an evacuation of the restricted/confined space if:
  - There is a permit violation
  - unacceptable conditions develop, either inside or outside of the restricted/confined space
  - the designated attendant has to leave the station or can no longer perform his/her duties and no replacement is immediately available.
  - The communications system fails
- 9) Operate retrieval equipment to perform non-entry rescues and being capable of providing assistance from outside of the space if needed.
- 10) Following the safe work plan.
- 11) Initiate the Emergency Response Plan if required.

### 6.5.4 - Training

All persons involved with Restricted or Confined Space Entry shall receive training appropriate to their level of involvement. As a minimum all persons shall be training in Confined Space Entry. Additional training such as Entry Supervisor, Confined Space Attendant, Lockout, Emergency Response, etc., may also be required. Training requirements shall be identified in the Hazard / Risk Assessment step and training shall be completed prior to the entry commencing. Training programs shall:

- 1) Be provided to all persons in accordance with their duties and responsibilities to establish competency
- 2) Be conducted or provided by a competent person assigned by management
- 3) Include refresher sessions at intervals to ensure maintenance of competency
- 4) Include participant's evaluations of the training activities
- 5) Be reviewed, evaluated and modified as necessary to ensure relevance and effectiveness
- 6) Be documented

### 6.5.5 - Procedure

The following shall be the minimum activities and functions to be conducted prior to conducting work involving a Restricted or Confined Space Entry.

#### Planning

Management and Entry Supervisors are advised to review this Code of Practice, CSA Standard Z1006-10 and applicable Legislation as part of the planning process. An organization shall:

- 1) Survey its property and operations to identify all confined spaces
- 2) Prepare and maintain a current inventory of such spaces
- 3) Review and update the entire inventory a minimum of every 3 years

## Pre-entry Activities

All workers and supervisors who are to perform work in a Confined Space, shall, before entry, conduct pre-entry activities specific to the space to be entered

Review and complete the following forms as part of pre-entry planning:

- 1) P016 Restricted/Confined Space Identification
- 2) P015 Confined Space Hazard/Risk Assessment
- 3) P014 Confined Space Entry Safe Work Plan

The purpose is to identify the hazards that may be encountered, evaluate relative risk, identify adequate control measures, and develop adequate safe work and rescue plan components.

The Confined Space Hazard/Risk Assessment shall be reviewed and adjusted if necessary at least on a daily basis or as conditions warrant, to take into consideration any changes from the original conditions and procedures.

### 6.5.6 - Confined/Restricted Space Identification

Please see **Form P016** for a more detailed explanation.

#### General Examples of possible Confined Spaces

- Atmospheric storage vessels
- Pressure vessels
- Tanks of all types
- Feed bins
- Utility vaults
- Ventilation or exhaust ducts
- Sanitary sewers
- Storm sewers
- Manholes
- Oil separators

**The atmosphere of a restricted / confined space must always be presumed to be IDLH until proven otherwise. The only way to prove otherwise is to test.**

**Level 3            Low Atmospheric Hazard Space**

A worker shall not enter a confined space which is considered a Low Atmospheric Hazard Confined space until following requirements have been met:

- The space has been evaluated and determined to be a Low Hazard Atmosphere confined space
- All pre-entry activities have been completed
- There is no risk of the atmosphere in the space developing beyond a Low Hazard category

**If there is a risk of the atmosphere changing during the entry, the space is to be treated as a Moderate or High Hazard Atmosphere Space as appropriate**

- Pre-entry atmosphere testing has been done and recorded prior to entry at each shift
- A competent Confined Space Attendant is assigned
- A sign-in and sign-out procedure has been established and communicated
- The workers in the space have an effective, tested communications system to summon help. The testing of the communications system must be recorded each shift
- The attendant shall check on the well being of the workers inside the confined on a specific schedule and record the contact
- The Entrants, Attendant and Supervisor shall have a tested, effective means of communication to immediately summon emergency assistance. The testing of the communications system must be recorded each shift

**Level 2            Moderate Atmospheric Hazard Space**

A worker shall not enter a confined space which is considered a Medium Atmospheric Hazard Confined space until following requirements have been met:

- The space has been evaluated and determined to be a Medium Hazard Atmosphere confined space
- All pre-entry activities have been completed
- There is no risk of the atmosphere in the space developing beyond a Medium Hazard category

**If there is a risk of the atmosphere developing beyond a Medium Hazard category during the entry, the space is to be treated as a High Hazard Atmosphere Space**

- A competent Confined Space Attendant shall be assigned
- The attendant must be stationed at or near the entrance to the confined space
- The CS Attendant must continuously monitor the well being of the entrant(s)
- The Entrants, Attendant and Supervisor shall have a tested, effective means of communication and ability to immediately summon emergency assistance. The testing of the communications system must be recorded each shift
- Pre-entry atmospheric testing must be completed prior to first entry and prior to any additional entry after workers have exited the space (e.g. coffee, lunch etc.).

Additional testing may be required on a pre-determined schedule as determined by the Confined Space Safe Work Plan.

### Level 1 High Hazard Atmosphere Space And/Or Engulfment Or Entrapment Risks

A worker shall not enter a confined space which is considered a High Atmospheric Hazard confined space or a space that poses risks of engulfment and/or entrapment until following requirements have been met:

- 1) The space has been evaluated and determined to be a High Hazard Atmosphere confined space and/or contains conditions of possible engulfment or entrapment
- 2) All pre-entry activities have been completed
- 3) A competent Confined Space Entry Supervisor is assigned
- 4) A competent Confined Space Attendant(s) is assigned
- 5) Attendant(s) shall be stationed at each entrance to the confined space used by workers and must continuously attend to monitoring duties
- 6) Attendant(s) shall visually observe or otherwise continuously monitor the well being of the entrants in the confined space
- 7) The Entrants, Attendant and Supervisor shall have a tested, effective means of communication and ability to immediately summon emergency assistance
- 8) The testing of the communications system must be recorded each shift and after each break
- 9) The Attendant shall be equipped for non-entry rescue or retrieval of the entrants.
- 10) Pre-entry atmospheric testing shall be completed prior to first entry and prior to any additional entry after the space has been vacated (e.g. coffee, lunch etc.)
- 11) **Continuous atmospheric monitoring is required in the case of a High Hazard Atmosphere situation.** Monitoring on a pre-determined schedule for other hazards may be permissible as determined by the Confined Space Hazard/Risk Assessment

## 6.5.7 - Common Confined Space Hazards

### Oxygen Deficiency

Normal air contains about 21% Oxygen. Air is considered oxygen deficient at levels below 19.5%. Exposure to levels between 14% and 17% is likely to result in impaired judgment, euphoria and fatigue. **Unconsciousness and death will occur in minutes at levels below 6%.** Deficiency may result from oxygen consumption due to rust formation, bacterial action, combustion or absorption, and oxygen displacement by other gases.

### Oxygen Enrichment

Oxygen enriched atmospheres increase the flammability of materials. Enrichment can be caused by improper isolation of oxygen lines, accidental introduction of oxygen. Air is considered oxygen-enriched at levels above 23.0%.

### Fire or Explosion

Fire or explosion can occur when a source of ignition makes contact with a flammable material in air. Ignition sources include flames, welding arcs, hot surfaces, and sparks from metal impact,



motors or static electricity. Flammable materials include gases and vapours that are between their upper and lower explosive limits and concentration of dust above the lower explosive limit.

### **Toxic Substances**

Hazardous atmospheres may result from the presence of toxic air contaminants, which can cause adverse health effects if inhaled by workers. Safe limits of exposure (Occupational Exposure Level) are provided for many substances by regulations.

These toxic substances can be produced from such sources as:

- The process that normally occurs in the confined space.
- Work activity in the confined space.
- Waste materials in the confined space.
- Sources outside the confined space.

### **Material Collapse and Falling Objects**

Granular materials such as sand, aggregate, salt and other normally loose materials can form bridges that can collapse if jarred. There may be a danger of being struck by falling objects, particularly where other workers or an access way are located above an worker.

### **Mechanical Equipment**

Equipment such as agitators, mixers, blenders or augers can be dangerous. Even when the power is shut off and locked out unsecured equipment can move if stood upon, or used as a brace for leverage or subjected to maintenance procedures which create an imbalance.

### **Electrical Shock**

Electrical shock can result from defective cords, welding cables, or other electrical equipment. Work done in confined spaces constructed of metal or in wet conditions is particularly dangerous.

### **Visibility**

Poor visibility may result from inadequate lighting or work such as sandblasting, spray painting or welding. It increases the risk of accidents and reduces the ability of a standby person to see an worker in distress.

### **Temperature Extremes**

Hot equipment such as dryers and mixers may require special precautions, as will extreme cold temperatures.

### **Noise**

Noise produced in confined spaces can be particularly harmful because of reverberation from nearby walls. It can also interfere with communication with standby personnel.

## **6.5.8 - Atmospheric Testing**

- Prior to any entry into a confined space the atmosphere must be tested for oxygen deficiency, flammable and toxic gases or vapors.

- The person testing the atmosphere must be trained in the use and calibration of the test equipment that is to be used, and must know for what product the testing is being done.
- Testing at the right location is critical since different gases or vapors have varying densities. The concentrations may vary within the space therefore the whole volume must be tested to provide an accurate assessment of the contents.
- All testing must be done from outside of the confined space unless a Self Contained Breathing Apparatus (S.C.B.A.) or Supplied Air Breathing Apparatus (S.A.B.A.) is worn by the person entering for test purposes.
- If the confined space cannot be adequately ventilated while entrants are in the confined space, continuous monitoring must be done to ensure that a contaminant has not entered or the atmosphere has not become harmful for the entrants.
- Records of all test measurements and times of tests must be recorded on the entry permit and posted at the entrance to the space.
- The jurisdictional Regulatory Authority must be consulted to determine the maximum allowable concentrations of a product in which an worker can enter or work.

**The atmosphere of a confined space must always be presumed to be IDLH until proven otherwise. The only way to prove otherwise is to test.**

### 6.5.9 - Isolation And Lockout

All confined spaces must be isolated so no harmful substances can be introduced into the work area. It is the responsibility of the workers and supervisors involved in the confined space entry to ensure equipment has been isolated prior to commencing work.

Blanking or binding can accomplish isolation. This is the placement of a solid plate at the flange connection of any piping system. The blank/blind material must be compatible with the product in the piping system and capable of withstanding any pressures imposed on the blank/blind.

The blank/blind(s) must be installed as close as possible to the confined space and the disconnected lines drained or vented.

The blank/blind(s) must be clearly marked to show that they have been installed and are not to be removed.

**It may be necessary to have blank/blind(s) installed in discharge lines to prevent any back flow of product into the confined space. A single valve is not adequate for isolation purposes.**

#### Lockout

Piping systems are not the only components that must be isolated. All sources of energy or systems which could introduce product, harmful or otherwise must be shut down, tested and locked out, to achieve a Zero-Energy state. It is the responsibility of the workers to ensure that the equipment is shut down and locked out, prior to placing their personal locks on the equipment. Some examples of components that must be shut down and locked out:

- Piping - fluid, steam, air, hot oil

- Conveyors which introduce or draw product from a confined space.
- Agitators for process vessels
- Heating coils
- All drive components, regardless of the power transmission system.
- Flue dampers, may be either open or closed depending on the process, but they must be locked in the proper position.
- Shutting down and locking out may have to be supplemented with physical blocks, stops, or restraints, to prevent equipment from moving.

For specific Lockout guidelines refer to the Lockout Code of Practice in this manual.

**It may be necessary to lock out several forms of energy in several locations to achieve a zero-energy state. A review of lockout requirements shall be included in the CSE Hazard/Risk Assessment.**

### Purging And Ventilation

Before any work commences in a confined space there are two operations that must be considered if a hazardous atmosphere is present:

#### Purging

The removal of undesirable gases or vapours by introducing a non-flammable gas or liquid. The most common purging media are air, nitrogen and water. Purging must continue until the toxic contaminants are below their OELs and flammable contaminants are absent.

**DANGER: PURGE GASES ARE ASPHYXIANTS**

#### Ventilation

After a confined space has been purged to remove hazardous substances, proper ventilation is required to remove the purge gases and ensure an acceptable level of oxygen, flammability or toxicity is maintained. Natural ventilation is not dependable for ventilating confined spaces. Mechanical means such as fans or air movers must be used.

**The following items must be considered while ventilating:**

- Ventilating equipment must be supplied with clean air. The intake must not be placed near vehicle exhausts or locations where other contaminants could contaminate the air stream.
- Ventilating equipment must not block exits.
- Air movers must be bonded to the vessel to eliminate a chance of static discharge.
- The volume of ventilation required and duration must be determined by testing.
- Explosion-proof ventilating equipment may be needed for some processes in the confined space.
  - a) Ventilation must continue until:
  - b) the oxygen content is 20.9 %, and
  - c) Flammable gases or vapours are below 10% of the LEL, and
  - d) for “Hot work”, **NO flammable gases or vapours are present.**
  - e) toxic contaminants do not exceed 10% of their OEL, and

**Ventilation exhaust must not be introduced into another confined space or work area where workers may be present at any time.**

### 6.5.10 - Personal Protective Equipment (PPE)

Entrants may be exposed to a variety of hazards in a confined space and the company will take all necessary precautions to protect its workers. This includes eliminating or controlling hazards, reducing worker exposure, and as a last resort PPE.

The company will provide the necessary PPE and training; the worker is responsible to use it correctly and remove any damaged or defective equipment from service.

Prior to any entry to a confined space a competent person shall inspect all PPE and emergency equipment to ensure that it is ready, serviceable and in good working order. This inspection shall be documented and the record retained with other CSE records.

Examples of PPE required for Confined Space Entry are:

- Additional eye protection;
- Hearing protection;
- Gloves and protective clothing;
- Safety harness and lifeline;
- Respiratory Protective Equipment (RPE);
- Fire Resistant Clothing (FRC).

### 6.5.11 - Emergency Response Plan

Prior to any entry of a confined space an Emergency Response Plan must be devised that will cover all upset conditions that may arise in or out of the confined space. The type and nature of rescue procedures and equipment will vary depending on the location and type of confined space and the hazards particular to the space.

All rescue equipment shall be ready and in place and rescue personnel trained before an entry begins.

An emergency Response Plan, as a minimum, must address the following items:

- Nature of the confined space, and the work being done
- Number of workers involved
- Number of rescuers possibly needed
- Communication and signal equipment
- Availability and location of Emergency Response Personnel and Equipment
- Rescue equipment needed
- Training and practice by all involved
- Special breathing apparatus
- First-Aid equipment
- Fire-fighting equipment

### 6.5.12 - Access/Egress

A safe means of access and egress shall be provided at all openings that will be utilized for entry or exit of a confined space. This includes level surfaces at or within proper distances below each opening, provision for protection from hazards above or otherwise near the opening and adequate provision for emergency response. The space utilized for entry/exit shall be large enough to allow a stretcher to be removed from the space in a horizontal attitude. Where this is not possible, an alternate means of safe removal of an injured person shall be provided.

### 6.5.13 - Permits

As a minimum, a Work Permit is required for work in a Restricted Space. If the space is determined to be a Confined Space, a Confined Space Entry Permit is also required before any workers enter a confined space.

- A qualified Entry Supervisor must authorize the entry of a confined space.
- Workers participating in the confined space entry must follow all conditions and requirements of the Confined Space Entry Permit.
- A copy of the Permit and the Hazard/Risk Assessment shall be posted at the entrance to any confined space.
- The current permit is cancelled and a new Hazard/Risk assessment be done and a new permit be issued prior to resuming work after a space is ordered evacuated or experiences an upset condition.
- All Confined Space Entry Permits are cancelled at the end of shift or the permitted job which ever comes first.

A person(s) that is not listed on a Confined Space Permit shall not enter the permitted space for any reason at any time; the exception being Rescue Personnel involved in an actual Rescue from the space.

### 6.5.14 - Documentation

- The times and results of all atmospheric tests shall be recorded on the entry permit and posted at the entrance to a confined space.
- All records including training, restricted/confined space identification, space hazard assessment, safe work plan, emergency response plan, permits, atmospheric testing results, PPE and emergency response equipment inspections and planning and pre-entry meetings shall be retained and kept on file for a minimum of one year.
- If an incident occurs during a confined space entry all above records plus investigation documents shall be retained for a period of 2 years.

When the Confined Space Entry is complete a debriefing shall be held and documented. The purpose of the debriefing is to review the entry and record any opportunities to improve the safety procedures for subsequent entries.

## 7.0 Safe Work Practices and Procedures

### 7.1 Excavations

#### 7.1.1 - Scope

It is mandatory that any trench or excavation more than 1.2m (4ft.) in depth is properly sloped or shored in accordance with the Occupational Health and Safety Regulations prior to any entry for any reason.

No Stony Valley Contracting Ltd. employee or Sub-contractor shall enter any trench or excavation that is unsafe, not even for a brief period of time.

#### 7.1.2 - Definitions

##### Excavation

Any cut, cavity, trench or depression in the earth's surface resulting from rock or soil removal.

##### Professional Engineer

A Professional Engineer registered in the Province having jurisdiction.

##### Shoring

A mechanical system, which provides support to the side walls of an excavation or trench. The system must conform to the Occupational Health and Safety Regulations or be designed by a Professional Engineer.

##### Slope

The angle at which the sides of a trench or excavation are cut to maintain soil stability. The minimum angle is not less than 30° from vertical in hard compact soil and in other soils not less than 45° from vertical, unless certified by a Professional Engineer.

##### Spoil Pile

The material removed from an excavation or trench.

##### Trench

An excavation less than 3.7m (12ft.) wide at the bottom, over 1.2m (4ft.) deep and of any length.

#### 7.1.3 - Guidelines

- 1) Prior to commencing any excavation or trench all underground utilities must be located, and their positions identified.

- 2) Extreme caution and care must be exercised when excavating or trenching in the vicinity of underground utility systems; the final 300mm (12in.) around an existing cable or conduit and the final 600mm (24in.) around an existing pipeline must be excavated by hand.
- 3) Above ground hazards such as trees, buildings, boulders, and utility poles that encroach on the excavation may need to be secured or tied back.
- 4) Proper access for the excavation or trench must be provided; if ladders are used they must be placed every 8m (26ft.) and must extend 1m (3ft.) above the excavation or trench.
- 5) Spoil piles must be placed 1m (3ft.) back from the edge of an excavation or trench and sloped to prevent sloughing of the excavated material.
- 6) Barricades or warning devices must be erected to protect the public and other workers from the excavation or trench.
- 7) Frozen ground does not eliminate the need for shoring or sloping unless certified by a Professional Engineer.
- 8) When shoring is used it shall be installed from the top down and removed in opposite order. No person (in the excavation) shall be outside of the protective shoring system.
- 9) If a trench is designed to be accessed by employees, water must not be allowed to accumulate in it.
- 10) The safe limits of approach for overhead electrical lines must be observed when excavating or trenching in the vicinity of overhead power lines. If the safe limits cannot be maintained the Utility Company must be notified so the line can be de-energized.
- 11) Excavations or trenches and the shoring or sloping systems must be inspected before entry or after any major rainfall, or other upset condition.
- 12) 600mm (2ft.) of clearance must be maintained between the counterweight of any swing type of excavating machinery and the nearest object.
- 13) Employees in an excavation or trench must not work under the suspended bucket of the excavating machine or any load being placed by the machine.
- 14) Proper Personal Protective Equipment must be used by all Stony Valley Contracting Ltd. employees entering any excavation or trench.

#### 7.1.4 - Shoring

##### Shoring is required when:

- 1) The excavation is more than 1.2m (4ft.) in depth and the banks are not cut back - in hard pan and compact soil, to not less from 30° from vertical and in other soils to not less than 45° from vertical.
- 2) Where an existing structure may be affected by an excavation, the existing structure is to be supported before proceeding with the work.



### Shoring Design:

- 1) Temporary shoring in excavations over 3m (10ft.) in depth or when supporting an existing structure is to be designed by a Professional Engineer.
- 2) Temporary shoring in excavations over 3m (10ft.) in depth is to be constructed according to the guidelines set out by the Occupational Health and Safety Regulations.

### 7.1.5 Working on an Edge

When operating an excavator near a face from the top of the pit, always ensure:

- That work is as far away from the face as possible
- To check for overhangs and rip them from a safe distance
- That your tracks are always perpendicular to the edge
- That you never turn the machine around before backing away from the edge
- That edges are bermed
- To never leave the work area un-bermed (not even to fuel equipment)
- That if the face is too high to safely reach the edge, then bench the face halfway up

### 7.1.6 - Engineering Certification of Excavations

Excavation work has to be carried out according to specifications issued by a Professional Engineer if any of the following conditions apply:

- 1) Excavations over 1.5m (5ft.) deep with sides sloped at an angle steeper than 3/4 horizontal to 1 vertical;
- 2) Excavations more than 6m (20ft.) deep;
- 3) Excavations adjacent to structures which apply loads to the soil in the excavated area;
- 4) Excavations in soil subject to vibration or hydrostatic pressure;
- 5) Excavations along natural or man-made side slopes which are steeper than 3/4 horizontal to 1 vertical;
- 6) Excavations, which are, shored in a different fashion from the requirements of the Occupational Health and Safety Regulations.
- 7) Excavations which, in the opinion of the appropriate Occupational Health and Safety authority require a design or instructions by a professional engineer.

### Information Required on Certification Documents

A certification of an excavation involves design specifications and job site inspections at regular intervals by a Professional Engineer. The engineer is required to assume full responsibility for the stability of the soil structure at all times work is being carried out inside, or in the vicinity of the



excavation. He must propose design specifications which, based on his professional judgment, provide a reasonable assurance that the soils surrounding an excavation are stable.

The engineer who certifies an excavation must inspect the site at intervals, which allows him to recognize any change in soil conditions from the original assessment. A signed inspection report must contain a description of such changing soil conditions and action to be taken, if any.

The engineer may designate an experienced person on the job site to recognize changing soil conditions. The designated person will report any changes in soil conditions to the engineer who in turn must inspect the site and issue an inspection report.

The certification documents, duly signed by a Professional Engineer, must contain the following information:

- A description or drawing of the site or location for which the certification applies, with no need for verbal clarification
- A drawing or description of excavation slope, depth, shoring, soil anchors, surface protection, drainage, etc., if applicable
- A geotechnical description of the soil conditions
- The date and time period for which the certification applies
- The influence of changing weather conditions
- The name of a designated person on the site authorized to determine changes in soil conditions, where applicable

The company must carry out the excavation work accurately and in accordance with the engineering drawings and specifications. Any deviations from the design must be inspected and accepted in writing by the engineer.

### 7.1.7 - International Color Code for Marking Buried Facilities

<b>RED</b>	Electric Power Lines, Cable Conduit and Lighting Cables.
<b>YELLOW</b>	Gas, Oil, Petroleum and Gaseous Materials.
<b>ORANGE</b>	Telephone, Cable TV, Communication, Alarm and Signal Lines.
<b>BLUE</b>	Water Mains and Service Lines.
<b>GREEN</b>	Sanitary Sewers, Storm Sewers and Drain Lines
<b>PINK</b>	Temporary Survey Markings

### 7.1.8 - Excavating Vertical and Stockpile Banks

Vertical and stockpile banks are extremely dangerous if not excavated properly. A bank that is too steep for the type of material being excavated or stockpiled can fail at any time. The result is often injury, damage to equipment, and in extreme instances, death.

### 7.1.9 - Loading from Vertical and Stockpile Banks

When digging from a vertical or stockpile bank, the operator must:

- Remain inside the cab of the equipment at all times
- Safely remove overhangs
- Plan the excavation to not create a vertical bank or an overhang situation
- Scale or trim loose material from the bank as the excavation progresses

Never walk or stand near a vertical bank. The minimum distance away from a vertical bank over 1.5m (5 feet) high should be of two feet horizontal for every one foot high. This distance may need to be increased depending on the stability of the bank, material moisture content, surcharges etc.

DO NOT COPY

## 7.2 Respiratory Protection

### 7.2.1 - Scope

This Respirator Code of Practice is intended to supplement the applicable Occupational Health and Safety Regulations. The specific areas of respiratory equipment for firefighting are not addressed in this code of practice.

The Company will strive to eliminate exposure to contaminants through administrative or engineering controls. If these controls are not feasible the use of Respiratory Protective Equipment (RPE) will be required.

All employees who are required to use respiratory equipment must be trained in the selection, fit, and maintenance of the respiratory protective equipment they are required to use.

### 7.2.2 - Definitions

#### Air Contaminant

Foreign substances in normal breathing air, which may be harmful to health. Measured in PPM, mg/m<sup>3</sup> or f/cm<sup>3</sup>. Five major types are dusts, mists, fumes, gases and vapors.

#### Asphyxiant

Vapor or gas which can either reduce the oxygen content in the air or interfere with the body's mechanism for using oxygen, resulting in unconsciousness or death, i.e., nitrogen or carbon monoxide.

#### Break Through

The point when a respirator filter element is no longer able to afford the protection it was designed for. Characterized by increasing breathing difficulty or odor penetration. Odor penetration is not reliable due to various contaminants. Break through time cannot be specific due to concentrations and the user's rate of breathing.

#### Ceiling

A concentration of a contaminant, which must not be exceeded any time during employee exposure.

#### Canadian Standards Association (CSA)

A voluntary association chartered under the Standards Council of Canada that sets design and procedures standards: i.e., CSA Z94.4-02 - Selection, Use and Care of Respirators.

#### Cubic Feet per Minute (CFM)

An Imperial measure of the volume of a gas (air) moved or supplied in one minute. One is equivalent to 0.0283 CMM (Cubic Meters per Minute).

### **Dust**

Particles created when solid materials break down and give off fine particles that float in the air before settling by gravity.

### **Fume**

Substance created when solid materials vaporize under high heat (i.e., from welding, smelting or pouring of molten metal).

### **Gas**

Substances, which are similar to air in their ability to spread freely throughout an area or container (i.e., Carbon Monoxide).

### **Facial Hair**

Any hair growing on the face which would interfere with the sealing surfaces of a respiratory protective device.

### **Hazard Ratio**

A ratio obtained by dividing the air contaminant concentration by the OEL. This ratio must not exceed the Protection Factor of the respiratory equipment.

### **HEPA (High Efficiency Particulate Air) Filter**

Rated at 99.97% efficient for particulate matter as small as 0.3 microns in size.

### **Immediately Dangerous to Life and Health (IDLH)**

Concentration level of an atmospheric condition which would cause a person without respiratory protection to be fatally injured or would cause irreversible and incapacitating effects on that person's health.

### **Lower Explosive Limit (LEL)**

The concentration of a gas, vapor or dust, below which a flame does not occur on contact with a source of ignition. For gases and vapors this is expressed as a percentage in air by volume and for dusts is expressed as weight of dust per volume of air. Also called the Lower Flammable Limit (LFL).

### **Micron**

A unit of measure. 1 thousandth of 1 mm, equal to approximately 1/25,000 of an inch.

### **Mist**

Suspended droplets of a liquid material created by atomization or condensation (i.e., paint mist from spraying operation).

### **Material Safety Data Sheet (MSDS)**

A key component of WHMIS. A MSDS must contain at least the following categories:

- 1) Product identifier and information
- 2) Hazardous ingredients

- 3) Physical data
- 4) Fire and explosion hazards
- 5) Reactivity data
- 6) Toxicological properties
- 7) Preventive measures
- 8) First Aid measures
- 9) Preparation information

### **National Institute for Occupational Safety and Health (NIOSH)**

An agency of the United States Department of Health and Human Services, which is responsible for the evaluation and approval of respirators and other safety equipment.

### **Negative Pressure**

A respirator where the pressure inside the mask is the same as the ambient air pressure. On inhalation there is the possibility of contaminants entering the mask under the sealing surface and bypassing the filter element.

### **Odor Threshold**

The level at which an airborne contaminant is first detected by the olfactory sense.

*Must not be used as a measurement tool.*

### **Occupational Exposure Limit (OEL)**

The maximum concentration of a substance to which an employee may repeatedly be exposed, eight hours per day, forty hours per week, without adverse health effects. The value is set by the regulatory body having jurisdiction over the work.

### **Oxygen-Deficient Atmosphere**

An atmosphere where the oxygen content is less than 19.5% by volume.

### **Oxygen-Enriched Atmosphere**

An atmosphere where the oxygen content is more than 23.0%.

### **Particulate**

Airborne material, which has a fixed shape and volume.

### **Parts Per Million (PPM)**

Expression of the concentration of a contaminant in a medium. 10,000 PPM equals 1%.

### **Positive Pressure**

A respirator facemask that has an internal pressure slightly above ambient air pressure. Pressure is supplied by compressors, bottled air, or fans. These units give the highest protection factors.

### **Pressure Demand**

A respiratory protection system, which has a constant positive pressure in the face piece, and additional airflow is regulated through the wearer's lung demand.

### **Protection Factor**

The expected workplace level of respiratory protection that would be provided to a properly fitted and trained user by a properly functioning respirator. The protection factor is assigned by the manufacturer of the respirator.

### **Respirator**

A device designed to protect the human respiratory system from contaminated air. There are many types, all of which provide different protection factors, i.e., air purifying, supplied air, and self-contained breathing apparatus.

### **Short Term Exposure Limit (STEL)**

The maximum concentration of a contaminant to which a employee may be exposed for a 15 minute period. This value is established by the authority having jurisdiction over the work.

### **Smoke**

Gases or vapors resulting from incomplete combustion.

### **Upper Explosive Limit (UEL)**

The concentration of a gas or vapor above which a flame does not occur on contact with a source of ignition. Also called the Upper Flammable Limit (UFL).

### **Vapor**

Gaseous form of substances, which are normally liquid or solid at room temperatures, i.e., gasoline vapors.

### **Workplace Hazardous Materials Information System (WHMIS)**

A national system administered by the Provinces and Territories comprised of labels, Material Safety Data Sheets and employee training.

### **Work Activity**

Must always be taken into consideration when selecting respiratory equipment. The respiratory equipment must be effective for all of the employee's duties.

## **7.2.3 - Responsibilities**

### **Management**

It is management's responsibility to determine what specific work processes require the use of respiratory equipment and to provide proper respiratory equipment to meet the needs of the application and employee activity. Management is responsible for preparing and implementing

written operating procedures for a respiratory protection program and for providing employees with adequate training and instruction on all required equipment.

### Supervisors

Supervisors are responsible for ensuring that all employees under their direction and control are completely knowledgeable of the respiratory requirements for the areas in which they work and for the products which they work with. They are also responsible for ensuring that the people they supervise comply with all aspects of this Respirator Code of Practice, including respirator inspection and maintenance.

### Employees

Employees are responsible for wearing the appropriate respiratory equipment according to instructions by management or supervisors and to maintain the respiratory equipment in a clean and operable condition. They must report and remove from service any damaged or sub-standard respiratory equipment.

## 7.2.4 - Respiratory Hazards

Respiratory hazards may be present as:

- Contaminants
  - a) **Dusts** Silica dust from sandblasting or crushing operations.
  - b) **Mists** Spraying of paint or form oils
  - c) **Fumes** Welding fumes
  - d) **Gases** CO - Carbon Monoxide, H<sub>2</sub>S - Hydrogen Sulphide
  - e) **Vapors** Xylene, toluene, mineral spirits used in paints
- Oxygen Deficiency - May be caused by a chemical reaction, fire or displacement of oxygen by another gas.
- Extremely Hot or Cold Air - Can be a hazard depending on the temperature and length of exposure time.

## 7.2.5 - Health Effects

- Dusts, mists and fumes
  - a) Can irritate the nose, throat and upper respiratory system. Some particles, depending on their size and type can pass through to the lungs resulting in lung tissue damage and serious health effects i.e., asbestosis, silicosis.
- Gases and Vapors
  - a) Can pass immediately to the lungs and subsequently be absorbed by the blood stream resulting in damage to the brain and/or internal organs.

- Oxygen Deficiency
  - a) Can lead to dizziness, increased heart rate and headache. Lack of oxygen can damage the brain and cause the heart to stop.
- Temperature extremes
  - a) May cause damage to the tissue of the nose, mouth, throat and lungs or interfere with normal breathing, as well as causing hypothermia or hyperthermia.

## 7.2.6 - Classes

Respiratory hazards can be divided into the following classes based on the type of effects they cause:

### Asphyxiants

Interfere with the body's ability to use oxygen. Carbon monoxide is an example of a chemical asphyxiant.

### Carcinogens

Cause or promote cancer in specific body organs.

### Central Nervous

Interfere with nerve function and cause symptoms such as *System Depressants* (see below).

### System Depressants

Headache, drowsiness, nausea and fatigue. Some solvents are central nervous system depressants.

### Fibrotic Materials

Cause "fibrosis" or scarring of lung tissue in the air sacs. Common fibrotic materials include asbestos and silica.

### Irritants

Materials which cause irritation of the eyes, nose throat or lungs. This group includes fiberglass dust, hydrogen chloride gas, ozone and many solvent vapors. With some materials (e.g., cadmium fume produced by welding or oxyacetylene cutting of metals coated with cadmium) the irritation leads to a pneumonia-like condition called pulmonary edema. This effect may not be apparent until several hours after exposure has stopped.

### Nuisance Dusts

Do not cause significant effects unless exposure is of high concentration and/or long duration. Excessive exposure to these substances can be adverse in itself or can aggravate existing conditions such as emphysema, asthma or bronchitis. Examples include plaster dust, cellulose from some insulation, and limestone dust.



## Oxygen Deficiency

Results when the oxygen in the air has been displaced by another gas or vapor (e.g., nitrogen used to purge piping and tanks) or has been consumed by chemical or biological activity (e.g., rusting of steel or bacteria digesting sewage). The oxygen content of normal outside air is approximately 21% by volume.

### Effects of Oxygen Deficiency

- b) 12 - 16%
  - Loss of peripheral vision, breathing and heart rate increase, impaired thinking.
- c) 10 - 12%
  - Faulty judgment, poor muscle coordination, extreme fatigue with minimum exertion.
- d) 6 - 10%
  - Movement restricted, nausea, vomiting, unconsciousness within minutes; death.
- e) >6%
  - **DEATH**

## 7.2.7 - Respirator Types

### Particulate Filter Respirators

- Protect against airborne particulate matter in the form of mists, dusts, fumes and smoke.
- Negative Pressure style of respirator.
- Styles include half-masks with single or twin cartridges, full face masks with single or twin cartridges and disposable type.

**MUST NEVER BE USED IN IDLH OR OXYGEN-DEFICIENT ATMOSPHERES.**

### Chemical Cartridge Respirators

- Protect against organic vapors and gases, alkaline gases, acid gases, mercury vapors, pesticides, paint vapors and mists as well as combinations of the above materials and combinations of dusts, fumes or mists.
- Negative Pressure style of respirator.

Styles include half-masks with single or twin cartridges, full face masks with single or twin cartridges and disposable type.

**MUST NEVER BE USED IN IDLH OR OXYGEN-DEFICIENT ATMOSPHERES.**

### Powered Air Purifying Respirators

- Protect against gases and aerosols.
- Positive pressure style of respirator.
- Styles include full-face masks with a battery powered fan to move the breathing air through filter elements. Units can incorporate approved head and eye protection and the wearing of facial hair with some loose fitting models.
- Can use particulate or chemical cartridges.

#### Advantages:

- a) Higher protection factors than negative pressure respirators
- b) Ability of some models to be used with facial hair

#### Disadvantages:

- a) High initial costs
- b) Increased maintenance

**MUST NEVER BE USED IN IDLH OR OXYGEN-DEFICIENT ATMOSPHERES.**

### Air Line Respirators

- Protect against gases and aerosols.
- Styles include: half-mask, full-face mask, hood or helmet.

#### Advantages:

- a) Have unlimited time use
- b) Mask will be positive pressure if the unit is continuous flow, but may be negative pressure if set in pressure demand mode. Positive pressure will increase the assigned Protection Factor

**PRESSURE-DEMAND UNITS ARE NOT TO BE USED IN IDLH ATMOSPHERES.**

### Special Requirements

- Air supply must be Breathing Air Quality, (CSA-Z180.1-00, Table 1 compressed breathing air and systems 249)
- Air supply must be capable of supplying all connected respirators in continuous flow with at least 6 CFM for tight fitting face pieces and 8 CFM for hoods and helmets but must not exceed 15 CFM.
- Respirators of one manufacturer may not be used on the air line of another manufacturer.
- Maximum length of the air line is 90m (300 ft.)
- Only approved air line may be used.

**BREATHING-AIR LINE FITTINGS MUST BE DIFFERENT FROM TOOL AIR FITTINGS.**

**TOOL AIR MUST NOT BE USED FOR BREATHING PURPOSES.**

- A Positive Pressure Supplied Air Respirator with a Full Face-Piece and an Emergency Egress Bottle has an assigned Protection Factor of 10,000. This type of respirator may be used in IDLH or oxygen-deficient atmospheres if equipped with an emergency egress air cylinder of sufficient capacity to allow reaching a safe atmosphere.

### SCBA – Self Contained Breathing Apparatus

- Protects against gases and aerosols.
- All styles incorporate a full-face mask with positive pressure.
- Can provide protection in IDLH or oxygen-deficient atmospheres and in situations where high or unknown concentrations of toxic gases, vapors or particulates are present.
- Three basic types:
  - a) Positive Pressure, open circuit systems supplied by compressed air.
  - b) Oxygen self-generating, closed circuit systems.
  - c) Liquid compressed air or oxygen, closed circuit devices.

**Note:** The closed circuit devices are generally used in underground or marine rescue and firefighting activities.

**Advantages:**

- d) Portable, no encumbrance of air lines
- e) Can be used in any atmosphere as long as the device is pressure demand
- f) Carry their own reserve in that an alarm sounds when 25% of the tank capacity is reached

**Disadvantages:**

- g) Weight
- h) Limited time duration
- i) SCBA's ***with less than a 15-minute air supply are only to be used for escape purposes.***

**Emergency Escape Respirators**

- Protect against gases and aerosols
- Most are negative pressure mouthpiece styles but some models are available as positive pressure SCBA.
- An escape respirator only, not meant for use as a work respirator under any circumstances.
- Consideration for selection:
  - a) Nature of contaminant
  - b) Maximum concentration of contaminant
  - c) IDLH Level for the contaminant
  - d) Oxygen-deficiency potential
  - e) Mobility requirements of employees
  - f) Duration of use - (escape time)

**Note:** Escape respirators must be stored in well-marked, easily accessible locations or worn by the employee.

**7.2.8 - Respirator Selection**

Prior to selecting any respiratory protective equipment, a thorough assessment of the hazards involved and the corresponding protective equipment needed must be done. Selection of the most appropriate respirator will depend on the particular situation and should be made only by persons familiar with the working conditions and with the benefits and limitations of various respiratory protection products.

Factors to be considered:

- 1) The potential for oxygen deficiency, whether during routine conditions or under emergency or other unusual conditions, must be determined and considered. Use of oxygen monitoring equipment may be required in some situations.
- 2) Where air contaminants are the only concern (i.e. where oxygen deficiency is not possible), the contaminants that may be released must be identified. Considerations must include the variability in the work cycle or process, raw materials involved, intermediate products, byproducts, final products, wastes, maintenance or repair operations involved, and other factors that may affect air contaminant release. Material Safety Data Sheets (MSDS) are a good source of information, as are process engineers, plant engineers, and maintenance personnel.
- 3) The form or type of air contaminants (i.e. gas, vapor, dust, mist, fume, or any combination of these) must be identified. Material Safety Data Sheets, chemical reference books, and workplace observations are good information sources.
- 4) The range of expected air contaminant concentrations for areas in which respirators may be needed must be determined. Both time-weighted and peak exposures for employees involved must be considered along with work cycle or work shift variability, seasonal variability, employee variability, and other factors that can affect exposures. For particulate matter, a reference to the expected size range should be included. This type of exposure information should be obtained from industrial hygiene monitoring data. Where sampling data is not available and air sampling is not feasible, historical information from similar processes or analogous operations may be helpful for estimating maximum exposure conditions.
- 5) The occupational exposure limit for each contaminant present should be listed. Reference sources for this information include the Occupational Health and Safety Regulations and supplier recommendations contained on Material Safety Data Sheets.
- 6) Immediately Dangerous to Life or Health (IDLH) concentrations for air contaminants present must be listed. The potential for IDLH concentrations being reached during abnormal or emergency conditions, as well as routine conditions, must be considered.
- 7) One must determine which air contaminants have the potential to exceed recommended exposure guidelines, and by how much. Some consideration should also be given to how mixtures of different air contaminants may affect exposure limit calculations.
- 8) The physical and chemical properties of the air contaminants present must be reviewed. Consideration should be given to vapor pressure, volatility, reactivity, flammability, odor thresholds, and other warning properties, etc. This information can be obtained from Material Safety Data Sheets and chemical reference books.
- 9) For flammable substances, the Lower Explosive Limit (LEL) should be listed. Besides creating a potential fire and explosion hazard, in some situations gas or vapor concentrations exceeding the LEL are immediately dangerous to life or health. High concentrations of dusts can present dust explosion hazards. One must consider how spills or other emergency conditions could affect ability of contaminants to reach explosive limits. This will affect not only respirator selection but also decisions

- concerning whether employees are allowed to enter such areas under any circumstances.
- 10) For gases and vapors, the odor thresholds or other warning properties (e.g., irritation or taste) should be listed. Warning properties should ideally allow detection of contaminants at concentrations below recommended exposure limits.
  - 11) Health effects or symptoms that may result from overexposure to the air contaminants should be defined. Eye irritation potential may dictate the use of a full face piece respirator or a hood or helmet capable of providing eye and respiratory protection. Skin irritation or skin absorption potential may dictate that suits, coveralls, or other protective equipment be worn to prevent excessive skin contact.
  - 12) Respirators having National Institute for Occupational Safety and Health / Mine Safety and Health Administration (NIOSH/MSHA) approvals for the contaminants and conditions present must be used. Approval labels, literature from manufacturers, or the certified equipment list published by NIOSH can be referenced. Information on permissible uses for the respirators is included. Close attention should be paid to limitations related to oxygen deficiency, IDLH concentrations, maximum concentration limitations (gas and vapor respirators), and time-weighted average exposure limit restrictions (particulate respirators).
  - 13) The protection factors recommended for different types of respirators must be determined. Reference sources include NIOSH "Guide to Industrial Respiratory Protection", and respirator manufacturers. The assigned protection factors can be used to calculate the maximum use concentration for specific respirators. (The maximum use concentration is equal to the assigned protection factor times the exposure limit for the air contaminant present.).
  - 14) Maximum use concentrations for specific respirator types should be compared with employee exposure information. In all cases where regulations specify that a respirator be used for a specific task or under specific conditions, that respirator or one providing equal or better protection must be used.
  - 15) Consideration must be given to workplace-related factors such as heat and humidity, the location of the work area (convenient access or remote area), entry and exit procedures or locations, tight spaces or obstacles, noise levels, additional personal protective equipment required, and other conditions that may reduce service life of cartridges or filters, restrict mobility, interfere with communication, present tripping or other safety hazards, or generally make wearing or use of certain types of respirators difficult. This type of information should be obtained from workplace surveys and discussion with employees involved.
  - 16) Consideration must also be given to the length of time that respirator use will be required, the frequency of anticipated use, the number of employees involved, the variety of facial sizes and shapes, means for controlling respirator distribution, cleaning, maintenance, use, and other factors related to successful implementation of a respirator use program.
  - 17) Routine use of the respirator on a daily or regular basis causes some additional factors to be considered. These are employee acceptance, comfort, breathing resistance, weight, and field of vision. Maintenance time, serviceability, cleaning requirements and cost must also be considered.

## 7.2.9 - Protection Factors

Type of Respirator	Face piece style	Face piece Pressure	Protection Factor
Air-Purifying	Single-use mask	Negative	5
	Quarter-face mask	Negative	5
	Half-face mask	Negative	10
	Full-face mask	Negative	50
Powered Air-Purifying	Half-face mask	Positive	100
	Full-face mask	Positive	100
	Hood or helmet	Positive	100
Supplied-Air	Half-face mask	Positive	1000
	Full-face mask	Positive	2000
	Hood or helmet	Positive	10000

### Conclusion

There are many different types of respirators, with very different characteristics, capabilities and limitations. It is therefore essential that sufficient information be gathered to determine which respirators are appropriate for the hazards that exist in the workplace.

### 7.2.10 - Fit Testing

Respirator efficiency will be impaired if there is not a proper match and seal between the face piece and the respirator user. Every make and model of respirator has a different size and shape, but if the respirator is correctly chosen and fitted, proper protection will be provided.

The following items must be considered when fitting a respirator to ensure the model will be adequate for the intended purpose. It is very important that the end user is comfortable and accepts the respirator; therefore comfort and fit are critical:

- Position of the mask on the nose
- Proper placement of the chin
- Strap tension
- Fit across bridge of nose
- Room for safety eyewear
- Distance from nose to chin
- Room to talk
- Tendency to slip under exertion
- Room for cheeks when they are filled with air

Determination of face piece fit can involve both qualitative and quantitative tests. A qualitative test relies on the wearer's subjective response. A quantitative test uses some other means of detecting face piece leakage.

### Qualitative Fit Tests

#### Advantages:

Usually, qualitative tests are fast, require no complicated or expensive equipment and are easily performed in the field.

#### Disadvantages:

Qualitative tests rely on the wearer's subjective response, so they are not entirely reliable.

- **Positive Pressure Tests**

The wearer should close off the exhalation valve and exhale gently into the face piece. Face fit is considered satisfactory if a slight positive pressure can be built up inside the face piece without any evidence of outward leakage of air at the seal.

- **Negative Pressure Tests**

The wearer should close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the face piece collapses slightly, and hold the breath for 10 sec. If the face piece remains in this slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

- **Irritant Smoke Test**

The wearer puts on the respirator with P100 Particulate Filters in place. A cloud of irritant smoke is created around the wearer. If leakage is detected the respirator should be adjusted.

**CAUTION:** Most of the smoke clouds used in this test are very irritating to the eyes, nose and throat. Employees are advised to keep their eyes closed during the test and to back out of the smoke as soon as they notice any leakage or irritation.

- **Iso Amyl Acetate (Banana Oil) Test**

The wearer puts on the respirator with organic vapor cartridge filters in place. A cotton swab dipped in Iso Amyl Acetate solution is passed along the outline of the face piece (Iso Amyl Acetate smells like very ripe bananas). If the wearer smells the solution, the respirator should be adjusted.

Note: Some people cannot smell Iso Amyl Acetate. Before starting the test, check to ensure that the person can detect the odor.



- **Saccharin Test**

This test is similar to the Iso Amyl Acetate test except that it uses saccharin as the test material and a dust/mist or high efficiency filter. If the sweet taste or smell of saccharin is detected, the fit must be adjusted.

The test subject must perform various exercises which realistically simulate actual work conditions while exposed to the tests (Irritant Smoke, Banana Oil, Saccharin).

The exercises should be performed in the order listed for 1 minute duration each. If the wearer detects the sweet material, the respirator must be adjusted. If a proper fit cannot be made, a different make or model of respirator must be used and the test commenced again.

- The following exercises are recommended for tight-fitting face pieces:
  - 1) Breathing normally
  - 2) Breathing deeply
  - 3) Turning head from side to side, stopping at each end of travel for at least one to two breaths
  - 4) Moving head up and down, holding at each end for one to two breaths
  - 5) Talking, reciting the alphabet, or reading a prepared text
  - 6) Breathing normally
- For loose-fitting face pieces, hoods, or helmets, the following exercises are recommended:
  - 1) Breathing normally
  - 2) Breathing deeply
  - 3) Turning head from side to side, stopping at each end of travel for at least one to two breaths
  - 4) Moving head up and down, holding at each end for one to two breaths
  - 5) Performing work movements (holding rod in both hands, slowly swinging arms and torso from side to side)
  - 6) Reaching overhead with both hands (Exercise 6 and 7 may be combined)
  - 7) Touching toes with both hands
  - 8) Breathing normally.

## **Quantitative Fit Tests**

### **Advantages:**

The greatest advantage of a quantitative test is that it indicates respirator fit numerically, and does not rely on a subjective response. The quantitative test is highly recommended when face piece leakage must be minimized for work in highly toxic atmospheres or long term exposures.

### **Disadvantages:**

Quantitative fit tests require expensive equipment that can be operated only by trained personnel. Each test respirator must be equipped with a sampling probe to allow removal of a continuous air sample.

In these tests the wearer puts on a special respirator which has a probe mounted inside the face piece. The wearer then goes into a test chamber or booth which contains a known concentration of a specific gas, vapor or aerosol. The amount of leakage is determined by sampling the air inside the face piece through the probe.

### Notes

A fit test must not be conducted if there is any hair growth between the face and the sealing surface of the respirator such as beard stubble, long sideburns, or mustache.

Any safety equipment that must be worn during respirator use and that may affect the fit of the respirator, such as glasses or goggles, must be worn during the fit test.

Prior to the commencement of the fit test, the test subject should receive an explanation and description of the fit test and test procedure responsibilities. The description of the process should include a description of the test exercises that will be performed.

## 7.2.11 - Maintenance

Respirator maintenance is an integral part of this Respirator Code of Practice. Wearing a poorly maintained or malfunctioning respirator is as dangerous as not wearing a respirator at all. Poor maintenance can lead to serious injury or death.

### Inspection for Defects

- Continuous inspection of the respirator is a critical part of the user's daily duties. If this step is properly performed, inspections will identify damaged or malfunctioning respirators before they can be used.
- Respirators, which are used infrequently, (i.e., escape respirators) shall be inspected after each use and at least monthly.
- Respirators, which are used routinely shall be inspected by the user immediately prior to use to ensure it is in proper working condition.
- All respirators must be inspected before and after each use.
- Inspection must include a check of the following items:
  - a) Tightness of the connections
  - b) Face piece
  - c) Valves
  - d) Connection tubes
  - e) Canisters, filters or cartridges
  - f) SCBA's air cylinders must be fully charged, and the regulator and warning device must be checked for proper function.

### Cleaning

It is the policy to assign respirators to employees for their exclusive use. The employees to whom the respirator is assigned will be trained on how to clean and disinfect their own respirator. Respirators must be properly cleaned after each use.

## Disassembly

Remove filter elements or cartridges. If the elements or cartridges are to be replaced, the used units should be marked so they are not returned to service.

## Washing

- Each respirator should be washed in warm water (approximately 43°C or 110°F) with an approved detergent and scrubbed with a soft brush to ensure all parts are clean and free of particles and debris.
- There will be times when respirator wearers will be required to shower before leaving contaminated work areas (for example, in situations such as lead abatement and asbestos removal work). In this case the respirator should be worn into the shower and washed (including all components) with soap and water. When showering with the face piece on, filters may be protected by covering them with the hands.
- The respirator should be rinsed following washing and thoroughly wiped with a sanitizing agent.
- Reattach all components removed for cleaning and visually inspect the respirator for damage or the improper refitting of parts.
- Air-dry the respirator and face piece.

## Reassembly

- The clean, dry respirator face pieces should be reassembled and inspected in an area separate from the disassembly area to avoid contamination.
- All residues of soap or detergent residue must be removed, particularly under the seat of the exhalation valve.
- The respirator must be thoroughly inspected and any defect found must be corrected if possible. If the respirator cannot be repaired, the unit must be removed from service and another respirator issued. Under no circumstances is a defective respirator to be used for any work.
- If the new respirator is not the same make and model as the unit it is replacing, fit testing will have to be redone to ensure adequate protection.
- Respirator repair parts must be designed for the respirator. Substitution of parts from a different manufacturer or type of respirator violates and voids any approval for the respirator, may cause the unit to malfunction and will not afford the necessary protection.

## Storage

- Respirators and associated components must be stored in a clean, well-ventilated area away from extreme temperatures, direct sunlight, dust and dirt, and beyond any contaminated work areas.
- Respirators must be stored in such a position to prevent crushing or mechanical damage and to prevent the rubber or plastic components from being permanently distorted.

- Respirators must not be stored in a workbench or tool box among heavy tools, grease and dirt.

### Training

Employees required to use respirators must be given the following training:

- The need for respiratory protection
- The nature of respiratory hazards
- The need for reporting problems or potential problems with respirators
- The use and limitations of respirators
- Fit testing and field inspection
- Cleaning, maintenance and storage.
- Types of respirators.
- Emergency procedures.

No employee will be allowed to use any respiratory protective equipment without receiving proper instruction.

### Record Keeping

Accurate records must be maintained for the following areas of the Stony Valley Contracting Ltd. respiratory protection program:

- |  |                    |
|--|--------------------|
| • Respirator Selection Hazard Assessment | <b>Form P008</b>   |
| • Respirator Issue and Training          | <b>Form T004</b>   |
| • Respirator Protection - Maintenance    | <b>Section 6.4</b> |

This information will be kept at the job site where respiratory protection is required.

## 7.3 Hearing Conservation

### 7.3.1 - Scope

This Hearing Conservation Safe Work Procedure is intended to help protect workers from hearing loss due to excessive noise in the workplace. Noise is one of the most common hazards in the work place and the general environment.

Repeated exposure to excessive noise levels can lead to gradual hearing loss. The loss may go unnoticed until it is significant, because the person who is affected unconsciously adopts compensating strategies. Without regular testing chronic hearing loss can progress to a serious disability.

Acute hearing loss usually results from a one-time significant exposure such as an explosion. A person may or may not fully recover his/her hearing. Hearing loss can also be the result of medical issues and exposure to some chemicals. Hazardous noise can also result in worker fatigue, miss-communication and a reduced ability to concentrate.

SVCL shall employ hearing testing, noise level surveying, dosimeter testing and education to help ensure that workers are not exposed to noise exceeding the allowable limits stated in AB OH&S Code Schedule 3, Table 1, or 85 dBA  $L_{ex}$  without adequate hearing protection.

### 7.3.2 - Definitions

#### Decibel (dB)

A conventional unit of measurement for sound or “sound pressure”. Sound pressure doubles every 3dB, but humans may only perceive a doubling approximately every 10 dB increase.

#### Dosimetry

The process of measuring the Time Weighted Average noise exposure, usually extrapolated to 8 hours.

A worker is fitted with a personal noise dosimeter that records noise exposure as the worker goes about his/her daily routine. The results are then recovered and analyzed to identify the TWA, peak noise levels and duration of peak noise levels.

This information can be used to develop noise exposure protection and noise reduction strategies. Personal dosimetry is usually conducted when noise level testing or hearing testing indicates there may be noise exposure concerns.

#### dBA

The scale (A) generally referred to when measuring occupational exposure to noise. Sound level meters are usually calibrated to measure dBA and indicate the noise level.

## Hazardous Noise

Noise exposure in excess of the limits prescribed by the jurisdictional Occupational Health & Safety Regulations, or this Loss Control Program, whichever is the more stringent.

## Noise

Sound that is objectionable or harmful to a person.

## Noise Reduction Rating (NRR)

This rating is indicated on noise protection devices such as earplugs and indicates the approximate amount of noise exposure reduction in dB that one will experience when the device is used as specified.

## Sound

Is created by anything that causes a pressure disturbance through a medium, whether solid, liquid or gas. The pressure disturbance travels in the form of sound waves. When sound waves strike the eardrum, the eardrum vibrates and the person hears the sound.

## Noise Measurement

This is the process of measuring noise with a Sound Level Meter. This information is used to determine the presence & level of hazardous noise in the workplace.

Stony Valley Contracting Ltd. will conduct workplace noise level surveys when the nature of the work, process or equipment indicates that there may be hazardous noise. The noise level survey report will detail the locations where level measurements were taken, the noise levels at the locations, the permitted exposure times at those levels, the recommended remedial measures to be considered and the need to conduct personal dosimeter testing.

Noise levels must be measured again whenever:

- New machinery is installed or removed.
- A building's structure or configuration is changed.
- A process change results in additional noise sources.

People conducting noise level surveys or personal dosimeter testing must be trained on the correct methods, the specific equipment to be used, and the correct interpretation of test results.

### 7.3.3 - Education and Training

The actual noise level readings to which workers may be exposed in the workplace must be posted in a convenient location, or the workers must be provided the information through safety meetings and/or other communication systems.

Warning signs must be posted where practical in or at the entry to high noise areas and equipment producing high noise levels. (E.g. gen-set, jaw crusher, etc.). This signage must also communicate that hearing protection is mandatory.

Workers must be instructed in the following:

- The effects of hazardous noise on hearing.
- The need for noise reductions strategies and hearing protection.
- The proper use and maintenance of noise reduction and hearing protection equipment.
- The purpose and requirements for hearing testing.

### 7.3.4 - Noise Reduction and Control

Noise reduction and control strategies follow the same hierarchy of control measures as Hazard Control because noise is a workplace hazard (see 5.0 Hazard/Risk Assessment, Evaluation & Control for detailed procedures). The order in which to consider noise control measures is:

1. **Elimination or Substitution** (no exposure)
2. **Engineering** (guards, noise absorbing materials, replacement equipment, etc.)
3. **Administrative** (training, hearing tests, noise level tests, dosimeter testing, etc.)
4. **Personal Protective Equipment (PPE)** (last consideration for protection)
5. **Combination of any or all of above**

Stony Valley's noise reduction and control plan will make use of all the measures as is reasonable and feasible.

### 7.3.5 - Hearing Protection

If the first three control strategies do not reduce noise levels sufficiently, the next option is to provide personal hearing protective devices for exposed workers. This PPE may also be provided in addition to other noise control measures as an additional safeguard. Personal hearing protective devices can be either plugs, earmuffs, or molded plugs but they must:

- Effectively reduce noise to or below the specified exposure limit (**Table 1**).
- Be approved by the Canadian Standards Association (**Table 2**).
- Must be worn in areas where specified.

**Table 1 Occupational exposure limits for Noise**

Exposure Level (dBA)	Exposure duration
82	16 hours
83	12 hours and 41 minutes
84	10 hours and 4 minutes
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	8 minutes
106	4 minutes
109	2 minutes
112	56 seconds
115 and greater	0

Note: Exposure levels and exposure durations to be prorated if not specified



**Table 2 Selection of hearing protection devices**

Maximum equivalent noise Level (dBA L <sub>ex</sub> )	CSA Class of hearing protection	CSA Grade of hearing protection
≤ 90	C, B or A	1, 2, 3, or 4
≤ 95	B or A	2, 3, or 4
≤ 100	A	3 or 4
≤ 105	A	4
≤ 110	A earplug + A or B earmuff	3 or 4 earplug 2, 3, or 4 earmuff
≥ 110	A plug + A or B earmuff and limited exposure time to keep sound reaching the worker's ear drum below 85 dBA L <sub>ex</sub>	3 or 4 earplug + 2, 3, 4 earmuff and limited exposure time to keep sound reaching the worker's ear drum below dBA L <sub>ex</sub>

### 7.3.6 - Hearing Tests

A hearing-testing program is a benefit to both workers & employers because testing can help:

- Identify the beginning of noise induced hearing loss before a worker notices the loss
- Identify activities or conditions that may be harming a person's hearing
- Identify noise reduction strategies and/or PPE that may be ineffective
- Provide an opportunity for preventative counseling and training on hearing conservation
- Help the organization meet regulatory obligations & establish due diligence evidence
- Help the organization avoid losses due to WCB claims for hearing loss

### 7.3.7 – Testing/Medical Monitoring Requirements

All workers shall undergo hearing testing upon hire and the tests shall be repeated according to legislation at a minimum every two years. A **Medical Screening Results Notification** form (M006) will be filled out by any employee with abnormal results.

The company shall conduct noise level testing at all worksites where it is suspected that noise exceeds 82 dBA L<sub>ex</sub>, thereafter every two years, or when a change in operations or location introduces new noise sources.

Where noise level tests indicated the presence of hazardous noise, dosimeter testing shall be conducted to establish actual worker exposure.

The results of all tests shall be reviewed to determine if hearing conservation methods and PPE are effective at preventing occupational hearing loss.

### 7.3.8 - Program Administration

It is the responsibility of managers and supervisors to ensure that the workplace is maintained in a fashion that keeps noise levels to a reasonable minimum and to enforce the proper use of personal hearing protection devices when they are required.

**Failure to provide and use noise reduction and control measures can result in temporary and ultimately permanent hearing losses.**

Reference - AB OH&S Act, Regulation & Code – Part 16, Schedule 3, Table 1, 2

DO NOT COPY

## 7.4 Working in Heat and Cold

### 7.4.1 - Scope Working in the Heat

The human body works at its best within a narrow temperature range. Move 2 °C or more above or below the body's normal temperature of 37 °C and problems can start to happen. 37 °C is the body's core temperature, the temperature of the brain, heart and other organs. Skin temperature may differ from core temperature by a few degrees.

The body controls its core temperature in a few ways. Sweating lowers the body's temperature; shivering raises it. Increasing blood flow to the skin helps remove heat; reducing the flow of blood helps conserve heat.

As a person works in a hot environment, their core temperature rises. To keep cool, the body sweats. The sweat then evaporates and cools the body. If the fluid lost as sweat is not replaced, the person becomes dehydrated and unable to sweat. The body then loses its ability to control its core temperature and serious heat problems can result.

The human body can adapt to hot conditions and work safely and comfortably. This is known as acclimatization. Depending on the person, acclimatization may take about four to seven days of working in hot conditions. Full heat adaptation takes up to three weeks of continued physical activity under hot conditions. Physically fit workers make this adjustment faster than unfit workers. Acclimatization is lost quickly – one week away from the hot conditions and a person loses their adaptation to the heat. A small percentage of people are unable to acclimatize at all.

### 7.4.2 - Six Main Factors Affecting How Hot We Feel

- 1) Air temperature: measured with a normal thermometer, this is the temperature of the air around us. Although it is the easiest factor to measure, it is the least important under hot moisture. Less evaporation means less cooling conditions. If air temperature is the only measurement taken, it is difficult to predict how this heat will affect a worker.
- 2) Humidity: this is the amount of water in the air. Under hot conditions, people feel even hotter when the air is more humid than when it is drier. Although a person will sweat, the sweat will not evaporate as quickly if the air is filled with moisture. Less evaporation means less cooling.
- 3) Radiant heat: this is heat given off by anything that is hot, such as the sun, molten metal, hot pipes, or a heater. It eventually heats the air, but heats people more quickly. Radiant heat affects any person working in sunlight or near a work process that radiates heat. By simply moving from sun to shade, a person can feel the difference that radiant heat makes.
- 4) Air speed or wind speed: moving air that is cooler than the skin will cool a person.
- 5) Physical activity: body temperature increases with physical activity. Under warm or hot conditions, physical activity can increase the effect of heat on a person.

- 6) Clothing: clothing can shield a worker from radiant heat, prevent sweat from evaporating, or help to transfer heat. Protective clothing that is not appropriate under hot conditions can be a problem. This includes clothing that does not allow air or moisture to pass through it (air or water vapor impermeable clothing), or multiple layers of clothing.

Other factors that may affect a person's ability to work in the heat include their:

- age
- health status
- level of fitness, body weight
- level of hydration
- use of prescription and non-prescription drugs

### 7.4.3 - Heat stress

Heat stress happens when hot working conditions have the potential to harm a worker. This harm is of two types:

- 1) Non-life threatening – includes conditions such as dehydration and heat exhaustion.
- 2) Life threatening – heat stroke, a condition during which the body is unable to regulate its temperature.

All workers who work or supervise work in hot conditions should be trained to recognize the symptoms of these problems, particularly the more serious ones.

### 7.4.4 - Health Problems Resulting From Heat Exposure

Signs and Symptoms	Treatment	Prevention
<p><b>Heat rash</b> (prickly heat)</p> <p>Tingling and burning of the skin</p> <p>Red itchy rash</p> <p>Sweat glands plugged due to prolonged exposure of skin to heat, humidity and sweat</p>	<p>Take cool showers</p> <p>Dry skin thoroughly</p> <p>Apply calamine lotion</p>	<p>Keep the skin as clean and dry as possible</p> <p>Rest in a cool place</p> <p>Shower often</p> <p>Change clothes frequently</p>
<p><b>Heat cramps</b></p> <p>Painful spasms of muscles that do the hardest work i.e. in the arms, legs and abdomen</p>	<p>Massage the muscle(s)</p> <p>Eat foods containing salt (unless they are to be avoided due to medical condition)</p>	<p>Warm up muscles before heavy work</p> <p>Take regular rest breaks</p> <p>Eat a normal, healthy diet, including plenty of fluids</p>
<p><b>Fainting</b></p> <p>Increased flow of blood to the skin to get rid of heat means less blood to the brain</p>	<p>Lie down in a cool place</p> <p>Drink cool fluids to lower body temperature</p> <p>Seek medical attention if fainting recurs</p>	<p>Drink plenty of fluids at regular intervals</p> <p>Avoid standing still in one position – move around</p>
<p><b>Heat exhaustion</b></p> <p>Tired, weak, dizzy</p> <p>Cool, clammy skin</p> <p>Slow, weak pulse</p> <p>Pale or flushed skin</p> <p>Higher than normal heart rate (160 to 180 beats/minute)</p>	<p>Lie down with knees raised</p> <p>Drink cool, not cold fluids</p> <p>Seek medical attention if condition does not improve quickly</p>	<p>Take four to seven days to adjust (acclimatize) to the heat</p> <p>Drink plenty of fluids at regular intervals</p> <p>Take rest breaks in a cool place</p>
<p><b>Heat stroke</b></p> <p>Person usually stops sweating</p> <p>Body core temperature is high (40-43 ° C.)</p> <p>Skin is hot and dry.</p> <p>Person may experience headache, dizziness, and confusion</p> <p>May lose consciousness or have convulsion</p> <p>Fatal if treatment is delayed</p>	<p>This is a medical emergency and the person must be taken to the hospital as quickly as possible</p> <p>Move worker to a cool or shaded area, remove clothing, wrap in wet sheet, pour on chilled water and fan vigorously</p> <p>Treat for shock once temperature is lowered</p>	<p>Take four to seven days to adjust (acclimatize) to heat</p> <p>Drink plenty of fluids at regular intervals</p> <p>Take rest breaks in a cool place</p> <p>Wear clothing appropriate for the conditions</p> <p>Follow a work/rest schedule</p>

### 7.4.5 - Drink plenty of fluids

A person who does not drink enough fluids becomes dehydrated and less able to function in the heat. Dangerous levels of dehydration (more than 10% of body weight) can occur quickly under very hot working conditions. Two signs of dehydration that a worker can watch for are dark-colored urine and having to urinate less often and in smaller quantities. A worker noticing either of these signs should drink more fluids.

Don't rely on thirst as an indicator of when to drink. By the time a person feels thirsty, he or she is well past the point at which more fluids should have been consumed. While the preferred fluid is water (cool, not cold), other recommended fluids include diluted fruit juice, tea or lemon tea. An electrolyte replacement drink, diluted to half strength with water, is also a good choice.

Avoid alcohol and drinks containing large amounts of caffeine such as coffee, colas, and other carbonated drinks. The caffeine acts as a diuretic, causing the body to produce more urine at a time that fluids need to be conserved.

Fluids should be located at or near where the work is being done. Workers should be able to get a drink at any time during the workday without going too far from their work area. In some cases a portable hydration system may be helpful. Looking like a small backpack, it can hold up to four litres of fluid and is worn on the back. The wearer takes a drink using the long drinking tube and mouthpiece. As a rough guide, workers working under hot conditions should drink 250 ml. or 1 cup of fluid every 20 minutes.

Salt pills are rarely required and their use is not recommended (a person can have too much salt). The normal salt content of the diet, including salt as a seasoning, is usually enough to replace salt lost through sweating.

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### 7.4.6 - Categories of Work and Example Activities

Work Category	Examples of physical activities in this category
Resting	<p>Sitting quietly</p> <p>Sitting with moderate arm movements</p>
Light	<p>Sitting with moderate arm and leg movements</p> <p>Standing with light work at machine or bench while using mostly arms</p> <p>Using a table saw</p> <p>Standing with light or moderate work at machine or bench and some walking about</p>
Moderate	<p>Scrubbing in a standing position</p> <p>Walking about with moderate lifting or pushing</p> <p>Walking on level at 6 km/hr while carrying a 3 kg load</p>
Heavy	<p>Carpenter sawing by hand</p> <p>Shoveling dry sand</p> <p>Heavy assembly work on a non-continuous basis</p> <p>Intermittent heavy lifting with pushing or pulling i.e. pick and shovel work</p>
Very Heavy Work	<p>Shoveling wet sand</p>

## 7.4.7 - Scope Working in the Cold

Many workers may be exposed to cold temperatures while working outdoors during the winter. In a cold environment, body heat must be conserved to maintain the core temperature at normal levels and to ensure an adequate blood flow to the brain and extremities. Feelings of cold and discomfort should not be ignored, since these may be early warning signs. The effects of cold are such that problems can occur before the worker is aware of them, and furthermore, over-exposure to cold may affect judgment. People should not work alone; the “buddy” system enables them to observe each other for early signs of frostbite or hypothermia (loss of body heat). Even temperatures above freezing can cause problems, especially if the person is wet and exposed to cold for a long period of time. Workers can become fatigued earlier due to the need to produce more body heat and due to the bulk or weight of the extra clothing that is worn in cold environments.

## 7.4.8 - Definitions

### Frostbite

Frostbite is the actual formation of ice crystals (freezing) in exposed body parts. Pain in the extremities may be the first sign of danger. Ice forms in the tissue and destroys it. Frostbite usually affects the nose, fingers, or toes. The affected part becomes pale and numb.

### Hypothermia

Hypothermia is the overcooling of the body due to excessive loss of body heat, which may lead to death.

## 7.4.9 - Precautions

- Alcohol intake should be avoided when exposed to cold environments. Alcohol produces a deceptive feeling of warmth and can affect circulation, particularly in the extremities.
- Workers with health conditions that affect normal body temperature regulation or cause circulation problems, e.g. Raynaud’s disease or diabetes, should avoid working in cold.
- Workers who have previously suffered from frostbite will remain extremely sensitive to cold and should avoid further risk of frostbite.
- If loose or bulky clothing is worn, special care should be taken when working around moving equipment or machinery to prevent clothing from becoming entrapped.
- Mobile equipment operators must have suitable cold weather clothing in the cab of the machine in case of breakdown or other upset conditions.

## 7.4.10 - Cold Injury

Frostbite and hypothermia are the two major health hazards resulting from cold exposure.

**Frostbite** occurs when:



- Extremities such as hands, feet, ears, nose, etc., are exposed (either unprotected or with improper protection) to cold for an extended period of time.
- Touching a very cold metal such as cab door handles, metal fences, etc.
- Blood supply to extremities is obstructed by tight clothing or tightly laced boots.
- Contact with gasoline, cleaning fluids left outdoors can cause “instant” frostbite. These liquids do not freeze even when temperature falls far below the freezing point and can freeze the body tissue on contact.

If frostbite is suspected, do the following:

- Move the victim to a warm place. Apply warmth (do not massage) to the affected parts.
- Blow on affected fingers. If the nose is frostbitten, apply warm hands. If the hands are affected put them in lukewarm (approx. 37°C) (not hot) water.
- Remove tight clothes and jewelry. Use body warmth to warm the affected parts.
- Wrap the frostbitten area in soft material and elevate the affected area. Frostbite is serious if the skin starts to harden and turns blotchy or blue.
- Obtain medical help as soon as possible.
- Frostbitten skin is highly susceptible to bacterial infection. Loosely cover the affected area with a sterile dressing and take precautions against bacterial infection.
- Do not rub the frostbitten area(s).
- Do not pull the hand away if it should accidentally become attached to cold metal. Pour warm water or any other fluid to separate it.
- Do not break any blisters that form as a result of frostbite.
- Do not thaw a frostbitten area unless it can be assured it will not refreeze.

## Hypothermia

- An early sign of hypothermia is excessive shivering, blue lips and finger tips, slurred speech, and poor coordination. Shivering becomes more severe as body cooling continues and the inner body temperature falls below 35°C (normal body temperature is 37°C).
- More profound hypothermia impairs mental functioning, resulting in confusion, disorientation, unconsciousness and poor decision making. The desire or ability to seek protection from cold is lost, resulting in rapid loss of body heat which could be fatal.
- Hypothermia slows down the heart rate. It may be difficult to feel the pulse rate of the victim.
- In extreme cases, severe hypothermia can closely mimic death. Victims of such cases must be provided with medical care, as if they were known to be alive.
- Hypothermia may occur if a person is submerged in cold water well above the freezing point.
- People with diabetes, injuries, kidney problems, epilepsy and arthritis are at a higher risk of hypothermia in comparison to healthy people.

**Hypothermia can be fatal and needs IMMEDIATE medical attention.**

Do the following while waiting for the first aid giver and medical help to arrive:

- Give dry clothes to a person removed from cold water. If no dry clothes are available, cover the person with material such as a plastic sheet or rain coat.
- Help or carry the victim to a warm shelter as soon as the signs of hypothermia are noticed. Such signs are excessive shivering, blue lips and finger tips, slurred speech and poor coordination.
- Use a blanket and body-to-body heat to warm the person.
- Give a conscious victim warm, non-alcoholic drinks in small quantities.
- Consult a certified first aid person for the proper way to deal with hypothermia.
- Do not use alcohol as a warming agent. Alcohol may seem to provide warmth, but in reality it interferes with the ability to retain heat, resulting in a dangerous drop in body temperature.
- Do not submerge a hypothermia victim in hot water or a hot shower as a means of re-warming. This may result in “re-warming shock” which could be fatal.
- Do not allow a hypothermia victim to exert himself/herself. Physical exertion such as walking, climbing, lifting, etc. may cause heart failure and death. A mild hypothermia victim will slowly re-warm and return to normal health.

#### 7.4.11 - Prevention for Working in the Cold

When possible, steps should be taken to protect workers from wind, as the cooling power of wind results in a much lower equivalent temperature than the actual temperature when there is no wind.

Refer to **7.4.14 “Wind Chill Equivalent Temperatures”** to determine the risk factor. Use the following guide for estimating wind velocity if accurate information is not available:

8 km/h:	light flag moves;
16 km/h:	light flag fully extended;
24 km/h:	raises newspaper sheet;
32 km/h:	blowing and drifting snow.

Refer to **7.4.17 “Work/Warm-Up Schedule for Work in Cold Environments”** to establish breaks to allow workers to warm up. These breaks should be not less than 10 minutes in length and should be taken in a heated area. Outer clothing should be removed to prevent perspiration when indoors, which may cause chilling when going out into the cold again.

#### 7.4.12 - Working on Ice

- Working and travelling on ice can be accomplished safely if procedures are followed.

- Only those workers trained and instructed on the hazards of working on ice are allowed to use frozen water bodies as transportation routes.
- Several factors must be considered and determined before and during work on ice surfaces. These include:
  - a) ice quality
  - b) ice and air temperature
  - c) effect of the sun
  - d) presence of ice cracks or pressure ridges
  - e) ice thickness
  - f) temperature changes
  - g) water currents.
- Prior to starting work on the ice, the thickness and quality of the ice must be determined. This will set the limit for the allowable loading.
- To determine ice thickness, test holes should be drilled at a spacing of not more than 15m (50 ft.) intervals on rivers and streams and not more than 30m (100 ft.) apart on lakes.
- Ice quality is determined by visually inspecting for quality. The load that can be safely supported by ice depends largely on the quality of the ice. The following tables give guidelines on ice quality and strengths:

#### Ice Quality

- Clear, blue ice - generally the strongest.
- Snow ice (white, opaque) - has relatively high air content, which reduces ice density and lowers ice strength.
- High density white ice - has almost the same strength as clear, blue ice.
- Grey ice - may indicate the presence of water due to thawing and must be considered very suspect as a load bearing surface.

### 7.4.13 - Strength of Ice Table

**Note:** This table **does not** apply to stationary (parked) loads \*\*

<b>Thickness</b>		
<b>Millimeters</b>	<b>Inches</b>	<b>Permissible Load (clear, blue lake ice)*</b>
50	2	1 person on foot
75	3	group in single file
190	7½	passenger car (2 tons gross)
200	8	light truck (2 1/2 tons gross)
250	10	medium truck (3 1/2 tons gross)
300	12	heavy truck (7-8 tons gross)
375	15	10 tons
500	20	25 tons
625	25	45 tons
750	30	70 tons
900	36	110 tons

\* Reduce loads by 15 % for clear, blue river ice.

Reduce loads by 50 % for slush ice.

\*\* Continuous travel will fatigue ice and cause failure.

### 7.4.14 - Wind Chill Hazard

Check the wind chill before you go outdoors in the winter, and make sure you are well prepared for the weather. Even moderate wind chills can be dangerous if you are outside for long periods.

Wind Chill	Description	Health Concern	What to do
0° to -10°	<i>Low</i>	- Slight increase in discomfort.	- Dress warmly, with the out-side temperature in mind.
-10° to -25°	<b>Moderate</b>	- Uncomfortable - Exposed skin feels cold. - Risk of hypothermia if outside for long periods without adequate protection.	- Dress in layers or warm clothing, with an outer layer that is wind resistant. - Wear a hat, mittens and scarf. - Keep active.
-25° to -45°	<b>Cold</b>	- Risk of skin freezing (frostbite). - Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness. - Risk of hypothermia if outside for long periods without adequate protection.	- Dress in layers of warm clothing, with an outer layer that is wind resistant. - Cover all exposed skin, particularly your face and hands. Wear a hat, mittens and a scarf, neck tube or face mask. - Avoid exposing the skin directly to the wind. - Keep active.
<b>WARNING LEVEL*</b> -45° to -59°	<b>Extreme</b>	- Exposed skin may freeze in minutes. - Check face and extremities frequently for numbness or whiteness (frostbite). - Serious risk of hypothermia if outside for long periods.	- Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind-resistant. - Cover all exposed skin, particularly your face and hands. Wear a hat, mittens and a scarf, neck tube or face mask. - Limit outdoor activities to short periods. - Be ready to cut short or cancel outdoor activities. - Keep active.
-60° and colder	<b>Extreme</b>	<b>DANGER!</b> - Outdoor conditions are hazardous. - Exposed skin may freeze in less than two minutes.	- Stay indoors.

\*In parts of the country with a milder climate (such as southern Ontario and the Atlantic provinces except Labrador), a wind chill warning is issued at -35. Further north, people have grown more accustomed to the cold, and have adapted to the more severe conditions. Because of this, Environment Canada issues warnings at progressively colder wind chill values as you move north. Most of Canada hears a warning at about -45. Residents of the Arctic, northern Manitoba and northern Quebec are warned at about -50, and those of the high Arctic, at about -55.

### 7.4.15 - Wind-chill – Minutes to Frostbite

Minutes to frostbite for the 5% most susceptible segment of the population

Temperature (°C)	-15	-20	-25	-30	-35	-40	-45	-50
WIND (km/h)								
10	*	*	22	15	11	8	7	6
20	*	*	14	10	7	6	5	4
30	*	18	11	8	6	4	4	3
40	42	14	9	6	5	4	3	<u>2</u>
50	27	12	8	5	4	3	<u>2</u>	<u>2</u>
60	22	10	7	5	3	3	<u>2</u>	<u>2</u>
70	18	9	6	4	3	<u>2</u>	<u>2</u>	<u>2</u>
80	16	8	5	4	3	<u>2</u>	<u>2</u>	<u>1</u>

\* = Frostbite unlikely

Frostbite possible in 2 minutes or less **2**

Frostbite possible in 3 to 5 minutes **5**

Frostbite possible in 6 to 10 minutes 10

The wind speed, in km/h, is at the standard anemometer height of 10m (as reported in weather observations).

7.4.16 - Cooling Power of Wind

Table 2 Cooling Power Of Wind On Exposed Flesh Expressed As An Equivalent Chill Temperature

Estimated Wind Speed In kph	Actual Temperature Reading (°C)											
	10	4	-1	-7	-12	-18	-23	-29	-34	-40	-46	-51
	Equivalent Chill Temperature											
Calm	10	4	-1	-7	-12	-18	-23	-29	-34	-40	-46	-51
8	9	3	-3	-9	-14	-21	-26	-32	-34	-44	-49	-56
18	4	2	-9	-16	-23	-31	-36	-43	-50	-56	-64	-71
24	2	-6	-13	-21	-28	-38	-43	-50	-58	-65	-73	-80
32	0	-8	-16	-23	-32	-39	-47	-55	-63	-71	-79	-85
40	1	-9	-18	-26	-34	-42	-51	-59	-67	-76	-83	-92
48	-2	-11	-19	-28	-36	-44	-53	-62	-70	-78	-87	-96
56	-3	-12	-20	-29	-37	-46	-55	-63	-72	-81	-89	-98
64	-3	-12	-21	-29	-38	-47	-56	-65	-73	-82	-91	-100

Wind speeds greater than 64 kph have little additional effect

**Little Danger**  
If exposure is for less than one hour and skin and clothing are dry. However, workers should be aware of a false sense of security.

**Increasing Danger**  
Exposed flesh may freeze within one minute

**Great Danger**  
Exposed flesh may freeze within 30 seconds

(From ACGIH 1999)

### 7.4.17 - Threshold Limit Values (TLV) Work/Warm Up Schedule For Work in Cold Environments for Four Hour Shifts

Air Temperature Sunny Day	No Noticeable Wind		8 kph Wind		16 kph Wind		24 kph Wind		32 kph Wind	
°C (approx)	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks	Max. Work Period	No. of Breaks
-26° to -28°	Normal work hours and break periods	1	Normal work hours and break periods	1	75 min	2	55 min	3	40 min	4
-29° to -31°	Normal work hours and break periods	1	75 min	2	55 min	3	40 min	4	30 min	5
-32° to -34°	75 min	2	55 min	3	40 min	4	30 min	5	Non-Emergency work should cease	
-35° to -37°	55 min	3	40 min	4	30 min	5	Non-Emergency work should cease			
-38° to -39°	40 min	4	30 min	5	Non-Emergency work should cease					
-40° to -42°	30 min	5	Non-Emergency work should cease							
-43° & below	Non-Emergency work should cease									

From *ACGIH* 1999

Notes:

- (1) The schedule applies to any 4-hour work period with moderate to heavy work activity, with warm-up periods of 10 minutes in a warm location, and with an extended break (e.g. lunch) at the end of the 4-hour work period in a warm location. For Light-to-Moderate Work (limited physical movement): apply the schedule one step lower. For example, at -35°C with no noticeable wind, a worker at a job with little physical movement should have a maximum work period of 40 minutes with 4 breaks in a 4-hour period because they generate less body heat when they are less active and therefore, will get colder sooner.
- (2) The following is suggested as a guide for estimating wind velocity if accurate information is not available: 8 kph: light flag moves; 16 kph: light flag fully extended; 24 kph: raises newspaper sheet; 32 kph: blowing and drifting snow.
- (3) If only the wind chill cooling rate is available, a rough rule of thumb for applying it rather than the temperature and wind velocity factors given above would be
  - (a) special warm-up breaks should be initiated at a wind chill of about 1750 W/m<sup>2</sup>, and;
  - (b) all non-emergency work should cease at or before a wind chill of 2250 W/m<sup>2</sup>. Wind chill cooling rate is defined as heat loss from a body expressed in watts per meter squared which is a function of the air temperature and wind velocity upon the exposed body.

In general, the warm-up schedule provided above slightly under-compensates for the wind at the warmer temperatures, assuming acclimatization and clothing are appropriate for winter work. On the other hand, the chart slightly over-compensates for the actual temperatures in the colder range because windy conditions rarely prevail at extremely low temperatures.
- (4) These TLVs apply only for workers in dry clothing.



## 7.5 Overhead Power Lines

### 7.5.1 - Scope

Electrocution is one of the top five causes of workplace deaths in North America. Electricity always seeks the easiest path to the ground by following a conductor, such as metal, wood, water, or a human body. If a worker is grounded and touches equipment that is in contact with a power line, electricity will instantly pass through them causing a harmful or fatal shock.

### 7.5.2 - Definitions

#### Distribution Lines

Power lines that carry 50kV or less. The most common size of line used by utility companies.

#### kV

Unit of 1000 volts

#### Limit of Approach Distance

The minimum clearance distance for work near a power line set by law and/or other regulations that must be maintained from all energized power lines. The minimum approach distance is 7m (23ft) when the line voltage is unknown. Only qualified workers can work within the Limit of Approach.

#### Qualified Worker

A competent worker employed by the utility company that owns the power line. This is the only category of worker who can work within the Limit of Approach.

#### Transmission Lines

Power lines that carry more than 50kV. The utility company must be contacted to determine the exact voltage.

#### Volt

Unit of electrical force that will move a current of one ampere through a resistance of one ohm.

### 7.5.3 - Planning work near power lines

- Survey the work site carefully before work begins and anticipate potential safety problems.
- Consider all overhead lines to be energized power lines, no matter what they look like. Note a danger zone around power lines and stay outside it. Have lines barricaded or temporarily de-energized, if possible.

- Call the local gas, electric, telephone, and cable TV utilities in advance to locate and mark underground lines. (Some utilities participate in one-call system for locating underground cables, wires, and pipelines.)
- Report activities that could damage power poles, such as excavations that might reduce pole stability, to the local utility company. Temporary bracing may be necessary.
- No personnel shall work within the limits of approach of power lines until all necessary clearances and permits are in place.
- When permits are obtained, they must show names and phone numbers of utility company contacts.
- Determine the distance between ground level and the lowest sag point of power line (the utility company can provide this service).
- Determine height of all equipment and material. Ascertain highest possible equipment or material to be used to make sure clearances are observed.
- Establish critical area under power lines where equipment cannot operate unless accompanied by a competent safety watch. Mark off the area.
- Compile a Safe Work Plan and conduct a pre-job safety meeting at the start of each shift to review the plan and remind everyone of the hazards and safety controls.

Supervisors and Workers are to follow the safe work plan and ensure that the minimum clearance distance can be maintained at all times. This distance is measured from the extreme outside dimension of the work platform, equipment, the safety lines, cables, materials or tools handled to the nearest energized conductor. This conductor could be a wire, a transformer or any other energized component.

**CAUTION**

**When the minimum distance cannot be maintained because of the circumstances of the work, the types of tools used or where an unplanned movement of workers or equipment poses a risk of contact with an energized conductor**

**STOP ALL WORK**

**Call the authority controlling the system and arrange for a meeting at the work site to decide whether the energized electrical conductors can be:**

- ◆ De-energized
- ◆ Effectively guarded
- ◆ Displaced or re-routed.

**CAUTION**

**Obtain, in writing including the date and time, details as to which of the safety actions above will be put in place. The owner of the electrical system must sign this document.**

**No materials shall be stored within the safe limits of approach for power lines.**

## 7.5.4 - Transporting Loads under Power Lines

The power line limits of approach (see page 5 this section) apply to all loads in excess of 4.15m (13.5ft.) that will be transported under power lines. Measure your load, from the ground to the highest point of the load and determine the height of any power lines across your path **before proceeding**.

## 7.5.5 - Cranes, Trucks & Other Boom-Equipped Mobile Equipment

High voltage contact is the largest single cause of fatalities associated with boom-equipped mobile equipment, trucks and dump trucks. All can be prevented.

All wires and electrical equipment should be treated as energized unless informed otherwise by a reliable source. Ground rods, proximity devices, hook insulators, insulating boom guards, limit switches or any other similar device must not be relied on for safety.

Utility companies have procedures for shutting down or moving a power line if sufficient advance notification is given. If it is not possible to have the line moved or power shut off then strict procedures must be set up and enforced by the job supervisor and followed by all operators. A pre-job meeting must be set up and all hazards taken into consideration when work is taking place near a power line.

**DANGER**

**Surrounding every live power line is an area of safe limit of approach. It is forbidden for any mobile equipment to travel with elevated attachments, such as a raised dump box or crane boom, within the area of safe limit of approach.**

**DANGER**

**If a power line is contacted, the machine, load, and surrounding ground will be energized.**

Everyone must be instructed to stay away from the machine and the load.

Ensure the following guidelines are followed:

- If the machine cannot be moved, instruct the operator to remain in the machine until the line is de-energized and declared safe.
- Have someone call the power company immediately to shut off the power. Call for medical help if there are injuries.
- Warn everyone away from the load, guide wires, equipment, and anything in contact with the equipment, all of which could be conducting a deadly amount of electricity.
- An operator should only leave the machine in contact with a power line if absolutely necessary. The operator must jump clear and remain upright. Contact with the ground while still in contact with the machine must not happen as that person will

provide a path for the electricity to travel to ground. The operator must keep the feet together and hop or shuffle in small steps to a safe distance from the machine.

- A crane must be completely inspected and re-certified after a power line contact. Wire rope must be replaced if contact is made.
- All contact with power lines must be reported immediately to the Utility Company, Electrical Authorities and to Management, as well as the Occupational Health and Safety Authority.

### 7.5.6 - Signaling

When an operator's view is obstructed a signal person must, at all times, be employed. The signal person must not have any duties, other than signal duties and must:

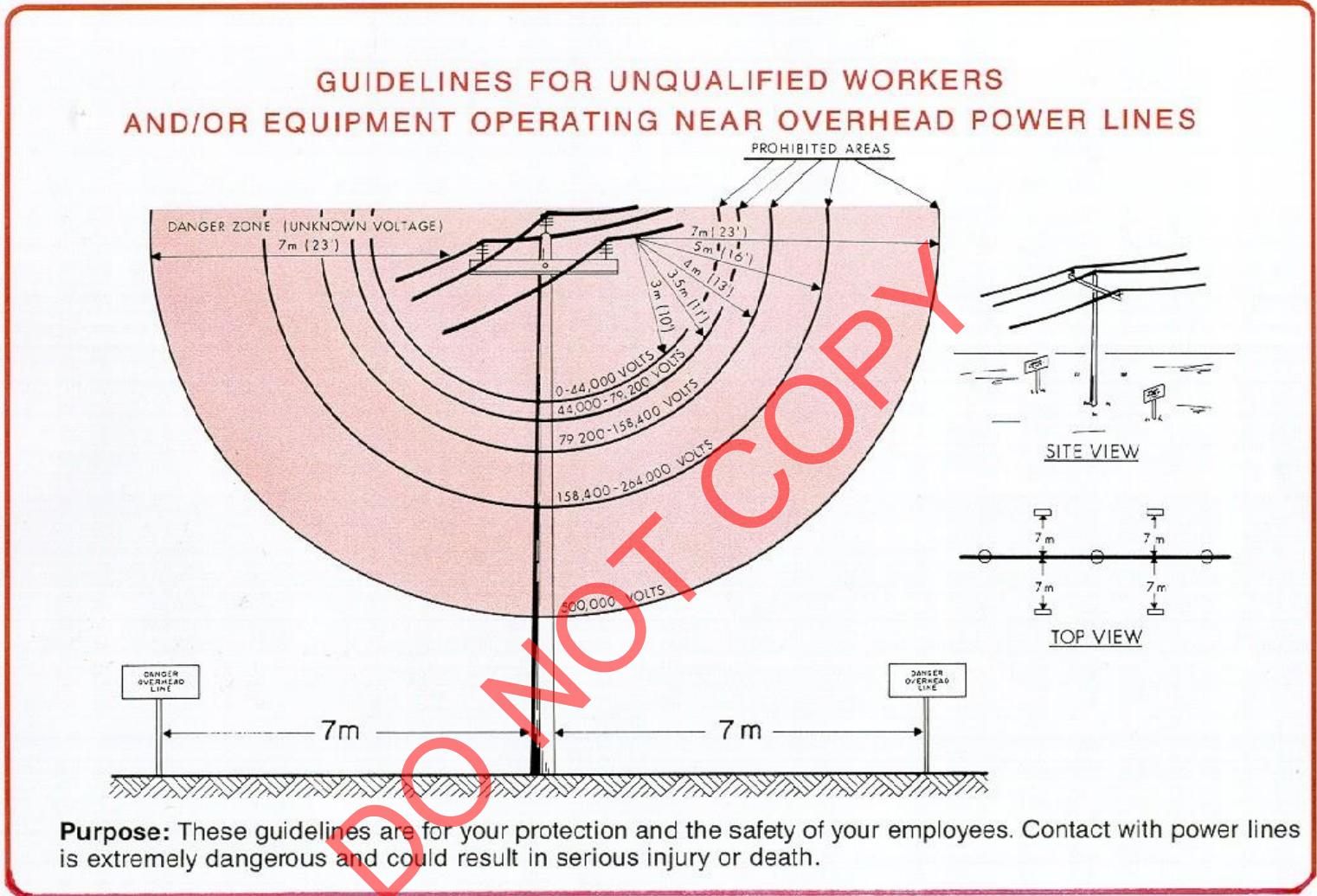
- Be fully qualified by experience with the operation and must know the standard hand signals for controlling operations.
- Wear highly visible gloves and vest and remain in full view of the operator.
- Be responsible for keeping the public and all unauthorized personnel outside the radius of operation.
- Direct the load in such a manner that it does not pass over anyone.
- Be in constant communication with the operator either visually with hand signal or audible by radio throughout the operation.
- If the operator loses contact with a signaler for any reason, or if it is necessary to clarify a signal, the equipment movement must be stopped until communication and comprehension is restored.
- Special signaling and lighting arrangements must be available for night work and operations must cease when either is inadequate.

### 7.5.7 - Electrical Emergencies

- |                        |   |
|------------------------|---|
| <b>Shock</b>           | Never touch a fallen power line, or anything or anyone in contact with a power line. Instead, call the power company to de-energize the line. |
| <b>Electrical Fire</b> | Call the fire department immediately. If necessary, use a CO <sub>2</sub> or dry chemical extinguisher; do not use water.                     |

### 7.5.8 - Safe Approach Distances

(Refer to the applicable Regulations for the jurisdiction in which you are operating)



Reference - AB OH&S Act, Regulation & Code – Part 17

## 7.6 Blood Borne Pathogens

### 7.6.1 - Scope

The purpose of the Blood Borne Pathogens Safe Work Practice is to provide workers with information of risk exposures, and appropriate precautionary measures when administering first aid to an ill or injured worker, since that is the most likely source of contact in the workplace.

Blood borne diseases such as HIV, hepatitis B and hepatitis C, are caused by viruses that are carried in the bloodstream and in other body fluids. People who carry these viruses may show no signs of illness, and may not be aware that they are infected. For this reason, treat all body fluids as potentially infectious when any administering first aid.

Universal precautions, such as disposable gloves and barrier masks, are designed for use in all emergency situations where there is a risk of exposure to blood borne diseases. Always protect yourself and the casualty by minimizing direct contact with blood and body fluids.

### 7.6.2 - Responsibilities

#### Employer

- Must make available the appropriate gloves and barrier masks in Company first aid kits.
- Provide first aid training as per Occupational Health and Safety Regulations.

#### Worker

- Must participate in first aid training at employer's request and arrangement.
- Use personal protective equipment and follow procedures as required when administering first aid.
- Record first aid information on a "First Aid Record" report form (**Form M005**).
- Advise supervisor of all exposure incidents.

### 7.6.3 - Personal Protective Equipment

#### Disposable Gloves

Disposable gloves are intended for one-time use. They are to be worn when there is a risk of direct contact with blood, body fluids, open wounds or sores.

#### AR Protective Masks

Artificial respiration protective masks reduce the risk of disease exposure during artificial respiration without altering approved resuscitation techniques.



## Barrier Masks

Barrier masks reduce the risk of disease exposure during emergency response for those who are not giving artificial respiration.

## Eye Protection

Eye protection reduces the risk of disease exposure during emergency response from splashed or coughed body fluids.

### 7.6.4 - General Guidelines

- 1) Disposable gloves, eye protection, barrier masks and Artificial Respiration protective masks shall be included in all First Aid kits and Emergency Response materials in the worksite.
- 2) Disposable gloves, eye protection and either a barrier mask or AR mask should be worn when providing treatment to a casualty when there is the possibility of contact with blood or other body fluids, non-intact skin and items or surfaces soiled with blood or other body fluids.
- 3) Open sores, wounds or irritated skin on an emergency responder's hands should be covered by wearing gloves to protect both the emergency responder and the casualty.
- 4) Wash hands or other skin surfaces as soon as practicable after any contact with blood or other body fluids.
- 5) All spills and surfaces contaminated with blood or other body fluids should be cleaned with soap and water first, using disposable towels, then disinfected with a solution of one part household bleach to nine parts water or other approved disinfectant.
- 6) Clothing soiled with blood or other body fluids should be removed as soon as practicable, handled as little as possible and washed in a normal laundry cycle, using laundry detergent. Launder at a commercial facility, or dispose of contaminated clothing with contaminated waste, **do not take soiled clothing home to launder.**
- 7) Waste contaminated with blood or other body fluids should be double bagged in sturdy plastic bags, secured, labeled bio-hazardous material and disposed of appropriately (hazardous waste facility).
- 8) If sharps (syringes, etc.) are found in the workplace, protect yourself, carefully place the sharps in a sturdy container, label as bio-hazardous material and dispose of appropriately (hazardous waste facility). **Do not place sharps in the regular waste containers.**
- 9) If during the course of providing first aid treatment you suffer an injury where you have contact with blood or other body fluids through the eyes, respiratory or digestive systems or through broken skin, **report the incident and seek medical attention at once.** The patient may have to be tested for pathogens to confirm your risk of exposure.



## 7.7 Harassment in the Workplace Policy

Stony Valley Contracting Ltd. ("the Company") is committed to provide a harassment-free work environment for all of its employees. Harassment in the workplace is a form of discrimination. It is unwelcome and unwanted. It affects not only the individual's ability to work and learn but also their self-esteem and sense of wellbeing. No one has to put up with harassment at the Company for any reason, at any time. Likewise, no one has the right to harass anyone else at work or in any situation related to employment. The Company has developed this policy which intended to prevent harassment of any type, including sexual harassment, and to deal quickly and effectively with any incident which may occur.

Management is responsible to take appropriate preventative or corrective action and to put a stop to any harassment management is aware of, whether or not a complaint is filed. The employer can be held liable for the effects of workplace harassment that have not been dealt with effectively.

The *Alberta Human Rights Act* and the *Criminal Code* hold employers responsible for any harassing and discriminatory conduct of their employees. Prevention and reporting of harassment situations is the responsibility of all personnel. Any person who believes that a colleague has experienced or is experiencing workplace harassment or retaliation for having brought forward a complaint is encouraged to notify management.

This policy is not intended to limit or constrain the employer's right to manage. Performance reviews, work evaluations and disciplinary measures taken by the employer for any valid reason do not constitute harassment in the workplace.

This policy review must take place on the earliest of the following;

- a) When an incident of harassment occurs
- b) If the Joint Health and Safety Committee or HSE Representative recommends a reviewed plan
- c) Every 3 years



## 7.7A Harassment in the Workplace

### 7.7A.1 - Purpose

The purpose of the Workplace Harassment Policy is:

- To maintain a working environment that is free from all types of harassment
- To alert all employees, supervisors, and management to the fact that workplace harassment is against the law
- To establish a process for receiving complaints of harassment and to provide a mechanism to deal with those complaints effectively
- To provide an example of the steps that can be taken towards maintaining a working environment in which all employees treat each other with mutual respect

### 7.7A.2 - Protected grounds

The *Alberta Human Rights Act* protects employees, contractors and customers from harassment that is related to their race, color, religion, national origin, ancestry, place origin, age, physical disability, marital status, sexual orientation or sex (the "Protected Grounds").

### 7.7A.3 - Definitions

#### Abuse of Authority

Examples of abuse of authority include, but are not limited to, such acts or misuse of power as intimidation, threats, blackmail, and coercion or bullying.

#### Discrimination

Discrimination includes, but is not limited to:

- Differential treatment having an adverse impact on an individual on the basis of any of the protected grounds;
- Any action or policy which has an adverse impact on an individual based on any of the protected grounds; and
- Use of stereotyped images or language (including jokes and anecdotes) which suggest that all or most employees of a particular group of people are the same.

## 7.7A.4 - Harassment

Harassment is any improper behavior that demeans, humiliates, or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions, comments or displays (e.g., posters, cartoons). It may be a single incident or continues over time.

For the purposes of this policy, harassment in the workplace includes personal and sexual harassment, poisoned work environment, discrimination and abuse of authority.

### Personal Harassment

Disrespectful behavior, known as “personal” harassment, is also covered by this policy. While it involves unwelcome behavior that demeans or embarrasses an individual, the behavior is not based on one of the Prohibited Grounds.

#### Some examples of harassment include:

- Unwelcome remarks, slurs, jokes, taunts or suggestions about a person’s body, clothing, personal characteristics covered by the Protected Grounds or other personal characteristics;
- Unwelcome sexual remarks, invitations or requests;
- Displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- Written or verbal abuse or threats;
- Practical jokes that embarrass or insult someone;
- Leering (suggestive staring) or other offensive gestures;
- Unwelcome physical contact, such as patting, touching, pinching, hitting;
- Humiliating an employee in front of co-workers;
- Abuse of authority that undermines someone’s performance or threatens his or her career;
- Vandalism of personal property; and
- Physical or sexual assault

### Poisoned Work Environment

A poisoned work environment is characterized by any activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace.

### Sexual Harassment

Sexual harassment means any conduct, comment, gesture, contact, or material transmitted on electronic media that:

- a) Might reasonably be expected to cause offence or humiliation; or
- b) Acceptance of is a condition of employment, an opportunity for training or promotion,

Consensual banter or romantic relationships, where the people involved agree with what is happening, is not harassment. Appropriate performance reviews, counselling or discipline by a supervisor or manager is not harassment.

## 7.7A.5 - Rights and Responsibilities

### Employer

The employer is responsible for:

- Investigating all allegations of discrimination or harassment and ensuring appropriate documentation of all complaints.
- Administering the provisions of this policy and ensuring compliance.
- Providing education on harassment and discrimination to all employees and to all supervisors and managers so that they will be better qualified to handle all aspects of their jobs.
- Ensuring that all employees are familiar with this policy and the procedure for handling complaints under the policy.
- Taking corrective action and/or disciplinary action as required.
- Ensuring that the complainant and the respondent are informed, in writing, of the outcome of the investigation, including any disciplinary action to be taken, as soon as possible.
- Providing status reports on the investigation at any time to the complainant and respondent.
- Recording the disciplinary action taken in the respondent's personnel file.
- Ensuring that under no circumstances will the remedial action taken in relation to the respondent, in a substantiated case, penalize the complainant.
- Determining the disciplinary action to be taken in the finding of a "bad faith" complaint.

### Managers or Supervisors

Managers and supervisors have the responsibility and authority to prevent or discourage harassment and may be held accountable for failing to do so.

Managers are also responsible for ensuring that the rights of both the respondent and the complainant involved in a harassment incident are protected. Fair and equitable procedures must be ensured for all parties.

Managers and supervisors are responsible for:

- Establishing and maintaining a workplace that is free from harassment and discrimination
- Refusing to condone harassment or discrimination
- Ensuring that employees are aware of their rights and responsibilities under this policy
- Ensuring that employees are aware of the mechanisms that are in place to investigate and resolve discrimination and harassment complaints

### 7.7A.6 - Complaints

An employee has the right to file a complaint (complainant) and to obtain a review of that complaint without fear of retaliation, through the procedures established according to this policy.

Employees are encouraged to take assertive action should they feel they are being subjected to any type of discrimination or harassment.

Employees are encouraged to make the feelings of harassment known to the respondent immediately by:

- Advising the respondent that the behavior is not welcome, is offensive and must cease immediately
- Employees should:
  - a) maintain a record of times, dates, witnesses and the nature of the behavior for future reference
  - b) cooperate fully with all stages of the mediation and/or investigative processes
- It is the right of the complainant, if so desired, to drop the allegations of harassment or discrimination, made in good faith, without resolution, as long as:
  - a) the decision was made without coercion
  - b) The complainant understands that, where reasonable suspicion or definite evidence of harassment or discrimination exists, the supervisor and/or manager(s) will be required to complete the investigation and remedy the situation

Before making a decision on how to proceed, the complainant may seek advice and assistance from sources internal or external to the workplace.

### 7.7A.7 - Respondents

Employees against whom a complaint has been lodged (respondent) are entitled to:

- Be informed as soon as practical that a complaint has been filed.
- Be presented with a statement of allegations and be afforded an opportunity to respond to them.
- Have the right to speak to an impartial advisor (internal or external to the workplace) to review options.
- Be accompanied by a person of the respondent's choice, at no expense to the employer, during any interviews and investigative proceedings.
- Cooperate fully with all stages of the mediation and/or investigation process.

### 7.7A.8 - Witnesses

- Witnesses are obligated to meet with investigators and to cooperate with those responsible for the investigation of a complaint.
- Have the right to speak to an impartial advisor (internal or external to the workplace).
- No employee shall be subjected to retaliation because that employee has participated as a witness.
- Employees are obliged to maintain confidentiality with respect to the investigation.

### 7.7A.9 - Procedures for Dealing with Harassment Cases

Employees will be encouraged to address alleged incidents of harassment internally, but are not obligated to do so.

An employee who believes that they are being subjected to harassment is encouraged, but not obligated to, to first direct deal and clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

- Where circumstances prevent an employee from taking action, or the action taken is unsuccessful, the employee should report the alleged harassment to Stony Valley Contracting Ltd. Supervision, Management or Health & Safety.
- When an employee has reported alleged harassment, the person receiving the report shall immediately bring the complaint to the attention of Management.
- Management will notify the respondent of the complaint, provide the respondent with the details of the complaint, and begin a confidential investigation.
- Following the conclusion of the investigation, Management will inform the complainant and the respondent of the results of the investigation and the action to be taken.

### 7.7A.10 - Internal

#### Informal resolution stage

Informal resolution of complaints is encouraged. An employee may request the assistance of any person, internal, in the informal resolution of a workplace harassment complaint. This approach may include a mediation process to assist the parties in voluntarily reaching an acceptable solution.

#### Formal resolution stage

Any employee may choose the formal resolution process either as a first step; on the advice of Management or other advisor, or if the informal resolution process was not successful.

To proceed to the Formal Resolution Stage, the complaint must be submitted in writing, on the approved **Harassment Complaint Form (G004)**, and signed by the complainant before investigation can begin. It should give an accurate account of the incident(s) of harassment or discrimination including times, places and parties involved.

The respondent against whom a complaint has been filed shall be informed, in writing, of the complaint, including the nature of the allegations and afforded the opportunity to respond.

Although Stony Valley Contracting Ltd. is committed to responding to all complaints, it is recognized that complaints not filed within a reasonable time (1 year) may be difficult to investigate or substantiate.

Complaints and the subsequent resolution and actions taken shall be documented and kept on file regardless of whether an informal or formal resolution has been reached.

### **7.7A.11 - Other Options**

#### **Complaints to the Human rights Commission**

At any point in the complaint procedures, the complainant has the right to file a complaint with the province's Human Rights Commission.

Complaints must be made within 1 year of the date that the alleged harassment occurred.

#### **Complaints under the Criminal Code**

Sexual and other forms of assault are covered under the Criminal Code. In these instances, the police may be asked to investigate. Sexual and other forms of assault are serious criminal offences that should be reported to the police.

### **7.7A.12 - Confidentiality**

All information regarding discrimination or harassment complaints shall remain confidential, at all levels. This confidentiality clause includes, but is not limited to, all files, notes, memos, correspondence, and the identities of the complainant and respondent. Information will not be disclosed except as required by law.

### **7.7A.13 - No Retaliation**

Retaliation in any form against any party involved in a discrimination or harassment investigation is prohibited.

### **7.7A.14 - Sanctions**

As discrimination and workplace harassment are serious matters, appropriate disciplinary action will be imposed where a complaint is substantiated. Each case will be assessed on its own merits and sanctions may range from written warnings to dismissal.

If an investigation results in finding that the complainant falsely accused the respondent of harassment knowingly, or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the

policy, and the investigation results and any sanctions will be recorded in the Company's personnel records relating to the complainant.

### **7.7A.15 - Redress**

When the decision regarding a workplace harassment or discrimination investigation is rendered, the complainant(s) and respondent(s) will be informed of the decision.

### **7.7A.16 - Administration Procedures**

Due to the seriousness of allegations of harassment and discrimination, it is vitally important that all levels of the complaint procedures follow strict procedures to protect confidentiality and keep accurate records for tracking incidents and their frequency.

### **7.7A.17 - Filing of Written Information and Resolutions**

All files of the complaint process must be kept in a separate, locked and secure storage area.

Access to file information is to be restricted to those individuals directly involved with the investigation process.

In the case of founded allegations, the complaint and the sanctions imposed may be included in the respondent's personnel file.

Regardless of whether the allegation is founded or unfounded, no information regarding the complaint will appear in the complainant's file as long as the complaint was made in good faith.



## 7.7B Violence in the Workplace Policy

Stony Valley Contracting Ltd. is committed to providing a violence-free work environment for all of its employees. For the purposes of this policy, “employee” includes owners, directors, managers, supervisors, contract employees and subcontractors. For the purposes of this policy “workplace violence” means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury, whether work related or at the worksite. Violence in the workplace is against the law. SVC will investigate any incident of violence and take corrective actions to address the incident.

Violence includes such behaviors as:

- Physical assault and physical and/or verbal aggression or threatening behavior
- Psychological harm, threats or activity that creates fear and/or mistrust, or that compromises and devalues an individual

No employee or any other individual affiliated with the Company shall subject any other person to workplace violence or allow or create conditions that support workplace violence. An employee who subjects another employee, client or business associate of the Company to workplace violence may be subject to disciplinary action in relation to the incident, up to and including dismissal.

This policy review must take place on the earliest of the following;

- a) When an incident of violence occurs
- b) If the Joint Health and Safety Committee or HSE Representative recommends a reviewed plan
- c) Every 3 years



## 7.7B Workplace Violence

### 7.7B.1 – Purpose

The purpose of the Workplace Violence Policy is:

- To maintain a working environment that is free from all types of harassment
- To alert all employees, supervisors, and management to the fact that workplace harassment is against the law
- To establish a process for receiving complaints of harassment and to provide a mechanism to deal with those complaints effectively
- To provide an example of the steps that can be taken towards maintaining a working environment in which all employees treat each other with mutual respect

### 7.7B.2 - Reporting

Any situation involving the threat of violence and/or act of violence is considered a serious incident. After control has been established, investigation and follow-up should be handled as outlined below.

**Whenever threats, assault or physical harm occurs the authorities must be contacted and the incident reported.**

**Anyone who has been the target of workplace violence or been otherwise subjected to the effects of workplace violence shall be referred to a health professional for assessment and treatment as required.**

### 7.7B.3 – Employee Responsibilities

**For the purposes of this policy, employees are responsible:**

- a) To act respectfully towards other individuals while at work and participating in any work-related activity;
- b) To ensure their own immediate physical safety in the event of workplace violence, then to report the incident to the police or a supervisor or manager as the situation warrants; and
- c) To co-operate with any efforts to investigate and resolve matters arising under this policy.

### 7.7B.4 – Complaint Procedure

- 1) Prior to filing a formal report of the incident a person subjected to workplace violence (a Complainant) should let their objections to the behaviour be known to the alleged offender (the Respondent), directly or with the assistance of a third party.
- 2) A Complainant may ask for support from the Company's Supervision, Management or Health & Safety Department to communicate their objections to the incident and/or to prepare and submit a formal complaint if they choose.
- 3) The Complainant should carefully record details of the incident including the date and time of the incident, the nature of the violence, and names of people who may have witnessed the incident. This document is the Complainant's personal record and property.
- 4) The Complainant may choose to file a formal complaint that documents their concerns to Human Resources.

### 7.7B.5 – Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. Any individual who becomes aware of an incident of violence should not disclose the details of the incident to any third party without prior consultation with the Complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated. Those with questions or concerns about an incident should speak to Human Resources.

### 7.7B.6 – Non-Retaliation

All persons involved in the processing of a complaint will ensure that the Complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence.

### 7.7B.7 – Investigation

- 1) Upon receipt of a formal complaint of workplace violence, the Company will appoint an investigator who will determine whether an investigation will be pursued, and will:
  - a) Advise the Respondent in writing of the investigation and nature and specifics of the complaint;
  - b) Advise the Complainant of the investigation; and
  - c) Assign the investigation to an internal or external person to investigate.

- 2) The investigator will:
  - a) Advise all parties to the investigation that they may have representation;
  - b) Conduct the investigation in accordance with the principles of natural justice; and
  - c) Explore all allegations by interviewing the Complainant, the Respondent, and others who may have knowledge of the incident(s) or circumstances that led to the complaint, or are responsible for the workplace.
- 3) The investigator may make a finding of:
  - a) Sufficient evidence to support a finding of violation of this policy;
  - b) Insufficient evidence to support a finding of violation of this policy, or
  - c) No violation of this policy.
- 4) The investigator must prepare a written report of the investigation's finding, and forward that report to Safety within thirty (30) working days from the Respondent being advised of the complaint.
- 5) Management should make a decision whether to dismiss or act upon the report from the investigator within thirty (30) working days of receiving the report and advise the Complainant and Respondent in writing of the outcome.

#### **7.7B.8 – Corrective Action and Discipline**

- 1) If Management decides to act on the report from the investigator the following conditions should be considered when determining corrective action:
  - a) The impact of the incident on the Complainant;
  - b) The nature of the incident;
  - c) The degree of aggressiveness and physical contact;
  - d) The period of time frequency of the incidents;
  - e) The vulnerability of the Complainant.
- 2) The following corrective actions may be considered depending on the particular incident and the factors in the previous paragraph:
  - a) Apology;
  - b) Training;
  - c) Referral to an assistance program;
  - d) Reassignment or relocation
  - e) Suspension;
  - f) Discharge; and/or
  - g) Legal action

### 7.7B.9 Record Keeping

The documents corresponding to the investigation will be kept on file in a secured location, separate from the Complainant and Respondent's personal files, for three years from the date of the incident to be readily available for inspection by anyone directly affected by the incident, or an Occupational Health and Safety Officer.

### 7.7B.10 – False Accusations

A person who submits a complaint in good faith, even where the complaint cannot be proven, has not violated the policy.

If an investigation results in a finding that the Complainant falsely accused the Respondent of workplace violence knowingly or in a malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the policy, and the investigation results and any sanctions will be recorded in the Company's personnel records relating to the Complainant.

### 7.7B.11 – Complaint Resolution Alternatives

An individual affected by workplace violence has the right to pursue their concern through alternative forums such as mediation, or other forms of dispute resolution. Nothing in this policy prevents an individual from pursuing other remedies to an incident of workplace violence such as a criminal or civil action or a complaint to the Alberta Human Rights and Citizenship Commission.

### 7.7B.12 – Assistance

An employee with questions, concerns or a complaint regarding workplace violence may contact the Company's Supervision, Management or Health & Safety Department for help and advice. This information will be kept confidential except in the case of an imminent physical threat in the workplace.

### 7.7B.13 – Preventing & Managing Potential Violence

#### Verbal Communication

- Focus your attention on the other person to let them know you are interested in what they have to say.
- DO NOT stare or glare, it may be perceived as a challenge.
- Remain calm and try to calm the other person.
- Speak slowly, quietly, confidently and simply. Do not use jargon.
- Listen carefully, do not interrupt, and do not offer unsolicited advice.

- DO NOT tell the person to calm down. Use silence as a calming tool.
- Acknowledge the person's feelings. Let them know you can see he/she is upset.

### Non-verbal Communication

- Use calm body language; try to appear relaxed and attentive.
- Ensure you have an exit from the area. Stand at right angles to the person rather than straight on.
- Give the person enough physical space, 1-2 meters.
- Get on the other person's physical level, DO NOT pose a challenging stance such as:
  - a) Standing directly opposite someone
  - b) Pointing your finger
  - c) Putting your hands on your hips
  - d) Waving your arms
  - e) Crossing your arms
- DO NOT make sudden moves that may be threatening
- DO NOT fight. Walk or run away and get assistance as quickly as possible

### 7.7B.14 – Responding to a Physical Attack

- Make a scene, yell or scream as loudly as possible, shout words like STOP, FIRE or HELP.
- If you are being dragged or pulled along, drop to the ground.
- Blow a whistle and or activate an alarm.
- Give bystanders specific instructions to help you (you in the red shirt, call the police).
- If someone grabs your purse or other belongings, DO NOT resist, give the object to the person or throw it and run in the other direction calling for help.
- DO NOT chase a thief, DO NOT attempt to stop a vehicle theft.
- Run to the nearest safe place and call the police or security.
- Inform your supervisor as soon as possible and file an incident report.

### 7.7B.15 – Working Alone

- Have access to a cellular phone or other means of communication.
- Use an established check in procedure and prepare a daily work plan so others know where you are.
- Arrange to meet others in a safe environment, be alert and make mental notes of your surroundings when you arrive at a new place.
- Use a buddy system if you feel your personal safety may be threatened.
- Exercise your **right to know** and **right to refuse** to work in situations that you perceive as hazardous.

- Tell your supervisor about any unease regarding your personal safety related to an upcoming meeting or assignment.
- See **7.28 Working Alone** for more information

### 7.7B.16 – Termination a Potentially Abusive Interaction

Interrupt the conversation politely but firmly and tell the person that you:

- Do not like the tone of the conversation and will not accept abusive treatment.
- Tell the person you will ask them to leave or you will leave and will end the conversation if necessary.
- If the behavior continues end the conversation.
- If the person will not leave, remove yourself from the scene and inform your supervisor immediately.
- DO NOT return to the conversation if you feel the person poses a physical threat and clear other staff from the immediate area.
- Call police if necessary and file an incident report with your employer.

### 7.7B.17 – Threats from Aggressive Drivers

- Call for help if the aggressive actions do not stop.
- DO NOT challenge aggressive drivers or enter into any kind of interaction with an aggressive driver, including gestures, yelling, comments or retaliation of any kind.
- Pull off the road into a service station, store parking lot, or other area where other people are present.
- Stay in your vehicle and keep it locked if the other driver follows you into the area or gets out of his or her vehicle.
- Sound your horn to attract attention and assistance.
- Call police and file an incident report with your employer.

## 7.8 Modified Work Program

### 7.8.1 - Purpose

The purpose of this program is to have the company assist in the rehabilitation of temporarily disabled workers by having them remain productive and in the workplace while accommodating activity restrictions identified by a physician within a Modified Work program. The program is intended to:

- Allow the employee a period to adjust to regular work duties following a work related or non-work related illness or injury.
- Reduce the likelihood and length of an absence from the workplace due to injury or illness.
- Reduce the likelihood of aggravation or re-injury by having the worker return to full duties in a controlled fashion.
- Reduce costs to the worker and the company associated with injury and illness.

The success of the Injury Recovery Program is dependent on:

- 1) The company recognizing the potential of an injured employee and ensuring that the injured worker is involved in the rehabilitation process from the beginning.
- 2) The Doctor's assessment and instructions.
- 3) The selection of a suitable recovery situation.
- 4) Completion of a Modified Work Agreement (**Form M004**).
- 5) Adherence to the agreement by both the injured worker and the accommodation supervisor.
- 6) Close monitoring and effective Claims Management.

### 7.8.2 - Types of Accommodation

#### Restrictions to a person's normal activities

An injured worker's normal activities are changed to modify those parts of the job that may aggravate the injury or illness or delay recovery. An example is restricting heavy lifting or repetitive movements.

#### Adjusting duty cycle

An employee performs regular job duties; however, the person's duty cycle is adjusted. (for example, two hours per day duty for the first week after injury, then four hours for the next week, and finally back to a regular shift after three weeks of recovery).

### Providing an alternate job

An injured worker is assigned duties that are different from his/her regular work, including jobs outside of the company's day-to-day operations.

### Improving capacity:

An injured worker is scheduled for training to improve skills while recovering.

## 7.8.3 - Modified Work

Modified work is a special recovery management situation that is employed in circumstances when a person is injured so severely that the person cannot return to his/her normal range of duties without significant restrictions.

**Modified work cases must be reported to WCB, as such, and are a Recordable Medical Aid Injury for statistical purposes.**

Modified work is identified when one or more of the following restrictions are imposed upon an injured worker:

- The injured worker cannot remain at his/her normal work site.
- The injured worker must attend medical appointments and/or treatment during his/her normal work hours.
- The injured workers hours of work are reduced from his/her normal shift or rotation requirement.
- An injured worker cannot fulfill his/her normal scope of duties.

## 7.8.4 - Management Procedure

- 1) When a worker is injured or becomes injured or ill on the job to the extent that a physician must treat him or her, the company is to ensure that an Occupational Injury Services (OIS) physician, and the worker create a plan that will best support the worker, help them return to work safely, and resolve their injury.
- 2) The company must complete the "Employer Report" (**Form C040**) and have the worker complete the "Worker Report" (**Form C060**) and send to WCB within 72 hours.

**An injured worker is not allowed to return to work until the "Worker\Employer Report(s)" have been reviewed and the restrictions discussed with the injured worker and his/her supervisor.**

- The company will review the Occupational Injury Work Readiness Report and prepare a Modified Work Agreement (**Form M004**).
- The Modified Work Agreement is presented to the worker and the recovery supervisor and must indicate:
  - a) The type of recovery program
  - b) The previous job duties



- c) The applicable activity restrictions
  - d) Restrictions to the hours of work
  - e) Restrictions to the duty cycle
  - f) Expected duration of any restrictions
  - g) The supervisor responsible for monitoring the recovery
- Both the injured worker and the accommodation supervisor must sign the “Modified Work Agreement” agreement, if it is accepted.
  - If the injured worker refuses to participate, for a work related illness or injury, the company must explain the possible consequences of such a refusal to the worker. If the worker continues to refuse to participate in the program the worker is asked to sign the decline section to indicate his/her refusal.
  - The WCB must be notified in writing immediately and the worker suspended pending a resolution.
  - In a modified work situation the WCB is to be kept informed of the workers progress.
  - The WCB must be notified in writing immediately and the worker suspended if the worker deviates from the recovery program and refuses to correct the situation.
  - A medical clearance must be obtained prior to a worker returning to full duties after participating in the program.
  - The WCB must be notified immediately when a worker returns to full duties from a Modified Work situation.

**Reference – Worker’s Compensation Board of Alberta**

## 7.9 Mobile Equipment & Vehicle Safety

### 7.9.1 - Scope

These guidelines are intended to assist supervisors and workers to safely inspect, operate and maintain mobile equipment and light motor vehicles. All employees must follow and sign-off and adhere to SVC's Safe Driving Policy (**Section 2.0**). Any employee operating vans with capacity of 10 or more people, or trucks weighing over 11,794 Kg must also adhere to National Safety Code Standards (**Section 16**).

### 7.9.2 – General

**Note:** Any equipment being worked on must be locked out before any maintenance can be performed.

- Only competent workers (**refer to section 3.0.2 Responsibilities**) shall operate, inspect and maintain mobile equipment or company vehicles.
- Drivers abstracts are reviewed upon hire, then pulled annually for review
- Operation, inspection, repair and maintenance shall be carried out according to Manufacturer's Instructions, Company Policy and applicable Regulations.
- All equipment manuals must stay with the equipment at all times.
- All operators and passengers are required to wear a seat belt at all times when vehicle and/or equipment is in motion.
- All equipment and vehicle operators shall conduct a pre-use inspection of the equipment they are assigned to before operating the equipment, according to Manufacturer's Instructions and/or Company policy.
- All pre-use, periodic and/or certification inspection results and maintenance and repair activities shall be documented on a separate record for each machine or unit and kept in a form and location so the information is immediately available to the operator.
- Operators of any Stony Valley Contracting Ltd. Motor vehicle must follow all traffic laws and rules of the road.
- Equipment shall be equipped with a horn or other audible warning device and a separate back up alarm where required by regulation.
- All Stony Valley Contracting Ltd. Employees must sign and obey to the Stony Valley Contracting Ltd. Safe Driving Policy.
- Equipment cabs, floors and decks shall be kept free of any materials, objects or tools which may create a tripping hazard, interfere with controls, or pose a hazard to the operator in the event of an incident.
- No person other than the operator is allowed on any equipment that does not have provision for a passenger(s). No one shall board or leave equipment that is in motion.

- All mobile equipment designed and used for lifting, hoisting or similar operations shall have the Safe Working Load attached, legible and clearly visible to the operator.
- Windshields, other windows and mirrors shall be kept clean to provide clear vision.
- Equipment with defects that might affect the safe operation of the powered mobile equipment must be repaired before the equipment is operated (i.e. defective brakes). The equipment shall be immediately removed from service and the supervisor notified.
- All mobile equipment shall utilize starting systems that prevent start-up while wheels or tracks are engaged.
- All equipment shall have lights, front and rear, sufficient to illuminate the path of travel in all conditions.
- The use of air or fluid pressure to maintain application of a parking brake system is prohibited.
- An operator shall not leave the controls of a vehicle or mobile equipment unit unless that equipment is secured against unintended movement.

### 7.9.3 - Operation of Mobile Equipment

Stony Valley Contracting shall employ or sub-contract only competent equipment and vehicle operators. The company will confirm that operators receive adequate instructions and training, possess valid certification where required, and work in compliance with company policies and applicable regulations.

- Equipment must be operated within the Manufacturer's specifications and limitations, taking into consideration weather and site conditions.
- Only authorized and qualified workers shall operate mobile equipment.
- Operators shall be directly responsible for the safe operation of their assigned equipment.
- Before starting equipment a walk around inspection shall be completed. All oil and coolant levels, fuel, brakes, lights, mirrors, horn, back-up alarm, fire extinguisher, and seat belt are to be checked. All operators shall inspect areas around and adjacent to equipment, prior to starting up, to ensure that no one is endangered.
- All operators are required to wear a seat belt with fitted rollover protection (ROPS) at all times while in motion.
- All equipment shall be operated in such a manner that it does not endanger others (i.e. looking back when reversing, using extreme caution when working near personnel, other equipment, overhead lines, excavations etc.).
- An operator, who has reasonable cause to believe the equipment or load is hazardous, shall STOP and SECURE the equipment and load and report the condition to the supervisor immediately.
- When refueling equipment, the engine shall be stopped, all smoking materials extinguished, and any known sources of ignition eliminated.
- No one shall remain in the equipment cab while loads are passing overhead unless suitable protection is provided.

- Equipment blades, buckets or forks shall be lowered to the ground, and machines secured against movement, any time they are left unattended.
- On steep grades where brakes may not be sufficient for control, equipment must be snubbed or otherwise assisted.
- Equipment is to be positioned so that no swinging part is closer than 600mm (2ft.) to any obstruction.
- Operators must not leave a load suspended and unattended at any time.
- Elevated equipment parts, including dump boxes, must be secured according to manufacturer's guidelines prior to any work being conducted where a worker may be exposed to injury and/or entrapment.
- Operators should always face equipment when mounting or dismounting, and use the three point contact method. Workers should never jump off a machine.
- During winch or tow cable use, all employees on the ground shall stay out of the whip area of the winch or tow cable.
- A distance of 6m (20ft.) must be left between units parked "nose to tail".
- All necessary Personal Protective Equipment (PPE), hard hats, safety boots, safety glasses, and hearing protection must be worn while operating equipment and required when exiting the cab.
- A competent signal person shall be used whenever the vision is obstructed, including during the backing up of equipment.
- All personnel working on the ground around mobile equipment, or in areas where there is a risk to workers from other equipment or traffic must wear hi-visibility apparel.
- Work areas that are exposed to vehicle and/or equipment traffic shall be protected by adequate warning systems including barricades and/or traffic control where necessary.
- Work that has exposure to falling objects and/or overhead objects shall be protected by adequate warning systems, guards and/or barriers.

#### 7.9.4 - Dangerous Goods Securement

A person must load and secure dangerous goods in a means of containment and must load and secure the means of containment 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 accidental release of the dangerous goods.

**Seatbelts shall be used in all equipment where it is provided; all equipment with ROPS and all vehicles.**

**Stony Valley Contracting personnel shall not remove, service or disassemble tire or tire and wheel assemblies. Qualified external service personnel shall perform this work.**

## 7.10 Alcohol & Drugs in the Workplace, Application & Guidelines

### 7.10.1– Purpose

Stony Valley Contracting (SVC) (“Stony Valley Contracting (SVC)” or the “Company”) is committed to ensuring a safe and healthy workplace for its employees, contractors, customers and the general public.

Stony Valley Contracting (SVC) recognizes that the misuse of drugs and alcohol impairs employee health, productivity and the overall goal of maintaining a safe work environment. Stony Valley Contracting (SVC) and its employees share a legal and moral responsibility to ensure their own safety and the safety of those affected by their activities.

Management, including supervisors are trained on recognition of impairment. They are also trained and provided updates on response procedure this procedure as required.

The purpose of this Alcohol and Drug Policy (“Policy”) is to:

- Provide a workplace free from the negative effects of alcohol and drug use;
- Promote early detection and support to employees with a substance abuse problem
- Outline the Company’s expectations and requirements for creating and maintaining a drug and alcohol free work environment; and
- Provide understandable and predictable responses when an employee’s conduct jeopardizes their own safety and the safety of those affected by their activities

### 7.10.2 – Scope

This policy applies to all regular, temporary and casual Company employees, as well as contractors performing services on behalf of Stony Valley Contracting (SVC) while engaged in Company business and when at Company workplaces.

### 7.10.3 – Alcohol and Drug Work Rules

#### 7.10.3.1

Employees shall:

- Report to work fit for duty and remain fit for duty while on Company business or while at a Company worksite;
- Report for testing and participate in testing as required by this Policy and promote the integrity of the testing process without tampering, adulterating or interfering with testing;
- Use medications responsibly and seek appropriate guidance regarding
- medications that may inhibit an employee’s ability to perform their job safely in accordance with this Policy;

- As soon as possible, advise their supervisor if they believe a co-worker or contractor is not fit for duty or is otherwise in violation of this Policy;
- Subject always to the obligation to remain fit for duty, refrain from the use of alcohol or drugs (other than medications used in accordance with this Policy) after being involved in or observing an incident until the earliest of the following have occurred:
  - a) The employee having been tested; or
  - b) The employee having been advised by the Company that they will not be tested; or
  - c) 32 hours having elapsed since the incident.
- When requested, participate fully in any investigation under this policy

### 7.10.3.2

An employee, may not:

- Report to work or work:
  - a) with an alcohol level that exceeds 20 milligrams of alcohol in 100 milliliters of blood or the equivalent concentration for breath, urine, or saliva;
  - b) with a drug or metabolite level for the type of drug or metabolite set out in Appendix A equal to or in excess of the concentrations set out in Appendix B
  - c) when unfit for duty due to the use or after-effects of alcohol or drugs.
- Use, possess or offer for sale alcohol, drugs or drug paraphernalia while at a Company workplace;
- Use, possess or offer for sale any product or device that may be used to attempt to tamper with any sample for a drug or alcohol test while on Company business or at a Company workplace; or
- Tamper with a sample for an alcohol or drug test given under 6.13.6

### 7.10.3.3

Medication

- The use and possession of medication (including medicinal cannabis) is allowed under the following conditions:
  - a) Medication may only be used for its intended purpose and in the manner directed by a physician or pharmacist or the manufacturer of the drug.
  - b) Anyone in possession of prescription medication must have a legally obtained prescription in their own name for such medication.
  - c) The distribution and offering for sale of prescription medications (trafficking) is strictly prohibited.
  - d) Employees using medications must consult their personal physician or pharmacist to determine if medication use will have any potential negative effect on their ability to perform their duties in a safe manner.

- e) Employees employed in safety-sensitive positions must notify their immediate Supervisor or Manager, or the Health and Safety Department, if they are taking any identified medications (as defined in this Policy) so that steps can be taken to minimize the safety risks posed by such use. Employees may be asked to obtain a doctor's certification that the employee can safely perform the responsibilities of his or her position.
- f) Anyone who has received a notification under 6.13.3.3 (e) may not disclose such information to any person other than a Designated Company Representative, and/or Health and Safety representative, unless either consent to do so has been given by the employee, or the Supervisor or Manager is legally required to do so.
- g) Failure to report the use of any medication that may affect job performance prior to carrying out safety-sensitive tasks may result in disciplinary action up to and including termination.

#### 7.10.4 – Implementation and Self-Help

The Company will inform its employees of the existence of this Policy and take reasonable steps to inform its employees of the safety risks associated with the use of alcohol and drugs, and the assistance available under the Employee Assistance Program (EAP).

The Company recognizes that alcohol and drug dependencies are treatable illnesses and early intervention greatly improves the probability of a lasting recovery. Employees who believe they may be unable to comply with this Policy due to a substance dependency or an emerging alcohol or drug problem should request assistance through their Supervisor or Manager, Health and Safety representative, the Program Administrator or another management representative promptly before job performance or safety is compromised or before a violation of this Policy occurs. Where an employee requests assistance, he or she will be referred for a Substance Abuse Expert (SAE) assessment. Arrangements for the assessment will be made through the Program Administrator.

Employees should understand that accessing assistance or declaring a substance dependency or alcohol or drug problem does not eliminate the requirement for maintenance of satisfactory performance levels and compliance with this Policy. Disciplinary action and/or testing cannot be avoided by a request for assistance with a problem or by disclosure that the individual is already involved in a treatment program.

Any employee who voluntarily seeks assistance will not be disciplined unless, prior to seeking such assistance, they:

- have failed to comply with the Alcohol and Drug Work Rules;
- have been requested to confirm compliance with the Alcohol and Drug Work Rules and have failed to comply with such a request;
- have refused an alcohol and drug test under this Policy; or
- have been involved in an incident as referred to in 7.10.5.2

Employees who request assistance will be supported through a treatment and aftercare program consistent with the assessor's recommendations and the applicable benefit coverage. Employees who seek assistance must comply with the terms and conditions of any program established to help the employee, as well as any return to work actions required by their treating physician or SAE, as a condition of their return to work and continued employment.



## 7.10.5 – Confirming Compliance – Alcohol and Drug Testing

All employees working in safety-sensitive positions are subject to testing in the circumstances described in this Policy.

### 7.10.5.1

Possession of Alcohol or Drugs;

- a) A Supervisor or Manager who has reasonable grounds to believe an employee may be in possession of drugs or alcohol contrary to this Policy, must request that the employee confirm whether he or she is in compliance with this Policy which may include a search of the employee's property or vehicle.
- b) A Supervisor or Manager who makes a request under 7.10.5.1 (a) must provide to the employee the reason for the request and prepare a Reasonable Grounds Checklist as set out in **Form M007** within a reasonable period of time.

### 7.10.5.2

Reasonable Ground;

- a) A Supervisor or Manager who has reasonable grounds to believe that an employee is, or may be, unable to work in a safe manner because of the use of alcohol or drugs must request an employee to submit to an alcohol or drug test under 7.10.6.
- b) A Supervisor or Manager who makes a request under 7.10.5.2 (a) must provide to the employee the reason for the request and prepare a Reasonable Grounds Checklist as set out in Appendix B within a reasonable period of time.

### 7.10.5.3

Accidents, near misses and other potentially dangerous incidents;

- a) A Supervisor or Manager who has reasonable grounds to believe that an employee was involved in an accident, a near miss or other potentially dangerous incident at a Company workplace must request an employee to submit to an alcohol or drug test under 7.10.6.
- b) A Supervisor or Manager must make a request under 7.10.5.3 (a) immediately following the accident, near miss or other potentially dangerous incident unless it is not reasonable to do so until a later time.
- c) A Supervisor or Manager who has reasonable grounds to believe that the acts of the employee did not cause the accident, near miss or potentially dangerous incident need not make a request under 7.10.6.



#### 7.10.5.4

Site Access Testing;

- a) Employees may be required to submit to an alcohol or drug test under 7.10.6 if the employee will be working at a site requiring pre-access drug and alcohol testing by a customer of the Company. Where provincial regulations differ on the matter of site access testing so outlined, the provincial requirements will prevail.

#### 7.10.5.5

Return to Duty Testing – Post Violation;

- a) Any employee who is allowed to return to work following a Policy violation will be required to undergo testing in accordance with the requirements of 7.10.7.6 (b).

#### 7.10.5.6

Random Testing;

- a) The Company reserves the right to introduce a program of random alcohol and drug testing for individuals holding a safety-sensitive position when it is deemed necessary to meet the objectives of this Policy or client requirements. All employees affected will be advised in advance of these requirements.
- b) Notwithstanding 7.10.5.6 (a) above, if a lawful random alcohol and drug testing program is to be adopted by Stony Valley Contracting (SVC), a written notice shall be delivered to each employee.

### 7.10.6 – Alcohol and Drug Testing Requirements

#### 7.10.6.1

Laboratory Analysis;

- a) The Company will retain a laboratory (as defined in 7.10.12 Definitions of this Policy) to conduct alcohol and drug testing to ensure the accuracy and confidentiality of test results. If breath alcohol testing devices are not readily available, the Company agrees to conduct alcohol testing using a procedure incorporating initial saliva and confirmatory timed urine tests or timed urine testing.
- b) Notwithstanding anything in this Policy, if a test is requested pursuant to 7.10.5.2 or 7.10.5.3, the Company may use a Point of Collection Test (POCT) as one of a number of options for assessing the risk of having the employee return to work pending the

report of the Medical Review Officer respecting the oral- or urine- based laboratory test. A POCT device used for this purpose must have Health Canada approval, must be intended for urine assessment only and must be calibrated to the extent possible with the cut-off levels in Appendix A and B. Only properly trained collection personnel shall administer the POCT. Such collection personnel must comply with standard operating procedures that must, at a minimum, address chain of custody and quality control. Irrespective of whether this risk assessment option is used, a test must be completed in accordance with this Policy.

### 7.10.6.2

#### Alcohol and Drug Testing Results;

- a) Drug and alcohol test results can be negative, non-negative, positive, tampered, invalid or inconclusive.
- b) A confidential written report from the Medical Review Officer or another person to the designated Company representative that the employee's sample produced a non-negative result means that the employee may not be in compliance with 7.10.3.2 of the Alcohol and Drug Work Rules, and the specimen will be sent to an accredited laboratory for confirmation of results.
- c) A confidential written report from the Medical Review Officer or another person to the designated Company representative that the employee's sample produced a negative test result means that the employee complied with 7.10.3.2 of the Alcohol and Drug Work Rules. The designated Company representative must notify the employee of the negative test result and that no other steps under this Policy will be taken.
- d) A confidential written report from the Medical Review Officer or another person to the designated Company representative that the employee's sample produced a positive test result means that the employee failed to comply with 7.10.3.2 of the Alcohol and Drug Work Rules.
- e) A confidential written report from the Medical Review Officer or another person to the designated Company representative that the employee's sample produced a tampered test result means the employee has failed to comply with 7.10.3.2 of the Alcohol and Drug Work Rules.
- f) A confidential written report from the Medical Review Officer or another person to the designated Company representative that the employee's sample produced an invalid or inconclusive test result cannot be relied upon to determine compliance or non-compliance with this Policy
- g) The designated Company representative and any person to whom disclosure is permitted under this Policy must not disclose the test results to any person, other than a person who needs to know the test results to discharge an obligation under this Policy, or who has legal authority to require disclosure of the test results.
- h) By continuing his or her employment with the Company, the employee accepts the terms of this Policy, and authorizes the laboratory to provide the test results to the Medical Review Officer, and that the Medical Review Officer provide the test results to the designated Company representative or any person with legal authority to require the disclosure of the test results.

### 7.10.6.3

The Company must provide within a reasonable time to an employee, upon receipt of a written request signed by the employee:

- a) Who is the subject of written report under 7.10.6.2, a copy of the written report; or
- b) Who provided a sample for an alcohol or drug test under 7.10.6.2, a copy of any records relating to his or her alcohol or drug test

## 7.10.7 – Consequences for Failure to Comply with the Alcohol and Drug Work Rules

### 7.10.7.1

The Company:

- a) must remove from work an employee who fails to comply with the Alcohol and Drug Work rules; and
- b) may discipline or terminate for cause the employment of an employee who fails to comply with the Alcohol and Drug Work Rules.

### 7.10.7.2

The appropriate consequence under 7.10.7.1 depends on the facts of the case, including the nature of the violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

### 7.10.7.3

Stony Valley Contracting (SVC) is committed to ensuring that it is compliant with all human rights legislation regarding the accommodation of disabled employees, including employees suffering from drug or alcohol dependency. As a result, prior to the Company making a final decision with regard to disciplining or terminating the employment of an employee who has failed to comply with the Alcohol and Drug Work Rules, the Company shall direct the employee to, and the employee shall meet with, a Substance Abuse Expert. The Substance Abuse Expert shall make an initial assessment of the employee and make appropriate recommendations.

#### 7.10.7.4

The employee shall, through the Substance Abuse Expert, provide to the Company a confidential report of his or her initial assessment and recommendations. The Company then shall make the final decision under 7.10.7.1

#### 7.10.7.5

The initial assessment is to be completed as soon as possible, and the report shall be delivered to the Company within two (2) days of completion. Failure by the employee to attend the assessment or follow the course of corrective or rehabilitation action shall be cause for termination of the employee. During the period of assessment and corrective rehabilitative programs recommended by the Substance Abuse Expert, the employee shall be deemed to be suspended from his or her employment without pay.

#### 7.10.7.6

Where an employee who fails to comply with the Alcohol and Drug Work Rules is disciplined or terminated for cause, the Company may, in addition to any other requirement, give written notice to the employee that they will not be returned to work or considered for re-employment by Stony Valley Contracting (SVC) unless the employee provides the Company with:

- a) A certificate issued:
  - by the treatment program service provider certifying that the employee has successfully completed a treatment program and continues to comply with all the requirements of the treatment program; or
  - by a licensed physician with knowledge of substance abuse disorders certifying that the employee is able to perform the duties he or she will be required to perform if re-employed by the Company; and
- b) A statement signed by the employee, acknowledging that he or she agrees to any conditions imposed as part of a corrective treatment program and such other reasonable conditions set by the Company which may include, but are not limited to, any or all of the following:
  - temporary removal from their position;
  - adherence to any recommended treatment and aftercare program;
  - successful completion of a return to duty test;
  - ongoing unannounced testing for the duration of their agreement;
  - adherence to any rehabilitation conditions or requirements;
  - no further violations during a monitoring period.

Failure to comply with the conditions set out in a statement under 7.10.7.6 (b) may be grounds for disciplinary action up to and including termination of employment.

### **7.10.8 - Contractors and Client Requirements**

Any agreement between the Company and a contractor relating to work the contractor performs at the Company workplace must contain a term which promotes workplace safety in the same manner as set out in this Policy.

From time to time, employees may be subject to client alcohol and drug policies in order to gain access to client sites and to continue working there. In cases where the client's alcohol and drug policy exceed those of this Policy, or where Stony Valley Contracting (SVC) is contractually obliged to comply with the client's alcohol and drug policy, the client's alcohol and drug policy requirements will supersede this Policy and Stony Valley Contracting (SVC). Employees will be required to comply with the client's requirements.

Any employee who fails to comply with any client's Alcohol and Drug Policy (including any testing requirements) will be considered to be in violation of this Policy and may be subject to disciplinary in accordance with the terms of this Policy.

### **7.10.9 - Associated Policies/Regulator Standard and/or Training Course Numbers**

Construction Owners Association (COAA), Alcohol and Drug Standards Version 6.0  
U.S. Drivers/Department of Transportation (DOT) Alcohol & Drug Standard

### **7.10.10 – Distribution**

All Stony Valley Contracting (SVC) employees

### **7.10.11 – Forms and Exhibits**

Definitions

Appendix A – Urine Drug Concentration Limits

Appendix B – Oral Fluid Drug Concentration Limits

Form M007 – Reasonable Grounds Checklist

### **7.10.12 – Definitions**

#### **Alcohol**

Any substance that may be consumed and that has an alcoholic content in excess of 0.5% by volume.

### **Alcohol and Drug Test**

A test administered in accordance with section 6.13.6 of this Policy

### **Alcohol and Drug Work Rules**

The alcohol and drug work rule set in accordance with section 6.13.3 of this Policy.

### **Collection site person**

A person trained to a standard acceptable to the Company to collect breath, saliva, hair or urine samples for testing.

### **Company**

Includes any company that is part of the Stony Valley Contracting (SVC) group of companies.

### **Company business:**

All business activities undertaken by employees in the course of the Company's operations regardless of where the activities are conducted.

### **Company Workplace**

Includes all real or personal property, facilities, land, buildings, equipment, containers, vehicles, vessels, boats and aircraft whether owned, leased or used by the company and wherever it may be located.

### **Conditional Re-instatement Agreement**

A documented agreement between an employee who is seeking assistance for an alcohol, drug and/or medication rehabilitation program and the Company. The document, in addition to other information will detail the obligations of both parties to the agreement and the possible consequences of violations.

### **Confirmation test**

A test used to verify the positive results from a drug screening test. Confirmation tests use different methods than screening tests, such as gas chromatography and gas chromatography/mass spectrometry, to identify the specific drug or drugs in the sample, as well as the concentration of each drug in the sample.

### **Designated Company Representative**

The person the Medical Review Officer (MRO) releases the results of laboratory confirmed drug and alcohol tests to. For the purposes of this Policy, the Designated Company Representative is the Safety Department.

### **Drug Paraphernalia**

Includes any personal property, which is associated with the use of any drug, substance, chemical or agent, the possession of which is unlawful in Canada.

## Drug or Drugs

Includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription from a licensed treating physician, any non-prescription medication lawfully sold in Canada and drug paraphernalia.

## Employee

Any person on the employer's payroll.

## Employee Assistance Program (EAP)

Services and support systems that are designed to help rehabilitate employees who are experiencing personal problems such as alcohol and drug abuse.

## Employer

A person who controls and directs the activities of an employee under an express or implied contract of employment.

## Fit for duty

The ability to safely and acceptably perform assigned duties without any limitation due to fatigue, or the use of, or after-effects of, alcohol or drugs.

## Identified Medications

Any medication which may impact the safe performance of job duties; examples of which include:

- Antihistamines – Widely prescribed for hay fever and other allergies (e.g., Allegra, Dimetane). They are also found in many cold medications. These medications may cause drowsiness.
- Motion Sickness Drugs – Used to prevent motion sickness and nausea (e.g., Gravol, Antivert). Side effects may include drowsiness.
- Barbiturates, Sedatives, Hypnotics, Tranquilizers, and Antidepressants – Used to treat sleep disorders and depression (e.g., Ativan, Imovane, Paxil). Potential side effects may include mild sedation, hypnotic state, dizziness or drowsiness.
- Narcotics (e.g., Demerol, Codeine) – Codeine is often found in combination drugs such as 222s or 292s or Tylenol 1,2,3s. Drowsiness, dizziness and lightheadedness may be side effects.
- Stimulants – Medication used for central nervous system stimulation and for appetite suppression can produce sensations of well-being which may have an adverse effect on judgment, mood and behavior (e.g., amphetamines or medications sold as "diet pills").
- Anticonvulsants – Used to control epileptic seizures and can cause drowsiness in some patients (e.g., Dilantin).
- Muscle Relaxants – Used to treat musculoskeletal pain (e.g., Flexeril, Robaxial). Most common side effects are sedation and drowsiness.
- Cold Tablets/Cough Mixtures – Nighttime remedies, in particular, can cause drowsiness (e.g., Sinutab, Contac, Triaminic, Tussionex and preparations containing dextromethorphan-DM or codeine).
- Medicinal Cannabis – Cannabis is categorized as a controlled substance. The Access to Cannabis for Medical Purposes Regulations allow access to cannabis to people who

- are suffering from grave and debilitating illnesses. Its use can present serious negative impacts on performance at work.
- Any other medications that will have any potential negative effect on an employee's ability to perform his or her duties in a safe manner.

### **Incident or Near Miss**

A significant occurrence, circumstance or condition that caused or had the potential to cause, damage to person, property, reputation, security or the environment.

### **Laboratory**

A laboratory providing urine-based testing services or oral fluid-based drug testing services which is accredited and certified to conduct such services as per the Substance Abuse and Mental Health Services Administration (SAMHSA) in the United States or a designated third-party testing facility in Canada.

### **Manager**

Includes team leaders and other persons in authority.

### **Medical Review Officer**

A licensed physician with knowledge of substance abuse disorders and the ability to evaluate an employee's positive test results who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

### **Medication**

A drug obtained over-the-counter, through a doctor's prescription or through a Health Canada authorization that is used to treat or prevent illness or disease.

### **Negative Test Result**

A report from the medical review officer that the employee who provided a specimen for alcohol and drug testing (laboratory-based) did not have a drug and/or alcohol concentration level equal to or in excess of that set out in **Appendix A and B**

### **Positive Test Result**

A report from a medical review officer that the employee, who provided a specimen for alcohol and drug testing (laboratory-based) did have an alcohol or drug concentration level equal to or in excess of that set out in **Appendix A and B**. A refusal to submit to a Drug and Alcohol test request, for any of the reasons outlined in section **6.13.7** is deemed a Positive Test Result.

### **Random Testing**

A testing process whereby a person is directed to undergo Drug and Alcohol testing at unannounced intermittent intervals based as part of Client Specific rules and obligations.

### **Reasonable Grounds**

Includes information established by the direct observation of the employee's conduct or other indicators, such as the physical appearance of the employee, the smell associated with the use of alcohol or drugs on his or her person or in the vicinity of his or her person, his or her attendance



record or unexplained absences during regular work hours, circumstances surrounding an incident or near miss and the presence of alcohol, drugs or drug paraphernalia in the vicinity of the employee or the area where the employee worked.

### **Safety-Sensitive Positions**

A position having a key and direct role in an operation where performance limitations due to substance use could result in a significant incident/near miss leading to or having the potential to lead to fatalities, serious injury to people (workers and the public), significant property damage, significant environmental damage, financial stability, security, or detrimental impact to reputation.

### **Screening Test**

An initial test performed on a urine or saliva sample to determine the presence or absence of drugs. Screening tests usually focus on identifying particular classes of drugs (e.g., opiates) rather than specific drugs (e.g., morphine). All non-negative screening tests must be verified by a confirmation test.

### **Substance Abuse Expert (SAE)**

A licensed physician; a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance expert; or an alcohol and drug abuse counsellor. He or she has received training specific to the SAE roles and responsibilities, has knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders, and has an understanding of the safety implications of substance use and abuse.

### **Supervisor**

A person who directs the work of others and may, depending on the nature of the company's structure, include the foreman, general foreman, Supervisor, superintendent or team leader.

### **Tamper**

To alter, meddle, mask, interfere or change.

### **Treatment Program**

A program at the employee's expense tailored to the needs of an individual which may include education, counselling and residential care offered to assist a person to comply with the Alcohol and Drug Work Rules.

### **Work**

Includes training and other breaks from work while at or on Company Worksite.

### 7.10.14 - Appendix A- Drug Concentration Limits

Drugs or Classes of Drugs	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Cannabis metabolites	50	15
Cocaine metabolites	150	100
Opiates <ul style="list-style-type: none"> <li>• Codeine</li> <li>• Morphine</li> </ul>	2000	2000 2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines <ul style="list-style-type: none"> <li>• Amphetamine</li> <li>• Methamphetamine</li> </ul>	500	250 250
MDMA <ul style="list-style-type: none"> <li>• MDMA</li> <li>• MDA</li> <li>• MDEA</li> </ul>	500	250 250 250

(Source: Canadian Model for Providing a Safe Workplace, October 2005, Version 2, October 1, 2010)

### 7.10.15 – Appendix B Oral Fluid Drug Concentration Limits

Drugs or Classes of Drugs	Screening concentration equal to or in excess of ng/ml	Confirmation concentration equal to or in excess of ng/ml
Cannabis (THC)	4	2
Cocaine metabolites <ul style="list-style-type: none"> <li>• Cocaine or Benzoyllecgonine</li> </ul>	20	8
Opiates <ul style="list-style-type: none"> <li>• Codeine</li> <li>• Morphine</li> </ul>	40	40 40
6-Acetylmorphine	4	4
Phencyclidine	10	10
Amphetamines <ul style="list-style-type: none"> <li>• Amphetamine</li> <li>• Methamphetamine</li> </ul>	50	50 50
MDMA <ul style="list-style-type: none"> <li>• MDMA</li> <li>• MDA</li> <li>• MDEA</li> </ul>	50	50 50 50

(Source: Canadian Model for Providing a Safe Workplace, October 2005, Version 2, October 1, 2010)

## 7.11 Change Toggle Seat/Block and Plate

### 7.11.1 - Scope

This Safe Work Procedure is intended for the maintenance job of changing out a jaw crusher toggle seat/ block and plate. This job has a number of hazards and poses additional risk to workers because it is done at long intervals of  $\pm 3$  years. Other safe work practices and/or procedures such as Lifting with Mobile Equipment and Lockout apply and should be reviewed prior to the job.

### 7.11.2 - Responsibilities

#### Supervisors

- Conduct a Pre-job safety review and Field Level Hazard Assessment
- Assessment. Ensure workers have all the necessary equipment, tools and training.
- Ensure workers know how to isolate and lock out the equipment and each has a personal lock issued to them (**See section 6.2 Lockout, Managing Hazardous Energy**).
- Ensure the procedure is reviewed prior to starting work.

#### Workers

- Participate in pre-job reviews and assessments.
- Follow the procedure.
- Follow the equipment isolation and lockout provisions (**See section 6.2 Lockout, Managing Hazardous Energy**).
- Stop the work and re-assess if activities or conditions begin to differ from the procedure.

### 7.11.3 - Steps

- 1) Stop loading material, run out the material in the plant and shut down the equipment from the tower.
- 2) Conduct a Pre-job Safety Inspection (PSI) and ensure everyone understands the work to be done and the safety measures required.
- 3) Lock out the jaw, jaw pan, jaw product conveyor (workers place individual locks) and ramp (the jaw, jaw pan and jaw product conveyor are locked out at the MCC, placing a crusher out of service sign on the ramp).
- 4) Test the locked out components from the controls to verify the isolation and lockout.
- 5) All rigging and come-alongs need to be inspected before starting the job

- 6) Use compressed air to clean the toggle plate area (use face, eye, hearing and hand protection).
- 7) Back off toggle plate tension springs with a wrench.
- 8) Jack the pitman forward with a hydraulic jack and remove the toggle plate shims.
- 9) Release the jack and back off springs completely with wrench.
- 10) One worker will move under the jaw on the belt (ensure step 2 has been completed properly).
- 11) Attach come-along from the toggle plate to the crossbar above to hold the plate in place.
- 12) Attach a safety chain to the toggle seat to prevent it from moving when the pitman is moved and the toggle plate is removed.
- 13) Attach a safety chain to the block to prevent it from moving when the toggle plate is removed.
- 14) Attach come-along and a safety chain to the swing jaw.
- 15) Move pitman ahead with the come-along to release the toggle plate.
- 16) Remove the toggle plate with the come-along attached in step 9, pull back and lower to rest on frame.
- 17) If replacing the toggle plate, at this point, have the loader equipped with a certified gin pole and remove the old toggle plate (ensure that everyone is in a safe area and a signal person has been identified to the operator). Hook the toggle plate to the gin pole rigging before removing the come-along and safety chain.
- 18) The worker under the jaw, on the belt, removes the toggle seat and or block and passes it to the worker above for removal from the work area.
- 19) Clean the toggle seat and or block area with compressed air.
- 20) Pass the new toggle seat and or block through the jaw to the worker below for installation.
- 21) If replacing the toggle plate, at this point, have the loader equipped with a gin pole and bring the new toggle plate and place it in position for lowering (ensure that everyone is in a safe area and a signal person has been identified to the operator). Hook the toggle plate to the come-along and safety chain before removing the gin pole rigging.
- 22) Using the come-along raise the toggle plate, swing in and lower into position (ensure the worker below is aware of this action and is not in danger). Remove the come-along and safety chain.
- 23) Work backwards in the procedure from Step 12 to put the equipment back in operating condition.

***Ensure that all tools and equipment have been removed from the machine, all lockouts have been removed and all personnel are accounted for and in a safe area prior to re-starting the machine.***

## 7.12 Working with Hydrogen Sulphide Gas (H<sub>2</sub>S)

### 7.12.1 - Definition

Hydrogen sulphide gas, “sour gas” or H<sub>2</sub>S is a deadly colorless gas with a pungent irritating odor described as similar to rotten eggs. The gas is present in “sour” oil fields and facilities in sour fields and plants that process oil and gas. H<sub>2</sub>S can also occur in any process where decomposition of organic material takes place. Typical examples are hydrocarbon storage facilities including truck tanks, pulp mills and sewage systems.

### **DANGER**

Due to activities that have resulted in cross contamination of hydrocarbon producing formations, all oil and gas fields in Alberta must be considered sour until proven otherwise. When working in areas that may contain H<sub>2</sub>S, workers must take appropriate measures to protect themselves.

### **DANGER**

Your sense of smell is not a reliable indicator of the presence or absence of H<sub>2</sub>S because H<sub>2</sub>S causes a loss of the sense of smell at increasing concentrations. The only safe reliable method of detecting and monitoring H<sub>2</sub>S is with a testing device.

### **Caution**

Stony Valley Contracting Ltd. will not begin work in areas known to contain a source of H<sub>2</sub>S, or areas suspected of containing H<sub>2</sub>S sources, if the concentration of H<sub>2</sub>S cannot be determined and maintained at or below the 8 hour OEL (10ppm). Work will not proceed on any job where there is significant risk of an H<sub>2</sub>S release in a concentration above 10 ppm.

### 7.12.2 - Characteristics of H<sub>2</sub>S

- Is a gas at normal temperature and pressure
- Is a colorless and flammable deadly poisonous gas
- Exhibits a rotten egg odor at low concentrations
- Is heavier than air so tends to collect in low areas
- Is readily soluble in water, oil and emulsion
- Can be released from solution by agitation and/or heat
- Acts on the nervous system causing breathing to stop

Concentrations	Consequences of exposure
10 ppm	Eight (8) hour OEL (occupational exposure limit), workers must utilize full-face positive pressure air supplying respiratory protection at 10 ppm or above.
15 ppm	Ceiling OEL, no exposure in excess of 15 ppm is allowed
100 ppm	Loss of smell in 2-15 minutes, may burn eyes and throat
200 ppm	Rapid loss of smell, burning in eyes and throat
500 ppm	Loss of reasoning and balance Respiratory disturbances in 2-5 minutes Prompt resuscitation required
700 ppm	Immediate unconsciousness Causes seizures, loss of control of bladder and bowels Breathing will stop and death will follow if person is not rescued and resuscitated promptly
1,000 ppm	Immediate unconsciousness Death or permanent brain damage will result if person is not rescued and resuscitated immediately

**PPM – concentration, in air, expressed in parts per million**

**OEL - Occupational Exposure Limit - the maximum concentration of a hazardous gas or other material to which a worker may be exposed, over a specified time, without harmful effects.**

### 7.12.3 - General Guidelines

Prior to any work in an area where H<sub>2</sub>S is, or may be present:

- A hazard assessment shall be completed to identify all possible sources of H<sub>2</sub>S and the control measures needed to avoid any exposure or maintain the exposure level at or below the 8-hour OEL.

**Stony Valley Contracting Ltd. workers will not conduct work in any situation where the concentration of H<sub>2</sub>S to which a worker may be exposed will exceed the 8-hour OEL.**

- Tests for the presence and concentration of H<sub>2</sub>S must be completed immediately prior to work beginning.
- The person carrying out the tests must be trained in the use, calibration and interpretation of results obtained from the use of atmospheric testing equipment.
- Initial testing must be done from outside any enclosed area or confined space unless the person doing the testing is suitably protected against exposure to H<sub>2</sub>S.

## CAUTION

**Self-Contained Breathing Apparatus (SCBA) or Supplied Air Breathing Apparatus (SABA) with a “positive pressure” systems are the only acceptable forms of respiratory protection for working in H<sub>2</sub>S gas environments.**

- Concentrations of H<sub>2</sub>S may vary within an enclosed area; therefore, tests in various locations must be done to provide an accurate assessment on the whole volume of the space.
- In any area where there is a possibility of H<sub>2</sub>S contamination or unexpected release, continuous monitoring is required. Portable perimeter monitors or a combination of perimeter monitors with personal monitors can be utilized. Perimeter monitors must always be located between the possible source(s) of H<sub>2</sub>S and workers.
- Continuous monitoring may require several detection units at different locations and qualified assistance may be required for this type of monitoring.

### 7.12.4 - Atmospheric Monitoring

There are several types of atmospheric monitoring devices available including sample tubes, pump or bellows with tubes and electronic monitors. Electronic monitors may be fixed or portable and may have single gas or multiple gas detection heads. They may be direct read units or remotely monitored. They must have alarms and may have warning lights.

**Stony Valley's minimum standard for atmospheric testing equipment in H<sub>2</sub>S environments is portable direct reading, electronic, continuous monitoring detectors. They may be perimeter or personal devices and must be equipped with an alarm.**

### 7.12.5 - Direct Reading Electronic Monitors

Electronic monitors vary from single sensor, single gas units to multi sensor units that can monitor oxygen levels, the presence of flammable gases and one or more toxic gases.

#### Oxygen

Oxygen sensors are designed to measure decreased or increased levels of oxygen in ambient air. Normal fresh air includes approximately 20.9% of oxygen. Most oxygen sensors measure levels of oxygen from zero to 25% volume. Units monitoring oxygen should alarm at high oxygen levels (enrichment) as well as low oxygen levels (deficiency).

#### Combustible Gas

Combustible gas sensors measure the amounts of combustible gases in the environment. Combustible gases are usually measured in the percentage of the Lower Explosive Limit (LEL). LEL relates to the minimum concentration of a combustible gas in air that will create an explosive environment.

## Toxic Gas

Toxic gas sensors measure gases that are immediate poisons to humans or can cause disease by prolonged exposure. Toxic gas sensors are used to measure levels of toxic gases present in the atmosphere and warn of exposures above safe ranges. Toxic gas sensors are intended to be specific to the measured gas. Most toxic gas sensors read gas levels in parts per million (ppm). In other words, toxic gas sensors read each part of toxic gas in every one million parts of clean air. 1% of any gas is equal to 10,000 parts per million.

The allowable occupational exposure limit (OEL) to harmful substances is regulated, differs for various products and is usually expressed as a permissible exposure over an eight-hour period for a person with no additional protection. Check the applicable jurisdictional regulations or NIOSH (National Institute for Occupational Safety & Health) for permissible exposure limits. For instance, in Alberta, the OEL for H<sub>2</sub>S is 10 ppm and for CO (carbon monoxide) is 25 ppm.

### 7.12.6 - Alarms

Electronic direct reading atmospheric monitoring instruments are designed to sound an alarm indicating unsafe working conditions. Alarm levels are generally set well below immediately dangerous to life or health (IDLH) levels. An atmospheric monitoring device alarm indicates that conditions are no longer safe for working without additional precautions. Alarm levels for common O<sub>2</sub>; LEL and Toxic sensors are usually set as follows:

O<sub>2</sub> Deficiency 19.5%

Enrichment 23.0%

LEL 10% of the Lower Explosive Limit

Toxic The OEL of the substance for which the machine is configured  
(E.g. H<sub>2</sub>S-10 ppm, CO - 25 ppm)

Manufacturers' instructions and recommendations must be followed for the use and calibration of all direct reading electronic monitoring Instruments.

### **CAUTION**

**Equipment-specific training must be provided to all workers who may use, calibrate or maintain this type of instrument. Certain maintenance procedures must be carried out by a certified agency. Consult the manufacturer's instructions.**

### 7.12.7 - Bump Testing

### **CAUTION**

**The only way to ensure worker safety with a portable electronic gas detector is to verify accuracy on a minimum daily basis.**



Atmospheric monitors are designed for the detection and measurement of potentially life threatening atmospheric conditions. Hazards such as oxygen deficiencies, explosive atmospheres, and toxic gases and vapors regularly injure and kill workers. The atmospheric conditions that lead to these accidents and fatalities are usually invisible.

The only way to ensure and maintain safe conditions is to use an accurate atmospheric monitor. The only way to know that the readings are accurate is to expose the instrument to a known concentration of test gas.

**The regulation says, “Verify accuracy daily”**

**Good industry practice says, “Verify accuracy daily”**

**Stony Valley’s H<sub>2</sub>S Code of Practice says, “Verify accuracy daily”**

Occupational Health Regulations require that atmospheric monitoring equipment must be calibrated and maintained in accordance with manufacturer guidelines. Any portable atmospheric monitoring instrument must be checked with a known concentration test gas at the beginning of each shift as a minimum. It may not be necessary to make an adjustment if the instrument is found to be accurate, but it is necessary to verify accuracy by daily testing.

The atmosphere and conditions in which an atmospheric monitor is being used can have an effect on sensors. Sensors may be poisoned or suffer degraded performance if exposed to certain substances or contaminated with dirt or other materials. Bump testing verifies that the sensors are accurate. If exposure to test gas indicates a loss of accuracy, the instrument needs to be calibrated.

**Bump testing verifies accuracy**

Atmospheric monitors are designed to help keep you safe in potentially life threatening environments. If the instrument is bump tested on a regular basis, you know that the machine is accurate. Confined spaces, H<sub>2</sub>S environments and other areas where the air is potentially dangerous are environments where you want to be sure that your monitor is accurate!

Clients may require their H<sub>2</sub>S equipment be used on Stony Valley Contracting site. If so, ensure that the equipment is maintained and tested as required. Further training may be required.

**Do not take a chance with your life. Verify accuracy before use!**

## 7.12.8 – Education and Training

All Stony Valley Contracting Ltd. workers who may be exposed to H<sub>2</sub>S will be trained on the hazards presented by H<sub>2</sub>S environments and the safety precautions that must be taken. In addition workers will be trained on the specific gas detection equipment that the company uses or specific equipment that is supplied by the client. Client specific training may be required.

### 7.12.9 - Emergency Plans

Emergency plans based on the results of hazard assessments and site conditions will be developed and reviewed for each site where a known H<sub>2</sub>S source exists. Escape routes in the event of an emergency shall be identified prior to the start of work and evaluated as conditions change. A rescue plan, required rescue equipment and communications devices shall be included in emergency planning and preparations. Ensure Emergency Plan is reviewed and updated as required.

**Remember H<sub>2</sub>S is heavier than air.**

**Rule of thumb for escape when no other hazards are present is**

**“Away from the source, upwind and uphill”**

**DO NOT COPY**

## 7.13 Contractor Loss Control Management

### 7.13.1 - To our Contractors & Suppliers

Contractors and Suppliers (see “Definitions”), in the execution of their work shall be held accountable for compliance with:

- a) applicable laws, regulations, standards and policies
- b) applicable standards, codes of practice, regulations and/or Client, SVC and/or Contractor EH&S Policies whichever are the more stringent,

Contractors and Suppliers shall be held accountable for adequate supervision of their personnel to ensure that they adhere to all applicable safety requirements.

All Contractors are to complete **Form G002** and provide required documentation, outlined in the form.

In this document the term Contractor(s) shall be interpreted to include Suppliers.

### 7.13.2 - Definitions

#### Adequate EH&S Resources

- Contractors shall provide sufficient EH&S resources in terms of quality and quantity to ensure that a Contractor's work scope can be completed with minimal risk of injury to workers, property damage and project delays due to EH&S issues.
- The resources available shall be proportionate to the degree of risk involved with the work scope hazards.
- Resources shall be provided within a time frame that is appropriate for the work schedule.

#### Adequate Supervision

- Supervisors shall be provided with adequate training to perform all the EH&S responsibilities related or assigned to their position.
- A level of supervision proportionate to the level of risk posed by the job or task and/or the experience of the workers shall be provided.

#### Adequate Training

- Training shall be of a sufficient level where a competent worker can reasonably be expected to perform his/her work without undue risk of injury.

- Training design shall be of sufficient quality so as to encompass the necessary information to safely perform work and reasonably accommodate challenges associated with language, education and learning abilities.
- Training shall be proportionate to the degree of risk involved with the scope of work and as required by the work schedule.

### **Competent Worker/Supervisor**

- Adequately qualified.
- Suitably trained.
- With sufficient experience to safely perform work without direct supervision, or with only a minimal degree of supervision.

### **Contractor (includes Supplier)**

A person, organization or company having a Contract or Agreement with **Stony Valley Contracting Ltd.** to perform work for or on behalf of **Stony Valley**, or to supply labor, components or material, or services including technical advice (requiring a presence on an SVCL site), etc. to **Stony Valley** according to a Contract or Agreement.

### **Contractor Representative**

A person or persons designated and authorized by a Contractor company to act on its behalf.

### **EH&S**

Environmental, Health and Safety

### **EH&S Pre-Qualification**

A process whereby Contractors seeking engagement with Stony Valley Contracting Ltd. submit to a disciplined EH&S Performance and Management System review to determine the relative likelihood of a particular Contractor's ability to complete a contemplated scope of work without adverse EH&S events.

### **Hazard**

- A situation, condition or thing that may be dangerous to the safety or health of workers (AB OH&S).
- All aspects of technology or activities that produce risk (ASSE).
- A source of potential harm to a worker (CSA Z1000-06).

### **Hazard/Risk Assessment**

Hazard/Risk Assessment is a disciplined process used to identify project, work and/or process related hazards, evaluate relative risk and identify the appropriate control measures required to protect the health and safety of employees and minimize the possibility of all forms of unintentional loss.

## Imminent Danger

- A hazard, risk level or danger which is not normal for a person's occupation, or
- A hazard, risk level or danger to which a person engaged in his/her occupation would not normally be exposed.

## Stony Valley Contracting Ltd., Stony Valley, SVC

Stony Valley Contracting Ltd.

## Loss Control

Anything done to reduce loss from the risks of business.

## Loss Control Management

The application of effective management skills to the control of loss from the risks of business

- Identify the work to be performed
- Set performance standards for the work at all levels
- Establish effective measurement systems
- Evaluate performance against standards
- Commend or correct performance

## Near Miss

An undesired event that did not but under different circumstances could have resulted in:

- Personal harm or property damage
- Any undesirable loss of resources
- Unintended release of hazardous substances

## Risk

Risk is an expression of the combined probability and severity of potential harm to people, business and/or resources as the consequence of exposure to one or more hazards.

## Shall

Indicates a mandatory requirement.

## Should

Indicates a recommendation or guideline, it does not indicate a mandatory requirement.

## Sub-contractor

A person, organization or company having a contract or an agreement with a company already contracted to **SVC** to perform work for, or to supply services, labor, components or material, etc. on behalf of the company already contracted to **SVC** or **SVC's** Client according to a Contract or Agreement.

### **Substance Abuse**

The use of alcohol or other drugs to the level where it poses higher than normal risk of injury or loss to the user, other employees, the public, company property, the environment, processes or business.

### **Substandard Acts and/or Substandard Conditions**

The acts, behaviors and/or conditions on a worksite that do not meet the standards for EH&S Performance required by regulation, contract, agreement, Stony Valley Contracting Ltd. and/or the Contractor's EH&S Program. These are situations that if left uncorrected may lead to a loss incident.

### **Supervisor**

Any individual held responsible for the behavior and production of one or more workers.

### **Supplier**

See Definitions, Contractor.

### **Work**

All labor, equipment, materials and services to be delivered or supplied to **SVC** under a Contract or Agreement and includes without limitation, all supervision, transportation, all things to be done, supplied, furnished, or performed which are mentioned in or contemplated by said Contract or Agreement.

### **Worksite**

The location or locations at which contracted work is to be performed or delivered, including rights of way, leases and temporary working spaces.

## **7.13.3 - Scope**

This Contractor Loss Control Management Program applies to all Contractors (with the exception of trucking Contractors) engaged by Stony Valley Contracting Ltd. and is intended to enhance loss control performance on all SVC worksites by meeting the following goals:

- Providing a guide for SVC personnel to evaluate the relative likelihood of a Contractor's ability to complete a contemplated scope of work without incident.
- Providing Contractors with SVC's EH&S performance expectations.
- Alerting Contractors to areas of concern that consistently pose challenges to EH&S performance success.
- Providing a safer working environment for everyone on a worksite.
- Providing uniformity in safety practices, standards, evaluation and enforcement for all Contractors, their workers and their subcontractors.
- Minimizing losses to workers, business, equipment, property, and the environment.
- Maximizing safe production.

### 7.13.4 - Pre-Qualification

To increase the probability of Contractor EH&S performance success, Contractors seeking work with Stony Valley Contracting Ltd. shall be “pre-qualified”. The pre-qualification process evaluates a specific Contractor’s EH&S performance history to determine the relative likelihood of a Contractor completing work successfully with minimal risk of adverse EH&S events and minimal intervention from SVC, SVC’s client or regulatory agencies. This review includes WCB performance, injury statistics, regulatory penalties, safety training, HSE program auditing history and a prospective Contractor’s health, safety & environmental management program and system.

All Contractors seeking work with Stony Valley Contracting must provide proof of valid Alberta Workers Compensation Coverage. A pre-qualification review will not be initiated until proof of a valid AB WCB account has been provided by the Contractor. Pre-qualification also includes a review of WCB premium statements for the three years previous to the prequalification review.

### 7.13.5 - Contractor Safety Programs

Contractor Safety/Loss Control Programs shall be current and as a minimum, meet jurisdictional EH&S regulations and SVC’s Client requirements. In the event a chosen Contractor’s program does not meet standards, SVC may choose to have the Contractor perform work while adhering to SVCL’s Loss Control Program requirements.

### 7.13.6 - Subcontractors

Contractors shall be responsible for ensuring that any Subcontractor they may choose to use has an EH&S Program that, at a minimum, complies with the provisions of this Contractor Safety Management Program, or shall directly supervise any Subcontractor that does not meet the provisions.

A Contractor shall notify Stony Valley Contracting Ltd. of the intention to engage a Subcontractor and will demonstrate the method of determination of the Subcontractor’s ability to meet the provisions of this Contractor Safety Management Program prior to mobilizing the Subcontractor.

**Stony Valley Contracting Ltd. and SVC’s Client (where applicable) reserve the right to refuse the engagement of any Subcontractor who’s EH&S Management System is deemed insufficient to support the EH&S demands of the scope of work.**

### 7.13.7 - EH&S Resources

Contractors shall designate a competent employee as their safety contact. The level of safety competency required will be determined by the risk of the scope of work.

This person will be identified prior to mobilization and Stony Valley Contracting Ltd. EH&S notified.

Stony Valley Contracting Ltd. and SVC's Client (where applicable) reserve the right to refuse to allow the utilization of any person or organization to administer Contractor EH&S responsibilities where the competency of the person or organization is deemed insufficient to support the EH&S demands of the scope of work.

### 7.13.8 - Training

In addition to the Contractor's EHS training program, all contractor personnel shall participate in a Stony Valley Contracting general safety orientation and a site-specific orientation provided by the SVC site supervisor prior to beginning work on an SVC site.

### 7.13.9 - Incident Reporting & Investigation

All incidents, injury, property damage, environmental, motor vehicle collision, rule violations and/or near miss shall be reported to Stony Valley Contracting as soon as possible. Stony Valley will be responsible to notify SVC's Client and will participate with the Contractor in an investigation and cause analysis (see page 10 for situation-specific reporting requirements).

### 7.13.10 - General EH&S Responsibilities

#### SVC Representative

- 1) Ensure as far as reasonably practicable that a Contractor under her/his direction complies with the provisions of applicable Regulatory Standards and this Contractor Safety Management Program.
- 2) Coordinate safety activities between Contractors and assist with coordinating Contractors' sequence of operations to avoid adverse interaction.
- 3) Assist with proper reporting and investigations of incidents and promote proactive preventative actions.
- 4) Review working methods and precautions with Contractors on an ongoing basis and ensure that work, once started is carried out as planned and that relevant Regulatory Standards and applicable EH&S procedures are observed.
- 5) Assist with implementing this Contractor Safety Management Program and with monitoring Contractor adherence to the program.
- 6) Ensure a post-job performance review is done and documented in contractor's file.

#### Contractor Representative(s)

- 1) Contractors are expected to know and comply with all applicable Regulatory Standards and their own Safety Program standards.
- 2) Contractors are to ensure that anyone placed in a supervisory position or assigned supervisory accountability is given adequate training and support appropriate to their scope of responsibility (see definition of Supervisor).



- 3) Contractors are expected to take all reasonable steps to ensure that their workers and their Subcontractor personnel follow all applicable safe work practices, procedures, and rules.
- 4) Contractors are responsible to ensure that all their employees and their Subcontractor personnel have appropriate and adequate training, information, safety equipment and personal protective equipment relative to the hazards of the work.
- 5) Contractors are responsible to notify their SVC Representative of any incidents involving injuries, property damage, near misses or spills occurring while under contract to Stony Valley Contracting Ltd. as per the guidelines in section **7.13.11 Contractor Reporting Requirements**. This includes any incidents involving a Subcontractor.
- 6) Contractors are responsible for immediately reporting and investigating any incidents involving their workers and/or their Subcontractor personnel and/or equipment and submitting the appropriate documentation to their SVC Representative.
- 7) Contractors are responsible to notify their SVC representative of any unsafe conditions or practices that may pose a danger to any workers or the environment.
- 8) Contractors are responsible to ensure that appropriate and adequate safe work practices and job procedures are in place for the work being contracted and that the practices and procedures meet applicable Regulatory Standards as a minimum. SVC and/or SVC's client may choose to impose more rigorous standards for any work.

**Contractor Supervisors** (see "Definitions") Supervisors are responsible to:

- 1) Know, implement, encourage and ensure compliance with applicable EH&S regulations, standards, safe work practices, procedures, and rules within their respective work areas and/or scope of responsibility.
- 2) Ensure that employees under their direction are adequately trained and informed of their rights under EH&S Regulation and this program.
- 3) As far as reasonably practicable, ensure that employees under their direction use appropriate personal protective equipment and procedures needed to protect themselves, their co-workers and the environment.
- 4) Ensure that all employees new to a job or a work site are oriented to site/job specific hazards and risk mitigation measures before commencing work.

### 7.13.11 - Contractor Reporting Requirements

Daily reporting requirements include:

- Any incidents including, injury, near miss, or property damage

## 7.13.12 - Accident/Incident/Near Miss Reporting & Investigation

### First Aid Injuries & near miss Incidents

- Shall be reported to the SVC Representative immediately and an investigation report provided within 24 hours.

### Medical Aid Injuries & Minor Property Damage, Spill

- Shall be reported to the SVC Representative immediately and a preliminary report provided within one hour of the time of the incident and a complete investigation report provided within 72 hours of the incident.
- If the final investigation report cannot be delivered within 72 hours of the incident, an updated preliminary report shall be delivered, complete with an explanation as to why the final investigation report is delayed and its expected completion date.
- A SVC Representative will participate in the investigation.

### Lost Time Accidents & Major Property Damage, Environmental Impact

- Shall be reported to the SVC Representative immediately, a preliminary report provided within one hour of the time of the incident and a final investigation report provided within 7 days of the incident.
- An updated preliminary report shall be provided within 48 hours of the incident.
- If the final investigation report cannot be delivered within 7 days of the incident, an updated preliminary report shall be delivered on or before the 7th day after the incident.
- A SVC Representative will participate in the investigation and may choose to lead the investigation.

### Accidents that must be reported to the OH&S Authority

The following accidents must be reported to the applicable Occupational Health and Safety and/or WCB authorities, and SVC without delay.

This is in addition to any other reporting obligations required by this section.

- a) An injury which results in death,
- b) An injury or accident that results in a worker being admitted to a hospital for more than 2 days,
- c) An unplanned or uncontrolled explosion; fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- d) The collapse or upset of a crane; derrick or hoist, or
- e) The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- f) The major release of a hazardous substance.

### 7.13.13 - Hazard/Risk Assessment

**Hazard/Risk Assessment means identifying hazards related to the work to be done, evaluating risk and developing effective control measures suitable to the risk to protect the health and safety of the workers, the public and the environment. All jobs have inherent hazards and dangers, risk is a variable that must be evaluated and minimized. Where applicable Contractors shall be included in all hazard/risk assessment and pre-job meeting activities.**

A formal Hazard/Risk Assessment shall be conducted prior to any critical task or any task for which a permit is required and for jobs, work sites and work processes that meet any one of the following:

- 1) Are new, changed, or which have never been previously assessed
- 2) Have had new equipment added
- 3) Are done infrequently
- 4) Involve inexperienced workers
- 5) Are associated with frequent accidents
- 6) Are critical, with the potential for serious injury
- 7) Involve a change in the operating procedure of a facility
- 8) Have the potential for severe property damage
- 9) Have the potential for significant interruption to production
- 10) Have the potential for serious health effects

Each job or work process shall be assessed to determine what hazards or potential hazards exist and the related risk shall be evaluated. Effective control measures shall be established relative to the degree of risk involved.

The main categories of hazard control measures **in the order to be considered** are:

- Elimination
- Substitution
- Engineering
- Administration (worker training, permits, work procedures, etc.)
- Personal Protective Equipment (PPE), (as an additional precaution or when effective administrative or engineering controls cannot be instituted and the risk can be reduced to an acceptable level with PPE).

### 7.13.14 - Field Level Hazard Assessment (FLHA)

Field Level Hazard Assessment (FLHA) is a EH&S awareness & communications concept intended to assist supervisors and workers accomplish their day-to-day activities in a safe manner through the application of hazard identification and control.

**All Contractors shall have a FLHA process and are expected to use it effectively.**

### 7.13.15 - General Safety Measures

- All vehicles used to transport workers shall comply with applicable regulations. All drivers shall have a valid driver's license of the correct class for the vehicle they are operating.
- All persons riding in a motor vehicle will use a seat belt. The number of persons allowed in a vehicle is restricted to the number of seatbelts available.

**It is a vehicle operator's responsibility to ensure the vehicle is safe to transport workers and that everyone has his/her seatbelt correctly engaged prior to putting the vehicle in motion.**

- Contractors are responsible for the security of all their own materials, tools, equipment, and facilities.
- Products containing asbestos shall not be utilized on any SVC project.

### 7.13.16 - Fall Protection

Continuous (100%) fall protection procedures shall be implemented by Contractors who have personnel working from a temporary work area where a fall hazard in excess of 3.1 meters (10 ft.), and/or if a fall from a lesser height involves an unusual risk of injury. Personnel who work from a permanent work area when the possibility of falling 1.2 meters (4 ft.) or more exists must also be protected. SVC and its Clients reserve the right to impose stricter standards.

If the above conditions may exist during the work, the Contractor shall provide SVC with a Fall Protection Plan that addresses the following as a minimum standard:

- 1) Responsibilities for Fall Protection Management
- 2) Hazard Assessment and Evaluation
- 3) Fall Prevention and Protection Strategies
- 4) Personal Fall Arrest Systems
- 5) Written Procedures and Training
- 6) PPE issuance, control, maintenance, inspection, storage and limitations
- 7) Rescue Plans and Provisions
- 8) Program Monitoring

### 7.13.17 - Fire Prevention

Contractors will take all necessary precautions to protect employees, company property and Customer property from the risk of fire associated with the Contractors' business activity. Contractors' fire protection efforts will focus on prevention as the first choice in fire emergency planning.

**Fire Prevention Precautions** shall include, as a minimum, the following:

- Contractors shall evaluate all worksites for hazards, conditions and/or practices that may result in unintended fires and/or flammable or explosive atmospheres as part of the worksite Hazard/Risk Assessment process.
- Smoking shall be banned in an area where flammable or combustible substances are stored, handled processed or used.
- Storage of any combustible or flammable liquid in an open container, at or above the flash point in the vicinity of an ignition source shall be prohibited.
- All materials such as rags contaminated with flammable or combustible materials in cleaning or cleanup activities are properly stored in covered metal containers with suitable identification.
- Appropriate precautions shall be taken when flammable substances must be stored in a worksite. Appropriate precautions shall meet SVC Standards, applicable local regulations and other applicable standards.
- Uncontained fires shall not be allowed on any worksite unless authorized in writing by Stony Valley complete with a specific procedure.
- Adequate fire protection equipment and/or fire extinguishers shall be located at all areas involving hot work.

### 7.13.18 - L.I.E.S.

Contractors should follow the **L.I.E.S.** strategy for fire prevention.

**L – limit**, reduce the amount of flammables and combustibles in the workplace by storing and bringing in only those quantities that are needed for the work for the shift or until the next shipment (e.g. have equipment refueled daily by a supplier rather than store fuel).

**I – isolate**, isolate those materials or work processes that present a high risk of fire (e.g. clear areas of flammables and combustibles before welding, grinding or gouging).

**E – eliminate**, get rid of excess materials and waste on a regular basis. Eliminate anything that is not required for the work or material that poses a fire risk and does not need to be in the workplace (e.g. excess supplies of flammables and combustibles).

**S – separate**, separate those materials or processes that could cause a fire if allowed to interact, or could increase fire damage by their proximity to each other or other work (e.g. oxygen and fuel gases separated in storage according to code).

### 7.13.19 - Lockout

**All Contractors shall have a Lockout Safe Work Guideline or Safe Work Practice within their Loss Control Program. The guideline or practice will be adequate relative to the risk involved in the contractors scope of work, but as a minimum shall include the following:**

- 1) Definitions of Zero Energy State

- 2) Worker training program
- 3) Workers' rights with respect to Lockout
- 4) Responsibilities and Safe Work Permit requirements
- 5) Identification of a Company Lockout Authority
- 6) Lock assignment, identification and record keeping procedures
- 7) Hazard/Risk Assessment
- 8) General Lockout procedures
- 9) Equipment Specific Lockout procedures
- 10) Testing procedures after Lockout prior to starting work
- 11) Lock Removal and Startup
- 12) Lock removal by persons other than the assigned person

### 7.13.20 - Overhead Power Lines

Contractors shall ensure that no worker approaches and no equipment is operated, within 7 meters (23 ft.) of a live overhead power line unless:

- 1) The work is being conducted under permit
- 2) The worker is, or the operation is directed by, a competent utility worker within the meaning of the Electrical Utility Regulations
- 3) At least the following clearances, as set out in the following table, are maintained between the worker or the equipment and the overhead power line conductors

**Safe Limit of Approach Distances from Overhead Power Lines for Persons and Equipment**

Operating Voltage of Overhead Power Line Between Conductors	Safe Limit of Approach Distance for Persons and Equipment
0 - 750 volts Insulated or Polyethylene Covered Conductors (1)	300 millimeters
0-750 volts Bare, not insulated	1.0 meter (3 ft.)
Above 750 volts Insulated Conductors (1) (2)	1.0 m (3 ft.)
750 - 40 kilovolts	3.0 m (10 ft.)
69 kV, 72 kilovolts	3.5 m (11.5 ft.)

138 kV, 144 kilovolts	4.0 m (13 ft.)
230 kV, 240 kilovolts	5.0 m (16 ft.)
500 kilovolts	7.0 m (23 ft.)

- NOTES:
- 1) Conductors shall be insulated or covered throughout their entire length to comply with these groups.
  - 2) Conductors shall be manufactured to rated and tested insulation levels.
- No equipment or materials are to be stored within the minimum power line clearances listed above.
  - All overhead power lines shall be considered as energized until the Owner of the line verifies in writing that it is not energized, and until the line is visibly grounded.

### 7.13.21 - Substances in the Workplace Policy

SVC acknowledges the serious consequences of alcohol and drug abuse on health and safety in the workplace. SVC chooses to provide and maintain a work environment free of alcohol and drug abuse. SVC shall communicate SVC's and SVC's Client's Drug & Alcohol Policies and Procedures to all Contractors selected to work on an SVC site.

Contractors shall implement reasonable work rules governing the conduct of employees while on SVC worksites. These work rules will include policies and procedures for alcohol and substance testing. Where Stony Valley Contracting's or the Owner's Substance Policy is more stringent, the most stringent policy and work rule shall apply. Contractors shall inform all their workers of the applicable D&A Policy and Work Rule in force.

The possession, use, sale or distribution of alcoholic beverages, illegal drugs or restricted drugs without a prescription on any SVC worksites at any time is prohibited. No one shall work on a SVC worksite in an impaired or intoxicated condition or under the influence of alcohol, illegal drugs or prescription drugs and medications.

This Policy is applicable to all Contractors including Contractor's employees, temporary employees, consultants, vendors, subcontractors and any other individuals providing service on a SVC worksite at any time.

### 7.13.22 - Environmental Protection

Contractors shall take appropriate measures to ensure that the environmental impact from their work is minimized. Environmental protection provisions shall include, as a minimum:

- Appropriate mitigation and control methods.



- Methods of storage, handling, transportation and use of controlled substances meeting applicable regulations.
- Adequate worker training and protection, and materials, training & equipment to handle a minor spill of low risk products (oil, diesel, etc.).
- Emergency response requirements.
- Spill/discharge reporting requirements.

### 7.13.23 - Right to Apply Consequences

**Stony Valley Contracting Ltd.** retains the right to terminate the contract of any Contractor if it is determined that:

- 1) The Contractor is refusing to cooperate or participate fully in the SVC Contractor loss Control Management Program or
- 2) The Contractor has not provided sufficient resources to successfully complete the contracted scope of work with acceptable EH&S performance results.

**Stony Valley Contracting Ltd.** may exclude any person from their worksites for allowing substandard conditions and/or behaviors (see “Definitions”) to exist, or continue to exist, or if that person refuses to cooperate or participate fully in the SVC Contractor Loss Control Management Program.

A “safety violation” is a nonconformance with any applicable EH&S Rules, Regulations, Standards, Policies and/or Procedures designed to protect worker health and safety.

Progressive discipline notwithstanding, after investigation, access privileges to a SVC worksite may be immediately denied for any one or more of the following reasons:

- 1) Failure to replace handrails, hole covers, guards or other protective devices, including safety signs
- 2) Failure to use the proper PPE (Personal Protective Equipment) or to use the required PPE properly
- 3) Possession of or being under the influence of illegal drugs or alcohol on the worksite
- 4) Failure to adequately supervise workers
- 5) Failure to lock out or unauthorized removal of another worker’s lock
- 6) Failure to follow established Safe Work Practices
- 7) Unauthorized use or tampering with fire and safety equipment, or smoking in unauthorized areas
- 8) Theft
- 9) Fighting
- 10) Vandalism
- 11) Intentionally reporting false information, or falsifying documentation
- 12) Horseplay
- 13) Harassment of other workers



## 7.14 Multiple Pieces of Equipment in One or More Active Work Area's

When operating at any of Stony's operations, more than one piece of equipment may be needed to be used at the time, in either the same or different active working areas.

This includes:

- Feeding a crusher
- Building surge piles
- Helping with pit maintenance
- Loading trucks

All operators are to review and understand this procedure, with a thorough walk around of active work area before loading and/or working begins. Also ensure PSI and/or FLHA is reviewed and signed off.

### 7.14.1 - Procedure

- 1) All operators are to have appropriate training and walk around of active work site.
- 2) Review daily PSI and communicate with cross shift on any changes
- 3) FLHA: Establish crew duties and assign loader/operator to task and equipment
- 4) Conduct equipment walk around, inspecting lights, horn, radios, back-up alarm, housekeeping, fluid levels, etc.
- 5) Operators are to always have proper communication with each other and Suncor.
- 6) Ensure operators know where the other is at all times (if required).
- 7) Operators are to never be in another operator's area, unless proper communication, PSI and/or FLHA is reviewed.
- 8) If conditions/task and/or operators change, work must stop and conduct a new PSI/FLHA before work commences.
- 9) Operators are to always back away from each other so that each operator always has a visual on the opposing operator. Unless otherwise communicated between operators.

### 7.14.2 - Hazards

- Multiple pieces of equipment
- Multiple Operators
- Subcontractor traffic
- Weather conditions
- Falling objects
- Poor visibility
  - Dust/Coke Dust
  - Smoke/Steam from hot coke
  - Build-up on windows
- Ground conditions

- Improper Housekeeping
- Lack of equipment maintenance
- Close work proximity - crossing each other's path of travel, in any direction of travel
- Fatigue
- Blowouts
- Lack of communication
- Ditches
- Congestion

### 7.14.3 - Hazard Controls

- Proper communication at all time (radios, visual, cross over)
- Proper lighting
- Road and ground maintenance
- Housekeeping
- Proper walk arounds
- Maintenance Procedure
- Operators are always fit for duty – proper breaks
- Proper berms and barriers
- Training
- Proper PSI/FLHA review

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## 7.15 Housekeeping

Poor housekeeping is a primary cause of trips, falls, slips, strains and fires, resulting in injuries.

- Keep floor areas free of debris and scrap materials. Keep scrap and excess materials in proper containers.
- Place welding, extension, and tool cords out of walkways. Hang them above or place them alongside the walkways.
- Make sure cords are not in water, are protected from sharp edges, and not placed where they will get caught in machinery.
- If you are assigned to a work area where there are housekeeping hazards arrange a clean-up before proceeding with your work or exercise your “Right to Refuse” unsafe work.
- Do not store flammables and combustibles together.
- Place appropriate warning signs where required.
- Make sure equipment or materials do not block access to emergency equipment, communication, or escape routes.
- Make sure equipment or materials in vehicles is stowed and secured properly to prevent injury or damage in case of sudden stops or collision.
- Make sure you have cleaned up and removed all scrap and excess material related to your job when you leave a work area or a Customer’s property.
- Put tools and equipment back into place as you finish your job.

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## 7.16 Compressed Gases

- Review WHMIS before using compressed gas.
- Care shall be exercised in handling all compressed gas cylinders. They shall not be dropped, jarred, or exposed to temperature extremes.
- Cylinders shall have the valve cap or valve protection device in place at all times, except when in actual use or connected to a welding set.
- Cylinders shall not be rolled and shall not be lifted by the valve or valve-cap; a suitable cradle or other device shall be used.
- Cylinders shall have their contents properly identified.
- Cylinders not having fixed hand wheels shall have keys, handles, or non-adjustable wrenches on the valve stems while the cylinders are in service.
- Compressed gas cylinders, whether full or empty, shall be stored and transported in an upright position and secured so they cannot fall or be upset.
- Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum distance of 6m (20ft.) or by a 1.5m (5 ft.) high non-combustible barrier.
- Cylinders shall not be placed where they might become part of an electric circuit or within 1.5m (5 ft.) of an electrical outlet.
- Do not force connections which appear to not fit, nor tamper with safety pressure relief devices.
- Close the cylinder valve and release all pressure from the regulator before removing the regulator from a cylinder.
- Do not use a leaking cylinder, remove the cylinder outdoors away from sources of ignition and notify the Supervisor.
- Never use a flame to detect gas leaks.
- Never use the recessed top of cylinders as a place to store tools.
- Oil, grease, or similar materials shall not be allowed to come in contact with any valve, fitting, regulator, or gauge of oxygen cylinders.
- Never use oxygen as a substitute for compressed air.
- When an oxygen cylinder is in use, the valve should be opened fully in order to prevent leakage around the valve stem.
- Acetylene cylinders shall be properly secured and always used, transported and stored in a vertical position.
- Cylinders shall be protected from sparks, flames, and contact with energized electrical equipment:
  - An acetylene cylinder valve shall not be opened more than one and one half turns of the spindle and preferably no more than three fourths of a turn.
  - Employees shall not use acetylene in a free state at pressures higher than 15psi.

## 7.17 Welding and Cutting

- Before performing welding, cutting, grinding, or any other "hot work" in a hazardous area or on a Customer's worksite, employees may require permission or a Hot Work Permit from the Customer. Hazardous areas are those areas where there is presence or the potential of the presence of flammable or combustible materials, liquids, gases, vapors, or dusts.
- Welding and cutting shall be performed only by experienced and properly trained persons. Before welding or cutting is started, the area shall be inspected for potential Fire Hazards.
- When welding or cutting in elevated positions, precautions shall be taken to prevent sparks or hot metal from falling onto people or flammable material below.
- Suitable fire extinguishing equipment shall be within 6m (20ft) of all locations where welding and cutting equipment is used.
- Butane Lighters shall not be carried by welders or their helper when engaged in welding or cutting operations.
- A Fire Watch shall be maintained wherever welding or cutting is performed in locations where combustible materials present a Fire Hazard. A fire check shall be made of the area 1/2 hour after completion of welding.
- Where combustible materials such as paper clippings, coal, or wood shavings are present, the floor shall be swept clean for a radius of 9m before welding. Combustible floors shall be kept wet or protected by fire-resistant shields. Where floors have been wetted down, personnel operating arc-welding or cutting equipment shall be protected from possible shock.
- To protect the welder's eyes, face, and body during welding and cutting, the welder shall wear an approved helmet or goggles, proper protective gloves, and clothing. Helpers shall wear proper eye protection. Other employees shall not observe welding operations unless they use approved eye protection.
- Proper eye protection shall be worn to guard against flying particles when the helmet or goggles are raised.
- Machinery, tanks, equipment, shafts, or pipes that could contain explosive or highly flammable materials shall be thoroughly cleaned and decontaminated prior to the application of heat.
- In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.
- Welders shall place welding cable, hoses, and other equipment so that it is clear of passageways, ladders, and stairways.
- Where the work permits, the welder should be enclosed in an individual booth or shall be enclosed with non-combustible screens. Employees or other persons adjacent to the welding areas shall be protected from rays by shields or shall be required to wear appropriate eye and face protection.
- After welding or cutting operations are completed, the welder shall mark the hot metal or provide other means of warning other employees.
- Potentially hazardous materials are used in fluxes, coatings, covering, and filler metals used in welding and cutting or are released to the atmosphere during welding or cutting operations. While welding or cutting, adequate ventilation or approved

- respiratory protection equipment shall be used. Special precautions shall be taken when using materials that contain cadmium, fluorides, mercury, chlorinated hydrocarbons, stainless steel, zinc, galvanized materials, beryllium, and lead.
- Employees shall refer to the MSDS for specific requirements pertaining to the above listed hazardous materials.
  - For gas welding and cutting only approved gas welding or cutting equipment and accessories shall be used.
  - Gas welding rigs require a flashback device at the regulator end of each hose and a back flow prevention device at either the torch end or regulator end of each hose.
  - Hoses shall be inspected before use for leaks, cracks, etc.
  - Welding hose shall not be repaired with tape or gear type (water hose) clamps.
  - Matches shall not be used to light a torch; a torch shall not be lighted on hot work. A friction lighter or other approved device shall be used.
  - Oxygen or fuel gas cylinders shall not be taken into confined spaces.
  - When not in use, oxygen and fuel gas cylinders are to be stored upright and secured with caps.
  - For electric welding only approved electric welding equipment shall be used.
  - The electric welding machine shall be properly grounded prior to use. Rules and instructions supplied by the manufacturer or affixed to the machine shall be followed.
  - Welders shall not strike an arc with an electrode, whenever there are persons nearby who might be affected by the arc. Use welding shield curtains whenever possible.
  - When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contacts with employees or conducting objects.
  - When the welder must leave his work or stop work for any appreciable length of time, or when the welding machine is to be moved, the power supply to the equipment shall be switched off and/or disconnected.

## 7.18 Fire Prevention

Stony Valley Contracting Ltd. will take all necessary precautions to protect employees, company property and customer property from the risk of fire associated with Stony Valley's business activity. Stony Valley's fire protection efforts will concentrate on prevention as the first choice in fire emergency planning. Workers will be trained in the safe handling of flammables and combustible substances as required.

### 7.18.1 - Fire Prevention Precautions

Shall include, as a minimum, the following:

- Stony Valley shall evaluate all worksites for hazards, conditions and/or practices that may result in unintended fires and/or flammable or explosive atmospheres as part of the worksite Hazard/Risk Assessment process. The company will also determine if any unclassified worksite is a "hazardous location" as described in the Canadian Electrical Code.
- Any employee working with flammable and combustibles will be trained accordingly.
- Where the Hazard/Risk Assessment process indicates the possibility of a flammable and/or explosive atmosphere affecting a worksite, Stony Valley shall determine the contaminating source and substance and shall conduct atmospheric tests to determine the level of concentration of the flammable and/or explosive substance
- Stony Valley Contracting Ltd. shall not allow workers to enter a work area or to begin work in an area that contains a flammable or explosive atmosphere in excess of 10% of the substance's LEL, or an area where the concentration of a flammable or explosive substance cannot be maintained at or below 10% of the substance's LEL for the duration of the work.
- Smoking shall be banned in an area where flammable or combustible substances are stored, handled processed or used.
- Storage of any combustible or flammable liquid in an open container, at or above the flash point in the vicinity of an ignition source shall be prohibited.
- All materials such as rags contaminated with flammable or combustible materials in cleaning or cleanup activities are properly stored in covered metal containers with suitable identification.
- Appropriate precautions shall be taken when flammable substances must be stored in a worksite. Appropriate precautions shall meet applicable local regulations and applicable standards CSA B376-M1980 (R1998), NFPA 30, NFPA 55 and/or ULC C30-1995. In any case Stony Valley will not store fuel of any type within 25 meters of a hydrocarbon well.
- Uncontained fires shall not be allowed on any worksite unless authorized in writing by the customer complete with a specific procedure.
- Adequate static electricity control shall be used when products are being transferred from one conductive container to another.

- A “Hot Work” permit system that meets the provisions of applicable regulations and standards shall be used or established on all worksites where job processes identified as “hot work” are to be used (e.g. welding).
- Trained fire watch personnel shall monitor welding and cutting operations unless the work is being done in a designed area appropriate for hot work.
- Adequate fire protection equipment and/or fire extinguishers shall be located at all areas involving hot work.
- When refueling vehicles, mobile equipment and other equipment (including ATVs, Chainsaws etc. used in the workplace) and/or transferring flammable liquids from one container to another, engines must be shut down, other sources of ignition including smoking eliminated within 7.5 meters (25 feet) of a re-fueling station.
- Suitable warning signage will be placed at all refueling stations.
- All personnel shall be provided with adequate fire emergency training suited to their response expectations.
- All Stony Valley Contracting Ltd. vehicles that will be used on sites where there is the possibility of exposure to flammable gases or fumes shall be equipped with automatic positive air shutoffs on the intake side of the engine. Where the exhaust of an internal combustion engine could pose an ignition hazard, the equipment shall be equipped with a flame-arresting device.
- Where a vehicle is not required in a hazardous location as part of the work, the vehicle will be parked in a safe location outside of the hazardous area and shut down.
- No open flames of any kind including from flare pits, flare stacks or flares are to be located or activated less than 25 meters (82 ft.) beyond the boundary of a hazardous location.

### 7.18.2 - L.I.E.S.

Stony Valley Contracting will follow the **L.I.E.S.** strategy for fire prevention.

- L – limit**, reduce the amount of flammables and combustibles in the workplace by storing and bringing in only those quantities that are needed for the work for the shift or until the next shipment (e.g. have equipment refueled daily by a supplier rather than store fuel).
- I – isolate**, isolate those materials or work processes that present a high risk of fire (e.g. clear areas of flammables and combustibles before welding, grinding or gouging).
- E – eliminate**, get rid of excess materials and waste on a regular basis. Eliminate anything that is not required for the work or material that poses a fire risk and does not need to be in the workplace (e.g. excess supplies of flammables and combustibles).
- S – separate**, separate those materials or processes that could cause a fire if allowed to interact, or could increase fire damage by their proximity to each other or other work (e.g. oxygen and fuel gases separated in storage according to code).



## 7.19 Fire Extinguishers

Fire extinguishers come in many sizes, types and configurations. Sometimes it may be difficult to determine the correct extinguisher for the situation. Fire extinguishers can range from 2 ½ lb. ABC dry powder (common in homes) to 500 lb. dry powder (mounted on rapid attack fire trucks) and everything in between, including foam, CO<sub>2</sub>, water, and special chemical agents.

All employees shall receive Fire Safety Training that includes, as a minimum, fire prevention strategies, general correct response and notification procedures, employer specific response and notification procedures, the safe use of fire extinguishers, employer specific equipment, a practical demonstration, and proper monthly inspection methods.

When selecting a fire extinguisher for the workplace one should seek professional assistance and/or refer to the NFPA Standards for information. The following information is intended as a general guideline for selecting fire extinguishers.

- A sufficient number of fire extinguishers to adequately protect the workplace including mobile equipment and motor vehicles are required (refer NFPA).
- All fire extinguishers shall be clearly marked and placed in readily accessible locations.
- All fire extinguishers shall be inspected monthly and the inspection recorded on an inspection record tag (NFPA 10).
- Monthly inspections shall be done by a trained worker and as a minimum will include:
  - a) Verification that the extinguisher is in the correct place, marked and accessible
  - b) All parts of the extinguisher are present and in good order including:
    - the body
    - all manufacturer's instruction and safety labels
    - the gauge (as applicable)
    - the discharge hose or horn
    - the handle, safety pin and safety pin retainer
    - the monthly and annual inspection records
  - c) The extinguisher is fully charged
- Discharged, missing, or otherwise unfit-for-service fire extinguishers shall be reported to a supervisor immediately, removed and replaced with a response-ready unit.
- Discharged, defective and/or damaged units must be repaired by a certified agency.
- An annual inspection and re-certification shall be conducted by a certified agency (NFPA 10).

### 7.19.1 - Classes of Fire & Recommended Extinguishing Agents

**Class A** These fires involve wood, paper, rags, rubbish and other ordinary combustible materials.

### **Recommended Extinguishing Agents**

Water or Class A Foam using a hose, pump type water cans or pressurized water or Class A foam extinguishers.

### **Class B Fires involving flammable liquids such as oil and grease.**

#### **Recommended Extinguishing Agents**

ABC and B dry chemical powder, Class B Foams, Carbon Dioxide.

A particular risk with Class B fires is re-ignition when the fire appears fully extinguished. Use caution and do not approach an apparently extinguished Class B fire scene until you have determined there is no risk of re-ignition.

### **Class C Fires involving live electrical equipment and or wires.**

#### **Recommended Extinguishing Agents**

Carbon dioxide (CO<sub>2</sub>), Halatron, Halon derivatives or ABC dry chemical powder

Remember, as soon as is possible and safe, shut off the electricity. Some systems may retain a charge after disconnection; proceed with caution around electrical systems and equipment.

### **Class D Fires in combustible metals.**

#### **Recommended Extinguishing Agent**

Combustible metals require material-specific extinguishing agents usually delivered by a scoop or low-pressure extinguisher.

Using the incorrect extinguishing agent for the metal involved may result in a reaction that can spread the fire and/or cause an explosion. Get professional advice on how to prepare for a Class D fire exposure.

### **Class K “Kitchen Fires” Fires in cooking oils and fats including restaurant and commercial cooking systems.**

#### **Recommended Extinguishing Agent**






Class K fires require special extinguishers some of which deliver a liquid agent which flashes to a mist upon release to cool and smother the fire.

A particular risk with Class K fires is re-ignition due in part to the high temperatures used with cooking oils. Get professional advice on how to prepare for a Class K fire exposure.

**The above are general guidelines for information purposes and are not intended to replace the hazard assessment, planning and professional evaluation processes in the loss control management system. You should NOT attempt to fight a fire if you are not trained, have not initiated an alarm, have any doubt about your ability or the equipment and/or do not have a safe escape route.**

### 7.19.2 – Know Your Fire Extinguishers

Extinguisher Comparison Table				
Extinguisher	Class	Range	Empties	Other
Water	A	Short	60 seconds	Fights re-ignition
CO2	B and C	Moderate	10-20 seconds	May make breathing difficult in enclosed areas
Dry Chemical	B and C, some A	Short	10-25 seconds	Leaves residue
Liquid Gas	B and C, some A	Short	10 seconds	May make breathing difficult in enclosed areas
Chemical Foam	A and B	Moderate	10-30 seconds	Leaves residue
Bucket of Sand/Dry Powder	D			Check with your supervisor regarding equipment for Class D fire fighting
Wet Chemical	K			Prevents re-ignition

CLASS OF FIRE	TYPE OF FIRE	APPROVED FIRE EXTINGUISHER
 ORDINARY COMBUSTIBLES <b>A</b>	Wood, paper, cloth	Type A; Type A-B
 FLAMMABLE LIQUIDS <b>B</b>	Gasoline, paints, oils, grease	Type A-B; Type B-C; Type A-B-C
 ELECTRICAL EQUIPMENT <b>C</b>	Electrical wiring, fuse box	Type B-C; Type A-B-C
 COMBUSTIBLE METALS <b>D</b>	Metals	Bucket of Sand
 <b>K</b>	Commercial cooking oil appliances	*Wet Chemical

\*Class K extinguishers may require specific training, including when they should be used or not used. For example, the extinguishing agents in many Class K extinguishers are electrically conductive and should only be used after electrical power to the kitchen appliance has been shut off.

References – Canadian Centre for Occupational Health and Safety, National Fire Protection Association, and Canadian Standards Association (CSA Group)

## 7.20 Flammable Liquids

### 7.20.1 - Flammable Liquid

A liquid having a flash point below 140° Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch absolute at 100° Fahrenheit. Such liquids are divided into two classes:

- Class I, those liquids with flash points below 100° Fahrenheit, (e.g. gasoline, acetone, lacquer thinner and toluene)
- Class II, those liquids with flash points between 100° Fahrenheit and 140° Fahrenheit (e.g. varsol, paint thinner, diesel fuel and kerosene)

### 7.20.2 - Combustible Liquid

Liquids with flash points above 140° Fahrenheit.

### 7.20.3 - Vapor Pressure

The force exerted at any given temperature by a vapor, either by itself or in a mixture of gases. The vapor pressure is measured at the surface of an evaporating liquid.

The following precautions must be taken to prevent accidental ignition of flammable liquids:

- 1) Keep flammable liquids only in approved containers and do not dispose of any flammable liquids at other than an approved site.
- 2) Ensure all flammable liquid containers are properly identified and labeled.
- 3) Proper warning signs must be posted around all flammable liquid storage areas.
- 4) A 20-pound ABC fire extinguisher must be placed within 6m (20 feet) of all flammable liquid storage areas.
- 5) Obey all smoking restrictions and only smoke in designated areas.
- 6) Eliminate any potential source of ignition, and do not handle flammables near an open flame.
- 7) Do not use gasoline or other flammable liquids as cleaning fluids.
- 8) Dispose of rags or other items contaminated with flammable liquids in approved covered metal containers.
- 9) Containers must be bonded to equalize their electrical potential whenever flammable liquids are transferred.

#### 7.20.4 - Gasoline and Diesel Fuel Storage Tanks

- 1) Signs that advise what the tank contains shall be posted on the tank.
- 2) A sign warning that the contents are flammable and that engines are to be shut off and no smoking or other sources of ignition are allowed within 7.5m (25 ft) when fuel is being dispensed.
- 3) A certified enviro tank resting on the ground is not properly grounded. The tanks must have a proper earth ground as defined by the Canadian Electrical Code. This is a 3m-rod or an approved plate ground. The tanks can also be connected to a building ground.
- 4) There must be secondary containment. The containment must be capable of holding 110% of the contents of a single tank or 110% of the contents of the largest tank if there is more than one tank in the containment area.
- 5) The fuel delivery hose must be approved for fuel delivery and bonded to the tank and nozzle.
- 6) Protection appropriate for the size of vehicles being fueled must be installed.
- 7) A proper ladder must be provided to access the filling point.
- 8) An 8kg (20 lb) ABC fire extinguisher must be located within 6m (20 ft) of the fuel storage area.

**NOTE:** Ensure adequate spill kit is readily available at all times.

#### 7.20.5 - Contamination with Flammable and/or Combustible Liquids

If a worker's clothing and/or skin becomes contaminated with a flammable or combustible liquid, the worker must:

- a) Avoid any activity where a spark or open flame may be created or exists
- b) Remove clothing
- c) Ensure clothing is decontaminated before it is used again

If a worker's skin is contaminated the worker must wash the skin at the earliest possible time.

## 7.21 Hoisting and Rigging

- Hoisting equipment shall be operated only by authorized persons, who have demonstrated they are competent operators, are familiar with the equipment, operating instructions, and Standard Hand Signals.
- All hoisting equipment and rigging shall be inspected each shift prior to use or when any damage is suspected.
- Defective equipment shall be tagged, reported to supervisor and removed from service.
- The weight of a load to be hoisted shall be determined and communicated to the operator and other employees involved.
- The Center of Gravity or Point of Balance of a load shall be determined and the lifting device positioned above the point.
- Only load rated slings in good condition shall be used for hoisting.
- When the operator has any doubt about the safety of hoisting a load, the operator will not proceed and report the circumstances to the Supervisor.
- Any area where a hazard exists from the movement of a load or hoisting equipment shall be cleared of employees, communicated, and suitably secured and communicated.
- Tag lines are to be utilized to secure load swing. Signalers shall walk aside and have a visual of operator.
- No loads and or structures, shall be passed over employees at any time.
- No suspended load will be left unattended and no employee shall pass under a suspended load at any time.
- All loads shall be hooked or slung under the direction of designated competent employees familiar with the Standard Hand Signals.
- Signals shall only be given by a designated competent employee using Standard Hand Signals (Procedure 7.53). Anyone can signal the operator to stop if a reason to do so exists.
- No employee shall ride on loads, slings, hooks or similar equipment.
- Double choker slings will be used on horizontal loads with 2 or more pieces over 3m (10 ft.) long.
- Loads imposed on slings, ropes, chains and fittings will not exceed recommended Safe Working Load (SWL) or Working Load Limit (WLL).
- Chokers and slings will be protected from sharp edges and abrasion damage by softeners.
- Uncertified, makeshift couplers, shorteners, hooks, and other similar load bearing equipment will not be used.
- Any damaged or defective equipment is to be reported to supervision and removed from service immediately.

### 7.21.1 - Wire Rope Rejection Criteria

Wire ropes shall be considered unserviceable and shall be permanently removed from service if:

- In running ropes, 6 randomly distributed wires are broken in one rope lay, or 3 wires are broken in one strand in any one lay, or,
- In standing ropes, there are more than 2 broken wires in one lay in sections between end connections, or more than one broken wire at an end connection, or,
- Wear, or the effects of corrosion, exceeds 1/3 of the original diameter of outside individual wires, or,
- There is evidence of kinking, bird-caging or any other damage resulting in distortion of the rope structure, or,
- There is evidence of any heat damage, or,
- There are reductions of normal rope diameter, from any cause in excess of:
  - a) 1mm (3/64 in.), for diameters up to and including 19mm (3/4 in.), or,
  - b) 2mm (1/16 in.), for diameters 22 to 29mm (7/8 in. to 1 1/8 in.) inclusive, or,
  - c) 3mm (3/32 in.), for diameters 32 to 38mm (1 1/4 in. to 1 1/2 in.) inclusive.

### 7.21.2 - Web Sling Rejection Criteria

**Warp** – The fibers that run lengthwise in a synthetic fiber sling.

**Weft** – The fibers that cross the warp fibers at a right angle in a synthetic fiber sling.

- 1) Edge cut(s) exceed an amount equal to the thickness of the webbing.
- 2) The penetration of abrasion exceeds 15% of the thickness of the webbing, taken as a proportion of all plies. Where abrasion occurs on both sides of the webbing, the sum of the abrasion on both sides shall not exceed 15% of the thickness of the webbing taken as a proportion of all plies.
- 3) Warp thread damage up to 50% of the sling thickness extends to within 1/4 of the sling width of the edge or exceeds 1/4 the width of the sling.
- 4) Warp thread damage to the full depth of the sling thickness extends to within 1/4 of the sling width of the edge or the width of damage exceeds 1/8 the width of the sling.
- 5) Weft thread damage allows warp thread separation exceeding 1/4 width of the sling and extends in length more than twice the sling width.
- 6) Acid or caustic burns are present.
- 7) Melting or charring of any part of the sling is present.
- 8) Stitches in load bearing splices are broken or worn.
- 9) End fittings are excessively pitted or corroded, or are cracked, distorted or broken.
- 10) Combinations of the above types of damage are present.

## 7.22 Ladders

Falls from elevation are a leading cause of industrial injuries, and a great number of these falls are from ladders, both fixed and portable. Stony Valley Contracting Ltd. will endeavor to prevent falls and accidents involving ladders through purchasing, inspection and employee education.

Portable ladders purchased new, will conform to CAN3-Z11-M81 (R2001), Grade 1, Construction and Industrial Use, heavy load rating. Ladders to be used in proximity of power lines or in electrical rooms will be made of non-conductive fiberglass construction.

All ladders (portable and fixed) will be inspected on a regular basis as well as before each use. Ladders, may not be painted.

**References – AB OH&S Act, Regulation & Code – Part 8 and all Manufacturer’s Specifications**

### 7.22.1 - Use Guidelines

- Prior to use the proper length of ladder must be determined; the ladder must project at least 1m above the landing to which it is to provide access.
- The minimum overlap distance on extension ladders is:
  - 1.0 m (3.3 ft.) on ladders up to 11 m (36 ft.)
  - 1.5 m (5.0 ft.) on ladders up to 11 - 14.6 m (36 - 48 ft.)
  - 1.7 m (5.6 ft.) on ladders up to 14.6 - 20 m (48 - 66 ft.)
- The work area must be inspected for overhead hazards such as power lines or overhead cranes.
- Ladders with defects such as cracked, loose or broken rungs, must be tagged as defective and removed from service. Non-skid feet must be in proper working condition.
- Single or extension ladders must be inclined at 75° by placing the bottom of the ladder 1/4 of the working height out from the base of the vertical support surface.
- Proper footwear with non-skid soles and heels is to be worn by all users of ladders.
- Portable ladders over 6m (20 ft.), or in high traffic areas, must be secured in place during use or be supported by one or more employees.
- Moving and setting up of heavy or long ladders must not be done by one employee.
- Only one employee is allowed on any portable ladder at a time.
- Tools or equipment other than tools on tool belt are not to be carried up any ladder. Hands are to be kept free for climbing, the tools and equipment must be hoisted in an approved container.
- If both hands are needed for the task, fall protection attached to a proper anchor point must be used.
- No work is to be done off the top two rungs of any single, extension or stepladder.
- Ladders are never to be used as horizontal bridging devices.
- Stepladders are only to be used in the fully opened position with the spreader bars locked.



- When working on a portable ladder when there is a fall hazard of 3m or more, a Personal Fall Arrest System must be used or a hazard assessment must demonstrate that an alternate means of fall protection meets requirements.

### 7.22.2 - Permanent Ladders

- Must be vertical
- Must have side rails which extend 90cm (36in.) above the landing
- Must have rungs which are at least 18cm (7in.) from the wall and spaced at regular intervals of 30cm (12in.)

**Note: Ladders attached to tower vans are for emergency exits only.**

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## 7.23 Machine Safety

### 7.23.1 Hazard/Risk Assessment

A hazard/risk assessment shall be completed for all machines and power tools used in the business. A Job Hazard Assessment shall be completed for all critical tasks that involve significant risk of injury to workers.

**\*\*Ensure all machines and power tools are inspected prior to use and post use, returning it to appropriate place.**

### 7.23.2 Standards

The following standards apply to the safeguarding of machinery. As a minimum, all machinery used or purchased for use by Stony Valley Contracting Ltd. Shall comply with these standards as applicable.

**Canadian Standards Association (CSA) CAN/CSA-Z432-(R2014) Safeguarding of Machinery**

**AB OH&S Act, Regulation & Code – Part 25**

**\*\*Always ensure to review, and follow all manufacturer's specifications**

### 7.23.3 Safety Hazards

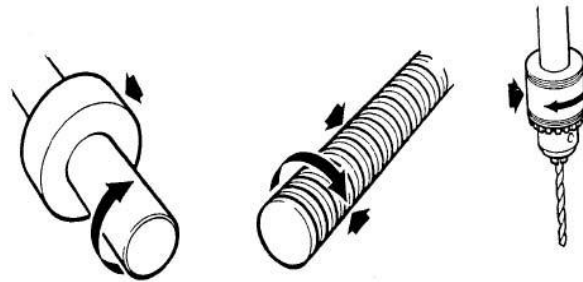
- Contact with Moving Parts
- Contact with Electricity, Heat, Fire, Cold Other Energies
- Contact with Pressurized Gas or Liquid

### 7.23.4 Safety Hazards Locations

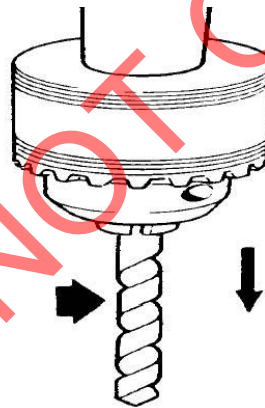
- At the controls: starting or stopping, set-up, adjusting
- Where you feed materials into the machine: loading, cleaning
- Where the machine cuts, turns, drills, shapes, punches, or moves in any way: cleaning and maintenance, trouble shooting and repair, adjusting, setting up
- At the gears, wheels, cylinders, belts, rollers, chains, cables, sprockets, and cams: cleaning and maintenance, trouble shooting and repair, adjusting, setting up
- Around lift trucks and moving equipment
- Around conveyors, elevators, and cranes
- Around any machinery and equipment that can release energy on you

### 7.23.5 Types of Machine Motion

The diagrams below show **rotational motion hazards** with various machinery parts and equipment at pulley, drill, circular saw, rollers, grinding wheel, lathe, shaft, router, milling, boring machine, gear and chain, pulley and belt, etc.



The diagrams below show **transverse motion hazards** with various machinery parts and equipment: at band saw, belt sander, drill press, press, etc.



These motions have different actions and can therefore result in one or several types of injury such as: cuts & lacerations, amputation, fracture, entanglement, sprain/strain, death

### 7.23.6 Other Hazardous Areas

#### Contact with Electricity, Fire, Heat, Cold

- At power panels, electrical circuits, power lines, ovens, and heating elements
- Around chemical containers, vats, pipes, pumps, and compressors
- Around cranes, hoists, other lifting devices

## Harmful Workplace Ergonomics

- Excessive repetition of tasks
- Excessive force used in tasks
- Prolonged and repetitious, awkward postures
- Mechanical stress, excessively stressful handling
- Vibration.
- Excessive and prolonged exposure to cold, heat, inadequate lighting, noise
- Any of the above in combination may be as or more hazardous than any one condition alone

### Awkward handling postures include:

- Elbows raised above wrist height
- Excessive wrist bending/deviation
- Pinching materials/products/tools constantly or constant hammering
- Forearm rotation or twisting constantly
- Extreme elbow bending/flexion
- Back bending/flexion, twisting or lateral bending excessively

### Inadequate workplace design includes:

- Improperly designed hand tools: for any user, or specific individual
- Improperly designed work stations/surfaces: forces worker to adapt against body design
- Improperly measured working heights/levels
- Improper process: excessive specialization or excessive line speed: lack of job physical variety or muscle relief for any user, or specific individual

## 7.23.7 Hazard Controls

There are several means for controlling machine hazards:

- Lockout/tag out (**Section 6.2**)
- Safety Guards and Devices
- Safety Procedures and Practices
- Personal Protection

### Safety Guards and Devices

- Guards and safety devices can help protect you from dangerous contact
- Guards, barriers, and safety devices must prevent your fingers, arms – or your whole body – from getting into a danger zone

- Guards must be designed and placed correctly: right size opening and distance to person
- Guards must work well and fit the machine right – always

### Types of Guards

- Fixed barriers
- Interlocking guards: electrical, mechanical
- Adjustable and Self-adjusting Guards

### Types of Safety Devices

- Pullbacks and holdbacks
- Presence-sensing devices
- Two-hand controls
- Safety blocks
- Special feeding/handling tools

**Guards and Safety Devices that are intended to be in place when the machine is operating shall not be removed while the machine is operating. A machine shall not be operated with guards or safety devices removed that are intended to be in place during operation.**

### 7.23.8 Training

All workers required to use machines shall receive adequate and appropriate training from a qualified individual or agency prior to being assigned work on a machine

**Machine operators are responsible to check their machine and their work area to ensure that no one, including the operator, will be injured or placed in a hazardous situation by the starting or use of a machine.**

### 7.23.9 Emergency Preparation

- Know the signs of possible emergencies
- Know how to shut down your equipment in case of emergency
- Know where to find fire extinguishers
- Know where to find the first aid area and first aid kit
- Know whom to call for help in a health or safety emergency
- Know where to go in case of emergency

### 7.23.10 Eye Safety

Wear safety glasses or safety goggles at all times in the shop, even if a machine, such as a pedestal grinder or lathe, has a shield to deflect chips. A chip deflector does not replace the need to wear safety glasses. If a tool overheats while grinding, don't quench it as it may crack. These cracks may or may not be visible and if you use the tool again, a piece of the tool may break off and fly towards your face.

### 7.23.11 Housekeeping

The shop floor should be kept clear of chips, debris, and pieces of material. Any fluids, such as coolant or oil, should be cleaned up immediately.

### 7.23.12 Hand Safety

One of the most common causes of hand injuries is contact with cutting edges. The cutting edge may be moving, which is very dangerous, but even an edge that is not moving can inflict a severe cut if you brush it with your hand.

Gloves should be worn only when handling sharp pieces of material, and not near operating machinery. They should always be removed before any machine in the area is started. Long hair should be tied back and loose clothing should not be worn.

### 7.23.13 Clothing, Jewelry

Close fitting clothing, such as coveralls should be worn in the shop. Long sleeves should be rolled up above the elbows or otherwise secured so rotating machine elements cannot catch the sleeves.

Watches, rings, necklaces and any dangling jewelry should be removed before operating tools and machinery where one may be exposed to rotating elements, electrical circuits or any other component where such items could result in or contribute to injury.

## 7.24 Compressed Air

Work performed by Stony Valley Contracting Ltd. requires the use of compressed air systems and tools. Compressed air at high velocity and pressure creates potentially dangerous situations. Compressed air systems and tools are safe if properly maintained and the users are trained. The following guidelines are to be followed to reduce the risk associated with the use of compressed air:

- Compressed air tools and systems shall be maintained according to the Manufacturer's specifications and applicable regulations.
- Air hoses shall have a minimum working pressure of 150% of the maximum pressure produced in the system and be designed for compressed air service.
- All large diameter (3/4 inch and bigger inside) connections are to be equipped with "Whip Checks" and small diameter connections are to be pinned or provided with an alternate system to ensure a positive connection.
- Air lines and hoses are to be relieved of pressure before being disconnected or disjointed. Hoses shall not be kinked to relieve pressure.
- Respiratory air fittings **must not be compatible** with tool air fittings.
- Only clamps approved by the Manufacturer for compressed air service are to be used for attaching hoses to fittings, this does not include gear type clamps.
- Air pressure at the tool inlet, with the tool running, must not exceed the rated pressure capacity of the tool, as specified by the Manufacturer.
- When quick disconnect couplings are used at a tool or at the end of a hose connected to the tool, the female coupling is to be installed upstream or on the pressure side. The female coupling must contain a valve, which closes automatically, when the coupling is disconnected. The male coupling shall be attached downstream of the coupling.
- Compressed air hoses are NEVER to be pointed at any part of an employee's body and are NEVER to be used for cleaning of employees' clothing or person.
- Compressed air hoses and fittings are to be inspected regularly, and damaged items are to be tagged and removed from service.
- When work involves removing debris with compressed air, the operator(s) must use the following PPE:
  - Eye Protection
  - Face Shield
  - Respiratory Protection
  - Hearing Protection
  - Appropriate protective clothing
- "Cleaning up" with compressed air is to be used as a last resort. Vacuum or water wash should be first considerations so as not to redistribute the debris. Air pressure must be maintained at 210 kPa (30 psi) or less for clean-up. Only pressure limiting safety nozzles shall be used.
- Air hoses must be arranged so as not to create tripping hazards for workers, and where they will be protected from vehicles, tools, work processes, or mechanical damage.
- Compressed air must not be used to transfer flammable liquids.

- Compressed gases, such as Nitrogen, or Oxygen shall NEVER be used as a substitute for compressed air, for any purpose.
- After use, air hoses should be inspected and stored in a proper location until they are required again.
- Internal combustion engine driven air compressors shall only be run in well ventilated areas.

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## 7.25 Electrical Safety

Electricity is present in the workplace and essential to home and workplaces. If not treated with respect electricity can cause serious injury and death. The following guidelines are intended to help protect workers from exposure to electrical shock and injury.

Stony Valley Contracting Ltd. shall ensure that hazardous locations are classified according to the nature of the hazard as follows:

- **Class I** locations are those in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive gas atmospheres
- **Class II** locations are those that are hazardous because of the presence of combustible or electrically conductive combustible dusts
- **Class III** locations are those that are hazardous because of the presence of easily ignitable fibers or “flyings”, but in which such fibers or “flyings” are not likely to be in suspension in air in quantities sufficient to produce ignitable mixtures.

Stony Valley Contracting shall ensure that where electrical equipment is required, and it is to be approved for use in hazardous location, it shall also be approved for the specific gas, vapor, mist or dust that will be present.

Stony Valley Contracting shall ensure that no electrical equipment shall be used in a hazardous location, unless the equipment is essential to the work or process being carried on. Service equipment, panel boards, switchboards, and similar electrical equipment shall, where practicable, be located in rooms or sections of the building in which hazardous conditions do not exist.

All electrical equipment and tools purchased by Stony Valley Contracting will be checked prior to purchase to insure that the equipment and tools meet all standards, approvals and regulations for the area and exposures in which the equipment and tools are to be used. These standards and regulations can include regulatory and CSA standards, the appropriate Electrical Code and the applicable Building Codes.

Stony Valley Contracting will ensure that electrical installations shall be made so that the probability of spread of fire through fire stopped partitions, floors, hollow spaces, firewalls or fire partitions, vertical shafts, or ventilating or air-conditioning duct is reduced to a minimum. Where a fire separation is pierced by a raceway or cable, any openings around the raceway or cable shall be properly closed or sealed in compliance with the National Building Code of Canada.

Adequate ventilation shall be provided for all electrical installations to prevent the development of ambient air temperatures around the electrical equipment in excess of those normally permissible for such equipment.

Stony Valley Contracting will ensure inspection of electrical tools; equipment and tools by a competent person to ensure workers are not exposed to bare wires or open electrical components whereby a worker can inadvertently come in contact with an electrical circuit.

The company shall provide training to all workers on general electrical safety and additional appropriate training to those workers who face additional serious exposures (boom truck operators, etc.).

The company shall employ competent qualified contractors to install or repair electrical equipment, systems and tools. Stony Valley Contracting Ltd. does not install or contract the installation of electrical equipment or services in client buildings.

As a minimum Stony Valley Contracting Ltd. and/or its workers will:

- Identify areas where explosion proof and/or intrinsically safe equipment may be required
- Inspect tools prior to use for
- Defective cords and plugs
- Damage to tools
- Non-functioning safety devices
- Tag and remove defective tools or electrical equipment from service pending repair or replacement
- Install appropriate warning and instructional signage in all locations where a danger of electrocution is present
- Not use passageways and working space around electrical equipment for storage
- Keep all electrical installations, switchgear and panels clear of obstructions to allow authorized persons ready access to all parts requiring attention
- Ensure that a minimum working space of 1m with secure footing shall be provided and maintained about electrical equipment such as switchboards, panel boards, control panels, and motor control centers that are enclosed in metal, except that working space is not required behind such equipment where there are no renewable parts such as fuses or switches on the back and where all connections are accessible from locations other than the back
- Each room containing electrical equipment and each working space around equipment shall have a suitable means of egress, which shall be kept clear of all obstructions
- Adequate illumination shall be provided to allow for proper operation and maintenance of electrical equipment
- Ensure that all equipment and systems are properly grounded according to code
- Ensure that flammable materials, liquids and gases are not stored in close proximity to electrical panels, tools, switches or equipment that is not rated for such exposure
- Have any damaged tool repaired or replaced prior to use
- Extension Cords:
  - Use heavy-duty single length cords whenever possible
  - Use only properly grounded plugs
- Shut off or unplug electric tools and/or heating appliances when left unattended.
- **Shut off electrical power at the MCC prior to plugging or unplugging any medium voltage (greater than 110/120V) cord connector.**
- Follow all manufacturer instructions and not tamper with, defeat or remove any safety devices.
- Follow the Stony Valley Contracting Lock Out–Code of Practice (**Section 6.2**) when repairing or servicing any electrical tools and/or equipment.

### Damp or outdoor locations

The risk of electric shock is greater in damp areas and the effects can be more severe. Double insulated tools and Ground Fault Circuit Interrupters (GFCI) shall be used in all damp or outdoor locations. The GFCI can be installed in the panel to protect a circuit, installed in a receptacle or be a portable receptacle to protect a cord or tool.

## CAUTION

**Double-Insulated Power Tools do NOT protect against defects in the cord, plug or receptacle. Regular inspection and maintenance by a competent, person is required.**

**A GFCI (ground fault circuit interrupter) will NOT protect a person from electrical shock or line-to-line electrical contact. A GFCI limits the duration of a shock to approximately 0.025 seconds to minimize electrical injury, but the shock can still be intense and startling enough to contribute to an incident.**

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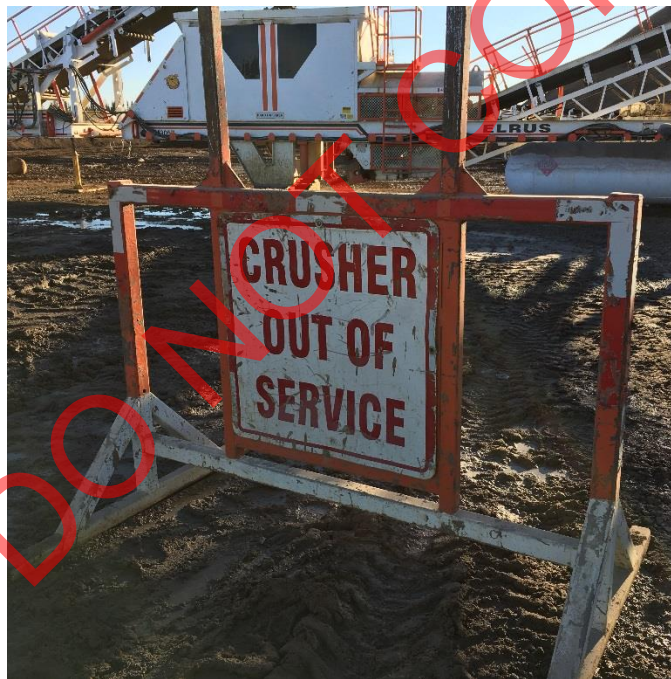
## 7.26 Crusher In Service/Crusher Out of Service

A sign is designed to be a barricade for unauthorized entrance to the feeder. It is used to restrict access and entry for the loader.

- Sign is to be on the feeder ramp when plant is not in operation at all times.
- Before the sign is taken off the feeder ramp, all personnel must be accounted for to ensure no employee is in/or around the feeder.
- When the sign is taken off the ramp it is to be placed in a designated sign area.

### NOTE:

Ensure worker has read through **7.32 Operations Start-up & Shutdown**



## 7.27 Back Care

One of the most common causes of lost time in the workplace is back injury. It is also one of the most difficult conditions to diagnose and treat. Poor body mechanics and lifting and/or handling excessive loads are significant causes of back injury.

### 7.27.1 - Hazard/Risk Assessment

A hazard assessment focused on lifting and handling tasks shall be completed for all jobs that include these tasks. The controls developed from the hazard/risk assessment shall focus on replacing manual lifting and handling tasks with machine handling operations where feasible.

A hazard/risk assessment shall be completed for tasks where workers report strain symptoms or suffer a musculoskeletal and/or repetitive strain injury due to lifting, handling or similar tasks.

Stony Valley Contracting Ltd. shall engage a person qualified in workplace ergonomic assessments to conduct the above evaluation.

Following are some guidelines for back protection while reaching, stooping, pushing, pulling and pivoting:

#### **Maintain alignment and balance**

Establish a stable base of support with feet separated and one foot slightly ahead of the other and with:

- Weight evenly distributed on both feet
- Both knees slightly flexed
- Buttocks tucked in
- Abdomen held up and in, rib cage raised, head held erect

#### **Work at comfortable height**

- For most people approximately 76 to 82 cm (28 to 32 in.) above the floor. This level minimizes muscle strain and allows the body to remain aligned and balanced.
- If the work level cannot be changed, change the level of the platform or chair to raise the worker.

#### **Keep the work close to the body**

Carry objects so the object's center of gravity falls within the base of support. It is easier and the stronger muscles of the thighs and buttocks help support the weight, rather than the arms, shoulders and back.

#### **Use smooth coordinated movements**

- Avoid yanking and jerking objects.
- Do not try to catch falling objects that are too heavy, or if you are not prepared.

- When working with another person, coordinate the movement using teamwork. Count down to lift or pull. Maintain eye contact with your partner if possible.

### **“Set” or prepare the muscles for action**

- Take a deep breath before the big lift or pull. This “sets” or tenses the abdominal muscles.
- It helps to distribute the load over more muscle groups protecting ligaments, joints and muscles from sudden jerking and strain.

If a load is too heavy, big or awkwardly shaped, get assistance; do not attempt to move the item. Use mechanical assists such as forklifts, cranes, drum wheelers, etc. whenever possible to avoid manual handling. Do not take a chance of being injured and take care of your body.

### **Injury**

Should a worker sustain a musculoskeletal injury while involved in manual lifting or handling tasks Stony Valley shall stop the work until the mechanism of injury is identified and a hazard assessment is completed to identify effective control measures.

### **Physical Demands Analysis (PDA)**

A PDA outlines the essential job tasks and physical demands required to do a specific job. Stony Valley Contracting has, and will continue to provide a PDA on each job to ensure workers know the physical demands required by them. This is reviewed in **New Hire Orientation** and **Site Specifics**.

Ergonomic assessments have been completed for required jobs (office administration).

## 7.28 Working Alone

Stony Valley Contracting Ltd. has employees who need to work and/or travel alone from time to time. Stony Valley Contracting shall have a system in place to ensure the safety and well-being of these employees. This does not mean that every work situation requires two or more employees. Employees can work alone without undue risk to themselves or others.

A hazard/risk assessment must be done for each situation where employees are required to work alone. Appropriate control measures must be developed and followed to reasonably ensure the safety of these persons (**see Section 3.0 Hazard Risk Assessment & Control**).

### 7.28.1 - Definitions

#### Effective Means of Communication

Radio, telephone, or other communications system that will work in all anticipated situations (e.g. remote areas).

#### Working Alone

An employee is considered to be working alone if the employee must be at a work site in circumstances where emergency assistance is not readily available.

### 7.28.2 - Hazard/Risk Assessment

- Document all hazard / risk assessment activities and results for review with affected workers.
- Identify existing or potential hazards related to the conditions and circumstances of the employee's work.
- Conduct a risk assessment of identified hazards and implement effective control measures for those hazards that pose an unacceptable level of risk.
- Make the affected workers aware of the hazards and specific control measures through pre-job safety or planning meeting.
- If practicable, the person who is required to work alone should participate in the hazard / risk assessment and the selection of control methods.

### 7.28.3 - Communication

An effective means of communication must be established between the employee who is required to work alone and persons capable of organizing or providing assistance if required. A contact schedule must be set up and maintained. There must be a specific action procedure and communications protocol to be used in the event contact is lost with the person working alone.

Select Communication is set up for employees working alone. The employee is to call in 3 times per a 12 hour shift. When calling follow the Working Alone procedure below.



## 7.28.4 - Records

### Who you call:

Depending on the need for the services, Select Communications is only activated as required. It will be determined at the time who your call in will be if working alone is required. This could include, but is not limited to; Select Communications, Foreman, Safety Representative, etc.

### Select Communications number: 1-855-701-6915

- They will answer it as “Stony Valley Second line”

### When you call make sure/ask to say (note: ensure to log information in a log book):

- Your name
- The time the call is placed
- The time when you will check/call back (coffee, lunch, coffee)-minimum of **THREE** times on a shift
- Destination of where you are and will be during work shift
- Method of communication (cell phone, radio, etc)
- Who you are speaking to
- If someone else is on site with you who they are, where they work, and how long they will be there for - **PLEASE** ensure that this person knows that you are there, that they are your contact while on site and that they are checking in on you

### Worker who is working alone:

- Keep a daily log book of:
  - a) Your name
  - b) Date
  - c) Person who is receiving the call (who you spoke with)
  - d) When the calls were made-first call, second call, third call
  - e) Your destination

### Reminders:

- A **minimum** of 3 calls to be made on a 12 hour shift
- Daily Log books **NEED** to be kept, and will be kept by both the caller and receiver
- **Make sure to call from the work phone provided - NOT a personal phone, unless authorized and call service/receiver knows**
- If worker who is working alone does not call at the appointed time and Select Communications worker taking call cannot reach them within **15 MIN** Select Communications will continue calling until the worker is reached. If after 15 minutes no contact is made, Wayne Woodhouse (780-598-0584) will be called and emergency services will be activated. Therefore it is **CRITICAL** that the worker calls on the time given.



## 7.29 MMD 500 Twin Shaft Sizer

### 7.29.1 - Service/General Maintenance

- Review the Operation Manual before any servicing is done
- Ensure all components are locked out using Stony Valley Lockout Code of Practice **(Section 6.2)**
- Main breaker must be shut off and Locked out, follow **Section 6.2**
- Inspect sizer for any leaks from gear box and bearing housings
- Check gear box oils every shift (12 hour cycle).
- Grease bearings every shift (12 hour cycle). Note: Bearings cannot be over greased; the more grease in the bearings the less dirt will get in the seals

**Note:**

Absolutely under **NO** circumstances will any maintenance or work be done over the shafts/drums of the sizer unless proper Lockout Procedure and FLHA has been completed and reviewed with all employees involved.

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## 7.30 Concrete and Asphalt Recycling Operations

All workers shall receive training on conveyor hazards and general safe work practices. Site-specific training will include a review of conveyor work practices on a particular plant. Ensure when working around conveyors that the Lock-Out Procedure is followed, and Manufacturer's Specifications are reviewed and followed.

### 7.30.1 - Hazards

- 1) Flying Objects
- 2) Dust
- 3) Entrapment
- 4) Dumpster traffic

### 7.30.2 – Hazard Controls

- 1) Wear proper PPE (no loose or torn clothing), signage, training and guarding
- 2) Wear proper PPE, water suppressant
- 3) Wear proper PPE, Guarding
- 4) Communication, site orientation and proper signage

### 7.30.3 – Stationary Hydraulic Magnet Procedure

- 1) Fill out Pre-Job Safety Inspection/FLHA and have discussion with cross shift
- 2) Trained employee is assigned to be steel picker
- 3) Proper PPE is to be worn and all safe guards must be in place
- 4) Conveyor to be shut down and locked out
- 5) Magnet is to be raised up
- 6) Trained employee selected as picker must stand on designated platform to approach raised magnet
- 7) Once on platform, employee uses a wooden scraper to push/clear all pieces of metal off of magnet
- 8) Pieces get pushed onto belt and then are picked off by hand
- 9) Locks can be removed and work resumed

\*\*During plant shut down and maintenance (as per procedure 7.38), clean up all scrap steel

### 7.30.4 – Electro Magnet Procedure

- 1) Fill out Pre-Job Safety Inspection/FLHA and have discussion with cross shift
- 2) Plant is to be shut down and locked out
- 3) Trained employee is assigned to remove steel
- 4) Proper PPE is to be worn and all safe guards must be in place
- 5) Once plant is shut down, magnet will be de-magnetized and safe to clear metal from chute and around magnet

\*\*Stay clear of discharge chute unless magnet is shut down

\*\*During plant shut down and maintenance (as per procedure 7.38), clean up all scrap steel

### 7.30.5 – Personal Protective Equipment

- Follow section 8.0 in the Loss Control Manual , Personal Protective Equipment

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## 7.31 Hand & Power Tools

This Safe Work Practice is applicable to all SVC worksites and intended to assist with maintaining hand tools safe for use. Stony Valley Contracting Ltd. is responsible for implementation and enforcing the requirements of this practice.

Ensure all hand tools, and power tools are inspected prior to use and post use, and return to appropriate place.

### Hand Tools

Hand tools are defined as tools where the energy to use the tool is provided physically by a worker. All workers shall receive instruction on the correct and safe use of hand tools.

### Power Tools

Power tools are defined as tools where the operating energy is provided by a source other than physically by a worker (e.g. electricity, compressed air, hydraulics, etc.).

### 7.31.1 Standards

The following standards apply to the safeguarding of machinery and tools. As a minimum, all machinery or tools used for use by Stony Valley Contracting Ltd. shall comply with these standards as applicable.

**Canadian Standards Association (CSA) CAN/CSA-Z432-(R2014) Safeguarding of Machinery**

**AB OH&S Act, Regulation & Code – Part 25**

**\*\*Always ensure to review, and follow all manufacturer's specifications**

### 7.31.2 Tool Rules

- All tools shall be kept in a good, safe and clean condition.
- All tools shall only be used for the work the tool was intended for (e.g. hammers not wrenches used for pounding).
- Any trolley, wheelbarrow or other equipment fitted with wheels (i.e. welders, small compressors etc.), shall have the wheels maintained in a safe condition.
- No home-made or makeshift tools are allowed, except if it is made for a specific job and purpose in accordance with an approved drawing and is safety tested and approved by a Professional Engineer.
- Guards and handles will be fitted where necessary on hand tools, i.e. hand protectors on chisels and punches, handles on files etc.
- Ergonomics should also be considered in the use and purchase of tools and equipment.

- Power tools shall only be used by a trained and deemed competent to operate power tools.
- Any worker using any tool shall wear PPE appropriate for the job (e.g. eye, face and hand protection for grinding).

### 7.31.3 Inspections

- A competent worker shall carry out monthly inspections on all power tools and document the results. Workers should also conduct pre-use inspections.
- If any tool is found damaged, not in a safe condition (all guards, safety devices, cord etc. present and in good condition) or worn out, the tool shall not be used. A warning tag shall be affixed to the substandard tool and the tool shall be removed from service until repaired or disposed of.
- Maintenance records are kept for all power tools.

### 7.31.4 Tool Storage

- All tools should be stored in a clean, neat and orderly way so that the tools cannot be damaged or cause injury to people.
- Tools having blades or sharp edges, points or projections shall have covers and be stored and handled in a fashion that does not cause injury or damage to the tool.

### 7.31.5 Hand Tools

#### Safety Knives

- Consider a safer alternative to a knife when possible.
- Keep knife blades sharp.
- When cutting, use an even pressure, jerking the tool may cause the blade to slip and cause injury.
- Always cut away from the body (line of fire).
- Wear the correct PPE including hand protection (cut resistant gloves) when using any type of knife.
- Use a knife with a retractable blade or a knife that has a sheath as protection when storing.
- Segmented, serrated retractable blade (Olfa) knives should be considered as a last resort, and will only be used when all other reasonable options are found to be impractical.

### Screwdrivers

- When using a screwdriver, never hold the object in the palm of your hand, always clamp it in a vice or put it on a flat surface.
- Do not use a screwdriver with a broken handle, chipped, rounded or twisted tip.
- Do not use a screwdriver as a chisel or a punch.
- Use the correct size screwdriver for the application.

### Bench Vice

- Lubricate the bench vice adequately.
- Ensure jaws must be not worn or loose.
- The handle should always be left in a downward position when not in use.
- When not in use, a vise should not be left closed under pressure because expansion and contraction can cause stress in the jaws and closing mechanism.
- Always hand tighten a vise, never use a hammer or any other equipment to apply extra torque to the handle, it can cause damage to the vise.
- Clean the equipment after use.

### Wrenches

- Check for worn, cracked or sprung jaws.
- Select the correct wrench for the job. Do not use a snipe (extension) to increase leverage force, this could break the wrench or cause a slip, both possibly causing injury.
- Always stand in a balanced position and pull the wrench towards your body, do not push the wrench handle. Pushing could cause a slip and injury.
- Use the correct tool for the correct job. Never use a wrench as a hammer.

### Striking tools (hammers)

- Use eye and face protection as flying chips can cause serious injury.
- Use the correct hammer for the job; a carpenter's hammer for nails, a ball-pen hammer for cold chisels, etc.
- Never use a hammer with a damaged, loose or homemade handle.
- The hammer face must be larger than the head of the tool being struck, such as a chisel, punch or wedge.
- Never weld on a hammerhead because it changes the structure of the material and leads to fracturing.
- Never hit hardened metal directly. Always use a punch made of soft metal in order to absorb the high impact pulses and prevent chipping.

### Struck tools (Chisels, punches, or wedges)

- Use eye and face protection as flying chips can cause serious injury. Inspect the tools before use.
- Do not use a tool with a mushroomed head. Always dress the tool head before use if the head has begun to mushroom.
- Do not use a tool with a dull cutting edge, sharpen the tool as required.
- When extra force is needed use the proper tool such as a hammer wrench.

### Files

- Never use a file without a handle because you may be injured (e.g. the tong may penetrate into your hand).
- Always use a file brush to clean a file, never use your hand. Chips may penetrate the skin and cause painful infection.
- Never use a file as a hammer or hammer on a file. The file may shatter causing particles to fly in all directions because of a file metal being brittle.
- Choose the correct file for the job because it will increase productivity, extend the life of the file and be easier to use.

### File Care

- Keep a file clean by using a file brush
- Never hit the file against any other object to clean it
- Never use compressed air to clean a file, this can cause injury to the eye
- Always store in a file rack or a file pouch

### Axe

- Inspect an axe before use
- Ensure that the blade is sharp
- Ensure that the handle is in a good condition and free of any splinters
- Ensure that the handle is fixed firmly to the blade.
- Ensure other people are not in close proximity when using an axe.

### Hack Saw

- Do not test the sharpness of the blade with your fingers.
- Store the hacksaw in such a way that you will not accidentally grasp the teeth when you pick it up.
- Never wipe metal chips away with your hand and be aware of the burr formed on the cut surface as it is sharp and can cause a serious injury.
- Warning: A hacksaw blade can break while you are on the cutting stroke and your hand can slip and strike the work piece and thus cause injury.

### Pliers

- Always choose the correct pliers for the job.
- Always check the tool before use
- Check that the handles are in a good condition
- Check that the jaws are not worn
- Check if the cutting edges are in a good working condition
- Clean the tool after use and store correctly.

### Specialty tools (measuring, instruments, torque wrenches, etc.)

- All specialty tools should be handled carefully and checked carefully before use.
- Check the accuracy of the tools (calibrate) as per the manufacturer's instructions.
- Only competent persons should make adjustments or repairs to specialty tools.
- Specialty tools should never be placed or stored where they are likely to be damaged and should always be cleaned and kept in their cases when they are not in use.
- Care must be taken not to expose specialty tools or instruments to conditions for which they are not intended as this can cause inaccurate readings (e.g. excessive heat, corrosive atmospheres, etc.).

## 7.31.6 Power Tool Safety

### Bench Grinders

- If you are not thoroughly familiar with the operation of grinders, obtain advice from your supervisor or other qualified person.
- Make sure wiring and electrical connections meet code and that machine is properly grounded.
- Do not operate while ability to work is affected by alcohol, drugs or other substance.
- Workers shall wear double eye protection (safety glasses and a face shield) when working with a bench grinder.
- Make sure the wheel guards are in place and are properly adjusted and tightened.
- A spark guard, when installed, must be re-adjusted as the wheel wears down.
- Be sure blotters and wheel flanges are used to mount the grinding wheels onto the shaft of the grinder.
- The speed rating of a grinding wheel must be equal to, or exceed the speed rating of the grinder.
- Tool rests must be adjusted to ensure a gap no greater than 3mm (1/8") from the wheel, and must be at or above the centerline of the wheel.
- Inspect the wheels before turning on the power. Do not use wheels that have been chipped or cracked.
- Stand to one side of the wheel when turning on the power.
- Dress the wheel on the face only. Dressing the side of the wheel would cause it to become too thin for safe use.
- When grinding, use the face of the wheel only.



- Do not use a wheel that vibrates. Dress the wheel, replace the wheel, or replace the bearings of the shaft if these are worn. Grinding creates heat, don't touch ground portion of work piece until you are sure work piece has cooled.
- Disconnect the grinder from the power source when making repairs, changing wheels or adjusting tool rests.
- Shut off the power and do not leave until the wheel has come to a complete stop and the work area is clean when finished using machine.

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## 7.32 Operations Start-Up & Shutdown

### 7.32.1 - Start-Up

Prior to start-up, the tower operator or a designated employee will do the following:

- Check for dangerous equipment conditions. Make sure that all guards are in place, handrails are secure and safety signs are intact and readable.
- Check the cold feed area for workers or unauthorized persons.
- Check the inside of the bins for extraneous materials, such as large rocks or chunks of wood. Make sure that objects of this nature do not obstruct the feeder belt.
- Check the outside of the bins for obvious problems. Make sure that the belt is not obstructed and visually check for safety problems.
- Ensure that all plant maintenance and repairs have been completed.

**At start-up the tower operator will:**

- 1) Notify all personnel of the plant start-up with ALL the following methods:
  - a) Loud audible signal – sound the horn 3 times
  - b) Make visual/verbal contact with each member of the crew
  - c) Direct communication by radio
- 2) Start the crushing spread from the largest equipment to the smallest:
  - a) Cone and/or sizer
  - b) Jaw crushers
  - c) Stacker
  - d) Appropriate conveyors as per plant set-up
  - e) Feeder

\*If applicable start water pumps (Wash Plant)

### 7.32.2 - Shutdown

- 1) Shutdown the equipment in the order of production (once the feeder and plant are emptied out):
    - a) empty the feed bin and turn it off
    - b) appropriate conveyors per as per plant set-up
    - c) stacker
    - d) jaw crushers
    - e) cone and/or sizer
    - f) if applicable, have employee go to water pump and shut it down
- **LOCK OUT equipment as per Code of Practice 6.2**
  - Carry out scheduled maintenance work as required

## 7.33 Emergency Stop System (ESS) – Radio Shutdown

All plants using the radio activated emergency stop system shall follow these procedures. The Stony Valley ESS received approval to an Application for Acceptance from AB OH&S October 24, 2016 to use this system. This system is for emergency shutdown purposes only and is not to be used as an alternative to other required safety measures such as Lockout when performing repair or maintenance.

- 1) All workers on the plant site must be given Stony Valley Contracting Ltd. training on the ESS system including: the purpose, use and testing and the Conditions of Approval stated in the letter of acceptance from AB OH&S dated October 24, 2016.
- 2) Radios are to be turned on at the start of the shift, and are to remain on whenever the worker is at the plant.
  - Radios are to be worn outside of the employee's clothing.
  - Everyone accessing the site shall carry a radio, or be accompanied by someone with a radio. There are no exceptions. Visitors authorized to be on site and wanting to use the ESS must be trained by Stony Valley Contracting Ltd. or be accompanied by a trained worker with a radio at all times.
  - Each radio shall be tested at the start of every shift and/or whenever the battery is changed. The test result shall be recorded in the Radio Emergency Shutdown Test Log, which is kept in the control tower.
  - If a radio malfunctions during the shift, the malfunction shall be reported to the shift supervisor, and the radio replaced with one another. The replacement radio shall be tested and the test result recorded in the log.
- 3) At each new plant location, a perimeter test shall be done to ensure that the radios can communicate with the receiver in the control tower.
- 4) When a crew member comes to the site with a radio from another plant, he shall identify himself to the control tower operator and then test his radio. The control tower operator shall record the test in the log.
- 5) Should an emergency shutdown be initiated the following procedure applies:
  - All workers will report to the Shift Foreman or his alternate immediately.
  - Assess the situation and, if necessary, lockout the plant (**see 6.2 Lockout**).
  - If a worker is injured, follow the Stony Valley Contracting Emergency Response Plan and Incident Reporting Procedures (**see 14.0 Emergency Preparedness**).
  - Once condition has been corrected, or in the event of an injury permission for re-start has been received from Management, the ESS system may be reset and operations resumed.
  - Before re-starting the plant after an ESS shutdown, all workers shall re-test their radios and the ESS.

### 7.33.1 - ESS Test Procedure

- The tower operator moves the spring-loaded switch from the run position to the test position, and holds it in the test position.

- The tower operator informs everyone on the plant an ESS test is to be done.
- The tower operator shall have each worker, individually, hold the button in the test position and ask the worker to press their E-STOP button.
- The horn should sound for 15 seconds.
- The tower operator will notify the worker of the test results.
- If the results were negative, the tower operator will tell the worker to check the radio.
- If the results were positive, the tower operator will return the switch to the run position, which will reset the switch for the next test.
- The tower operator will then proceed to the next individual until all individuals' radios have been tested.
- The tower operator shall enter the results in the Radio Emergency Shutdown Test Log.

**If a radio malfunctions during the test, the radio must be removed from service, the malfunction reported to the shift supervisor, and the radio replaced with a spare radio. The replacement radio must be tested and the test result recorded in the log**

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### 7.33A Running with ESS Radio By-Passed Operating Procedure

In the event of an ESS failure the base unit can be manually by-passed. This leaves the crushing plant with no remote shutdown capability. With the ESS Radio system by-passed, Plant crushing operation may still continue if the guidelines below are **strictly** followed.

Plants are to always be equipped with manual Emergency Stop. Once the manual Emergency Stops are installed and tested, and workers are properly trained, operations can resume. All employees are to be trained in ESS.

- 1) A new Field Level Hazard Assessment (FLHA) and/or JSA shall be completed detailing the procedures to be followed while the system is by-passed and otherwise not equipped with an emergency stop system. This shall be reviewed with all workers and the workers shall sign off on the FLHA.
- 2) Workers shall stay clear of all running crushing equipment (2 meters).
- 3) Only properly guarded equipment and hand railed catwalks may be accessed (ie, Jaw, cone, feeder screener).
- 4) No shoveling, greasing, general maintenance or adjustments shall take place with the plant operation.
- 5) In the event of a crushing operation malfunction:
  - a) The whole plant shall be shutdown.
  - b) A FLHA will be completed detailing the procedures to be followed.
  - c) The Lockout Procedure (**section 6.2**) shall be followed and the equipment locked out.
  - d) If the work to be done requires the jogging of a belt, a skilled tower operator shall be in the control tower and in communication with the workers at all times. The equipment ahead and behind the piece requiring attention shall be locked out.
  - e) Once all these precautions are in place maintenance can be completed.
  - f) When there is no longer a need for jogging, that piece of equipment shall be locked out.
  - g) Once maintenance is complete workers shall follow appropriate start-up procedures.

### 7.34 Hydraulic Lifting Legs Operation

- 1) Work is only to be performed by a trained and competent employee.
- 2) Hook power source to 12 volt battery for hydraulic motor lifting legs.
- 3) Ensure tank is full of oil.
- 4) Turn on power switch and check for leaks
- 5) Place blocks on level ground under lifting legs.
- 6) Using lifting legs to raise chassis to required height.
- 7) When loading and/or unloading guide the truck to either connect or disconnect from the 5<sup>th</sup> wheel pin.
- 8) Once equipment is in place and secure, raise lifting legs and remove blocks.
- 9) Lift cylinders all the way up and unhook truck from 12 volt supply.

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## 7.35 Cone Liner Changes (15/60 and Sandvik)

Liner change processes can vary from machine to machine. Workers are to review and be trained on this procedure prior to commencing any work. Ensure to follow all AB OHS Act, Regulations and Guidelines. Refer to manufacturer's instructions and specifications at all times.

### 7.35.1 – Hazards

- Tripping hazards
- Hazardous energy
- Inadequate lifting equipment
- Overloading lifting devices
- Inadequate training
- Worker being struck/crushed
- Worker being caught between load and equipment
- Weather
- Inadequate communication
- Inadequate work space
- Noise
- Hot work – cutting/welding/grinding
- Pinch points
- Inadequate tools
- Chemicals – Burns, spills
- Climbing
- Uneven ground
- Hydraulic failure
- Suspended loads
- Heavy Lifting
- Mobile Equipment
- Falling/flying debris
- Cables breaking
- Line of fire
- Cold/Heat/Fatigue
- Shock/explosion
- Stored energy
- Cuts/scrapes – sharp edges
- Over exertion/extension

### 7.35.2 – Controls

- Housekeeping, wide catwalks, folding handrails
- Lock out – bump test
- Training
- Proper communication (radio, hand signals, buddy system, etc.)
- PPE
- Medical Monitoring
- Proper breaks
- Experienced welders
- Inspection of equipment and tools before use/walk arounds
- SDS, WHMIS
- Designated signaler
- Proper hydration
- Appropriate dress for conditions
- Tag lines
- Situational awareness
- Fire extinguisher/fire watch
- Housekeeping
- Stretching
- Use of a spotter
- Proper procedures
- Ergonomics
- 3-point contact

### 7.35.3 – Cone Liner Change Preparation

- 1) Review this procedure. All employee's are to sign off on the PSI/FLHA before commencing work. If there is an employee who has never done a cone liner change, ensure buddy system is followed.
- 2) Ensure all components are locked out using the Lockout Code of Practice (6.2).
- 3) Inspect all equipment being used (slings, cables, Ginpole, shackles, loader, etc.) ensuring it meets the standards.
- 4) Designate a signal person.
- 5) Using a spotter/signaler, put the Ginpole on loader.
- 6) Position pick-up and connect cables for 12 volt power. Fold cone feed head section and secure (check for cone feed power cord and secure V-Plow).

### 7.35.5 – 15/60 Disassembly and Reassembly

- 1) Depressurize the clamping cylinders.
- 2) Swing the bowl lock arm out of the way so that it does not make contact with bowl.
- 3) Connect a sling to one of the bowls turning/lifting lugs. Attach the sling to the proper side of the bowl to obtain the desired rotation. Make several turns around the bowl with the sling and hook the free end to a loader. Have all workers move to opposite side of the pull.
- 4) Loader now will pull the sling until the turn sling has unwound. Rewind sling and repeat the procedure as many times as necessary to remove and/or install the bowl.
- 5) Remove the bowl with a four-way sling; attach to lifting lugs on bowl. Set bowl on 3 blocks. Remove feed hopper to expose wedges. Remove bolts and wedges. Hit liner with a hammer to remove.
- 6) Set new bowl liner on level blocks. Make sure blocks do not stick out.
- 7) Lift bowl and the bowl liner will remain in place. Place bowl on a piece of plywood, unhook 2 legs of the sling so that you can rotate bowl on its side. Clean the old grease and wire wheel the seat. Apply new grease above the seat.
- 8) Rotate bowl up right and hook up all four legs of the sling; lift and place on to new bowl liner. Make sure that high point of Helix is lined up in the middle of the bowl stop block (Wedges Pocket). Center the liner and check the seat to ensure it is in place. Install wedges and tighten in a crisscross pattern. Clearance should be no more than 0.010". Fill the entire cavity behind the bowl line with cone backing. Reinstall feed hopper and basket.
- 9) FOR MANTLE LINER – Remove feed plate. Cut torch ring (ensure one employee is on Fire Watch). The ring should be cut all the way through, be extremely careful not to damage the head/threads. Locking nut should be ready to unscrew, turning it in a clockwise direction.
- 10) Lift out used mantle, using center eye bolts (to ensure a straight vertical pull). If the three cast lifting hooks are worn off the mantle liner, welding eyes need to be welded



- on. Note: If welding is necessary, stainless steel welding rods are required for welding on the manganese liners.
- 11) Clean old grease above seat and apply new grease. Install new liner. Center the liner by installing torch ring and lock nuts. Tighten down and compare the distance between the top of the torch ring and the bottom of the locking nut (equal distance all around). Tighten nut, then back it off and pour backing into cavity behind the mantle. Retighten nut immediately and reinstall feed plate.
  - 12) When tightening locking nut and wedges, always have a firm footing.
  - 13) Hook up a four-way cable sling to bowl. Lift into place and line up the thread 3" apart where threads start on bowl and the main frame.
  - 14) Install bowl back on to the cone.
  - 15) Wind cable around bowl and begin threading bowl back in to the main frame.
  - 16) Repeat as necessary until desired crushing clearance is reached.
  - 17) Unfold cone feed section.
  - 18) Housekeeping can now be done and locks can be removed.
  - 19) Plant can now be started up as per 7.38 Cone or Roll Crusher Start-up & Shutdown

### 7.35.5.1 – Sandvik Cone Liner Change

- 1) Move conveyor feed so the top shell can be removed.
- 2) Clean feed tub and top shell and remove the feed tub.
- 3) Remove Arm Shields and Upper Liner.
- 4) Clean spider cap, remove spider cap bolts and remove spider cap.
- 5) Clean grease from spider, measure the spider bearing clearance.
- 6) Measure Dust Seal Ring clearance.

Crusher	Play (mm)	Play (ins.)
S2800	1.3	0.051
S3800	1.3	0.051
S4800	1.5	0.060
S6800	1.8	0.071

Chart gives the permissible play between the dust seal ring and dust collar.

- 7) Lower shaft with head center, and remove top shell bolts.
- 8) Use the jack bolt to separate the top shell from the bottom shell.
- 9) Lift the top shell from the bottom shell and place on the work area.
- 10) Lift the top shell and turn it on its side, blocking the top shell in a safe manner.
- 11) **Upper Concave Segments** - Note: These are typically done on every 2<sup>nd</sup> Lower Concave Ring change.
- 12) Weld lifting lugs using 308 – 16 stainless steel welding rod to each segment.

- 13) Make sure the spider bushing is protected before removing any segments to prevent damaging.
- 14) Remove each segment using a hammer and wedges. If cutting needs to be done, make sure the area is well ventilated and you are wearing a respirator.
- 15) Evenly space the segments around the top shell and seal the gaps on the sides and bottom with "Plaster of Paris" where EI-bak could leak through.
- 16) After checking the "Plaster of Paris" is dry, mix EI-bak and fill to the top of the segment.
- 17) **Lower Concave Ring**
- 18) Lance or torch the existing liner at the 3 grooves.
- 19) Place a wedge on either side of the groove to break the bond between liner and backing to get the concave out. You may find that you have to cut the liner in more places to remove it.
- 20) Clean all backing off the top shell concave ring area, check for any cracks or imperfections to the top shell. Repair as required.
- 21) Turn the top shell upside down. Place a spacer 6-8mm thick (approximately ¼") on the bottom of the upper concave. Put the concave ring into the top shell.
- 22) Seal any gaps and any possible cracks with "Plaster of Paris" where EI-bak could leak through.
- 23) After checking the "Plaster of Paris" is dry, mix EI-bak and fill on either side of the grooves in the liner where the recesses are.
- 24) **Mantle liner replacement**
- 25) Cut torch ring keeping flame away from main shaft and weld a lug on Head Nut for removal.
- 26) Remove the Head Nut. The H/S 2, 3, and 4 are right handed thread and the H/S 6 are left handed thread.
- 27) Weld 2 lifting eyes on the mantle using 308-16 stainless steel welding rod.
- 28) Remove mantle, you may have to hammer on mantle to break the bond between EI-bak and Head Center.
- 29) Clean Head Center and oil where the EI-bak will touch the head center.
- 30) Weld lugs on new mantle using 308-16 stainless steel welding rod.
- 31) Lift mantle on head center.
- 32) Install torch ring, clean Inner Head Nut threads and thread Head Nut onto Inner Head Nut and tighten. Remove lug (step 18) from Head Nut.
- 33) Stitch weld, 3" long with 5" gaps, torch ring alternating between head nut and mantle, (stainless steel welding rod).
- 34) Add backing
- 35) Clean the gaps in the upper concave segments.
- 36) Clean bottom shell flange, and coat the mating surfaces of the top and bottom shell with grease or thick oil.
- 37) Lift top shell onto bottom shell and install bolts. Tighten bolts evenly in a diagonal rotation. Using a .001 feeler gauge check each bolt so there is no gap at all.
- 38) Clean the holes and threads in the spider cap bolts and spider bushing if it is removed, with the appropriate tap.

Crusher	Spider Cap Bolts (mm)	Spider Bushing Bolts (mm)
S3800	M6S 16 x 45	M6S 20 x 80
S4800	M6S 20 x 70	M6S 20 x 90
S6800	M6S 20 x 50	M6S 20 x 90

- 39) Add spider grease, clean spider cap, install oil ring and install spider cap.
- 40) Install Arm Shields and Upper Liner.
- 41) Install feed tub and position feed conveyor.
- 42) Lower Mantle to travel position and block the head to prevent shaft from moving during travel and damaging the Main Shaft Step.

Note: Estimated hours to change mantle and lower concave **60 hours.**

Estimated hours for complete liner change, including changing the upper concave segments.

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## 7.36 Conveyor Safety

**All workers shall receive training on conveyor hazards and general safe work practices. Site-specific training will include a review of conveyor work practices on a particular plant.**

- No service is to be performed until the conveyor is locked out.
- Only authorized, competent workers, or workers supervised by a competent person should perform adjustments and repairs to a conveyor.
- All workers performing work around conveyors must carry a working and tested radio on them at all times.
- Keep clothing, extremities, hair and other body parts away from running and automatic-start conveyors.
- Do not climb, step, sit or ride on a conveyor at any time (unless crusher is shut down and everyone is locked out).
- Do not remove, alter or defeat conveyor guards or safety devices at any time except within specific maintenance procedures.
- Know the location and functioning of all stop/start and emergency stop devices.
- Keep all stopping/starting and emergency control devices visible and free from obstructions at all times.
- Test emergency stop systems on a regular basis and document such tests.
- Tower operators will utilize a pre-start alert system and ensure that all workers are clear of a conveyor prior to starting the unit.
- The areas around conveyors shall be kept clear of obstructions and slip/trip hazards.

### 7.36.1 - Belt Adjustment

When carrying out conveyor belt adjustment during plant operation the worker must:

- Verbally communicate intentions to the tower operator before proceeding near the conveyor.
- Inspect the jack to be adjusted and determine if it can be adjusted safely.
- Wear proper PPE (no loose or torn clothing).
- Not come in contact or lean against the conveyor frame.
- Notify the tower operator when the adjustment is complete.

### 7.36.2 - Conveyor Shoveling

When shoveling beneath the conveyors, workers must:

- No service is to be performed until the conveyor is locked out.
- Have a radio on them at all times equipped with E-stop
- Wear proper PPE (no loose or torn clothing).
- Not come in contact or lean against the conveyor frame, stay a safe distance away by standing perpendicular to the conveyor frame.

- Not climb under, on, or over the conveyor.
- Where a control tower is used, frequently make visual contact with the tower operator, to ensure that the tower operator is aware of workers whereabouts.
- Be aware of material falling off the conveyor.
- Use proper equipment to remove materials from the conveyor pan (long handled shovel, not a "D" handled shovel).
- Not use hands or feet to remove materials.
- Not remove guards or shields while the conveyor is running.
- When cleaning up under conveyors (shoveling) ensure even ground, know your reach area and surroundings.
- Where there is restriction to a tail pulley for cleaning purposes, no shoveling will be done with the conveyor operating.

### 7.36.3 - Relocating Conveyors

- Move conveyors with mobile equipment and a signaler.
- Lower the conveyors to its lowest point when moving from tail pulley.
- When pushing/pulling the conveyor attach straps from the loader to the conveyor.
- Once relocated make sure wheels of conveyor are secure.
- When lowering or lifting conveyors use straps. Or use lifting c-channel underneath front of conveyor (if you can, get loader bucked underneath).
- Proceed with caution to prevent damage to equipment.

## 7.37 Painting

All workers doing any sort of painting will review and follow this Safe Work Practice. On the job training and review of this practice will be done before painting of any kind is done.

- Complete FLHA for the work being done
- Ensure worker is fully trained
- Follow manufacturer's recommendations
- Follow 7.65- WHMIS Procedure
- Ensure proper PPE
- Review paint SDS (MSDS)
- Ensure all source of ignition are eliminated
- Ensure equipment painted is grounded
- If painting inside, ensure adequate ventilation
- If painting outside, be aware of direction of wind
- Keep tools and equipment, and their safety features in good working order
- If a ladder is used, follow 7.22- Ladder Procedure
- Maintain proper housekeeping and follow 7.15- Housekeeping
- Ensure paint is stored in a cool well-ventilated area

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## 7.38 Plant Maintenance

- 1) Work is only to be performed by a trained and competent employee.
- 2) Ensure loader operator and other employees are aware, and in communication of each other, and work being done at all times
- 3) Tower operator informs loader operator that plant is being shut down for maintenance
- 4) Ensure grizzly is free of all debris
- 5) Ensure "Crusher out of Service" (**see section 7.26**) sign is in place, the red light is activated and grizzly is raised (when operating a feeder only plant)
- 6) Empty all material out of feeder
- 7) Shut down the crushing spread
- 8) Ensure all components are locked out using the Lockout Code of Practice (**see section 6.2**)
- 9) Perform necessary repairs and maintenance
- 10) Remove all tools and parts when job is complete
- 11) Ensure personnel are clear of the feeder area prior to removing barriers from access ramps
- 12) REMOVE Lockout

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### 7.39 Generator Service and Maintenance

- 1) Work is only to be performed by a trained and competent employee.
- 2) Shut off and lockout MCC breaker
- 3) Shut off main breaker on the generator
- 4) Turn generator to cool down
- 5) Once engine shuts down, lockout the master switch to that generator (**See Section 6.2**)
- 6) Do service work
- 7) After work is complete remove lock from generator
- 8) Start engine
- 9) When ready to resume crushing, remove MCC breaker lock out

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## 7.40 Jaw Liner Change

Liner change processes can vary from machine to machine. Workers are to review and be trained on this procedure prior to commencing any work. Ensure to follow all AB OHS Act, Regulations and Guidelines. Refer to manufacturer's instructions and specifications at all times

### 7.40.1- Hazards

- 1) Tripping hazards
- 2) Hazardous energy
- 3) Inadequate lifting equipment
- 4) Overloading lifting devices
- 5) Inadequate training
- 6) Worker being struck
- 7) Worker being caught between load and equipment
- 8) Weather
- 9) Inadequate communication
- 10) Ergonomics
- 11) Inadequate work space
- 12) Noise
- 13) Hot work
- 14) Pinch points
- 15) Inadequate tools
- 16) Chemicals

### 7.40.2 – Controls

- 1) Housekeeping, wide catwalks, folding handrails
- 2) Lock out
- 3) Training
- 4) Proper communication (radio, hand signals, buddy system, etc.)
- 5) PPE
- 6) Medical Monitoring
- 7) Proper breaks
- 8) Experienced welders
- 9) Inspection of equipment and tools before use
- 10) SDS, WHMIS

### 7.40.3 – Preparation

- 1) Read and sign PSI.
- 2) Ensure all components are locked out using the Lockout Code of Practice (**see section 6.2**).
- 3) This procedure must have a designated signal person to guide the loader and ginpole. Inspect all slings, hooks and shackles before using ginpole.
- 4) Know your weights before doing any lifting

Note: Welding will be required on new and old jaw plates. Stainless steel welding rods are required for welding on the manganese jaw plates.

### 7.40.4 – Disassembly

- 1) Remove shims.
- 2) Block in Jaw Chamber.
- 3) Lifting eyes to be welded on liners using stainless steel rod (Review Safe Work Practice 7.17 Welding and Cutting).
- 4) Remove bolts, and nuts from wedge bar and remove wedge bar.
- 5) Inspect old plates and observe any fused points that would cause biding or difficult removing.
- 6) Remove bolts from heel plates and cheek plates if necessary.
- 7) Remove block.
- 8) Remove moveable or stationary jaw plate using loader and ginpole.
- 9) Clean and inspect pitman main frame.
- 10) Clean contact surface on new jaw liner.

### 7.40.5 – Reassembly

- 1) Replace moveable or stationary jaw plate and place wedge bar back in place and tighten. Shims must be used to create the proper clearance between the wedge bar and pitman arm.
- 2) Install block as you are installing jaw plate.
- 3) Replace cheek plates then heel plates and tighten while pounding down to secure moveable or stationary jaw liners.
- 4) Remove wooden block.
- 5) Install shims in jaw settings.
- 6) Remove lockout
- 7) Check bolts 1 hour after start-up

## 7.41 Plant Moves

All workers shall receive training on a plant move before move begins. If a Short Service Employee (New Worker) and/or Young worker is on site, a buddy system is to be maintained with employee at all times. Site-specific training will include a review of the plant move on a particular plant. Ensure if any piece of equipment needs to be energized that the Lock-Out Procedure (**Section 6.2**) is followed. Also ensure all Manufacturer's Specifications are reviewed and followed. Personal Protective Equipment (**Section 8.0**) is to be followed at all times is to be worn and all safe guards must be in place.

### 7.41.1 – Hazards

- Flying Objects
- Dust
- Mobile equipment
- Heavy lifting/rigging
- Uneven ground
- Congestion
- Hydraulic pressures
- Spills
- Pinch Points
- Crushed between Equipment and Truck
- Blind Spots
- Climbing
- Fires/Shock 12/24-volt hookup
- Hydraulic Failure
- Noise

### 7.41.2 – Hazard Controls

- Wear proper PPE (no loose or torn clothing) signage, training and guarding
- Signage
- Training
- Guarding
- Water suppressant
- Radios/proper communication
- Housekeeping
- Adequate breaks
- Buddy system
- Proper lifting techniques
- Hand signals/designated signaler and spotters
- FLHA
- Lock out
- Gauges to ensure pressure
- Situational awareness
- Spill trays/pads
- 3-point contact
- Fire Extinguishers
- Procedures (Lockout, 12/24 volt, etc.
- Inspection of rigging and hydraulic lines
- Tag lines

### 7.41.3 – Personal Protective Equipment

- Follow Section 8.0 in the Loss Control Manual , Personal Protective Equipment

### 7.41.4 – Procedure

- 1) Complete and review FLHA
- 2) Review tasks/steps and procedures that may be applicable
- 3) Designate employees for their task
- 4) Clean equipment with a shovel, scrapper, broom, etc.
- 5) Pick up blocking, cables, stands, cords, miscellaneous parts, etc. and load into pickup truck and/or high boy
- 6) Pin loads top tractor trailers
- 7) Position truck to run hydraulic
- 8) Designate a signaler
- 9) Place blocks under jack and jack up chassis
- 10) Guide truck back to chassis to pin
- 11) Lower jacks
- 12) Remove the blocks
- 13) Truck driver than secures the load
- 14) Continue step 6-13 for each piece of equipment
- 15) Move equipment to new location
- 16) Re-block equipment and level
- 17) Run/plug in electrical cords
- 18) Ensure housekeeping is done around work area before leaving site

## 7.42 Sampling from the Conveyor Belt

- Inform the tower operator that a sample is to be obtained.
- Tower operator will engage sample bypass.
- Lockout (**see section 6.2**).
- Stand on sample stand and obtain sample.
- Remove Lockout.
- Inform the tower operator that sampling is complete and “OK” to resume crushing.

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### 7.43 Sampling from the Surge Bin

- 1) Inform the tower operator that a sample is to be obtained
- 2) Employee taking sample informs trap trucks that a sample is going to be obtained
- 3) Tower Operator runs bin empty into truck
- 4) Tower Operator shuts off bin and truck pulls away
- 5) Sample person to engage isolation Lockout (**see 6.2 Lockouts**) on surge bin
- 6) Employee places splitter on the belt and obtains sample
- 7) Employee removes splitter
- 8) Disengage isolation Lockout
- 9) Inform the tower operator when sampling is complete

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## 7.44 Stacker Folding and Unfolding (Double, Single, and Telestacker)

Folding or unfolding a stacker is a two person job requiring an operator at the controls and a signaler. **Note:** the signaler is also responsible to watch for problems with the electrical cords or the belt binding.

Work is only to be performed by a trained and competent employee.

### 7.44.1 - Folding

- 1) Make sure stacker is in a level position before folding.
- 2) Place blocking under 5<sup>th</sup> wheel hitch if required.
- 3) Lower the stacker to its lowest position.
- 4) Clean the stacker thoroughly, especially around the cylinder arms to prevent bending of the cylinder rods. Inspect all hinge point pins.
- 5) Remove Base Plate pins if necessary.
- 6) Place belt bars in position over belt at the upper and lower belt bar brackets.
- 7) Fold the head pulley section first, making sure people are clear of possible falling debris and rollers.
- 8) Begin folding unit, ensuring signaler is clear of any falling debris. Watch for any binding or unusual stresses on conveyor frame.
- 9) Ensure smooth and concise movement.
- 10) Fold tail section, if there is one, following the same procedure.

### 7.44.2 - Unfolding

- 1) Move the stacker to level ground for unfolding.
- 2) Inspect all hinge point pins.
- 3) Unfold the tail pulley section first; be aware of possible falling debris and rollers.
- 4) Replace pins that hold the tail section in place.
- 5) Replace base plate if necessary.
- 6) Begin unfolding unit, ensuring signaler is clear of any falling debris. Watch for any landing or unusual stress on conveyor frames.
- 7) Ensure smooth and concise movements.
- 8) Once the tail pulley section is unfolded, the loader is positioned to unfold the head pulley section following the same procedure.
- 9) **Do not** put pins in head section.
- 10) Remove belt bars.

## 7.45 Cleaning Build-up on Hoppers, Walkways, and Chutes (Surge Bin, Feeder, Pan, Screen deck, Under Cone, Jaw)

- 1) Work is only to be performed by a trained and competent employee
- 2) Workers must inform tower operator and/or co-worker that they are preparing to clean out area
- 3) Tower operator turns off crusher feed and runs plant free of material
- 4) Ensure all torches are out and properly contained
- 5) Workers lockout (**see section 6.2**) which includes:
  - Lockout piece of equipment with build-up (in van)
  - Lockout knife switch where applicable
- 6) Worker(s) may commence cleaning equipment. Ensure buddy system is followed when entering the area
- 7) If equipment needs to be emptied during procedure, worker(s) must exit area, unlock equipment and stand clear
- 8) Tower operator ensures everyone is clear and then the equipment can be emptied
- 9) If workers must re-enter area to finish job, repeat above steps (Always ensuring that the equipment is locked out)
- 10) If the equipment is clean, worker unlocks equipment and proceeds operation
- 11) Follow start-up procedure and re-light torches
- 12) Resume crushing

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## 7.46 Building a Stockpile with Mobile Equipment

- Work is only to be performed by a trained and competent employee.
- When building a stockpile a safe slope from the top of the stockpile to the base must be maintained (maximum 45° slope - 1 meter vertical: 1 meter horizontal).
- When working on top of a stockpile workers and equipment must stay a safe distance from the edge of the pile. This distance varies for the type of material stockpiled, please refer to Alberta OHS Act.
- Berms are to be placed on each side of a stockpile ramp and at the dump position.
- Watch for surface cracks when on top of a stockpile; this is an indicator of instability.
- Personnel shall not approach a stockpile when stockpiling operations are in progress. All equipment shall be stopped and personnel approaching the pile shall not approach any area, other than the ramp, where the material is not at a natural angle of repose (not greater than 45°)
- Stockpiling operations typically involve multiple pieces of equipment including trucks, rock trucks, dozers, and loaders. Ensure radio communication is maintained and operating at all times.
- Any personnel on the ground in a stockpiling area shall be wearing appropriate hi-vis PPE and shall not enter the active area without first communicating with the equipment operators and receiving confirmation that it is safe to enter the area.

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**7.47 UNASSIGNED**

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## 7.48 Working Around Water

This safe work practice applies to work near water that is in excess of .30m (1') deep. No workers are allowed within 2m of bodies of water on a flat plane or within 3m on a sloped plane of 15° or less for large (4 inch) pumps. If using a small pump (2 to 3 inch), ensure 7.48.1 is followed.

This practice applies only to work near water bodies where the bank is stable, of dry solid material with no overhangs and ending on the same plane as the water's edge. Where slippery conditions exist, workers must be prevented from entering the water body without a PFD or equivalent protection.

No work is permitted near water bodies with unstable or undercut banks.

**This practice does not apply to work near flowing water, work from any type of dock or floating platform, or where the bank edge is in excess of .30m above the water surface. Specific hazard/risk assessments must be conducted for these types of locations.**

The work includes, but is not limited to, installing pumping equipment, servicing pumping equipment and other water handling related work within the described approach area.

### 7.48.1 - Hazard Assessment

A hazard/risk assessment shall be conducted for each new work area that meets the criteria above. The following safety measures shall be followed:

- Protective barriers between the work area and the water body, or a positioning device that prevents a worker from accessing the edge of the water body
- Adequate lighting for the work area
- Special PPE and rescue equipment (e.g. Personal Flotation Device (PFD), life ring, etc.)
- Emergency response communications, and methods
- Work procedures such as a "buddy" system
- Training including emergency procedures and First Aid/CPR
- Communication – radio, phone

Employees shall follow the working alone procedure (**section 7.28**) if at any time they will be alone checking/fueling pumps.

Training shall be conducted for employees unfamiliar with the use of specified safety equipment, PPE and rescue equipment.

## 7.49 Propane Handling

Propane is invisible and heavier than air; as such it presents a special concern when used on the work site. All installations and use of propane on the work site must comply with the Government Legislation set out for its safe use.

**A propane cylinder can explode and must be treated with the same due care and attention afforded other compressed gas cylinders.**

- A competent worker shall perform any movement or repositioning of tanks. Wear adequate hand and eye protection when handling, hooking up or opening propane cylinders.
- Nylon slings must be used around the body when loading, off-loading or lifting propane tanks with lifting equipment. The "lifting lugs" provided on tanks are not to be used.
- Tank valves and regulators are to be removed from the tank prior to any movement of the tank.
- All trucks, cranes or equipment used to handle propane tanks must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
- Never stand in front of the valve when opening a propane cylinder valve.
- When in use, propane cylinders must be securely held in an upright position.
- Tanks must not be hooked up and used without proper regulators attached.
- Propane cylinders must be filled by certified personnel. Inspect cylinders for current certification prior to use. When filling a propane cylinder, be sure there are no possible ignition sources present.
- Never attempt to transfer propane between tanks.

## 7.50 Transportation of Dangerous Goods (TDG)

TDG Legislation is in place to protect the public when dangerous goods are being transported by road, rail, sea or air. Anyone who handles, offers for transport, or transports dangerous goods must be trained and certified.

### 7.50.1 - Tool Van

When moving a tool van containing controlled products TDG regulations must be followed. This includes preparing a shipping document stating the product name, class, and PIN.

#### Class 2 – Gases

- Propane Class 2.1 UN1978
- Acetylene Class 2.1 UN1001
- Oxygen Class 2.2 UN1072
  - a) All cylinders must be transported in a secure, upright position.
  - b) Any combination of the above is limited to an overall quantity of 500 kg, otherwise place-carding is required.

#### Class 3 – Flammable Liquids

- Varsol Class 3.3
  - a) Placarding only required for bulk quantities exceeding 100 gallons.
  - b) When combined in a load containing compressed gases, the gross quantity of 500 kg (1,100 lbs) applies.

#### Class 8 – Corrosive

- Crusher Backing Compound Class 8
- Place-carding is required for transporting quantities greater than 500 kg

**For loads containing a combination (2 or more) of the above noted products in excess of 500 kg (1,100 lbs.) the "Danger" placards must be used.**

### 7.50.2 - Power Van

Power Van units with diesel tanks under the frame do not require place-carding. The tanks however require a UN1202 sticker affixed to each side. When moving the unit, it must be accompanied by a shipping document that states the amount of fuel (if any) or the statement "Residue - Last Contained."

## 7.51 Jaw Crusher Toggle Plate Replacement

- 1) Ensure all components are locked out using the Lockout Code of Practice (**section 6.2**).
- 2) Secure toggle to upper jaw cross brace with come-along.
- 3) Loosen tension springs.
- 4) Remove all shims.
- 5) Secure upper block seat.
- 6) Using a second come-along secure come-along to jaw mainframe and attach to moveable jaw. Ensure all personnel are clear and begin ratcheting come-along to pull moveable jaw forward to allow for removal of toggle plate.
- 7) Once the toggle plate is loose, using come-along to raise toggle plate to a clear area above jaw main frame where a loader can remove toggle plate.
- 8) Employees to remove locks from lockout station and follow the Crusher Start-up and Shutdown Procedure.

### Replacing

- 1) Inspect that pitmen and block seats are clean and secured in place.
- 2) Move toggle to jaw chassis.
- 3) Hook up to a come-along at the upper jaw brace.
- 4) Position toggle plate either on belt or on jaw mainframe where a come along can be used to replace toggle plate in to its position.
- 5) Lower/raise toggle into position and slowly, in unison, release pitmen using the second come along. Proceed slowly until toggle is in place and secure.
- 6) Leave upper come-along in place as safety precaution.
- 7) Replace tension rods and tighten.
- 8) Remove all rigging and come-alongs.
- 9) Replace shims and set jaw a accordingly.
- 10) Clean up tools.
- 11) Employees to remove locks from lockout station and follow the Crusher Start-up and Shutdown Procedure.

## 7.52 Loader Service Procedure

- 1) Park loader in a safe area away from other operations. If the service area must be near other operations place flagging or traffic cones around the work area.
- 2) Lower all attachments to the ground. If attachments must be in a raised position for the service activities, ensure that adequate blocking is put in place to prevent the attachments from moving unexpectedly during service.
- 3) Idle the engine for a few minutes to cool the engine. During routine shift maintenance, fueling of loader may be completed while engine is idling.
- 4) While the engine is cooling, gather all tools, materials and PPE that will be required for the service / repair job. Ensure all equipment is available and used for the recovery of all waste liquids (oils, anti-freeze) and materials (filters, dirty rags, towel, batteries) generated by the servicing. Have a spill kit available at the service site.
- 5) After engine has cooled down, and/or fueling has been completed, shut engine off and remove key from ignition (lockout). If the loader starting system has a lockout point, place a scissor and lock to prevent starting of the equipment.
- 6) Place wheel chocks in the safety position to secure the articulation point.
- 7) Proceed to service loader. **Use caution and adequate PPE. Liquids and components can be hot and wastes can be hazardous to your health.**
- 8) Once servicing / repair is complete, check the equipment, complete a circle check to ensure no one is in danger, remove locks, chocks and safety bar and return to service. No person will start a loader without first talking to the loader operator.

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### 7.53 Safety Hand Signals

Ensure signaler is trained and competent in signaling. Also ensure proper communication is established between operator and signaler.



Direction



Just a little bit



Lower Bucket



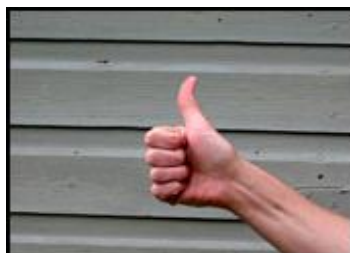
Raise Bucket



Stop



Tilt Bucket Down



Tilt Bucket Up



Stop & Hold Brakes



## 7.54 Fire Pot Lighting & Re-Fueling Procedure

- Work is only to be performed by a trained and competent employee.
- Inform all personnel on site of fire pot locations.
- Ensure a snuffer is by each fire pot.
- Fill with Diesel (Avoid over filling).
- Have fire extinguisher close by and ensure they are charged and maintained.
- Light pots with torch.
- When re-fueling is required snuff out pot, ensure fire is out and proceed to refuel.
- Re-light pot.
- When shutting down, snuff out all fire pots, make sure they are out, and proceed with service, repair etc.

### 7.54A Propane/Diesel Torch Belt Heating Procedure

- Pre-start check – inspect torch, hose, regulator and tank for proper working order.
- Start Conveyor Belt. Torches used for heat **are not** to be applied to belt until or unless the conveyor belt is in operation.
- Ensure adequate fire extinguishers are available immediately adjacent to the torch(es) in case of fire before lighting torch(es).
- Light torch with an approved striker.
- Prior to stopping the conveyor belt the torch must be turned off. When turning off the torch the torch is to be turned off at the torch as well as the tank. Inspect torch, hose, regulator and tank for proper working order.

**Personnel must be present at all times while torches are applied to the belt for heating purposes.**

## 7.55 Removal of Rocks/Foreign Material from Jaw

- 1) Work is only to be performed by a trained and competent employee
- 2) Tower operator calls for someone to investigate problem with jaw
- 3) Ground personnel to inspect problem
- 4) Tower operator turn off jaw and pan.
- 5) Lockout jaw, pan and product belt before proceeding **(see section 6.2)**.
- 6) Person on jaw must inform tower operator that he/she is going to enter jaw and pan area. He/she **cannot** begin work without assistance from another employee (Buddy system)
- 7) **Prepare rigging (use only rigging designated for rock removal and not for hoisting) – See section 7.21**
- 8) Position loader for lift (make sure loader has clear lifting and turning radius)
- 9) Ensure there is a competent signaler
- 10) Rig and lift protective grate and secure
- 11) Clear work area of loose debris (i.e. Small rocks, sand, and lumps)
- 12) Use bar to secure and position rock or object for lift
- 13) Rig object and begin lift (no workers allowed in pan or jaw mouth area)
- 14) Have loader clear jaw area with rock or object and discard
- 15) Let protective grate down
- 16) Locks can be removed
- 17) Follow start-up procedure
- 18) RESUME crushing

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## 7.56 Truck Loading in the Coke Pit

- All *drivers* and *operators* must comply with Suncor P.P.E. requirements.
  - All *drivers* are to remain in their truck with seat belts on throughout loading process.
  - Loader has right of way at all times.
  - Overloads should be dumped in designated coke pit area only at the direction of the *loader operator*
  - Any communication with *loader operator* should be through means of CB communication, and in the event of verbal communication, the *operator* will go to the *driver* to communicate.
  - *Truck driver* is to pull up to loading ramp so blind side is away from the loader
- BLIND SIDE LOADING PROHIBITED**
- Truck must be at a complete stop with park brake on, and ensure tarps are open before loading.
  - Ensure that dispatch is called by truck driver if he/she is stuck or needs help. Dispatchers will communicate to Stony Valley, not the truck driver.
  - *Loader operator* is to maintain road in the coke loading area and road along the stockpile, including overloads.
  - *Loader Operator* must maintain the loading ramp at a height of approximately 18 to 24 inches high, and ensure it is level.
  - *Loader operator* is to avoid loading large frozen lumps, wet material and snow into trailers whenever possible.
  - *Loader operator* is to avoid packing down coke in trailers with their bucket.
  - If stockpile is 1.5 meters or greater above equipment reach, 655 mine supervisor is to be notified, and Suncor will push material down from stockpile.

## 7.57 Equipment Servicing and Re-Fueling Procedure

- 1) Make sure tool van service area and/or fuel tank area is clear of obstacles and debris
- 2) Park and shut off equipment
- 3) Set park brake and lockout equipment as per **Section 6.2**
- 4) Ensure chalk blocks are properly securing loader
- 5) Service equipment and fuel
- 6) Turn off fuel pump and replace fuel hose to van hangers
- 7) Ensure proper housekeeping is maintained with all garbage and tools
- 8) Walk around equipment to inspect that area is clear of personnel
- 9) Release park brake, honk horn twice to signal equipment moment
- 10) Remove lock
- 11) Slowly move equipment out of service area (If visibility is poor use a spotter)

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## 7.58 Gravel Truck General Loading Procedures

- 1) All driver and operators must comply with PPE Requirements (Section
- 2) All drivers are to remain in their trucks with seatbelts on throughout the loading process
- 3) Drivers are to wait for loader operators signal before approaching to get loaded
- 4) Any communication with the loader should be through means of 2-way radio, and in the event of verbal communication, the driver will follow the proper "approaching the loader" procedures (Section)
- 5) Loader has right of way at all times
- 6) Loader operator is to maintain the road in the loading area, over load dump area, and along stockpiles
- 7) Loader operator is to avoid packing down material into dup boxes with their bucket whenever possible
- 8) Truck must be at a complete stop with the parking brake on, ensure tarps are open, and tailgates are locked before loading
- 9) Ensure that dispatch is called by the truck driver if they are stuck or need help
- 10) If the stockpile is 1.5 meters or greater above equipment reach, the Stony Valley supervisor will be notified and the pile will be pushed down

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## 7.59 Working around Dozers, Rock Trucks and Excavators

- Work is only to be performed by a trained and competent employee.
- Make sure that all workers are wearing the proper PPE and properly trained prior to operation of equipment.
- Follow lockout as per lockout code of practice (**section 6.2**).
- Ensure radio communication is working at all times.
- Dozer has spotter when working around ground crew.
- All equipment requires spotter in congested areas.
- Truck dumps to dozer as communicated.
- Trucks are not to dump simultaneously; 10 meters radius of each other.
- Berms in place for over edge dumping.
- Loaded truck has right of way. Ensure proper communication if not possible.
- Every piece of equipment must have its own fire exit and fire extinguisher.
- Establish haul routes.
- Make sure rock trucks are on level ground before dumping.
- Inspect cables and slings prior to hauling and towing.
- Work on stable ground for equipment.
- Do a walk around of the equipment prior to startup.
- Master key must be turned off prior to welding.
- Make sure all equipment is secured before shutting down.
- Keep all tracks and walkways clear of debris.
- Make sure that there are no open flames or sparks while refueling
- Make sure the park brake is engaged when servicing equipment and machine is locked out.
- Follow the guidelines for lifting with an excavator.
- Use proper absorbent materials when doing oil changes on equipment.
- Have proper lighting when working at night.

## 7.60 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:

- 1) A record file for each owner/contractor which includes insurance, a good WCB standing and a completed hire on form; "Independent Carrier Agreement" (**Form G001**).
- 2) 5 companies a month will be audited (their Profile). 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.
- 3) Be prepared for a random audit at any time. At all times the company shall maintain:
  - a) A "Satisfactory" Safety Fitness rating
  - b) A Carrier Profile Risk Factor Score below monitoring level
  - c) Valid periodic safety inspection (s) on all equipment
  - d) Valid insurance and WCB in good standing
- 4) **Driver:**
  - a) Substance testing (within 30 days of hire)
  - b) Training record, which includes, OSSA/BSO.CSO, copy of operator's license for each driver, PSTS and/or CSTS
- 5) 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.
- 6) 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).
- 7) The pre and post-trip inspections shall include a review of at least the following:
  - a) All lights and reflectors
  - b) Tires, coupling devices, wheels and rims and steering mechanism
  - c) Service brakes including the trailer brake connections, parking brake
  - d) Horn, windshield wipers, rear vision mirrors and emergency equipment
- 8) 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.
- 9) All trucks must be equipped with a minimum 20L spill kit, a cone and fire extinguisher.
- 10) 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.

- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) A driver may not operate any unit if their ability or alertness is in any way impaired.
- 17) Personnel Protective Equipment must be worn at all times while on a client or SVC site:
  - a) CSA approved hard hat
  - b) CSA/Client approved safety glasses
  - c) High visibility equipped clothing
  - d) Gloves
  - e) CSA approved protective footwear with a minimum 6" inch upper

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## 7.61 Gravel Truck Dumping

All Drivers must complete an FLHA/PSI prior to any truck dump. This may include signing onto clients FLHA/PSI. Driver is to ensure that they are aware of all site and client requirements.

### 7.61.1 - General Dumping Procedure

- 1) Check and ensure load for proper placement in dump box, centralize the load (not loaded too forward or back, or to one side)
- 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.
- 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 required, a spotter will be provided to assist you in backing up, if no spotter is available, call your SVC supervisor before backing up
- 6) Check side-view mirrors before backing to ensure that the area behind is clear
- 7) No backing up to proceed until all personnel and equipment are clear of the safe approach limits (10 meters).
- 8) Honk horn twice before proceeding with backup.
- 9) Check and re-check the site while backing. Ensure during the process that no personnel or equipment are within safe approach limits (10 meters).
- 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) Ensure unit is on firm, level ground, the tail gate locks have been disengaged, and ensure there is no overhead hazards prior to raising the dump box
- 12) As the operator is raising the dump box, the operator shall observe the tailgate area to monitor the material as it leaves the dump box. If the material hangs up, immediately lower the dump box and investigate the problem. Do not jolt or jerk the unit or slam the tail gate to release the material
- 13) Once the material has been unloaded, lower the dump box before driving away
- 14) No swinging of end gates is permitted on any project sites or while at SVC gravel pits
- 15) When ready to leave a site that requires an escort, follow the escort through the designated route to the gate

**\*\*Note: Before completing any dumping, always ensure to:**



**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.

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

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## 7.62 Escorting Gravel Trucks

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

### 7.62.1 - Personal Protective Equipment (PPE)

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
- CSA Approved hard hat
- CSA/Client approved safety glasses
- High visibility vest or high visibility striping on clothing
- Hearing Protection
- Any specialized PPE required by client (i.e. long sleeve shirts, fire retardant coveralls)

### 7.62.2 - Requirements

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

### 7.62.3 - Required Documentation

A Pre-Job Safety Inspection (PSI) may be required to be completed, and signed before any equipment and materials enter a Client site. This will be reviewed with the escort or the SVC supervisor. The hazard assessment will at a minimum include the following:

- Special dumping instructions
- Special procedures when being escorted
- Communications method

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## 7.63 De-icing Conveyors/Stackers

Ensure that the following is done before de-icing:

- PSI/FLHA (Review communication procedure between SVC/Suncor)
- Gather tools and inspect
- Lower conveyor/stacker to ground or stock pile
- Lockout as per **Section 6.2**
- Remove ice from conveyor/stacker
- Locks can be removed, conveyor raised, resume work

### Safety Note:

- Always hit rollers from the head pulley towards the tail pulley
- Always remove the ice so it falls away from yourself and/or others workers
- Never remove ice while working from a ladder
- Always ensure communication with all workers on site, including equipment operators as to their whereabouts

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## 7.64 Clearing Plugged Feeder of Material

- 1) Control Tower operator will call worker to investigate the problem.
- 2) Ground personnel will inspect the problem.
- 3) Before worker enters feeder he/she must:
  - a. Inform loader operator that he/she is preparing to clear feeder
  - b. Tower operator raises grizzly (if oversized, clear off before raising) to its max height
  - c. "Out of Service" (**see section 7.26**) sign is put on ramp and red light is activated.
  - d. Worker must lock-out feed belt and jaw belt before proceeding or entering on to these belts (**see section 6.2**).
- 4) No worker will attempt to clear feeder unless a second worker is present (i.e. buddy system).
- 5) Workers can now attempt to clear feeder.

### NOTE:

- 1) If fire pot season, ensure all fire pots are snuffed out and properly contained (**section 7.54**)
- 2) If material has to be removed with the use of a sling, sling must be inspected before use (**see section 7.21**). Only slings with minor cuts and abrasions-nothing past 25% can be used.
- 3) Position load for lift (ensure loader has clear lifting and turning radius).
- 4) Use bar to secure and position object for lifting.
- 5) Rig object and commence lift.  
**NOTE:** Worker must clear feeder mouth area while lifting is in place.
- 6) Once object is free, loader will clear feeder area and discard of object.
- 7) Grizzly can now be lowered.
- 8) Worker can then remove lock.
- 9) Follow startup procedure and re light fire pots if needed.
- 10) Loader operator is informed that feeder is clear and "Out of Service" sign is removed.
- 11) Resume crushing.

## 7.65 WHMIS 2015 (Workplace Hazardous Material Information System)

### 7.65.1 Policy

Stony Valley Contracting Ltd. has adopted this Workplace Hazardous Materials Information System (WHMIS) policy for the general safety of its workers. Stony Valley Contracting Ltd's WHMIS policy will comply with all WHMIS 2015 requirements and United Nations Globally Harmonized Standards (GHS)

### 7.65.3 Responsibilities

#### Employer Responsibilities

- Ensure hazardous products are properly labelled such as: replacing illegible labels
- Provide access for all employees to the suppliers' most current Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS)
- Create SDS for all hazardous products made on site
- Train employees on the: hazards, safe procedures, and WHMIS program so they understand all labels and SDS at the worksite
- Control hazards to ensure employee health and safety

#### Employee Responsibilities

- Participate in education and training in order to identify and control worksite hazards
- Follow safe work procedures to protect themselves and other employees
- Tell supervisors about any known hazards, namely unreadable labels

### 7.65.4 WHMIS Training

Employees who work with or may be exposed to hazardous product will be trained and educated so they understand the hazards, and how to work with it safely. This will include general education about WHMIS and hazard classes, how to read labels and SDS, along with workplace and job-specific training on safe storage, handling, use, disposal, non-routine work, and emergency (spills, releases) procedures.

Employees will be trained on the WHMIS version in place, and the elements of the other version they need in order to understand labels or MSDS/SDS in the workplace.

Topics will cover at least:

- Interpreting information on a WHMIS 2015 supplier or work site label, and the purpose and significance of the information on the label

- Understanding any SDS information on a WHMIS 2015 compliant SDS
- Safe handling, use and disposal
- Required procedures for pipes, piping systems, vessels, and tank cars
- Emergency procedures including hazardous gas releases

Employees will be evaluated so they can demonstrate their ability to answer:

- What the hazards of the product are
- How to protect themselves from the hazard
- What to do in an emergency
- How to find further information

Refresher training will be conducted whenever necessary to protect health and safety, such as:

- When workplace conditions change
- When new hazardous products are brought in
- When new hazard information is updated on SDS or labels
- If there is new information about safe use, handling, storage or disposal
- When a revision to the training program contains new employee information

The WHMIS training program will be evaluated periodically with the participation of the health and safety committee to ensure the training is sufficient. The review must occur at least annually and whenever there is a change in work conditions or hazard information.

### 7.65.5 Hazard Identification and Product Classification

Suppliers – who sell or import hazardous products – establish the hazardous product’s hazard class and category. The classification must follow either the Hazardous Products Regulations (WHMIS 2015) or Hazardous products Regulations (WHMIS 1988) according to the following timeline. The correct label and SDS must be provided with the hazardous product.

Phase	Timing	Manufacturers & Importers	Distributors	Employer*
Phase 1	February 11, 2015 to May 31, 2017	WHMIS 1988 or WHMIS 2015	WHMIS 1988 or WHMIS 2015	Applicable federal, provincial and territorial regulation
Phase 2	June 1, 2017 to May 31, 2018	WHMIS 2015	WHMIS 1988 or WHMIS 2015	WHMIS 1988 or WHMIS 2015
Phase 3	June 1, 2018 to November 23, 2018	WHMIS 2015	WHMIS 2015	WHMIS 1988 or WHMIS 2015
Completion	December 1, 2018	WHMIS 2015	WHMIS 2015	WHMIS 2015



A product covered by the Hazardous Products Act that meets the Hazardous Products Regulations (WHMIS 2015) hazard classification criteria is a hazardous product. All products meeting this criteria that are used in the workplace are covered by WHMIS regulations. The following products are excluded from WHMIS:

- Explosives defined in the Explosives Act
- Cosmetic device, drug or food as defined in the Food and Drugs Act
- Pest control products as defined in the Pest Control Products Act
- Consumer products as defined in the Canada Consumer Product Safety Act
- Wood or products made of wood
- Radioactive nuclear substances within the meaning of the Nuclear Safety and Control Act
- Hazardous waste that is a hazardous product sold for recycling or recovery and is to be disposed
- Tobacco and tobacco products defined in the Tobacco Act
- Manufactured articles

### **7.65.6 Labels**

Stony Valley Contracting Ltd. will ensure that supplier labels are affixed to the original containers of hazardous products. Each hazardous product used by Stony Valley Contracting Ltd. will have a supplier label attached to it.

Hazardous products will not be accepted from suppliers without a supplier label. This label is sufficient for the original container, but when the hazardous product is moved to a secondary container, an approved WHMIS 2015 workplace label will be created.

Supplier labels must be in English and French, and will be updated by the supplier within 180 days in learning of significant new data that changes the product classification or protection procedures. Employers will then update supplier labels with new workplace labels.

Workplace labels are necessary when decanting the hazardous product into a different container to replace illegible supplier labels, and if a hazardous product is made at the worksite. If the hazardous product is used immediately or under control of the same person who decanted it within one shift, the label can be just the product identifier.

While federal WHMIS 2015 dictates supplier label elements, the workplace labels are enforced by the provincial or territorial jurisdiction.

Employees must always look for the label when using a product, and understand and follow all instructions. They must not use a product if the label is missing, illegible, or they don't understand vital information, and then notify a supervisor of the problem.

#### **Removed or Illegible Labels**

When a label is applied to a hazardous product, or when a container of a hazardous product becomes illegible, defaced or is removed, Stony Valley Contracting Ltd. will:

- Replace the label with either a supplier label or an approved workplace label

## Workplace Labels

Stony Valley Contracting Ltd. ensures when a hazardous product is produced in the workplace the hazardous product or the container of the hazardous product will have a workplace label.

When a hazardous product in a container from a supplier is transferred to another container, Stony Valley Contracting Ltd. ensures the secondary container will have an approved workplace label.

### 7.65.7 Safety Data Sheets (SDS)

All workplaces need and SDS for every hazardous product used, handled or stored at the worksite. The SDS must be available to all affected workers and the health and safety committee. Computerized SDS information must be easily accessible to all employees on working computers so all employees that know how to access them as long as hard copies are given upon request.

Manufacturers and suppliers create the SDS for their hazardous product that will be accurate at the time of sale. The supplier of manufacturer will provide updates to any organization that purchased its product within 90 days of it learning significant new information that changes the product's classification, handling, storage or protective procedures.

Stony Valley Contracting Ltd. ensures when:

- Receiving a hazardous product from a supplier for use at the workplace, Stony Valley Contracting Ltd. will:
  - a) Obtain a supplier SDS for the hazardous product

If a supplier's SDS is three (3) years old, Stony Valley Contracting Ltd. will:

- When possible, obtain from the supplier an unexpired supplier SDS when any of the hazardous product remains in the workplace

The most current SDS will be kept when it enters the workplace. The company will write an SDS for any hazardous products created at the worksite.

Workers need to know the SDS product's hazards before using the product. Sections that all workers need to understand are:

- Section 1: The chemical's name
- Section 2: The hazards
- Sections 4, 5, 6: Emergency Procedures
- Section 7: Safe handling and storage instructions

## 7.66 Behavior Based Safety/Job Observations

Stony Valley Contracting Ltd has adopted this Behavior-based Safety programs for the safety of our employees and help prevent occupational injuries and illness.

Our Program consists of:

- **Common Goals** – Employee and Managerial commitment to the process
- **Creating** a systematic, ongoing process that defines a set of behaviors that reduce the risk of work related injury, derived from safety assessments
- **Training** personnel in the Observation Process
- **Observation and data collection** on the frequency of critical safety practices
- **Feedback** and reinforcement to encourage and support positive safety practices
- **Action Plan** – Team meetings to decide on how to proceed, based on the data
- **Review** – monitoring the process of the Action Plan on a regular basis

### 7.66.1 - Observation

A critical element in our Behavior-based Safety (BBS) program depends on site observation. Site observation includes direct and open communication with the employees involved. The observer will:

- Meet with other workers at the site and introduce himself and the job being done
- Observe and monitor the worker, noting his safety behaviors
- Monitor the At-risk behaviors the worker is putting himself in

### 7.66.2 - Observation Process Training

Training in the Observation Process will be established and implemented to the proper personnel. These individuals will be experienced employees of the company. Training will consist of either classroom or on the job training.

**Elements of the Training Program include:**

- Who is to be trained?
- Ensuring employees know the basic elements of the Behavior-based Program
- Ensuring that all employees involved in the process are trained in the classroom or on the job

**The types of training that will be provided are:**

- Management training – to ensure the common goals and process of the program are being met
- New employee training – effectively communicating the program to all employees

- Refresher training – to be done as needed or when changes are made to the policy or procedures of the program.

**This training will include:**

- Programs objectives and incident reports review
- How to conduct the site observations
- The observer's knowledge of the job procedures they observe
- Knowledge of the correct work and safety procedures involved
- How to complete the observation form
- How to determine and analyze At-risk behaviors
- Feedback training and role play (mentoring and coaching) – Employees should be aware they may be observed at any time

This training process will be documented in order to keep on record those qualified to observe on site behaviors and effectively implement the programs elements

**Feedback**

Communication is a critical element in a successful Behavior-based Program. To effectively accomplish this, feedback is of key importance.

The observer will start by commending the safe behavior the worker was doing during his work. You then want to explain, one by one, the At-risk behaviors the worker was doing. Then the observer asks the worker why he was putting himself at risk. For example, if the worker is welding a piece of metal and the sparks are flying in the workers direction. The observer would then ask the worker why he was not wearing protective clothing, like flame-retardant apron.

At this time the observer and worker will discuss the at-risk behaviors until the worker agrees to try the suggested recommendation made by the observer. The worker might be aware of his at-risk behavior or maybe not. The worker may be doing the at-risk behavior for long time without hurting himself.

The observer's job here is to highlight this behavior, then explain the associated negative consequences with this behavior. The above discussion and agreement is the individual feedback which helps the worker to change his behavior. This feedback is considered as a form of reward since:

- The worker got commendable comments on his safe behavior
- The worker understood his at-risk behavior without being reprimanded at site or reported to his supervisors for future penalties

**Key element for the observer to remember during the feedback process are:**

- Reviewing the observation with the employee
- Start the positive comments on behavior and procedures
- Reinforce these behaviors
- Describe and discuss the unsafe portions observed

- Determine the reasons for the unsafe actions with open-minded questions to the worker
- Re-emphasize that there are no negative consequences at this stage, so long as the observer and worker agree on the change of behavior

### 7.66.3 - Data Collection

At the end of the observation, the Observer will:

- Fill out an Observation Form with the safe and at-risk behaviors he noticed
- Record the date, time and location of the observations
- Note the workers' comments and reasons for the at-risk behavior
- Record recommended safe behavior

**Note: The workers name or identification number are not noted in the Observation Form**

- These companies' forms will be used by Stony Valley Contracting Ltd to summarize the observation process. Recording this interaction is important for later detailed analysis by the committee in charge of the program.
- Data gathering and the Observation Form will be gathered and entered into an electronic database. Reports will be generated for the committee to analyze and recommend practical solutions. These reports highlight trends of at-risk behaviors and which location they are taking place.
- Data collection and trend analysis allow our company to compile the information taken from the observation and feedback phase of the program and transfer it to useful data, which will be implemented in the Action Plan.

### Elements of the Action Plan

In order to address unsafe behaviors Stony Valley Contracting Ltd. will construct its Action Plan based on Observation Reports, trend analysis and recommendations from the Observers and employees. Safety Manager is responsible for the procedures of the Action Plan.

Action planning will include:

- Holding regular scheduled meetings to discuss and analyze Behavior-based reports findings
- Evaluating unsafe behaviors
- Designating responsible parties and time frames to complete the Action Plan
- Ensuring support of management

The committee will:

- Produce a set of recommendations to correct workers' behavior

Recommendations may be as simple as providing Personal Protective Equipment (PPE) to workers in certain locations, or increase work force in another location.

- Some of the recommendations require site modification or costly machinery. Such recommendations are sent to top management for necessary approvals

The committee's responsibility is to ensure that:

- The recommendations will change the at-risk behaviors at the targeted location
- The recommendations will eliminate hazards and risks caused by hardware or wrong decisions

#### **7.66.4 - Follow-Up**

Any Action Plan set out by Stony valley Contracting Ltd at the direction of Safety Manager will be completed in a time frame agreed upon by the entire committee.

Regularly scheduled meetings will be held to:

- Assign responsibility for the completion of the Action Plan
- Ensure that the guidelines of the Action Plan are being carried out
- To document the Action Plan and its progress

#### **7.66.5 - Summary**

Stony Valley Contraction Ltd is committed to the safety of its employees. Behavior-based safety is an approach that instills not only correct job safety procedures but a safety conscious attitude and behaviors that positively impact the entire company and those we work with.

## 7.67 Fatigue Management

Stony Valley Contracting Ltd has adopted this policy to inform employees of the Fatigue Management Plan. This ensures the safety and health of the employees.

**Operations Manager is responsible for ensuring that the following policy is enforced.**

### 7.67.1 - Training

It is the determination of Stony valley Contracting Ltd to provide initial and annual training on how to:

- recognize fatigue,
- control fatigue through appropriate work and personal habits, and
- reporting fatigue to supervision

### 7.67.2 - Control of Worker Fatigue

To control worker fatigue, allow for sufficient sleep, and increase mental fitness, Stony Valley Contracting Ltd will set work hour limitations and will control job rotation schedules.

It is the policy of Stony Valley Contracting Ltd to provide equipment such as:

- anti-fatigue mats for standing
- lift assist devices for repetitive lifting and other ergonomic devices as deemed appropriate, and
- chairs to sit periodically

Stony Valley Contracting Ltd will provide periodic rest breaks for personal and will also periodically evaluate and improve work tasks to control fatigue.

#### Reporting Fatigue and Tiredness

It is the policy of Stony Valley Contracting Ltd that all employees feeling fatigue, tiredness or lack of mental acuity must report to their supervisor immediately.

Supervision must take appropriate actions to prevent loss.

#### Vehicle / Heavy Equipment Operators

It is the policy of Stony Valley Contracting Ltd that all employees feeling fatigue, tiredness or lack of mental acuity are strictly prohibited from operating any vehicles or heavy equipment.

### **Over-the-Counter and Prescription Drugs**

It is determination of Stony Valley Contracting Ltd that employees must not use over-the-counter or prescription drugs to increase mental alertness.

All employees of Stony Valley Contracting Ltd are discouraged from taking any substance known to increase fatigue, including fatigue that sets in after the effects if the drug wears off.

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## 7.68 Management of Change

**Stony Valley Contracting Ltd** has implemented this policy to inform workers of the written Management of Change policy in the workplace. This ensures the health and safety of workers at the work site.

**Operations Manager** is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices are enforced.

### 7.68.1 - Management of Change Process

It is the policy of Stony Valley Contracting Ltd that the management of change process must be completed for all changes, except replacement in kind. Therefore the management of change process will be used for all permanent and temporary changes to Stony Valley Contracting Ltd's work processes, equipment, and facilities.

### 7.68.2 - Pre-Project Review

Before initiating any changes to facilities, equipment, or work processes, a review must be completed to ensure that the Health, Safety, and Environmental, and/or quality standards can be maintained while staying on budget.

### 7.68.3 - Pre-Startup Review

Before placing any changes in service to facilities, equipment, or work processes, a pre-startup review must be completed to ensure that all requirements outlined in the pre-project review have been addressed, and to ensure that any other possible hazardous conditions are assessed.

- Stony Valley Contracting Ltd will conduct a hazard assessment when a change occurs in the construction plan or external influences impact the manner in which the work will be conducted. This includes, but is not limited to:
  - a) Changes in policy or objectives
  - b) Operating licenses and permits, legal, and regulatory requirements
  - c) Changes in procedures, practices, and rules
  - d) Changes to controlled documentation
  - e) Work processes or methods
  - f) Any changes other than exact replacement in kind to equipment, processes, hardware, or software
  - g) Changes to operating boundaries; e.g. operating envelopes
  - h) Temporary changes that specify the period of time a change will be in effect
- The management of change process covers all activities including the initial request, implementation, review, and closure of a change. Proposed changes will be

managed by Safety Manager and forwarded to the Owner's management for approval or disapproval.

The following items will be included in the management of change proposal:

- Technical basis for the change
- Impact of the change on the health and safety of personnel
- Impact of change on the supplied tools and equipment
- Necessary modifications to existing or new operating procedures
- Methodology used to analyze the impact of the change

#### 7.68.4 - Participation

It is the policy of Stony Valley Contracting Ltd to include all interested parties in the pre-project and pre-startup reviews.

This may include but is not limited to:

- Operations
- Engineering
- Information Technology
- Sales/Marketing
- Quality Assurance, and Health, Safety, and Environmental

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## 7.69 Journey Management

Stony Valley Contracting Ltd has adopted this new policy to inform employees of the Journey Management policy. This ensures the safety and health of the employees and environment.

**Operations Manager** is responsible for ensuring that the following policy is enforced.

### 7.69.1 - Review

It is the determination of Stony Valley Contracting Ltd to ensure that the Journey Management Plan is reviewed with all employees that are required to travel the road prior to driving on company vehicles.

The journey Management Plan will be kept and readily available at the work place and a copy will be kept in all company vehicles.

#### Road Travel Minimization

It is the policy of Stony Valley Contracting Ltd that long road trips shall only be taken when the job calls for it. To improve safety and efficiency, multiply tasks shall be combined into one trip to minimize the amount of driving.

#### Daylight Travel

It is the determination of Stony Valley Contracting Ltd to ensure that all driving is done during daylight hours, unless special circumstances call for driving at night.

If required to drive at night:

- Reduce the speed of the vehicle
- Be aware of the potential for wildlife to be on the road

#### Adverse Weather

It is a requirement of Stony Valley Contracting Ltd that employees must ensure that weather conditions are safe for driving prior to leaving on a trip.

- Ensure the vehicle being used is adequate for the weather conditions
- Make sure emergency supplies are in the vehicle, and the driver has a cell phone in case of emergency
- In particularly harsh conditions, consider cancelling or rescheduling the trip

#### Driving Directions

It is determined of Stony Valley Contracting Ltd that employees are provided with GPS or printed driving directions, prior to taking a trip to an unfamiliar location. Printed directions should be kept as a back-up.

### **Driver Trip Itinerary**

It is a requirement of Stony Valley Contracting Ltd that employees must notify their supervisor or another individual who is not traveling with them of their travel plans. This includes where they are going, when they should be getting there, and when they plan to return.

### **Communication**

It is a requirement of Stony Valley Contracting Ltd that employees must always carry a cell phone, especially when traveling in rural areas.

### **Rest Breaks**

It is the policy of Stony Valley Contracting Ltd that employees take sufficient breaks to prevent fatigue when driving long distances. If you have trouble staying awake while driving alone, pull off the road and get out of vehicle for fresh air, or take a power nap. If you become fatigued while driving at night consider getting a hotel room and starting fresh the next day. If two licensed drivers are in vehicle, take turns driving. Get plenty of rest before beginning your journey.

### **7.69.2 - Roadside Emergency Kits**

It is the determination of Stony Valley Contracting Ltd to ensure that all vehicles used for highway use are provided with roadside emergency kits.

The kits shall include:

- water
- booster cables
- first aid supplies
- blankets
- warming triangles
- flashlight

## 7.70 Job Competency

Stony Valley Contracting Ltd has implemented this procedure to inform workers of the written Job Competency procedure in the workplace. This ensures the health and safety of workers at the work site.

**Operations Manager** is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices are enforced.

### 7.70.1 - Job Titles & Roles List

It is the determination of Stony Valley Contracting Ltd. To ensure that a copy of the job titles and roles list is kept up to date and posted on the company bulletin board or a place as designated by management. Minimum qualifications required to perform each role will be determined by education and work experience. In addition, an organizational chart is established for the company.

### 7.70.2 - Employee Safety Training

Employees will be trained in the safe methods of performing their job. Stony Valley Contracting Ltd is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards, as well as knowledge of how to control them is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given a site specific upon hire by their supervisor and work competency in the general safety requirements of their job. The supervisor will verify that the employee is competent in their assigned tasks prior to allowing independent work. Tailgate or toolbox safety meeting will be conducted periodically.

An Operations Worker Health and Safety Competency (**Form T008**) will be conducted by a qualified supervisor, Health and Safety Representative and/or Management. This is to be completed 30-60 days from hire, and bi-annually after first successful completion.

All training will be documented on the forms provided for proof that the employee is qualified. Employees that are already certified to perform their job must supply the documentation to prove their certification.

Managers, superintendents and supervisors/foreman's will be trained at least twice per year on various incident prevention topics.

Employee training will be provided at the following times:

- All new employees will receive a New Hire safety orientation their first day on the job.
- All field employees will receive a site specific training once on the job site (**Forms T009, T010, T011, T012 or T013**).

- All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
- Whenever Stony Valley Contracting Ltd. Is made aware of a new or previously unrecognized workplace hazard.
- Whenever management believes that additional training is necessary.
- After all serious incidents
- When employees are not following safe work rules or procedures.

**Training topics will include, but not be limited to:**

- Employee's safety responsibilities
- Emergency procedures
- General safety rules
- Safe lifting and materials handling practice
- Lock-Out
- Safe job procedures
- Contents of safety program
- Use of hazardous materials and common job hazards
- Emergency procedures
- Incident reporting
- Use of equipment
- Drug and Alcohol Policy
- Harassment/Violence Policies and Procedures
- Safety Data Sheets
- Working Alone
- Environmental Protection
- FLHA Training
- Overhead Power lines

### 7.70.3 - Documentation of Training

All employee safety training will be documented on one of the following three forms:

- New Employee/Young Worker Safety Orientation
- Specialized, formal employee training plans (confined space, fall protection, lockout/tagging, first aid, etc.)
- Tailgate/Toolbox Safety Meeting Report

The following informal training methods will be used. Actual demonstrations of the proper way to perform a task will be used in most cases, for example:

- Tell them how to do the job safely
- Show the how to do the job safely
- Have them tell you how to do the job safely
- Have them show you how to do the job safely
- Follow up to ensure they are still performing the job safely

## 7.70.4 Safety Communication

Employee safety communications procedures are designed to develop and maintain employee involvement and interest in the HSE Program. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to our company.

The following are some of the safety communications methods that may be used:

- Tailgate/Toolbox safety training with employees that encourage participation and open, two-way communication
- Site Specific one on each site employees is new to
- New employee safety orientation and provision of this Procedure
- Safety alerts discussing safety issues, incidents, and general safety suggestions
- Written communication from management including memos. Postings, payroll stuffers, and newsletters
- Joint health and Safety Committees

Employees will be kept advised of highlights and changes relating to the safety program. The supervisors/foreman's shall relay changes and improvements regarding the safety programs to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their options and comments, as necessary and in Joint Health and Safety Committee meetings employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to their supervisor/foreman and/or management.

All employees are encouraged to bring any safety concerns they may have to the attention of management. Stony Valley Contracting Ltd will not discriminate against any employee for raising safety issues or concerns.

## 7.71 Excavator Bucket Change (Quick Coupler Non-Hydraulic Wedge)

- 1) Instruct everyone to stand out of the danger zone of moving equipment
- 2) Designate signal person
- 3) Place excavator bucket lightly on the ground
- 4) Have operator lockout hydraulics (**see 6.2 Lockouts**)
- 5) Remove wedge bolts and nuts
- 6) Remove wedge
- 7) Have operator unlock hydraulics and open bucket cylinder all the way
- 8) Have operator uncouple attachment
- 9) Have operator place attachment on a block and lock hydraulics
- 10) Inspect/Clean coupler
- 11) Unlock hydraulics and line up excavator with new attachment
- 12) Have operator couple with new attachment
- 13) Place new attachment lightly on the ground and lock hydraulics
- 14) Install wedge
- 15) Install wedge bolt and nuts
- 16) Tighten bolts to desired torque (as tight as you can get it)
- 17) Unlock hydraulics
- 18) Resume operation
- 19) Check bolts after 2 hours of operation

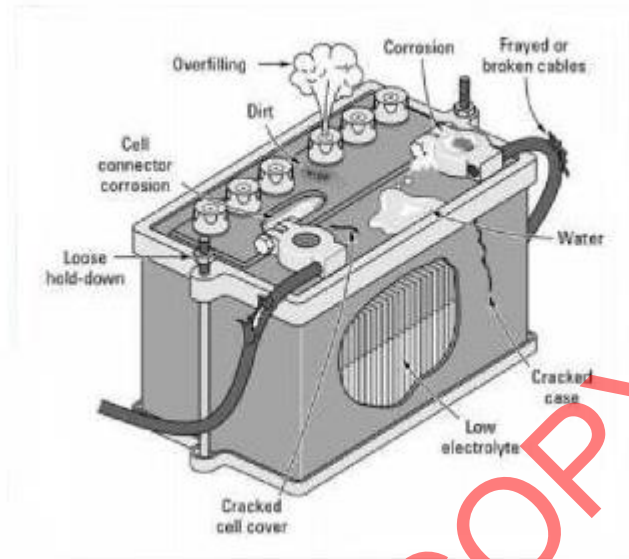
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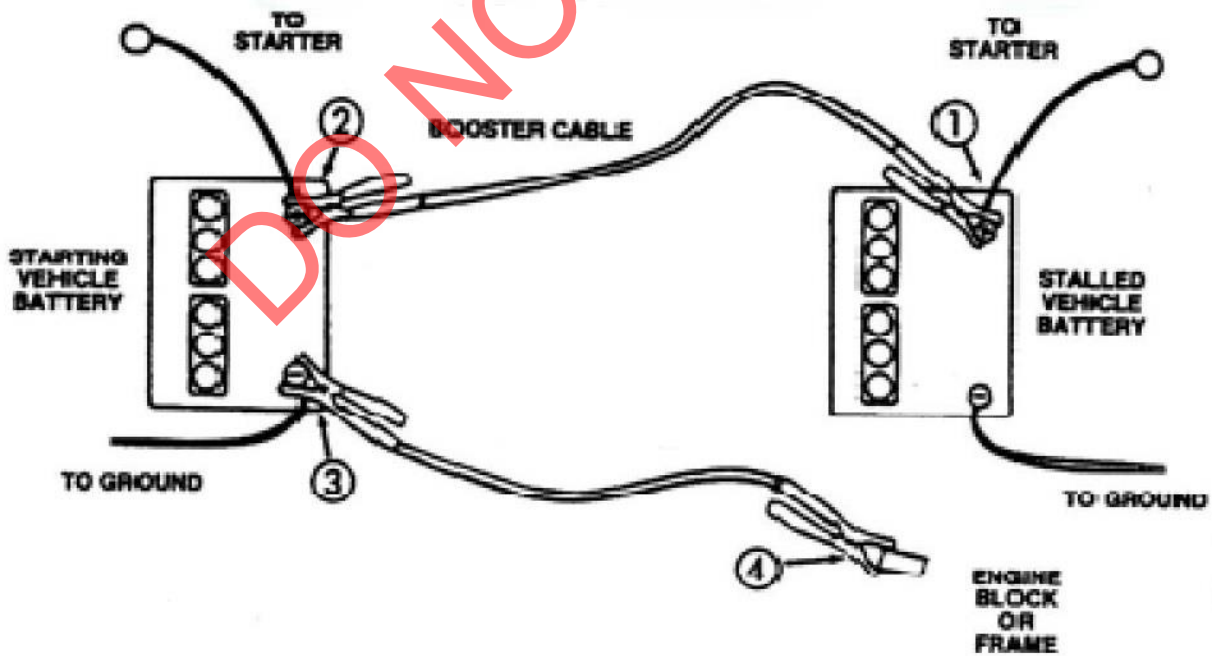
## 7.72 12 TO 12, 12 to 24 and 24 to 24 Volt Battery Boosting

All workers shall receive training on battery boosting, and working around batteries. Site-specific training will include a review of battery safety and boosting batteries. Remember that batteries contain a small amount of explosive hydrogen gas which is a by-product of battery charging. From time to time it may be necessary to jump start equipment that is powered by a 24 volt system with a passenger vehicle supplied by a 12 volt system. This is a very dangerous procedure if not performed correctly. This procedure will only be performed by personnel that are trained in the procedure and understand how to properly complete the task. Failure to perform this properly could result in the batteries exploding and/or major electrical damage to both pieces of equipment. Sparks should always be avoided when working around batteries, especially when attaching the jumper cables. Failure to follow this procedure/instructions could result in a serious injury.

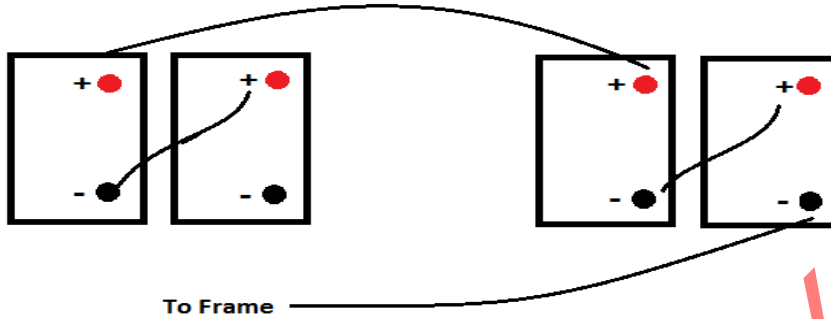
- 1) Only authorized, competent workers, or workers supervised by a competent person should perform boosting of batteries or work on batteries.
- 2) Ensure all proper PPE is on when working on and/or boosting batteries.
- 3) Ensure the vehicle and/or equipment's manufacturer's manual for battery boosting guidelines is followed and reviewed.
- 4) Avoid jumpstarting or boosting batteries if possible (i.e. replace batteries instead or remove the batteries and charge them first).
- 5) Never smoke or operate anything that may cause a spark, gasses may ignite and cause the battery to explode.
- 6) Ensure you are in a well-ventilated area to avoid inhalation of toxic fumes.
- 7) Inspect both batteries before connecting booster cables. Never jump-start a damaged battery. Inspect all batteries for loose parts, cracked parts, corrosion, deformed battery, dirt or dust and any other items that will affect the charging procedure.
- 8) Inspect vent caps to ensure they are tight and level.
- 9) Ensure both ignition switches must be in the "OFF" position and the vehicles cannot be touching each other.
- 10) Always use the same voltage booster battery.
- 11) Turn off all electrical equipment (radio, defroster, windshield wipers, lights, etc.) For other specific information, please refer to the vehicle / equipment owner's manual.
- 12) Connect positive (+) booster cable to positive (+) terminal of discharged battery.
- 13) Connect negative (-) cable to negative (-) terminal of assisting battery and **MAKE FINAL CONNECTION OF NEGATIVE (-) CABLE TO MANUFACTURERS DESIGNATING POST IF AVAILABLE, OR TO ENGINE OR FRAME OF STALLED VEHICLE.**



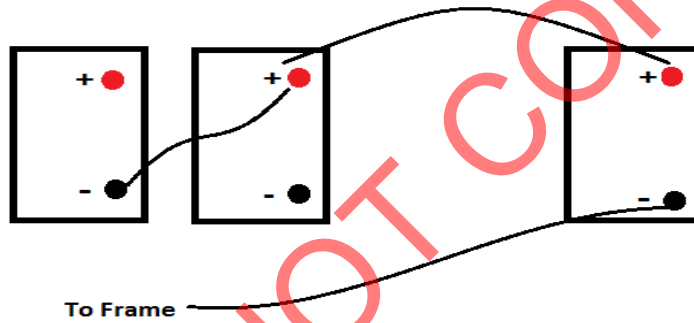
12 VOLT TO 12 VOLT



2x12 Volt Batteries (24 volt to 24 volt)



2x12 Volt Batteries (12 volt to 24 volt)



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## 8.0 Personal Protective Equipment



### 8.1 Personal Protective Equipment Policy

Prior to the use of any Personal Protective Equipment (PPE) by Stony Valley Contracting Ltd. employees, a hazard assessment shall be conducted to determine:

- 1) If the potential hazard can be eliminated so PPE is not required, or
- 2) If Substitution, Engineering or Administrative measures can be instituted to eliminate or control the hazard.

If the identified hazard cannot be eliminated or controlled, Personal Protective Equipment that adequately protects the employees and meets applicable standards will be used.

All employees required to use Personal Protective Equipment will be trained in the proper use, care and maintenance of the equipment issued to them.

## 8.1A Personal Protective Equipment (PPE)

Stony Valley Contracting Ltd. will supply all special PPE required by its employees. Training as to correct fitting, wearing, cleaning and protection of PPE will be provided. Supervisors will be responsible to ensure employees obtain and utilize the required PPE for each job and worksite.

### 8.1A.1 - Basic Personal Protective Equipment

#### Head Protection

Hard hats meeting applicable ANSI or CSA Standards will be worn on all worksites and any other area where there is a risk for head injury.

#### Eye Protection

Safety glasses meeting CSA Standard Z94.3-92, CSA Standard Z94.3-99 or CSA Z94-.3-02 will be worn on all worksites and any other area where there is a risk for eye injury.

Prescription eyewear is permitted if it is safety eyewear, meets CSA Standard Z94.3-92, CSA Standard Z94.3-99 or CSA Z94-.3-02 and is appropriate to the work and hazards involved.

When welding and cutting, employees will utilize eye protection appropriate to the hazards involved.

#### Foot Protection

Protective footwear meeting CSA Standard Z195-M92 (R2000) or CSA Standard Z195-02, as appropriate, are required at all times.

#### Gloves

Use gloves specifically designed for the hazards and tasks found in the workplace. Gloves designed for one function may not protect against a different function even though they may appear to be an appropriate protective device

#### Fire Resistant Clothing

Fire resistant outer clothing may be required at some worksites and when handling flammable materials. Consult the Clothing Policy for Fire and Explosion in this section.

#### Hearing Protection

Hearing Protection shall be selected according to AB Code Schedule 3, Table 2 and must conform to CSA Standard Z94.2-02.

#### Fall Protection

All components of every fall protection system must meet the following CSA Standards:

- Full Body Harness
- CSA-Z259.10-M90 (R1998)
- Lanyard
- CSA-259.1-95 (R 1999)
- Shock Absorber
- CSA-Z259.11-M92 (R 1998)
- Vertical Life Lines
- CSA-Z259.2.1-98

- Horizontal Life Lines
- CSA-Z259.13-04
- CSA-Z259.16-04

### Respiratory Protection

The company shall conduct a hazard assessment and/or appropriate testing for any project or work situation where respiratory hazards are present or indicated by the nature of the work.

Respiratory protection provided to workers must:

- be selected after considering the results of hazard assessment and testing
- meet the appropriate CSA and/or ANSI Standards
- meet the appropriate NIOSH - MSHA approval for the contaminant and concentration to which the employee will be exposed

### Limb and Body Protection

If there is a danger that a worker's hand, arm, leg or torso may be injured, the company must ensure that the worker wears properly fitting hand, arm, leg or body protective equipment that is appropriate to the work, the work site and the hazards identified.

Any article of PPE, which does not meet required Standards and/or Approvals, will not be used by Stony Valley Contracting Ltd. employees. When a PPE inspection reveals damaged or sub-standard equipment the equipment will be removed from service for repair or replacement.

Any component of a fall protection system, which has experienced uncontrolled loading within permissible limits and/or an actual fall arrest, will be permanently removed from service.

**NO EMPLOYEE SHALL USE ANY PPE WITHOUT PROPER TRAINING**

### 8.1A.2 - Special Personal Protective Equipment

The need for additional or special PPE, as opposed to other control measures, must be determined by the Hazard/Risk Assessment Process (**section 5.1**).

Special PPE such as Full Body Harness, Supplied Air or Self Contained Breathing Apparatus and Air Purifying Respirators require specific training and application before use.

**PPE is to be the last method of protection considered**

### 8.1A.3 - Clothing Policy for Fire and Explosion

Stony Valley Contracting Ltd. will conduct a hazard assessment of each worksite where flammable liquids or materials may be stored, handled, processed or be present. The intent will

be to determine if employees may be exposed to fire or explosion hazards and will conclude one of the following:

- 1) That flammable liquids or materials at a site include only those in the fuel tanks of vehicles and equipment, or proper storage facilities, and that there is no risk of accidental release of these materials into the work area.

**or**

- 2) That employees are at risk from flammable liquids or materials that are:
  - a) Stored or used for refueling vehicles or equipment
  - b) Stored or used for cleaning and maintenance
  - c) At more than minimum risk to being released by the process

Stony Valley Contracting Ltd. will ensure that all of its employees:

- Are made aware of the hazards associated with wearing flammable clothing or clothing that melts when exposed to heat; and
- Are provided with suitable fire resistant clothing where required by regulation;
- Control or eliminate all sources of ignition from the site.

**Reference - AB OH&S Act, Regulation & Code – Part 18**

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## 9.0 Inspections and Maintenance Policy

All machinery, tools and equipment used by Stony Valley Contracting will be maintained according to the Manufacturer's instructions, good industry standards and applicable regulations. Maintenance and inspection of tools, equipment, plants and worksites shall be documented with copies at the plant and to the central file at head office. A complete inventory of all equipment shall be maintained and reviewed annually.

Equipment found to be defective shall be tagged and removed from service until a qualified person repairs or replaces the equipment.

Formal (documented) inspections are to be conducted at predetermined intervals (minimum monthly), as well as informal, on an ongoing basis prior to all work activities.

Supervisors will ensure that qualified employees carry out all preventative maintenance according to schedules determined by the manufacturer or other standards and those records are kept of all maintenance, repairs and or adjustments made to equipment.

Outside suppliers are required to demonstrate proof of maintenance to appropriate standards for machinery, tools and equipment to be used on any Stony Valley Contracting worksite or by any Stony Valley Contracting employee.

All Stony Valley Contracting supervisors and employees are to actively support and participate in our inspection program.



## 9.1 Inspections

Stony Valley Contracting Ltd. will maintain a program of safety and equipment inspections at all worksites. The frequency of equipment inspections will be in accordance with the manufacturer's instructions, and good industry practices, or after an upset condition involving the equipment. The goal of this inspection program is to reduce chances of injury, property damage and environmental damage through hazard identification and classification and then correction.

### 9.1.1 - Hazard Classification

Hazard classification is used to describe the potential severity of loss (risk) from a substandard Practice or Condition. The most important reason for hazard classification is to establish a priority system for correcting hazards posing the most significant risk of loss (see **G006 Risk Rating Matrix**). The hazard(s) posing the greatest risk shall be attended to first in the correction process.

- Class "A" Hazard:** The hazard poses imminent danger to workers. Requires immediate corrective action. Work must be discontinued until the hazard is effectively controlled.
- Class "B" Hazard:** Urgent situation. Requires correction as soon as possible. Workers may have to be protected by temporary hazard control measures.
- Class "C" Hazard:** Not urgent, but should be corrected in a timely manner.
- Class "R" Hazard:** Urgent, repeat item from previous inspection and still uncorrected.
- Class "P" Hazard:** Positive, good Loss Control Efforts

Use of this classification system will assist with remedial planning and help focus time, effort and resources on those areas that pose the most significant risk.

Formal planned inspections are to be completed at regular intervals (minimum monthly). Additional inspections may be required for certain sites or work because of a higher likelihood of significant hazards developing. **Form P009A** is to be used to record all formal inspections. Items, which require follow-up, shall be tracked to ensure the corrective action has been taken.

Practices, Equipment and/or Conditions that are identified as having a **Class A Hazard** shall be shut down, secured and/or removed from service until the situation is corrected sufficiently to reduce risk to an acceptable level.

Any equipment removed from service must have a warning tag attached, stating the problem, date, and who to contact for information.

Stony Valley Contracting Ltd. shall regularly monitor the effectiveness of this Loss Prevention Program in its operations and audit the program using an established independent protocol on an annual basis.

## 10.0 Incident Reporting & Investigation



### 10.1 Incident Reporting & Investigation Policy

Stony Valley Contracting requires all incidents that have the potential for injury or property damage (near misses) and incidents that result in injury or property damage to be reported and investigated without delay. The purpose of the investigation is to determine the root causes of the event and to implement necessary changes to prevent recurrence.

Employees must report all incidents, near misses, and injuries to their Supervisors immediately. Supervisors are responsible for reporting all incidents, near misses and injuries to Stony Valley Contracting Management and be a part of the team conducting investigations in an expedient and professional manner.

Some incidents are reportable to Alberta Occupational Health & Safety by legislation. Management shall determine if a particular incident is reportable and respond accordingly within the specified time limits (see AB OH&S Act, Part 5 (40)).

When Stony Valley Contracting is acting as Prime Contractor on a project, reporting designated incidents is the responsibility of Stony Valley Contracting (see AB OH&S Act, Part 5 (40)). Management shall make this determination.

Through effective investigation of all incidents Stony Valley Contracting will be able to maintain its proactive approach to safety management and loss prevention.

## 10.2 Incident Reporting

Any incident which falls under one of the following categories **must** be reported to Management as soon as possible;

Any incident:

- Resulting in a fatality, an injury requiring rescue, transportation to a hospital or treatment by a doctor,
- Resulting in any condition described in section **10.4 Incidents That Must be Reported to the OH&S Authority**
- Involving a company vehicle where injuries to workers or the public
- Involving more than one company vehicle **regardless** of level of damage or injuries
- Involving mobile equipment striking a person, vehicle, structure or other mobile equipment unit
- Resulting in a near miss that could have reasonably resulted in any of the above

The scene of such an incident shall be secured and preserved undisturbed, except for the purposes of stopping loss (e.g. rescue, first aid, firefighting, environmental damage, etc.) until permission to proceed has been issued by Management. The Police or Customers do not have the authority to release an industrial accident scene.

Persons involved in any of the above circumstances may meet Stony Valley's or SVC's Client's criteria for drug and alcohol testing. Do not allow work to resume until Management indicates that testing is not required or the person(s) obtain a negative result.

**\*\*Please ensure appropriate form is used and required information and documents are provided (i.e. motor vehicle – license, registration and insurance). See Section 10.7 Reporting Procedures.**

## 10.3 Incident Investigation

### 10.3.1 - Purpose

The purpose of incident investigation is to accurately determine the root cause(s)/contributing factors of the incident and enable the implementation of effective controls to prevent the recurrence of the same or similar situations or activities that resulted in the original event. Corrective actions are to be identified to prevent recurrence and educate on the incident. All incidents and investigations must be documented

All SVC employees shall be given Incident Investigation training appropriate to their level of involvement (e.g. Worker – reporting and preservation of evidence, Supervisor – advanced investigation techniques and root cause analysis).

### 10.3.2 - Definitions

#### Accident (see Incident)

Our belief is that there are no accidents in the work world, only incidents which are a result of a loss of control in the EH&S Management System.

#### Incident

An occurrence, condition or situation arising in the course of work that resulted in or could have resulted in;

- Injury or death
- Loss of, or damage to property a system or service
- Environmental damage
- Adverse effects on an activity or function

#### Near Miss

An undesired event that did not, but under different circumstances, could have resulted in the unintended loss listed above.

**Stony Valley Contracting requires that all incidents be investigated**

## 10.4 Incidents That must be Reported to the OH&S Authority

The following incidents must be reported to the jurisdictional Occupational Health and Safety authorities, without delay:

- An injury or incident that results in the death of a worker
- An injury or incident that results in a worker being admitted to a hospital, and for the purposes of this clause, “admitted to a hospital” means when a physician writes admitting orders to cause a worker to be an inpatient of a hospital, but excludes a worker being assessed in an emergency room or urgent care centre without being admitted,
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist,
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure, or
- Any injury or incident or a class of injuries or incidents specified in regulations

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## 10.5 Incident Action Process

- 1) Check the incident site and secure any equipment or structure that could endanger victims or rescuers.
- 2) Determine the extent of injuries and provide First Aid to the limit of your training.
- 3) If it is possible to move the injured person without aggravating the injuries, and they are able to be transported without an ambulance, transport the person to the nearest medical facility without delay.
- 4) If it is not possible to move the injured person, summon Emergency Response Services. Give your name, the location where help is required, the number of people injured, and the extent of the injuries and advise the ERS if extrication or rescue will be required. Stay connected and tell the ERS dispatcher your contact number should you become disconnected. Advise ERS of the nearest meeting point.
- 5) Designate someone to go to the nearest meeting point (road, intersection, etc.) to meet and direct emergency response units to the incident site. Ensure designated person has a cell phone or means of communication with ERS.
- 6) Notify Management as soon as possible. In the case of a serious reportable incident, or an incident with possible legal ramifications, the Company may choose to engage an independent professional investigator.
- 7) If the incident results in a situation that must be reported to the OH&S Authority (**see section 10.4 Incidents That Must be Reported to the OH&S Authority**), the Company must notify OH&S without delay.
- 8) If the incident results in a reportable environmental impact the Company is to notify the Customer and/or the Environmental Authority (as appropriate) without delay.
- 9) If the incident has happened on public property such as a city street, primary or secondary highways notify local authorities.
- 10) If the incident has happened on a Customer's property, notify the Customer as soon as possible.

In the case of an incident reportable to OH&S Authority, the accident scene must not be disturbed, other than for rescue activities, until authorized to do so by the OH&S Authority having jurisdiction. The Police or Customers do not have the authority to release an industrial accident scene. **Ensure scene is frozen.**

If the incident has caused or may cause environmental impact, efforts must be made to minimize the damage and the extent of the impact.

Once the injured have been cared for, the scene is secured, and the proper notifications are completed, an investigation can begin.

## 10.6 Serious Incident Response Team

The purpose of the Serious Incident Response Team is to meet and deal with serious and/or catastrophic incidents affecting the Company (see Serious Incident Categories, this section). The team is responsible to review the available information, determine the best course of action and provide assistance to those at the incident scene.

A senior Manager or designate is responsible to coordinate an Investigation. Several parties may be involved in an investigation, such as the Customer, OH&S, local police or other regulatory agencies.

### 10.6.1 - Serious Incident Response Team Members

NAME	TITLE	HOME PHONE	CELL PHONE
Wayne Woodhouse	Operations Manager	(780) 790-6642	(780) 598-0584
Heather Oulton	HSE Manager		(780) 598-3414

### 10.6.2 - Serious Incident Categories

#### Category I:

Fatality or more than one person hospitalized.

#### Category II:

One seriously injured person admitted to hospital for more than 3 days and/or possible permanent impairment is predicted.

#### Category III:

One person injured seriously enough to be hospitalized (admitted by a physician), but no permanent impairment predicted or one person injured seriously enough to be "off work" (as defined in the Record Keeping section of the Loss Prevention Manual), but not hospitalized.

#### Category IV:

Any Near Miss that could have resulted in any of the above under different circumstances or any incident that results in adverse effects to a customer's property, process or the environment.

All incidents in the above categories require notification of Management as soon as possible.

### 10.6.3 - Emergency Phone Numbers

<b>FIRE (Public System)</b>	<b>911</b>
<b>AMBULANCE (Public System)</b>	<b>911</b>
<b>POLICE</b>	<b>911</b>
<b>ALBERTA WORKPLACE HEALTH AND SAFETY (OH&amp;S)</b>	<b>1-866-415-8690</b>
<b>SERIOUS INJURY/FATALITY REPORTING</b>	<b>1-866-415-8690</b>
<b>FOREST FIRE (310-FIRE)</b>	<b>310-3473</b>
<b>ALBERTA EDGE (ENVIRONMENTAL AND DANGEROUS GOODS EMERGENCIES)</b>	<b>1-800-272-9600</b>
<b>ALBERTA ENVIRONMENTAL COMPLAINT/REPORT/EMERGENCY</b>	<b>1-800-222-6514</b>
<b>BURIED UTILITY LOCATIONS (Alberta One-Call)</b>	<b>1-800-242-3447</b>
<b>ATCO GAS</b>	<b>1-800-511-3447</b>
<b>WORKERS COMPENSATION BOARD ALBERTA (WCB) *to report an injury</b>	<b>Ph: 1-866-922-9221</b>
	<b>Fax: 780-427-5863</b>

### 10.6.4 - Media Contact

A senior Manager or his/her designate is the only person authorized to speak or release information to the news media regarding an accident at any Stony Valley Contracting operation. All personnel are to respond to a reporter's questions by referring them to the authorized media contact.



## 10.7 Reporting Procedures

### Near Miss

Investigation Report #1 (**Form I001**) must be completed for any near miss incident that did not cause injury or property damage, but had the potential to do so under other circumstances.

### First Aid Record (Form M005)

Must be filled out for all injuries treated at the company worksite. This record must be kept for 3 years after the treatment date.

### Incident Investigation Report # 1 (Form I001)

Must be completed for any Injury Incident requiring only First Aid treatment and/or for any property damage less than \$ 5,000.00 (includes Minor Fires\* and Minor Spills\*).

### Incident Investigation Report # 2 (Form I002)

Must be completed, in addition to Investigation Report 1 for:

- a Recordable Injury Incident (**see section 10.8.1 Recordable Injury**)
- any incident involving a third party (e.g. public or another contractor employee)
- property damage in excess of \$5,000.00
- any major Fire or Spill\*\*

### Motor Vehicle Incident Report (Form I004)

Must be completed for any incident involving a company vehicle or a personal vehicle on public or private roads while on company business.

### WCB Employer's Report (available via [www.wcb.ab.ca](http://www.wcb.ab.ca))

Is to be completed and submitted to WCB any time that a worker reports to a medical Doctor for treatment of any work related injury or health problem. The company must submit the Employer's Report to the WCB within 72 hours of the worker being treated by the doctor.

### WCB Worker's Reports (available via [www.wcb.ab.ca](http://www.wcb.ab.ca))

To be completed by the injured worker when he/she receives treatment from a Medical Doctor for a work related injury or illness. The company must submit the completed report to the WCB.

**All original investigation documents must be retained at Head Office.**

\*Minor Fire – did not require Fire Services to suppress (call and report any fire regardless of size).

\*Minor Spill – a spill that is not reportable to the authorities under regulatory guidelines (report all spills to the Head Office). Also Complete G007, Environmental Release/Spill Report.

\*\*Major Fire – any fire which requires more than one person with one 20 lb. extinguisher to suppress.

\*\*Major Spill – a spill that is reportable to the authorities under regulatory guidelines, complete form G007, Environmental Release/Spill Report.

## 10.8 Injury Classification

### 10.8.1 - Recordable Injury

A work related injury that requires medical treatment is classed as a “Recordable Injury”. Recordable injuries may also result in modified work or lost time.

***All recordable injury incidents are serious incidents and must be fully investigated.***

### 10.8.2 - Examples of Medical Treatment

- 1) Treatment of infection.
- 2) Application of antiseptics during second or subsequent visit to medical personnel.
- 3) Treatment of second or third degree burns greater than 13mm (1/2in.) diameter.
- 4) Application of sutures.
- 5) Application of Butterfly Adhesive Sutures or Steri-Strips in lieu of sutures.
- 6) Removal of foreign bodies embedded in the eye by minor surgery.
- 7) Removal of foreign bodies from a wound if the procedure is complicated because of depth of embedment, size, or location.
- 8) Provision of prescription medications (except a single dose administered on first visit for minor injury or discomfort).
- 9) Provision of hot or cold soaking therapy during second or subsequent visit to medical personnel.
- 10) Application of a hot or cold compress during second or subsequent visit to medical personnel.
- 11) Cutting away of dead skin (surgical debridement).
- 12) Provision of whirlpool bath therapy during second or subsequent visit to medical personnel.
- 13) Positive x-ray diagnosis (fractures, broken bones, etc.)
- 14) Admission to a hospital or equivalent medical facility for treatment.
- 15) Drainage of blood from bruises.

### 10.8.3 - Worker’s Compensation Board Reporting

Stony Valley Contracting Ltd. must submit an Employer’s Report of Injury or Occupational Disease to the WCB in the province where the event occurred within 72 hours of an employee’s injury or claim for an industrial disease if:

- The employee loses consciousness following an injury.
- The employee is transported or directed by a first aid attendant or other representative of the employer to a hospital or other place of medical treatment, or is recommended to go there.

- The injury is one that obviously requires medical treatment.
- The employee states an intention to seek medical treatment.
- The employee has received medical treatment for the injury.
- The employee is unable or claims to be unable to return to his or her usual job on any day subsequent to the day of injury.
- The injury or accident resulted or is claimed to have resulted in the breakage of an artificial member, eyeglasses, dentures, or hearing aid.
- The employee or the Worker's Compensation Board requests that a report be sent to the Board.

#### **10.8.4 - Special Circumstances**

An employee dying from non-work related causes while at work must be reported to the Worker's Compensation Board, the OH&S authority and the Police immediately.

**References; AB OHS Act, Section 3 and 40 (2018), and the Canadian Centre for Occupation Health and Safety (2018)**

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## 11.0 Safety Meetings, Field Level Hazard Assessments (FLHA's) and Joint Work Site Health and Safety Committees

### 11.1 Safety Meetings

Involving supervisors and employees, shall be held on a regular basis, and at a minimum bi-weekly for field crews, and quarterly for administration staff. Supervisors will be responsible to schedule the meeting and ensure attendance. Employee involvement is to be encouraged by either having a round table (open discussion), chair the meeting and/or an employee present the safety topic. All Safety Meeting minutes will be forwarded to Management for review and assistance in resolving concerns. These resolutions will be communicated to the employees involved as soon as possible and presented at the next Safety Meeting. The safety topic should include items that will enhance employee awareness and job safety.

Safety Meeting topics to include, but not limited to;

- Safety Alerts
- Job Hazard Assessments (JHA's)
- Joint Health and Safety Meeting Minutes
- Safe Work Practices/Procedures
- Incidents/Injuries
- Inspections
- Company provided topic
- FLHA's

If required, minutes/concerns will be communicated to all employees as soon as possible. Foreman/management meetings are to be held at a minimum quarterly basis. All safety meeting minutes will be documented and reviewed with management. Safety Meetings are to be held at a minimum of 1 per crew/site go around.

2-way communication is completed through Safety Meetings and Safety Alerts. Safety Alerts are posted on all sites and reviewed in meetings. They are also emailed to each employee's personal email

**Form P002** is to be used for a Safety Meeting Record.

### 11.2 Field Level Hazard Assessments (FLHA's)

Daily toolbox talks are mandatory on each shift, for each shift (Day/Night). During this time a FLHA (**Form P020**) is filled out and discussed. The FLHA is conducted on a day to day, shift to shift basis, immediately prior to starting a job and when the job changes to identify and control hazards, assess risks and control exposure to them before the tasks for the day begin. During any time of the day the hazards change, job change, location, etc. a new FLHA is to be conducted. This is to be signed off by all employees, supervisors, and contractors applicable to the job task. At the end of shift or job change, a section on job completion is to be filled in. Each position fills in their own FLHA. For example, loader and excavator fills in their own, while a crew who's

crushing together does a site one. Each shift does their own FLHA as well as visitors and/or contractors as required. At the beginning of each shift a toolbox talk is discussed and recorded on the FLHA under Toolbox Topic.

### 11.3 Meeting Planning Format

Prepare for Safety Meetings. Planning the event keeps the time needed to a minimum and enhances interest in the Loss Prevention Program and safety topics.

- 1) Set an agenda.
- 2) Schedule the meeting as to place and time. Start the meeting promptly.
- 3) Review the previous meeting with regard to employee concerns and follow-up action taken.
- 4) Review any incidents or injuries since previous meeting. Report corrective measures or job procedure changes.
- 5) Review Inspections or Hazard Assessments that have been conducted. Present any deficiencies and corrective action or guidelines.
- 6) Present the safety topic. This may be a prepared topic from a resource document, a new job procedure or changes in Company, Client, or Government rules.
- 7) Ask participants if they have any safety problems or concerns. Note each contribution presented. Concerns may also be brought up individually outside of the meeting.
- 8) Note who is to take action on the above items and by what date (this is not necessarily done in the meeting).
- 9) Close the meeting on an upbeat tone and have all participants sign the minutes.
- 10) Present to Management for review and complete any unfinished action assignments.

## 11.4 Joint Health and Safety Committee and Health and Safety Representatives

Stony Valley's Joint Health and Safety Committee is represented by members from each work site (crew), including office, Sales and Health and Safety department. In addition the committee has two co-chairs (employer rep and employee rep).

Duties of a Joint Work Site Health and Safety Committee include, but are not limited to;

- Meet at a minimum quarterly
- Meetings shall be held during normal work hours and duties
- Have a representative from each crew at meeting, ensures proper representation of all sites. This employee represents their plant (crew) and departments
- Each member shall bring in a concern, question and/or comment that represents the crew
- Each representative will communicate meeting minutes to their crew through a safety meeting
- Meeting minutes are sent out to each crew, posted and reviewed
- Ensure chair and co-chair names are posted on each site with contact information
- Health and Safety Committee Chair and Co-Chair have applicable training as per AB OH&S Part 3 (Act), Part 13 (Code)
- Review of (but not limited to);
  - a) Incidents
  - b) Inspections
  - c) Safety Meetings
  - d) Hazards (new and/or arising)
  - e) OHS Visits
  - f) Practices, Procedures, JHA's, Hazard Assessments
  - g) Safety Training
  - h) Safety Alerts
  - i) FLHA's

**\*\*Refer to Section 3.0 Rights and Responsibilities for a definition of a Health and Safety Representative**

**References - AB OH&S Part 3 (Act) and Part 13 of the Code**

## 11.5 Frequency of Meetings

- Safety Meetings are to be done a minimum one per site/crew go around
- FLHA's are to be done at the start of shift and re-evaluated and/or a new one done as needed (job change, task change, hazard/control change, etc.)
- Foreman's meetings are to be done a minimum of one per quarter
- JHSC meetings are to be done a minimum one per quarter

## 12.0 Training



### 12.1 Training Policy

Stony Valley Contracting Ltd. recognizes that through education and training our employees will be able to protect themselves from the hazards of the workplace.

We will assist with the training programs that will provide continuous improvement in the knowledge and skills of our employees.

No one employed by Stony Valley Contracting Ltd. will be allowed to work, or operate tools and equipment until they have proven themselves to be competent to do the assigned work.

Training will be provided as required to enable all employees to work without endangering themselves or other employees.

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## 12.1.1 Employee Training

At a minimum, all Stony Valley Contracting Ltd.'s operations employees will be trained in the following areas and maintain certification where applicable. Additional training and certification may be required for particular locations or jobs. All employees will be given an orientation and initial training that meets the applicable requirements.

Pre-Requisites to Employment (Training):

- CSTS-09
- Basic Safety Orientation (for all OSSA member sites as of July 1, 2015 – OSSA Regional prior to this date is accepted)
- Common Safety Orientation (After January 1, 2019)

Pre-Requisite Screening:

- Drug and Alcohol
- Vision
- Audiometric
- Spirometry
- Mask Fit (where required)

Job/Project Specific Requirements, includes but not limited to:

- Standard First Aid/CPR
- National Safety Code Training
- Client site specific training

Only approved, external agencies utilizing certified trainers shall provide training such as First Aid/CPR, and certain Supervisor Development programs.

Before commencing work with Stony Valley Contracting Ltd. all new operations employees will receive a comprehensive Stony Valley Contracting orientation including, but not limited to the following:

- Stony Valley Contracting Ltd.'s Safety Policy and Goals
- Management, Supervisor, Employee Responsibilities
- Right to Refuse Unsafe Work
- Discipline Policy and Procedures
- Drug and Alcohol Policy
- Harassment and Workplace Violence Policies and Procedures
- Personal Protective Equipment Policy and Requirements
- Incident / Near Miss Reporting
- Environmental Policy
- Emergency Preparedness
- Reporting of Unsafe Practices and Conditions
- Silica Awareness, and H<sub>2</sub>S Safety
- Back Safety



- Ergonomics
- Conveyor Safety
- Lockout
- Site Safety

All Stony Valley Contracting Ltd. non-operations workers shall receive an orientation and additional training specific to their job hazards (Site Specific) This includes administration employees.

**Orientation Requirements:**

**New Worker:** Full Intake Process

**Returning Worker:**

< 90 days absent – Site Specific Orientation, Benefits Update

90 days to <180 days – Testing of all intake training modules, Substance Screening, Benefits Update, Site Specific Orientation

180 days plus – Full Orientation as listed above

### 12.1.2 - Supervisor Training

All new newly hired and/or appointed Supervisors and Lead Hands will receive training in addition to that provided to new employees including, but not limited to the following:

Alberta Construction Safety (ACSA) Training:

- Leadership for Safety Excellence
- Legislation Awareness
- Worksite Investigation Basics

Internal Lead Hand Training including:

- Supervisor Roles and Responsibilities for Health and Safety
- Workers' rights
- SVC Loss Control Management System
- Hazard Recognition, Assessment & Controls
- Worksite Inspections
- Worker Training
- Emergency Response Planning
- Investigating incidents and their impact
- Safety Meetings
- Prime Contractors
- Sub-contractors

- WCB
- Dealing with non-compliance
- AB OH&S Regulations (as applicable to Supervisors) and ticketing

### 12.1.3 - Employee Training

The HSE Administrator carries out initial New Worker orientation and training. Stony Valley Contracting supervisors carry out Site-specific and Job-specific training. Client's may provide or require additional training specific to their sites.

### 12.1.4 - Adequate Training

To be considered adequate, training must be:

- "Sufficient" - there has to be enough to ensure that the worker can perform the duties expected without undue risk of injury.
- "Satisfactory" – adequate quality, utilizing qualified instructors, methods, training aids and materials that accommodate differences in learning styles and comprehension skills.
- "Proportionate", related to the degree risk involved with the work.

Training and retraining shall be provided with timing and frequency that is appropriate to the risks of the work. This is important, for instance, when high hazard work is performed infrequently.

Job-specific training shall encompass the whole work procedure. There shall be a complete breakdown of all tasks involved in the work, the hazards identified, and the worker trained in the safe handling and operation of required tools and equipment. Training methods and guidelines shall include demonstrations and descriptions of the expected performance standards, the PPE required and additional safety equipment and measures that may be required.

### 12.1.5 - Competency

The trainee should practice under supervision, until they can demonstrate that they are capable of performing the job safely according to the practice or procedure. The Supervisor shall utilize a method of objective evaluation (have worker describe or perform the job for the trainer) to verify comprehension and skills transfer. The competency evaluation shall be repeated as necessary, in a timely fashion, to help the worker achieve satisfactory performance, but any worker not succeeding on the third competency evaluation shall be considered for re-training. Refer to section 7.61 Job Competency guidelines for further information.

### 12.1.6 – Safe Work Practices, Procedures and Code of Practice

Stony Valley's job-specific safe work information is organized into three main categories, Safe Work Practices, Safe Work Procedures and Codes of Practice.

Safe Work Practices are generalized statements of what you should or should not do in order to do a job or task safely.

Safe Work Procedures are specific step-by-step procedures for higher risk jobs where it is important to follow the job steps as outlined and may include additional training, PPE, tools and/or equipment requirements.

Codes of Practice are specific step-by-step procedures for critical jobs where there is significant risk of severe injury and/or property or environmental damage (working in H<sub>2</sub>S environments, or confined spaces, etc.). Codes of Practice are very detailed and can include requirements addressing, training, worker and supervisor qualifications, permits, testing and monitoring, PPE, emergency response plans, detailed work procedures, etc.

Any Employee assigned work for which a Stony Valley Contracting Ltd. Safe Work Practice and Procedure or Code of Practice has been developed shall be given appropriate training prior to the work being undertaken. Refer to Section 7 of this manual "Safe Work Practices and Procedures" for specific Safe Work Practices and Procedures and Section 6 of this manual for specific Codes of Practice.

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## 12.2 Short Service Employee Policy

This policy is intended for workers with less than 6 months experience are identified, supervised, trained, and managed to prevent injury to themselves, others, property damage, and/or environmental harm. This policy will also apply to all sub-contractors with Stony Valley Contracting.

A short service employee (SSE) is any personnel working for Stony Valley Contracting with less than 6 months experience in the industry, and/or job/task they are hired for.

Personnel who have been previously employed at Stony Valley Contracting shall be subject to requirements of this policy if they have been separated from Stony Valley for more than 90 days. This can also apply if the supervisor/management re-hiring an employee have reason to apply this policy for purposes of additional safety training, site specific training, operator training, and/or for other work-related reasons.

## 12.2.1 Short Service Employee

An employee/contractor with less than 6 months of service in the same job/position is considered an SSE. The following are requirements of the SSE policy:

- A SSE will at no time work alone.
- When working on Client specific sites, Stony Valley employees will follow all site specific rules regarding SSE. This may include notifying the client when an SSE will be working on their site.
- In order to identify a SSE, they will be required to wear a GREEN hard hat that addresses this.
- All SSE employees are required to complete the Operations Worker H&S Competency Evaluation (**Form T007**) and upon successful completion, can have their green hard hat replaced with a grey hard hat. Refer to **Section 7.70 Job Competency** for more details.
- Supervisors will monitor their employees, including SSE for HSE awareness, practices, policies and procedures. If after 6 months the SSE has followed all required practices, the SSE identifier may be removed once a successful Operations Worker H&S Competency Evaluation (**Form T007**) is completed. At any time management has the right to do a competency review and take a SSE worker off this program.
- While in the SSE program, the worker will be mentored by an experienced/knowledgeable employee. The mentoring process is designed to provide guidance and development for the SSE.
- All Sub-Contractors must adhere to the requirements of the SSE Policy.

### 12.3 Training Matrix

Course Offering	Course Name	Course Category	Administration	Crusher Op	Equipment Op	Labourer	Coke Pit Employee	Fort Hills Crushing	CNRL Crushing	Sales Rep	Manager	Superintendent	Safety Manager	Safety Assistant	Foreman	Trucker	As Required and Contractor
<b>Advantage Learning</b>	H2S Alive	Project Specific															x
	OSSA/OSSA BSO/CSO	Client Required	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	OSSA Elevated Work Platform	Project Specific															x
	WHMIS 2015 (online)	Project Specific															
	Wildlife Awareness Intermediate Level	Project Specific						x									
	Fire Extinguisher Training	Project Specific						x									
	Air Purifying Respirator (APR/RPE)	Project Specific						x									
	Ground Disturbance (201 - online)	Project Specific						x									
<b>Alberta Construction Safety</b>	CSTS-09	Safety	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Confined Space Entry/Monitor	Project Specific												x			x
	Ground Disturbance for Supervisors	Project Specific															x
	Hazard Management (FLHA)	Project Specific						x									
	Worksite Investigation Basics (WIB)	Supervisory Skills									x	x					x
	Leadership for Safety Excellence	Supervisory Skills									x	x	x	x			
	Alberta OH&S Legislation Awareness	Supervisory Skills												x			
	HSA/NCSSO Designation	Safety															
<b>Alberta Safety Training</b>	ATV Training Course	Project Specific															x
<b>CNRL</b>	Horizon General Orientation - Part 1&2	Project Specific							x								
	Albian General Orientation	Project Specific							x								
	OSSA Driving in the Mine	Project Specific							x								
<b>DNV</b>	Modern Safety Management	Supervisory Skills										x	x	x	x		
<b>Driver Check</b>	Pre-Employment Drug and Alcohol	Safety	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Pre-Employment Medical Testing (Audio/Vision/PFT)	Safety	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Respirator/Fit Testing	Project Specific						x									x
<b>Franklin Covey</b>	7 Habits of Highly Effective People	Supervisory Skills									x	x	x		x		
<b>In-House Stony Valley Admin</b>	SVC Administration General Orientation	Orientation	x														
	WHMIS WorkSafe BC Video	Orientation	x														
	Drug and Alcohol Policy and Procedure	HR Procedures	x														
<b>In-House Stony Valley Ops</b>	Leader Operator Evaluation	Project Specific			x												
	Site Specific	Project Specific	x	x	x				x	x	x	x	x	x	x	x	x
	SVC New Hire Orientation	Orientation	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Lead Hand Training	Orientation												x	x		
	HSE Competency Check	Safety	x				x	x	x								x
	Drug and Alcohol Policy and Procedure	HR Procedures	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	On the Move Safety Training - National Safety Code	Safety					x										x
<b>In-House Stony Valley Subs</b>	Subcontractor Orientation	Contractor Safety															x
	Site Specific	Contractor Safety															x
	Trucker Orientation	Contractor Safety															x
<b>Metso</b>	Omnicone and HP Series Cone Maintenance and Ops Training	Skills															x
	Symons Cone and Omnicone Maintenance and Ops Training	Skills															x
<b>Northern Alberta Institute of Technology (NAIT)</b>	Occupational Health and Safety Diploma	Skills											x				
<b>Saint John Ambulance</b>	First Aid, Standard Level A CPR AED	Emergency Response	x	x	x	x		x		x	x	x	x	x	x		
	First Aid, Emergency	Emergency Response															x
<b>Suncor</b>	<b>Internally - Online</b>																x
	Suncor Activation	Client Required					x	x									x
	Suncor Base Plant Orientation	Client Required					x										x
	Fort Hills Access Orientation	Client Required						x									x
	Regional Wood Buffalo Municipality Orientation	Client Required					x	x									
	Fort McKay SAGD Gate Indoc Orientation	Client Required															x
	Firebag Gate Indoc Orientation	Client Required															x
	Wildlife Awareness Basic	Client Required					x	x									x
	OSSA Mine Driving WBT	Client Required					x	x									x
	Autonomous Hauling Systems Awareness	Client Required						x									
	H2S Awareness (Site Specific)	Client Required					x	x									x
	Permit to Work - CHE Suncor	Client Required						x									
	Gas Alert Clip H2S Monitor	Client Required					x										
	<b>On Site</b>																
	Tier Training/Mine Driving	Client Required					x	x									x
	Gas Detector Training	Client Required					x										
	Alcohol and Drug Overview	Client Required							x								x
	Receiver Safing	Client Required							x								
	OSSA Safe Work Permit/CHEPTW	Client Required						x									x

## 13.0 Environmental Protection

### 13.0.1 - Environmental Responsibilities

#### Company Management and Supervisors

Stony Valley Contracting Ltd.'s Management and Supervisors are responsible for compliance with Provincial and Federal Environmental Laws and Company Policy. Management must ensure all employees follow these laws, policies and guidelines.

#### Workers

Workers are responsible to report any incident that has contaminated the environment (e.g. spill of diesel or oil) and/or any potential incident that may have an adverse effect on the environment to their supervisor (e.g. imminent release of a hazardous substance).

### 13.0.2 - Definitions

#### Adverse Effect

Any spill, release or activity that causes or may cause damaging effects to:

- The environment that includes air, property and water that in turn does or may cause damaging effects to the users of that air, property and water.
- Those inhabiting the environment that may include but not be limited to: humans, land or water animals, birds or fish or other organisms.

#### Environment

The environment is considered to include air, land and water, all layers of the atmosphere, all organic and inorganic matter and living organisms

#### Hazardous Waste

Any material or substance left over, discharged or considered extraneous to a process that if released, stored or disposed of in a non-permitted, uncontrolled or negligent fashion may have an adverse impact on the environment,

#### Material Safety Data Sheet (MSDS)

A document prepared by the supplier of a controlled product that contains detailed hazard and safe handling information for a controlled product.

#### Release

For the purposes of defining adverse environmental impact; any activity that can be construed as a non-permitted and/or uncontrolled spill, discharge, disposal, deposit, leak, seep, dump, place and/or exhaust of any material in excess of 20 litres which will have or has the potential of an adverse effect on the environment, whether intentional or unintentional.

### Transportation of Dangerous Goods Regulations (TDGR)

Transportation of Dangerous Goods Regulations are intended for the protection of the general public from hazards associated with transporting dangerous goods.

### Workplace Hazardous Materials Information System (WHMIS)

The Workplace Hazardous Materials Information System, WHMIS, is intended for the protection of workers who must handle controlled products in the workplace.

### 13.0.3 - General Practices

- Hazardous waste must be stored in approved containers and properly marked, and handled and disposed of according to applicable regulations.
- Ensure proper storage of all chemicals to minimize the potential for a spill.
- Equipment and vehicle servicing and cleaning will be done in a manner to reduce waste and environmental impact.
- All equipment will be kept in good running order, with regular maintenance, to reduce air, water, soil contamination and noise pollution.
- Any improper discharge of a hazardous product is to be reported.
- Wastes will not be burned, except in proper facilities, and as designated by Regulation or Customer Policy.
- Precautions will to be taken to ensure that storage and transference of materials does not pose a threat to the environment.
- All required PPE (proper gloves) must be worn when handling waste.
- Contents of spills kits shall be periodically assessed to ensure availability and adequate spill response supplies.

### 13.0.4 - Hazard/Risk Assessment

Stony Valley Contracting will not handle, store, use or transport any hazardous material in quantities that may have the potential to cause adverse impacts to the environment if spilled, improperly discharged and/or improperly stored without conducting a Hazard/Risk Assessment and ensuring the materials can be used without undue risk to workers and/or the environment.

This assessment shall also include the identification of all wastes that may be generated during the work and the proper control and disposal of such wastes. Proper control includes recovery for re-cycling wherever reasonably possible. Stony Valley shall work with the site owner to coordinate waste control and accepts responsibility for management of any wastes generated by Stony Valley's work. The supervisor will take the responsibilities for this role.

Stony Valley Contracting will inform its Customers of the intention to use hazardous or controlled products and seek approval prior to bringing the products on site.

**The Hazard/Risk Assessment will consider at least the following:**



- Applicable WHMIS and TDG information.
- The possibility of substituting a less hazardous material or product?
- Required storage, handling, transportation and use requirements by all applicable jurisdictions.
- Adequate worker training and protection, and materials, training and equipment to handle a minor spill of certain low risk products (oil, diesel, etc.).
- Emergency response requirements.
- Spill/discharge reporting requirements.
- Required inspection of storage, handling and transportation facilities and equipment.
- Waste disposal regulations and procedures.
- Reviews and audits of materials, quantities, facilities, Company guidelines and emergency response capabilities.
- Adequate record keeping.
- Applicable jurisdictional regulations, as well as Customer standards.
- If possible, wastes will be recycled whenever practicable.

### 13.0.5 - Training

Stony Valley Contracting's employees and/or contractors shall receive training on the waste management program for the work or project. This shall include general waste handling as well product specific procedures.

### 13.0.6 - Release Response

Unless Stony Valley Contracting's employees and/or contractors have received adequate training in responding to a hazardous materials release incident, Stony Valley Contracting's response strategy will be to follow the Company's and/or Customers Emergency Response Plan.

The first consideration will be to follow the ERP and sound an alert, protect and evacuate affected workers and the public (if necessary), notify emergency response agencies and the Customer. The affected area shall be secured against unauthorized/inadvertent entry according to the emergency response plan.

**If possible, safe and part of the response plan workers with appropriate and adequate training, information and equipment, under the direction of a competent leader, may secure the area and attempt to contain the release while emergency response personnel arrive.**

**If the Emergency Response Plan does not specify containment and cleanup guidelines workers will not be directed to do these activities. This will be left to agencies with adequate resources to safely accomplish the task.**

### 13.0.7 - Reporting

For releases of materials in quantity requiring notification, an oral report to the authority having jurisdiction must be made immediately on becoming aware of the occurrence, or within 24 hours, followed by a written report within seven (7) days. Use **form G007** "Environmental Release/Spill Report" to guide your report content.

***Responsibility for reporting the release rests with the person or company that experienced the release or the person or company having control of the substance.***

The report must include the following information (**Form G007**):

- Name of person reporting the release and the name of company who had care and control of the material.
- Nature of the released material
- Volume of the release
- Location of the release
- Time of the release
- Action taken
- Status of the situation

***Stony Valley Contracting Ltd. will notify its Customer regarding any spills on Customer property and follow Customer directions for additional reporting. Stony Valley will notify the proper authorities of any reportable release on Company property.***

### 13.0.7 - Erosion & Sediment Control – Stripping & Ground Disturbance, surface aggregate mining

Stony Valley Contracting's business activities require disturbance of the soil in its operations areas. Stony Valley shall utilize erosion control techniques and devices to prevent erosion and ultimately to help prevent sedimentation. Examples of erosion control measures include: temporary seeding, temporary mulching, permanent sodding, erosion control blankets, and vegetative buffer strips.

Project pre-planning shall include temporary erosion and sediment control measures for all ground disturbance activities. Planning shall focus on stripping and excavation methods that minimize the amount of disturbance necessary for operations minimize the time that soil is exposed and the control measures required to minimize erosion and prevent sediment entering water bodies during stripping, mining and reclamation activities.

The planning shall be conducted pre-disturbance to ensure that temporary erosion and sediment control measures and procedures are developed, are in place and that the measures and procedures have been verified for effectiveness. Post-disturbance planning shall develop measures to ensure that the temporary erosion and sediment controls have been removed and that all potential problem areas have been identified and addressed.

When clearing, stripping land, and excavating during surface mining activities, the schedule shall include plans to minimize the extent and amount of time that bare soil is left exposed in order to reduce the amount of erosion and sedimentation that could occur.

Entry and exit points for any water runoff shall be controlled to prevent sediment from entering any waterways such as ponds, lakes, streams and wetlands. Commonly, storm drain inlets are protected to prevent sediment from entering the storm drain. Examples of sediment control devices include: silt fencing, straw bales, storm inlet traps, sediment ponds, rock check dams, and intercepting berms.

When erosion and sediment control measures are in use, Supervisors shall ensure that they are inspected and maintained according to the job plan. A set inspection schedule will be established to view all disturbed areas and specifically areas where erosion and sediment control measures are being used. Any erosion or sediment control systems that are found to be damaged or deficient during the inspection shall be corrected as soon as possible. Maintenance will also include removing accumulated sedimentation to prevent a breakthrough.

All workers involved in stripping, reclamation and water control shall receive training in ground disturbance planning and erosion control procedures. See section **6.4 Ground Disturbance** for additional information.

## 13.1 - Regulatory Information

The main government statutes and planning directives that apply to sand and gravel pits are summarized below. These Acts and Policies should be reviewed by Stony Valley supervisors and workers to ensure compliance with both federal and provincial environmental regulations.

### 13.1.1 Provincial Statutes

#### 1. Provincial Water Act

Alberta Environment and Parks (AEP) is the governing department responsible for administering and enforcing the Water Act (RSBC 1996 Chapter 483). This is to ensure the quality and quantity of our water resources and ecosystems, which include protection of rivers, streams, lakes, wetlands, surface water and groundwater. A planned activity that may affect the land or vegetation under or around a water body or affect the location, flow or quality of the water or the aquatic environment would require an Authorization from AEP. An activity includes but is not limited to disturbing, altering, infilling or draining a wetland. An assessment and classification of the affected wetland must be completed with the Alberta Wetland Policy, 2013 and associated Directives, if the wetland is to be impacted.

Specified activities requiring approval under the Administrative Guide for Approvals to Protect Surface Water Bodies (Alberta Environment 2001) include:

- Partial or complete filling of a water body for recreational, agricultural, and industrial uses, road construction, residential development of any purpose;
- Activities impacting or having the potential to impact (cumulative effects) the aquatic environment and involving the disturbance, alteration, or modification of a water body, which includes field ditching;

- Removal or destruction of vegetation, aquatic plants or trees within the confines of the bed and shore of a water body;
- Draining of a water body; or,
- Re-alignment of a water body

## 2. Alberta Wetland Policy, 2013

In September 2013, AEP released the Alberta Wetland Policy. The policy is provincial in scope and replaces the Wetland Management in the Settled Areas of Alberta: An Interim Policy (1993). The goal of the Policy is to conserve, restore, protect, and manage Alberta's wetlands to sustain the benefits they provide to the environment, society and economy. The Policy focuses on the following outcomes:

- Wetland of the highest value are protected for the long term benefit of all Albertans;
- Wetlands and their benefits are conserved and restored in areas where losses have been high;
- Wetlands are managed by avoiding, minimizing and if necessary, replacing lost wetland value;
- Wetland management considers regional context.

## 3. Provincial Public Lands Act

The bed and shores of all permanent watercourses and water bodies are considered public lands unless they are owned by the Government of Canada. As such, approvals under the Public Lands Act (R.S.A. 2000, c. P-40) are required for any activity on the bed and shore of Crown owned rivers, streams or lakes. Any activity that alters or occupies the bed and/or shore of a water body may be done only after written Authorization is provided by Alberta Environment and Sustainable Resource Development; governing body.

## 4. Alberta Species at Risk Program

Alberta has a Species at Risk Program, which was initiated as a response to the provinces commitment to the Accord for the Protection of Species at Risk in Canada. Accordingly, operators are required to identify species at risk that may be impacted by the project and take the necessary measures to mitigate any adverse impacts.

The intent of the Accord is to prevent species in Canada from becoming extinct as a consequence of human activity. As part of the assessment procedure, all species of concern are generally assessed and are classified as one of the following categories 1) At Risk; 2) May be at Risk; 3) Sensitive; 4) Undetermined and 5) Secure. Any species that is designated 'At Risk' or 'May be at Risk' undergoes a detailed assessment and is formally designated as Endangered, Threatened, Special Concern, Data Deficient or Not at Risk. Any species that is designated as Endangered or Threatened becomes legally protected under Alberta's Wildlife Act (R.S.A 2000, c. W-101). This designation prohibits the disturbance, killing or trafficking of these species, and provides protection for nests and den sites.

## 5. Alberta Wildlife Act

Alberta's Wildlife Act regulates and protects wildlife and wildlife habitat. In addition, under the Wildlife Act, the terms 'Endangered' and 'Threatened' are reserved for the specific case where species have been formally or legally identified as such. Wildlife species considered to be 'Endangered' or 'Threatened' are afforded legal protection against harm. Compliance with the

Wildlife Act is done through mitigation strategies. In general, a project shall not, disturb or destroy a house, nest or den of prescribed wildlife or a beaver dam in prescribed areas and at prescribed times as noted in the Regulations. Alberta's Wildlife Act protects the nests of most species not covered under the MBCA, such as gamebirds and birds of prey.

#### **6. Alberta Weed Control Act**

This Act regulates the specific weed species that are listed in Schedule 1 (prohibited noxious weeds) and Schedule 2 (noxious weeds). The Act requires the destruction of Schedule 1 noxious weeds and the control of Schedule 2 noxious weeds. It prohibits the spread and proliferation of weeds.

#### **7. Alberta Agricultural Pests Act**

Species with the potential to interfere with agricultural productivity are regulated under the Alberta Agricultural Pests Act. The Act requires that measures be employed to mitigate the spread of scheduled pest species and pathogens.

### **13.1.2 Federal Statutes**

#### **1. Federal Migratory Birds Convention Act**

Under section 6(a) of the General Prohibitions of the Migratory Birds Regulations C.R.C., c. 1035, it is an offence to "disturb, destroy or take a nest, egg, or nest shelter" of a migratory bird. This Act would apply to nesting birds in the project area particularly those areas that may be inundated with water in the spring. The project may be restricted to timing windows (where tree clearing would be restricted) during the nesting period. The primary migratory bird nesting and breeding period in the Study Area is generally from April 15 to August 30, depending on the site, species and season.

#### **2. Federal Species at Risk Act (SARA)**

Under SARA, it is illegal to kill or harm any listed species, or to destroy the residences of any listed species that occur on federal lands.

## 14.0 Emergency Preparedness

Stony Valley Contracting shall develop specific emergency plans for the Company's head office and all additional worksites that Stony Valley Contracting manages. Stony Valley Contracting Management will, where feasible, include Workers in emergency planning, and emergency plan reviews. Workers must report injuries and illnesses immediately after they occur. If a worker has an acute illness or injury at the work site, the worker must report the illness or injury to the employer immediately after they occur.

Workers shall also participate in training and practice sessions intended to familiarize them with the specific emergency plans for their worksite. These sessions, over time, should include all General Emergency Response plans to familiarize workers with the procedures of each. Emergency Evacuation Log (**Form G010**) are used for this.

All applicable Emergency Response Plans shall be reviewed prior to work beginning at a job site. Plans shall be reviewed and updated when changes occur that may affect the effective delivery of emergency response services, changes that introduce previously un-assessed emergency situations, after an actual emergency response situation, or at least annually in conjunction with a test of the entire plan.

Stony Valley shall ensure adequate communication systems are provided to summon assistance and that such systems are tested, as required, to verify they are likely to work in an emergency.

A list of contact numbers for emergency response and support agencies shall be posted at each site. This poster shall show the location of fire extinguishers, first aid equipment, fire alarm pull stations, escape route(s), muster point(s), access route(s), emergency meeting point(s) and list of available qualified First Aid providers.

A Fire Warden (and/or designated replacement in case of the Warden's absence) shall be identified at the head office. At a minimum, the role of this person will be to:

- Familiarize everyone with the emergency plan and equipment.
- In the event of an emergency ensure that everyone vacates offices, buildings and/or affected operational sites to the appropriate muster point.
- Ensure a head count is completed at each muster point to make sure everyone has arrived at the safe area.
- Receive and communicate additional directions from emergency response personnel regarding personnel safety.
- Direct appointed person to go to Emergency Meeting Point to meet emergency response

After any actual **emergency** response, EH&S shall conduct a formal review and evaluate the effectiveness of the ERP. All personnel and agencies (as possible) that participated in the response shall be included in the review. A summary including any suggested changes to plans shall be forwarded to management for review, approval and implementation.

A mock drill is to be completed yearly at a minimum if on the same site, with the same muster and meeting points. If the operation is mobile and moves to different sites, a new mock drill is to be completed yearly at a minimum. At any time, the situation changes (i.e. meeting/muster point, new worker, etc.) a new mock drill is to be completed. All mock drills are to be documented using Form **G010**.

## 14.0.1 - Media Contact

A senior Manager or his/her designate is the only person authorized to speak or release information to the news media regarding an accident at any Stony Valley Contracting operation. All personnel are to respond to a reporter's questions by referring them to the authorized media contact.

## 14.0.2 - Definitions

### All Clear

An "All Clear" is an advisory indicating permission to re-enter an area affected by an emergency evacuation. The Emergency Response Coordinator or other person responsible for verifying an affected area is safe for re-entry issues an "All Clear".

### Muster Captain

A person or person(s) and designate(s) responsible for specific emergency preparedness tasks which at a minimum will include:

- Familiarize everyone with the emergency plan and equipment.
- In the event of an emergency ensure that everyone vacates offices and buildings to the appropriate muster station.
- Ensure a head count is completed at each muster station to verify everyone has arrived at the safe area.
- Receive and communicate additional directions from emergency response personnel regarding personnel safety.
- Direct appointed person to go to Emergency Meeting Point to meet emergency response

The Muster Captain may be assigned other tasks in the Emergency Plan, but the Muster Captain's primary role must be to ensure the safety of the personnel and visitors for which Stony Valley Contracting is held responsible.

In the event of an emergency that requires evacuation of an area to a muster station, no one is to leave the safe area without first personally advising the Muster Captain or designate.

### Emergency Equipment

Emergency Equipment, blankets, first aid kits, stretchers, etc., shall be kept in serviceable condition, and protected from contamination or damage. As a minimum, Emergency equipment shall be inspected monthly or as otherwise required by other elements of this Loss Control Program, and the inspection results recorded. Defective materials shall be withdrawn and replaced immediately.

Containers housing and/or protective covers containing emergency equipment shall be clearly marked.





## EMERGENCY EQUIPMENT

First Aid supplies and fire extinguishers are located in the office, the shop, the training facility, all operations sites and all trucks. Eye wash stations are located in the shop and all operations sites. A stretcher and blankets are provided at plants where the EMS response time is in excess of 40 minutes. All Emergency Response & Evacuation posters shall indicate the location of emergency supplies and the names of qualified First Aid personnel.

Prior to beginning work at a location, Stony Valley Contracting Ltd. shall ensure that required First Aid services, including sufficient qualified people (OH&S Code Schedule 2, Table 5) and equipment is available by either directly supplying the services or through an agreement with the Prime Contractor. This includes adequate transportation equipment to transfer an injured worker to medical services.

### Alarms

The office and the training rooms are equipped with smoke detectors. The shop and all crushing spreads are supplied with air or electric horns for use in communicating an emergency situation and signalling a request for assistance or an evacuation.

Should a smoke alarm sound or an emergency arise in the offices, shop or yard, the person discovering the emergency, shall sound the alarm to alert other workers on the site that assistance or an evacuation is required and proceed according to the applicable emergency response plan.

### Emergency Response & Hazards

Emergency Responders typically do not have the time to conduct formal hazard assessments (**section 5.0**) when urgent assistance is requested. Regardless of the urgency of the situation, hazards that threaten the health and safety of emergency responders and others assisting must be controlled sufficiently to allow provision of emergency services without undue risk of harm.

**Only those workers competent in correcting the condition and only the minimum number of workers who are competent and necessary to correct the condition shall be exposed to the associated hazards.**

Every reasonable effort must be made to reduce risk while controlling the situation and providing emergency services. At a minimum, an emergency response should include a PSI review to provide as complete information as possible regarding hazardous conditions.



## 14.1 General Emergency Response Plans

The following guidelines are general in nature applying to commonly experienced situations and are suggestions only for consideration in site/situation specific emergency planning. Emergency Response Planning must consider the Hazards and Risks specific to the work site location, site conditions, personnel, equipment and scope of work.

### 14.1.1 - Injury/Illness

- Follow First Aid/CPR training and procedures, ensure the area is safe (e.g. electrical emergency, chemical release) before approaching the injured.
- If safe to do so, do not move the injured; if the casualty must be moved take care not to cause further injury.
- Call for assistance and have someone call 9-1-1 for EMS/Fire support for any serious injury or illness. Assign a person to meet Emergency Response personnel and direct them to the location where they are required (Emergency Meeting Point).
- Assign someone to evacuate others from the area if required.

### 14.1.2 - Building Evacuation

- Everyone must leave by the nearest safe exit or as otherwise advised.
- Close but do not lock doors behind you as you leave.
- Everyone is to gather at the nearest designated muster station that is upwind from smoke or toxic gases and in an area that will not impede emergency vehicles or services. The Muster Captain is to ensure that everyone is accounted for.

**No one is to re-enter an evacuated building/area until an "All Clear" is issued and the Muster Captain has advised it is safe to do so.**

### 14.1.3 - Fire

- **SOUND AN ALARM IMMEDIATELY.** Do not enter a burning room or building without another qualified person to assist.
- **IMPLEMENT THE EMERGENCY RESPONSE PLAN** designated for the area.
- Notify or have someone else notify the Fire Department and/or designated Emergency Response facility as soon as possible.
- Determine if the fire can be extinguished with the portable equipment in the building. Only attempt to extinguish a fire if you have been adequately trained, you feel it is possible and your and others safely will not be compromised and you have an escape route.

**No one is to re-enter an evacuated building/area until an “All Clear” is issued and the Muster Captain has advised it is safe to do so.**

**Most fire victims do not succumb to burn injuries, they die as a result of inhaling smoke and toxic fumes because they could not or did not escape.**

**Your job in the event of a fire is to ensure personal and co-worker safety first and preservation of property second.**

#### 14.1.4 - Utility Emergency

In the event of a gas leak or other utility emergency:

- Implement the Emergency Response Plan. Do not turn electrical power on or off, or activate any electrical equipment.
- Evacuate and then call the Utility Company from safe location.
- In the event of flooding due to a water main or pipe breaking or blockage of a sewer line, avoid all contact with the flood materials and do not go near electrical panels or switches in the flooded area.

**No one is to re-enter an evacuated building/area until an “All Clear” is issued and the Muster Captain has advised it is safe to do so.**

#### 14.1.5 - Tornado

Tornadoes are violent storms characterized by a twisting funnel shaped cloud that extends toward the ground. They occur in conjunction with severe thunderstorms and can be accompanied by lightning, heavy rain and/or hail. They are capable of winds in excess of 450 km/hr., strike suddenly and may be accompanied by high wind noise.

**If a tornado is sighted or a tornado warning has been issued:**

- Implement the Emergency Response Plan and alert all other employees.
- If the building or facility appears to be in a tornado’s path, and there is not time to go to another safe area, seek shelter in the interior building stairwells.
- After a tornado has passed, if your building or work area was in the path or has suffered any damage, evacuate as per the Emergency Response Plan.
- Proceed to a designated safe area and provide First Aid to those that may be injured. Emergency services may be overloaded in the aftermath of a tornado or other natural disaster, so be prepared for the possibility of an extended response time.

**No one is to re-enter an evacuated building/area until an “All Clear” is issued and the Muster Captain has advised it is safe to do so.**

### 14.1.6 - Severe Thunderstorm

**Lightning presents the greatest immediate danger during a thunderstorm.**

- Stay away from water.
- Stay far away from the tallest object in the area.
- Get away from equipment.
- If you are in a vehicle, pull off to the side of the road and turn on your emergency flashers until the heavy rain subsides.

**What to do during a lightning strike:**

- Stay away from the water and trees as they attract lightning
- Stay far away from the tallest object in the area
- Get away from the equipment
- If you are in a vehicle, pull off to the side of the road and turn your emergency flashers on until the heavy rain subsides
- Do not let any part of your body, other than your feet contact the ground
- As a general precaution, you should not resume outdoor work activities until 30 minutes after the last audible thunder or visible flash of lightning

**Knowing how close it is;**

To estimate the distance between you and a lightning flash, use the “flash to bang” method

- After you see the flash of lightning, count the number of seconds until you hear the thunder
- For every 5 seconds, the storm is approximately 1.5km away
- Example: 10 seconds after a flash it is approximately 3km away

### 14.1.7 - Winter Storm

- Use the news service, Internet or other weather / road conditions advisory service to get information about the conditions you may face during a trip or a planned outdoor activity.
- Dress or take adequate clothing and emergency equipment and supplies suited to the conditions if you are going to travel or work outdoors.
- Avoid overexertion and exposure to the cold.
- If you must travel, select primary and secondary routes. Try not to travel alone and carry an effective communications device. Carry a winter storm kit in your vehicle.
- If the storm presents challenges or conditions beyond what you expected or are prepared for, seek refuge immediately.

**Consider delaying or re-scheduling a trip if inclement weather is predicted for your route.**

### 14.1.8 - Flooding

#### If a flood or flash flood watch is issued:

- Prepare to move out of danger at short notice, or move out immediately
- If you have the time, turn off power and close off gas valves. Do not touch any electrical equipment unless it is in a dry area.
- Avoid already flooded areas; do not proceed into flooded areas of roads. The road may be washed away or the current may be strong enough to carry a vehicle away.
- Be very cautious moving at night, it is more difficult to identify dangerous areas.

### 14.1.9 - Motor Vehicle Incident

- Secure the area and set out traffic warning devices if safe to do so.
- If the vehicles are operable move them out of the traffic to a safe area.
- If the vehicles cannot be moved, but passengers can leave the vehicles, move the passengers to a safe area.
- If there are injured, provide first aid to the level of your training and notify Emergency Response Services immediately (9-1-1 in most public jurisdictions, client sites may have specific phone numbers to contact site ERS).
- Notify Emergency Response Services immediately:
  - a) If there are injured.
  - b) If the vehicles cannot be moved from the traffic lanes.
  - c) If there is a fire or leaking fuel.

**If a fire occurs as the result of a vehicle accident, do not attempt to fight the fire unless someone is trapped in the vehicle. Be aware of the possibility of explosion with a vehicle fire.**

**Beware of leaking fuel at any vehicle accident scene. Call Emergency Response Services immediately if you suspect a fuel leak and retreat to a safe area.**

### 14.1.10 - Pandemic

Pandemic influenza, or flu, is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness and then spreads easily from person to person. Seasonal flu is a viral infection of the lungs that appears each year between November and March. The following are guidelines to protect one's self and the business in the event of a pandemic.

Influenza pandemic could last for a year or more, infecting up to one-third of the population of Canada. All businesses, hospitals, schools and workplaces will feel the effects of a pandemic and 15 to 35 percent of a workforce may be ill at any one time.

It is estimated that the next pandemic virus will be present in Canada within three months after it emerges in another part of the world, but it is, in fact, likely to occur much sooner due to increases in the volume and speed of global air travel.

The following are guidelines to protect one's self and the business in the event of a pandemic.

#### 14.1.11 - Control Strategies

1. Restrict persons demonstrating influenza symptoms from the workplace.
2. Practice good personal hygiene and workplace cleaning habits (**see section 7.15**).
3. Increase social distancing (i.e., working from home, increased use of electronic communications systems).
4. Implementing illness management for those who become sick at work.
5. Implement a management strategy for those workers who have to travel.

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### 14.1.12 - Protection Measures

Protection Measure	Where Applicable
Hand hygiene, cough etiquette, adequate ventilation	Everyone, at all times
Policies and procedures related to pandemic influenza	Senior Management
Social distancing	Everyone all the time, technology utilization
Protective barriers.	Security measures, avoid close contact with public, maintain clean environment
Utilization of health maintenance materials, surgical masks, gloves, cleaning solutions	Everyone, when notified of requirements
Provisions of health maintenance materials, surgical masks, gloves, cleaning solutions	Senior Management, distribution to all employees

### 14.1.13 - Influenza Symptoms vs. Common Cold

Symptom	Influenza	Common Cold
Fever	Usual, sudden onset, 38 – 40°, lasting 3 – 4 days	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue & weakness	Usual, can last 2 – 3 weeks or more after the acute illness	Not common and mild when occurs
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhea	In children <5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate

Complications	Respiratory failure, can worsen a chronic condition, can be life threatening	Congestion, ear-ache
Fatalities	Well documented	Not reported
Prevention	Vaccine, frequent hand washing, cover your cough	Frequent hand washing, cover your cough

## Hand Hygiene

Hand hygiene is a critical step in preventing the spread of infectious diseases including influenza. Transmission of influenza can occur by direct contact from hands and articles freshly soiled with discharges of the nose and throat of an acutely ill individual.

Hand hygiene can be performed with soap and warm water or by using waterless alcohol-based hand sanitizers. By frequently washing your hands you wash away germs that you have picked up from other people, from contaminated surfaces or from animals and animal waste.

The influenza virus is readily inactivated by soap and water. Antibacterial hand wash products are not required because routine products along with proper hand washing procedures will inactivate the virus.

## Workplace Hygiene

Influenza viruses can live up to two days on hard surfaces but are inactivated by disinfectants. Transmission can be reduced by cleaning the work areas (sinks, handles, railings, objects, counters) with detergents followed by a disinfectant solution.

- Surfaces that are frequently touched by hands should be cleaned often
- People should not share cups and other dishes. These objects should be thoroughly cleaned with soap and hot water
- Clean the work spaces of employees that have recently become ill

## Ventilation

Influenza can spread more easily in inadequately ventilated spaces. All workspaces should be well ventilated. HVAC systems should be inspected and adequately maintained.

## Social Distancing

Social distancing means minimizing human-to-human close contact in peak phases of pandemic influenza. Close contact is described as having close airspace contact (within one meter or less) with an infected person within four days of that person demonstrating symptoms.

Do not circulate in crowded places and large gatherings of people during pandemic influenza. Businesses should consider the use of technology to facilitated social distancing.

Minimize close contact by:

- 1) Avoiding face to face meetings
- 2) Minimizing meeting times
- 3) Meet in large well ventilated rooms

- 4) Use communications and network technologies to facilitate remote interaction, cellular phones, PDAs, e-mail, fax, etc.
- 5) Allow people to work from home, or work offsetting hours where possible
- 6) Provide waterless gel to clean hands if soap and water are not available
- 7) Avoid unnecessary travel
- 8) Cancel or reschedule non-essential meetings and training sessions
- 9) Schedule a gap between shifts
- 10) Clean and ventilate the workspace between shifts
- 11) Avoid cafeterias and restaurants
- 12) Utilize staggered lunch times

#### 14.1.14 - Personal Health Strategies

- Eat and rest well and exercise in moderation
- Wash hands frequently with warm water and soap
- Cover nose and mouth when coughing or sneezing, do not use your hands
- Minimize visitors to the home
- Get inoculated with influenza vaccines when available
- If you cannot avoid crowds, minimize the amount of time you spend around people

**Hand washing is one of the most effective ways of preventing the spread of influenza**

**If you do not feel well and/or are demonstrating symptoms**

**STAY HOME, DO NOT COME TO WORK**

**Rest and drink plenty of fluids, contact a medical professional for advice.**

**\*Source for Pandemic Guideline, by permission, Canadian Manufactures & Exporters, Influenza Pandemic: Continuity Planning Guide for Canadian Business, March 2006**



**14.1.15 - Emergency Phone Numbers**

<b>FIRE (Public System)</b>	<b>911</b>
<b>AMBULANCE (Public System)</b>	<b>911</b>
<b>POLICE</b>	<b>911</b>
<b>HEALTH LINK</b>	<b>811</b>
<b>ALBERTA WORKPLACE HEALTH AND SAFETY (OH&amp;S)</b>	<b>1-866-415-8690</b>
<b>SERIOUS INJURY/FATALITY REPORTING</b>	<b>1-866-415-8690</b>
<b>FOREST FIRE (310-FIRE)</b>	<b>310-3473</b>
<b>DANGEROUS GOODS INCIDENT</b>	<b>1-800-272-9600</b>
<b>ENERGY AND ENVIRONMENTAL EMERGENCY/COMPLAINT</b>	<b>1-800-222-6514</b>
<b>BURIED UTILITY LOCATIONS (Alberta One-Call)</b>	<b>1-800-242-3447</b>
<b>ATCO GAS</b>	<b>310-5678</b>
<b>WORKERS COMPENSATION BOARD ALBERTA (WCB) *to report an injury</b>	<b>Ph.: 1-866-922-9221</b>
	<b>Fax: 780-427-5863</b>

DO NOT COPY

14.1.16 Emergency Response Plans

CLOSEST EMERGENCY RESPONSE	
<b>Municipality of Wood Buffalo</b>	
CLOSEST EMERGENCY RESPONSE #	
<b>911</b>	
<b>SAFETY - HEATHER OULTON</b>	
<b>(780)598-3414</b>	
<b>GENERAL MANAGER - WAYNE WOODHOUSE</b>	
<b>(780)598-0584</b>	
<p>Susan Lake/CNRL KM 320</p> <p>Highway 63</p> <p>68.3KM's to Town</p> <p>Hospital Street</p> <p><b>SUSAN LAKE KM 320</b></p>	

CLOSEST EMERGENCY RESPONSE	
<b>Municipality of Wood Buffalo</b>	
CLOSEST EMERGENCY RESPONSE #	
<b>911</b>	
<b>SAFETY - HEATHER OULTON</b>	
<b>(780)598-3414</b>	
<b>GENERAL MANAGER - WAYNE WOODHOUSE</b>	
<b>(780)598-0584</b>	
<p>Hospital Street</p> <p>Highway 63</p> <p>Highway 881</p> <p>Meadow Creek X</p> <p>Gulf Pit X</p> <p>Cottonwood X</p> <p>KM 259</p> <p>KM 246.5</p> <p><b>COTTONWOOD KM 246.5</b>  <b>MEADOW CREEK KM 259</b>  <b>GULF PIT KM 259</b></p>	

CLOSEST EMERGENCY RESPONSE	
<b>Suncor 590 (780) 743-7543</b> <b>or Zone A Channel 9</b>	
SECONDARY EMERGENCY RESPONSE #	
<b>Suncor 655 (780) 714-0453</b> <b>Zone A Channel 9</b>	
<b>Plant 1 Foreman</b>	
<b>(780) 381-4018</b>	
<b>Plant 6 Foreman</b>	
<b>(780) 598-4083</b>	
<b>Superintendent</b>	
<b>(780) 598-4084</b>	
<b>SAFETY - HEATHER OULTON</b>	
<b>(780)598-3414</b>	
<b>GENERAL MANAGER - WAYNE WOODHOUSE</b>	
<b>(780)598-0584</b>	
<p>ES</p> <p>MP40</p> <p>U1</p> <p>U2</p> <p>MP30</p> <p>Y</p> <p>X</p> <p>Primary-MP40</p>	

CLOSEST EMERGENCY RESPONSE	
<b>Municipality of Wood Buffalo</b>	
CLOSEST EMERGENCY RESPONSE #	
<b>911</b>	
<b>SAFETY - HEATHER OULTON</b>	
<b>(780)598-3414</b>	
<b>GENERAL MANAGER - WAYNE WOODHOUSE</b>	
<b>(780)598-0584</b>	
<p>Hospital Street</p> <p>Hwy 63</p> <p>Hwy 881</p> <p>KM 176</p> <p>KM 171</p> <p><b>ALGAR TOWER KM 176</b>  <b>PIMPLE PIT KM 171</b></p>	

CLOSEST EMERGENCY RESPONSE	
<b>Municipality of Wood Buffalo</b>	
CLOSEST EMERGENCY RESPONSE #	
<b>911</b>	
SAFETY - HEATHER OULTON	
<b>(780)598-3414</b>	
GENERAL MANAGER - WAYNE WOODHOUSE	
<b>(780)598-0584</b>	
<b>KEYANO PIT</b>	

CLOSEST EMERGENCY RESPONSE	
<b>Municipality of Wood Buffalo</b>	
CLOSEST EMERGENCY RESPONSE #	
<b>911</b>	
SAFETY - HEATHER OULTON	
<b>(780)598-3414</b>	
GENERAL MANAGER - WAYNE WOODHOUSE	
<b>(780)598-0584</b>	
<b>SVC SHOP 10KM IN ON AOISTRA RD.</b>	

DO NOT COPY

## 15.0 Record Keeping

Stony Valley Contracting will retain the following documentation regarding the Loss Prevention Program. All injuries, illnesses and near misses are to be documented, recorded and logged. This will allow Management to track the program for effectiveness and compliance.

All medical and personal records must be kept in locked storage units accessible only to designated persons.

- Worker Orientation Records
- Hazard Assessment Forms
- Training Records
- Work site Inspection Checklists and Reports
- Government and Client Inspection Reports
- Accident / Incident Investigations (including near misses)
- Safety Meeting Records
- First Aid Records (for 3 years from date of injury)
- Quarterly Safety Summary Report
- Records of Disciplinary Action
- Any other forms required to be retained by the Loss Control Management system

### 15.1 Calculations

Safety Reports are to be prepared using the following formulas for calculations:

#### 15.1.1 – Lost Time Incidents (LTI)

$$\frac{\# \text{ of Lost Time Incidents} \times 200,000 \text{ Hours}}{\text{Exposure Hours}}$$

#### 15.1.2 – Lost Time Severity (LTS)

$$\frac{\# \text{ of Compensable Days} \times 200,000}{\text{Exposure Hours}}$$

#### 15.1.3 - Total Recordable Injury Rate (TRIR)

$$\frac{\# \text{ of Medical Aid Injuries} + \# \text{ of Lost Time incidents} \times 200,000}{\text{Exposure hours}}$$

### 15.1.4 – All Injury Frequency Rate (AIFR)

$$\frac{\# \text{ of Fatalities} + \# \text{ of Lost Time incidents} + \text{Modified/Restricted Duty Incidents} + \text{Medical Treatment Incidents (no time loss, no restrictions)}}{\text{Exposure hours}}$$

## 15.2 Definitions

### Advanced Medical Personnel / Treatment

Generally refers to registered medical personnel providing treatment, other than emergency response services, requiring skills beyond that approved for Advanced Standard First Aid.

### Compensable Days

The number of days for which a Worker's Compensation Board will provide compensation for an injury that arose out of or in the course of employment.

### Exposure Hours

Total number of hours worked by all of the employees at a designated workplace for a specified period.

### First Aid

Any treatment and subsequent follow-up of minor scratches, cuts, burns, splinters, foreign object in eye removal, which do not ordinarily require advanced medical care. Such treatment and observation are considered first aid even if provided by advanced medical personnel.

#### Examples of First Aid (to be consulted when rating an injury for recording purposes):

- Application of antiseptics during first visit to medical personnel.
- Treatment of first degree burns.
- Treatment of second or third degree burns less than 1.25 cm (1/2") in diameter.
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment)
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for record keeping purposes);
- Using temporary immobilization devices while transporting an incident victim (e.g., splints, slings, neck collars, back boards, etc.)
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Use of non-prescription medications and administration of single dose of prescription medication on first visit for minor injury or discomfort.
- Soaking therapy for removal of bandages
- Using hot or cold therapy
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;

- Using massage therapy (physical therapy or chiropractic treatment are considered medical treatment for record keeping purposes);
- The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (*e.g.*, eye drops to dilate pupils);
- Visits to a physician or other licensed health care professional solely for observation or counseling
- Administration of inoculations for preventive medicine.

### Hospitalization

Occurs when a worker is admitted into the hospital. Emergency Room treatment is not considered hospitalization, if the worker is not subsequently admitted.

### Lost Time Incident

A work injury which results in death or disability and in which the injured person is unable to report for duty on his or her next scheduled shift.

### Lost Workdays

Are those workdays (consecutive or not) on which the worker would have worked but could not because of an occupational injury or illness. The number of lost workdays does not include the day of injury. These injuries are considered to be Lost Time Incidents. Listed below are specific examples of counting lost workdays.

- **Weekends:** If a worker who is scheduled to work Monday through Friday is injured on Friday and returns to work on Monday, the case does not involve any days away from work even if the worker was unable to work on Friday, Saturday, or Sunday. If this same worker had been scheduled to work on Saturday, even if that Saturday constituted overtime, the Saturday would be recorded as a Lost Time Accident.
- **Job Completion:** If the job is finished and personnel are being laid-off, then the lost days would stop because the work no longer exists.
- **Holidays, Strikes, Vacation:** None of these are considered to be Lost Workdays. Lost Workdays include only those days in which the injured or ill worker would have worked but could not.

### Modified/Restricted Duty

This is when a worker is not able to perform their regular assigned work as a result of a work related injury or illness. The number of workdays (consecutive or not) on which, because of injury or illness:

- The worker was assigned to another job on a temporary basis; or
- The worker worked at a permanent job less than full time; or
- The worker worked at a permanently assigned job but could not perform all duties normally connected with it.

When recording Modified Work days, include all days on which an injured worker was unable to contribute a full day's work on all parts of their normal job, but do not experience any complete lost workdays.

### **Medical Treatment (Recordable Injury)**

"Medical treatment" means the management and care of a patient to combat disease or disorder. For recording purposes medical treatment involves a medical service beyond the capability of a person certified in First Aid at any level. If a doctor delivers services generally considered to be First Aid, the service is not considered medical treatment for recording purpose. Medical treatment does not include:

- Visits to a physician or other licensed health care professional solely for observation or counseling
- The conduct of diagnostic procedures, such as x-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils);
- First aid treatment as defined on page 2 of this section.

### **Occupational Injury**

Any acute trauma injury such as a cut, fracture, sprain, amputation, etc., which results from a work related single, instantaneous exposure in the work environment. Conditions resulting from animal bites, such as insect or snakebites, and from one-time exposure to chemicals or other toxic agents are considered to be injuries.

### **Occupational Illness**

Any condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes chronic illnesses or diseases, which may be caused by inhalation, absorption, ingestion, or direct contact. Illness cases result from anything other than single traumatic events (*see Occupational Injury*). Occupational illnesses include respiratory conditions due to exposure to toxic agents (e.g. asbestos) and poisoning (cumulative systemic effects of exposure to toxic materials e.g. lead).

## 16.0 National Safety Code

### Regulated Vehicle Safety and Maintenance Program (Provincially Regulated Trucks, Trailers & Buses)

#### 16.1 National Safety Code Policy

Stony Valley Contracting Ltd. (also SVCL) allows only “authorized drivers” to operate company owned or leased regulated vehicles. Authorized drivers of regulated vehicles shall comply with the provisions of this NSC Safety Program, Alberta laws related to vehicle operation, applicable elements of the AB OH&S Act, Regulation and Codes and applicable elements of Stony Valley Contracting’s Loss Control Program. “Regulated vehicles” referenced in this code of practice are company owned, provincially regulated vehicles. Those provisions which identify “company” vehicles apply to all vehicles owned or leased by Stony Valley Contracting (e.g. seat belt use).

##### Authorized Drivers

Drivers authorized to operate regulated vehicles owned or leased by Stony Valley Contracting Ltd may include:

- Part-time or occasional drivers;
- Company mechanics who test drive or drive part-time;
- Staff who train drivers;
- Managers/owners who drive;
- Lease operators who have their regulated vehicles registered to the company;
- Anyone else authorized to operate a company regulated vehicle.

Authorized drivers are persons who possess the appropriate license for the vehicle they are to drive, meet Stony Valley’s criteria for their driving record, have completed the appropriate training and have been authorized by Stony Valley Management to operate a regulated vehicle.

##### Designation of Responsibility

The person designated and responsible for maintaining and implementing this safety program is the Stony Valley Contracting **General Manager**.

The person designated and responsible for ensuring compliance with safety laws and provisions of the National Safety Code and the Loss Control Program is the Stony Valley Contracting **Operations Manager or his designate**.

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Wayne Woodhouse



## 16.2 Safe Use and Operation of Regulated Vehicles

### 16.2.1 - Speed Limits

- All driver's shall obey all posted speed limits and where required, reduce speed according to road, weather, visibility and/or traffic conditions and vehicle type.

### 16.2.2 - Seat Belt Use

- Anyone, while operating or travelling as a passenger in our company vehicles, shall use a seat belt(s) (it's the law) at all times when seated in a vehicle and drivers are responsible to ensure all passengers have their seat belt fastened before setting the vehicle in motion.

### 16.2.3 – Fit for Duty

- Drivers may not operate commercial vehicles while their ability or alertness is impaired. The possession of and/or consumption of alcohol, illegal drugs, or the misuse of prescription drugs while operating vehicles and other equipment is strictly prohibited.

### 16.2.4 - Defensive Driving

Be a professional and courteous driver by driving in a defensive manner. Be prepared to avoid accident producing situations by practicing and by promoting safe defensive driving skills. Driving requires knowledge, skill, and a **Proper Attitude**

- **Recognize your personal limitations**
  1. Eyesight
  2. Hearing
  3. Strength
  4. Co-ordination
  5. Fatigue – *“Sleep is the only remedy for drowsiness”*
- **Respect your vehicle**
  1. Perform proper trip inspections
  2. Follow maintenance schedule
  3. Ensure all repair needs are reported to SVCL in a timely manner
- **Respect others on the road**
  1. Treat others as you would like to be treated

2. Use courtesy and caution

➤ **Use Communication Skills**

1. **Use Turn Signals** well in advance
2. Ask questions when uncertain – get directions
3. Remain calm when tense situations develop
4. Speak clearly and positively – do not “bad mouth” others
5. Use electronic devices appropriately

➤ **Use Defensive Driving Skills**

1. **3 second rule** at stop lights – look both ways before proceeding on green light
2. Look **left, right, left** when approaching intersections
3. Always expect the unexpected
4. **4 second rule** when following – **Don't tailgate**

**“The most common collision is a Rear-ender”**

➤ **Remain focused on the operation of the vehicle**

1. Route problems – focusing on destination only, looking for an address, uncertain of where to turn
2. Mental Disturbances – hurrying, worrying, boredom, fatigue
3. Scenery – collision scenes, billboards and neon signs, natural landscape
4. In Vehicle – cell phone and radio use, eating, unfamiliar vehicle, etc.
5. Unfamiliar Driving Conditions – gravel roads, icy or wet, new pavement, etc.

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

**A Skilled, Responsible Driver**

- Scans Ahead – rotates focus through **3 driving zones**
1. **Action Zone** (4 -6 seconds ahead of the vehicle)
  2. **Seeing Zone** (12-15 seconds ahead of the vehicle)
  3. **Planning Zone** (30-120 seconds ahead of the vehicle)
- Looks beyond the headlights at night
- Avoids fixed stare driving – **moves the eyes every 2 seconds**
- Checks all mirrors frequently, and prior to applying the brakes
- Enhances visibility, turns on lights in fog, dusty and low light conditions

- Makes eye contact with other drivers and pedestrians

### Anticipate Hazards

- Monitor the speed of other vehicles
- Anticipate other driver actions their next move
- Be aware of changing conditions – stale green light, approaching vehicles, etc.
- Maintain a space cushion – avoid travelling in another drivers' blind spot or following too closely for road/traffic conditions
- When parking use back-in parking whenever possible
- Sound the horn and check the path of travel before backing, use a spotter if the area is congested
- Plan your moves – know where you are going
  1. If you miss a turn – proceed to safe location to turn around
  2. Be aware of approaching turns and indicate intentions early

### Passing other vehicles

**Before passing; ask yourself “Do I really need to pass this vehicle?”**

- When Passing
  1. Allow adequate space behind the vehicle in front for visibility and acceleration prior to beginning to pass
  2. Be certain it is safe to pass and there is adequate time to safely return to the proper driving lane to avoid “cutting off” the other vehicle

### Do Not SPEED to pass

- Collision Avoidance Techniques:
  1. Rotate your focus through all **3 driving zones**
  2. Maintain a reasonable and legal speed
  3. Avoid continual driving in left lane on multi-lane highway; especially at night
  4. When braking hard: maintain wheels straight ahead; release brakes to regain steering control
  5. Move to the right as far as possible and drive off the road if necessary and reasonably safe to do so to avoid a collision
  6. Alert an approaching driver crossing into your lane by flash lights and/or blowing the horn
  7. **Be Courteous!!** – avoid road rage
- Skid Control
  1. Counter-steer by turn wheels gently in the direction of the skid
  2. Avoid lockup braking as it causes vehicle to lose traction completely
  3. Avoid excessive acceleration and apply power gradually when necessary

4. Apply *slight* acceleration when entering a curve to hold the vehicle in the corner

**Hydroplaning occurs when tires ride upon a wave of water pushed by the tires!**

**Slow Down!!!!**

➤ **Stopping Distance**

1. Perception Time – distance travelled while interpreting the situation
2. Reaction Time – distance travelled while moving foot to brake pedal
3. Braking Time – distance travelled after vehicle brakes are applied\*

\*Note: Air brake equipped vehicles shall also experience **Lag Time** prior to actual brake application

**Speed is the Leading Cause of ALL Collisions. Your vehicle travels 26 meters/second when travelling at 100 km/h**

**Slow Down!!!!**

### 16.2.5 - Load Securement

Stony Valley will ensure all loads are adequately secured for transport. Cargo transported by a vehicle shall be contained, immobilized, or secured so that it cannot;

- 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

### 16.2.6 - Fuelling

While fuelling, a driver shall:

- Shut off engine;
- Not smoke;
- Check for fuel leaks;
- Not overfill the tank;
- Not leave nozzle unattended; and
- Replace filler cap when finished fuelling.

### 16.2.7 - Records Completion

Stony Valley shall educate staff in hours of service, and, as required, transportation of dangerous goods. Records shall be maintained in each driver's file showing that Stony Valley ensures

authorized drivers receive all required training and evaluation. The company shall periodically evaluate each type of record for proper completion.

### 16.2.8 - Hours of Service

#### ➤ Time Records for Radius Operation

- No driver shall exceed 13 hours of driving time/or 14 hours of on-duty time in a day. No motor carrier shall request, or allow a driver and no driver shall drive after the driver has accumulated 13 hours of driving time in a day.
- Instruction shall be given on time record completion as per *Alberta Drivers' Hours of Service Regulation* (AR 317/2002) Section 12 (a copy of regulation shall be readily available to drivers).

Stony Valley drivers do not require a daily log when ALL of the following conditions are met:

- (a) Driver/vehicle does not operate beyond **160 kilometer** radius of Fort McMurray
- (b) Accurate work shift start **and** end times are recorded
- (c) The driver returns to the home terminal (start and end at the same location)
- (d) The driver is released from work within **15 hours** from the start of the work shift
- (e) Stony Valley shall, for each authorized driver, maintain and retain accurate time records, showing the driver's shift start time and end time, for a period of 6 months.

**Note:** If any one of the conditions above is not met, the driver involved shall complete a daily log and record the total number of on-duty hours accumulated by the driver during each of the seven days immediately preceding the day on which that condition was not met.

#### Off Duty:

**Note: Calendar dates not identified on electronic payroll records indicates "OFF DUTY" days of NSC authorized drivers.**

### 16.2.9 - Daily Log Completion

Drivers are to contact their Supervisor for assistance in the event a daily log is required and the following information shall be entered:

- (a) A graph grid in the form set out in the schedule
- (b) The date
- (c) The odometer reading at the commencement of driving
- (d) The total number of kilometers or miles driven by the driver during the work day
- (e) In the case where a vehicle is being operated by co-drivers, the total number of hours that the vehicle has travelled during a work day
- (f) The vehicle's unit or licence plate number

- (g) The name of the carrier for whom the driver worked during the work day
- (h) The name and signature of the driver and the name of any co-driver
- (i) The time of commencement of the work shift and the location at which the driver commenced the work shift
- (j) The address of the principal place of business and of the home terminal of each carrier for whom the driver is employed or otherwise engaged during the work day
- (k) Record at each change of duty status enter the name of city, town or village or highway location and name of province or state
- (l) Record the name of city, town or village or highway location when fuelling and number of litres or gallons of fuel
- (m) Record the total number of hours of each duty status and aggregate of these hours
- (n) The driver signs the daily log at the end of the driver's work shift

### Retention and Distribution of Log books

The driver shall forward the original copy of the daily log and supporting documents to the SVCL office within 48 hours of the completion of the daily log. The driver shall also keep copies of the daily log at his/her residence for 6 months after the day on which the daily log is completed.

Stony Valley Contracting shall retain all daily logs, supporting documents and hours of service records at the Fort McMurray office for 6 months after the day on which the daily log is completed.

### Bills Of Lading

**Not applicable, Stony Valley does not transport any materials or cargo requiring a bill of lading or waybill in or on owned or leased regulated vehicles registered to the Company.**

**Note:** Refer to (AR 313/2002) Section 2 for exemptions (e.g. owner's own goods).

### Dangerous Goods

**Not applicable, Stony Valley does not transport any dangerous goods in owned or leased regulated vehicles registered to the Company.**

## 16.2.10 - Compliance with the Law

Drivers operating company vehicles shall comply with all transportation safety laws as required. The Regulated Vehicle Certificate and Insurance Regulation (AR 314/2002) identifies that:

**“safety laws”** means, as the context requires,

- i) The Act (*Traffic Safety Act*) and regulations made under the Act;
- ii) The *Dangerous Goods Transportation and Handling Act* and the regulations made under that Act;

- iii) The laws of a jurisdiction outside Alberta, respecting the same, similar or equivalent subjects as those regulated or controlled by the laws referred to in sub clauses (i) and (ii).

## Safety Equipment

### Use of Warning Devices

During the night time a person shall not permit a regulated vehicle to be stationary on a highway outside the limits of an urban area unless;

- The hazard lights are operating, if functional, and
- Warning triangles are placed without delay on the highway in line with the regulated vehicle at a distance of approximately 30 metres behind and in front of the vehicle.

A person shall not permit a regulated vehicle to be stationary outside of the limits of an urban area, when due to insufficient light or atmospheric conditions, objects are not clearly discernible at 150 metres unless;

- The hazard lights are operating, if functional, and
- Warning triangles are placed without delay on the highway in line with the regulated vehicle at a distance of approximately 75 metres behind and in front of the vehicle.

The use of warning triangles during day time is intended to help keep parked regulated vehicles visible to other traffic.

During the day time a person shall not permit a regulated vehicle to be stationary on a highway outside the limits of an urban area unless;

- The hazard lights are operating, if functional, and
- Warning triangles are placed without delay on the highway in line with the regulated vehicle at a distance of approximately 75 metres behind and in front of the vehicle.

### Use of a Fire Extinguisher

Remember the acronym **PASS**

- **Pull** - Pull the safety pin by breaking the seal
- **Aim** – Aim the nozzle, horn or hose at the base of the fire
- **Squeeze** - Squeeze the handle
- **Sweep** – 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

### Safety instructions

- Remove the fire extinguisher from its bracket
- Approach the fire from upwind with a clear escape path
- 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 it to your compartment
- Have extinguisher recharged immediately or replaced before the next trip
- Report the use of a fire extinguisher to the supervisor

## Personal Protective Equipment (PPE)

Employees shall be educated on the proper use of all issued PPE (e.g. goggles, hard hats, etc.). All education or training shall be documented and placed in the driver's file. (see SVCL LCP element 6.0 for more information)

## Driver Conduct & Discipline

### Conduct

All SVCL drivers are accountable to:

- Safely operate our 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, be professional and courteous;
- Keep the vehicle under control at all times and reduce speed when required by changes in road, weather and traffic conditions;
- Be prepared to avoid collision producing situations by practicing and promoting safe driving skills;
- Report all significant events on road including, violations, near misses, etc.

### Disciplinary Procedures

All disciplinary steps shall be progressive in nature. All actions taken, including verbal warnings, shall be documented (**see section 4.0 Rules and Discipline**).

Disciplinary action shall be taken for any:

- Regulatory violation (identified on the Carrier profile, driver's abstract or through the Company's own internal audits). The carrier profile should verify that drivers have already advised the Company of the violation(s).
- Significant company policy violation (identified through internal audits, direct observation, reports from other staff, and reports from the public/customers).
- SVCL regulated vehicle drivers shall be suspended from driving and/or employment immediately and the SVCL discipline process initiated for any of the following situations:
  - ❖ Licence suspension for any activity prohibited by the Highway Traffic Act or the Criminal Code related to operating a vehicle whether or not convicted
  - ❖ Charged with impaired driving and/or refusal to provide a breath sample
  - ❖ Charged with dangerous driving
  - ❖ A report from law enforcement, a client or the public indicating objectionable driving behavior on any public or private road



- ❖ Involvement as a driver of a company vehicle in a collision resulting in personal injuries, property damage, charges, temporary license suspension and/or vehicle impoundment pending an internal investigation

### 16.2.11 - Evaluating Driving Skills

Evaluating driving skills shall be part of the driver selection process and be ongoing throughout the driver's employment with the company. Evaluations shall be carried out as follows:

- When driver is hired and then annually thereafter a review of commercial driver's abstract (5 year history) shall be done using the Driver Evaluation Matrix as a guide.
- Driver compliance with daily documentation requirements shall be monitored on an ongoing basis to ensure adherence to drivers' written responsibilities.
- An ongoing program of evaluating driving skills through:
  - Driver Spot checks conducted randomly throughout the year based upon the Driver Evaluation Matrix criteria
  - Internal audits of records (logbooks, time records, etc.)
- Written exams to test driver skills and knowledge on
  - hours of service
  - weights and dimensions
  - cargo securement
  - daily trip inspections

All evaluation results shall be retained in each driver's file.

### 16.3 Driver Evaluation Risk Matrix

Authorized drivers (active and proposed) are classified into one of three risk categories, based on their driving record including demerits accumulated in the various provincial jurisdictions, compliance with documentation requirements and driver spot check results.

Remedial action for each risk category is identified in the following table, and it is the responsibility of the driver's Supervisor or SVCL Manager to ensure that appropriate remedial action is initiated, once notified by the safety department.

Risk Class	Classification Criteria	Risk Mitigation & Management Strategies
<b>LOW</b>	<ul style="list-style-type: none"> <li>❖ Demerits &lt;7</li> <li>❖ No failed spot checks in past year;</li> <li>❖ No Documentation Non-Compliance Warning Notices issued in past year;</li> </ul>	<ul style="list-style-type: none"> <li>❖ No restrictions on driving;</li> <li>❖ Commercial abstracts reviewed annually;</li> <li>❖ 1 spot checks within 3 months of hire and then randomly (minimum of 1 per year);</li> </ul>
<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>❖ Demerits 8 – 11</li> <li>❖ Driving experience &lt; 3 years</li> <li>❖ Two photo enforcement tickets in 1 year.</li> <li>❖ One preventable vehicle incident in 24 months.</li> <li>❖ 1-2 Failed Spot Checks;</li> <li>❖ 1-2 Documentation Non-Compliance Warning notices issued in past year;</li> </ul>	<ul style="list-style-type: none"> <li>❖ No restrictions on driving</li> <li>❖ Commercial Abstract review every 6 months;</li> <li>❖ Mandatory Defensive driving course;</li> <li>❖ Mandatory quarterly Spot Checks;</li> <li>❖ Meeting with Manager and a warning letter to employee and employee file;</li> </ul>
<b>HIGH</b>	<ul style="list-style-type: none"> <li>❖ Demerits &gt; 11</li> <li>❖ Conviction for impaired driving in previous three years</li> <li>❖ Conviction for refusal to provide breath sample in previous three years</li> <li>❖ Conviction for leaving the scene of an incident in the previous three years</li> <li>❖ Administrative suspension within previous two years</li> <li>❖ &gt;2 photo enforcement tickets in two years</li> <li>❖ Two preventable vehicle incidents in 24 month period;</li> <li>❖ &gt;2 failed spot checks;</li> <li>❖ &gt;2 Documentation Non-Compliance Warning notices in past year;</li> </ul>	<ul style="list-style-type: none"> <li>❖ Removed from, or not included in the SVCL Authorized Driver list;</li> <li>❖ Banned from operating a commercial vehicle for SVCL;</li> <li>❖ Meeting with Manager and a warning letter to employee and employee file;</li> <li>❖ The driver may be reinstated by Management after successfully completing a defined skills and/or other rehabilitation program and demerit reduction to below 11.</li> </ul>

## 16.4 Driver Records

The company shall maintain individual files of driver records for every person operating or authorized to operate company regulated vehicles, including owner(s) and management, containing at least the following information:

- The driver's completed application form for employment;
- The driver's employment history for the three years immediately preceding the time the driver started working for the Company;
- A copy of the driver's abstract when the driver is first hired dated within 30 days of the date of employment or hire;
- Annual updated copies of the driver's abstract,
- A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
- A record of any administrative penalty imposed on the driver under safety laws;
- A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under any enactment of Alberta or a jurisdiction outside Alberta;
- A record of all training related to the operation of a regulated vehicle and compliance with safety laws;
  
- A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance with Part 6.6 of the Transportation of Dangerous Goods Regulations
- A copy of a current medical certificate for all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring a periodic medical. *Alternatively, retaining a copy of a valid driver license or current abstract shall be acceptable proof of the medical.*

The company shall retain the above records at the Fort McMurray office for at least five years from the date they are created, established or received (unless specified otherwise by specific legislation) and make them available for inspection by a peace officer during the Company's regular business hours.

## 16.5 Driver Qualifications

### 16.5.1 - Hiring Policy & Continuing Authorization

The Company shall:

- Conduct a personal interview to evaluate attitude, driving skills and professionalism;
- Contact references and past employers;
- Conduct a road test to include: use of 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 a driver by conducting a written exam;
- Identify any additional training requirements (e.g. dangerous goods, etc.);
- The maximum abstract point threshold for a person to be an authorized driver for SVCL is 7 demerits. Persons who have more than 7 demerits on their licence shall not be authorized to drive regulated SVCL vehicles.
- See page 9, Disciplinary Procedures, for the policy addressing serious charges and/or a suspended licence.
- Drivers of Company vehicles shall immediately report changes of their driver's licence status to their employer. Failure to report a change in status may result in termination of employment.

### 16.5.2 - Driver Competency - Certificates/Training

As a minimum, training for authorized drivers shall cover the following subjects:

- Company NSC safety program
- Safe vehicle operation
- Company NSC maintenance program
- Traffic Safety Act and regulations
- Hours of Service
- Daily Trip Inspection
- Weights & dimensions
- Professional Driver Improvement Course
- Any other laws (e.g. Occupational Health and Safety) or laws of another jurisdiction if operating outside of Alberta

**All training records along with tests, where applicable, shall be maintained in an authorized driver's file.**

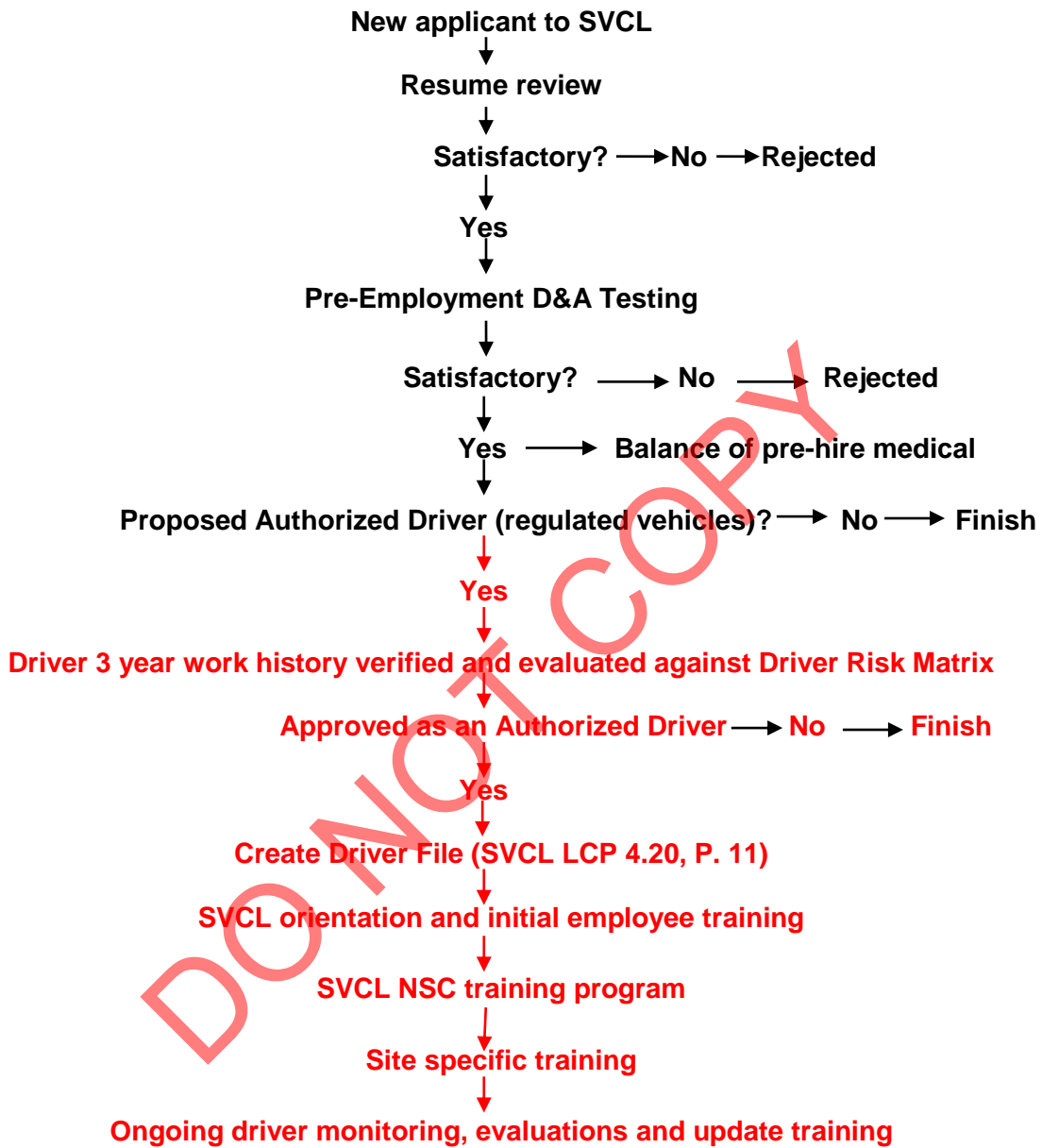
### 16.5.3 - Ongoing Training

SVCL shall provide authorized drivers with periodic training updates including the following:

- Hours of service (logbooks and/or time records)
- Fatigue related issues, such as, operating beyond the legislated hours of service limits, inadequate rest or off duty periods, etc.
- Daily trip inspection – ongoing training provided through spot checks and monitoring of vehicle defects
- Other regulations, as applicable to company operations

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## 16.6 Regulated Vehicle Driver Selection, Training & Monitoring Process



## 16.7 Maintenance and Inspection Program for Regulated Vehicles (Trucks, Buses & Trailers)

### 16.7.1 - Application

All NSC provincially regulated vehicles (including buses, trucks and trailers) registered to the company (including lease operators that have their vehicles registered to the company) are required to comply with the company's maintenance and inspection program policies and procedures.

The preventive maintenance and inspection program shall address the following areas:

- Daily trip inspections
- Repairs
- Routine scheduled maintenance
- Annual CVIP inspections
- Record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP

A person shall not operate or permit another person to operate a regulated vehicle if the vehicle or any equipment related to the regulated vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

SVCL's written maintenance and inspection program shall be kept at the Fort McMurray office. A copy of the maintenance and inspection program shall be readily accessible to employees who carry out the maintenance and inspection program.

Schedule 2 of the *Regulated Vehicle Safety Regulation* (AR 121/2009) shall be attached to the maintenance and inspection program at all locations where vehicle inspections and maintenance is carried out.

Note: The items listed in this inspection and maintenance program are items that are required to be inspected and maintained. Specific vehicles may be equipped or required to be equipped with additional items that shall be inspected and maintained as outlined in legislation.

It is SVCL policy that any equipment or safety systems installed in a vehicle by the manufacturer of the vehicle shall be maintained in good working order and in accordance with the manufacturer's specifications.

## 16.7.2 - Daily Trip Inspections

### Requirements for Schedule 1 of NSC Standard 13 Part 2 (Trucks/Trailers):

Except when specifically **exempted** the Company shall maintain a copy of the Schedule 1 of NSC Standard 13 Part 2 including any modifications made to the Schedule in the truck. The driver shall produce the schedule when requested to a peace officer;

A daily trip inspection shall be conducted on all trucks or combination of truck/trailer that are registered for more than 4500 kilograms;

The daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report;

Truck/Trailer components shall be inspected in a Daily Trip Inspection as required by Alberta's Regulated Vehicle Safety Regulation (AR 121/2009). The daily inspection shall include all applicable components specified in the list of items in Schedule 1 of NSC Standard 13 Part 2;

Components that are routinely inspected shall be added to the "Daily Trip Inspection" and components not applicable shall be deleted from the "Daily Trip Inspection";

### Requirements for Schedule 2 of NSC Standard 13 Part 2 (Buses)

The Company shall ensure that a copy of Schedule 2 and any other applicable Schedules including any modifications made to the Schedule(s) is located in the bus. The Bus Driver shall produce the Schedule when requested to a peace officer;

A daily trip inspection shall be conducted on all buses with a seating capacity of 11 or more including the driver seat;

The daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report;

Bus components shall be inspected in a Daily Trip Inspection as required by Alberta's Regulated Vehicle Safety Regulation (AR 121/2009). The daily inspection shall include all applicable components specified in the list of items in Schedule 2 of NSC Standard 13 Part 2;

Components that are routinely inspected shall be added to the "Daily Trip Inspection" and components not applicable shall be deleted from the "Daily Trip Inspection";

### Completion and Production of the Daily Trip Inspection Report

It is the Policy of the Company that all authorized drivers operating trucks/trailers and/or buses shall prepare a trip inspection report, and the report shall contain the following information;

- The licence plate, identification number or unit number,
- The odometer or hub meter reading at the time of inspection,
- The name of the Company operating the regulated vehicle,
- The name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made,
- Any defect related to any item required to be inspected or that no defect was detected,



- The name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with section 10 of the Regulated Vehicle Safety Regulation (AR 121/2009)
- The name and signature of the person making the report.

### Defects Observed During Operation of the Vehicle

If a driver observes any safety defects specified in Schedule 1, 2, 3 or 4 of NSC Standard 13 while driving the truck/trailer and/or bus shall record the defects on the trip inspection report and notify the Company of the defect;

A driver is required to produce the trip inspection report or other document when requested, to a peace officer, including;

- The name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with Section 10 of the Regulated Vehicle Safety Regulation (AR 121/2009), and
- The name and signature of the person making the report.

The driver shall, when requested, provide a copy of the report to a peace officer.

### Distribution and Retention of Trip Inspection Reports

Drivers or their Supervisor shall forward the trip inspection reports to the Fort McMurray office within 7 days of completion of the trip inspection report;

SVCL shall ensure the driver submits the trip inspection report and maintain the original report at the Fort McMurray office,

Original reports shall be retained in chronological order by SVCL for the month it was created and an additional 6 months.

### Requirement to Repair, Correct and Report Defects

**It is SVCL's policy that no employee shall allow a driver to drive and no driver shall drive a regulated vehicle with any uncorrected or unrepaired major defect** (see Schedule 1 (truck) or 2 (bus) of NSC Standard 13 part 2 for a description of a major defect). Drivers shall;

- Conduct a daily trip inspections and shall record any defect on the written trip inspection report,
- SVCL shall certify on the report that the defect has been repaired/corrected or certify on the report the repair/correction is unnecessary,
- If a driver believes or suspects there is a safety defect in the regulated vehicle they shall report the safety defect to his/her Supervisor; **without delay if the defect is a major defect** or in a timely manner but not later than the next required daily trip inspection in all other cases.

### 16.7.3 - Record Keeping

SVCL shall maintain the following records pertaining to each regulated vehicle used in the Company's business:

1. An identification of the vehicle, including
  - a) A unit number, the manufacturer's serial number or a similar identifying mark,
  - b) The make of the vehicle, and
  - c) The year of manufacture
  
2. A record of the inspection of the vehicle under the Vehicle Inspection Regulation (AR211/2006), and repairs, lubrication and maintenance for the vehicle, including;
  - a) The nature of the inspection or work performed on the vehicle, and
  - b) The date on which that inspection or work took place and the odometer or hub meter reading on the vehicle at that time
  
3. Notices of defect received from the vehicle manufacturer and the corrective work done on the vehicle in relation to those notices;
  
4. Trip inspection reports prepared under section 12 of Alberta's Regulated Vehicle Safety Regulation;
  
5. Unless otherwise authorized by the Registrar, SVCL shall maintain the records at the Fort McMurray office.

SVCL shall ensure that the records required to be maintained under this section are true, accurate and legible.

Trip inspection reports shall be retained for the month they are created and an additional 6 months. The other records identified above shall be retained for the year they are created and an additional 4 years. All records shall be kept for 6 months after the vehicle is retired or disposed of.

A person authorized by SVCL to conduct a daily trip inspection is required to certify on the trip inspection or report, that any major defect has been repaired/corrected, or certifies on the report that repair/correction is unnecessary.

**A driver shall not drive or be permitted to drive a regulated vehicle until all major defects have been repaired.**

## 16.8 Schedule 1 – Truck, Tractor & Trailers

### Application

This schedule applies to trucks, tractors and trailers or combinations thereof exceeding a registered gross vehicle weight of 4500 kg.

<b>1. Air Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Audible air leak.</li> <li>Slow air pressure build-up rate.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Pushrod stroke of any brake exceeds the adjustment limit.</li> <li>Air loss rate exceeds prescribed limit.</li> <li>Inoperative towing vehicle (tractor) protection system.</li> <li>Low air warning system fails or system is activated.</li> <li>Inoperative service, parking or emergency brake.</li> </ul>
<b>2. Cab</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Occupant compartment door fails to open.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Any cab or sleeper door fails to close securely.</li> </ul>
<b>3. Cargo Securement</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Insecure cargo.</li> <li>Absence, failure, malfunction or deterioration of required cargo securement device or load covering.</li> </ul>
<b>4. Coupling Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Coupler or mounting has loose or missing fastener.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Coupler is insecure or movement exceeds prescribed limit.</li> <li>Coupling or locking mechanism is damaged or fails to lock.</li> <li>Defective, incorrect or missing safety chain/cable.</li> </ul>
<b>4. Dangerous Goods</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Dangerous goods requirements not met.</li> </ul>
<b>5. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	
<b>7. Driver Seat</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Seat is damaged or fails to remain in set position.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
<b>8. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>Loose or insecure wiring or electrical connection.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>Inoperative breakaway device.</li> <li>Inoperative brake.</li> </ul>

<b>9. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b>	
<ul style="list-style-type: none"> <li>Emergency equipment is missing, damaged or defective.</li> </ul>	
<b>10. Exhaust System</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Exhaust leak.</li> </ul>	<ul style="list-style-type: none"> <li>Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
<b>11. Frame and Cargo Body</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Damaged frame or cargo body.</li> </ul>	<ul style="list-style-type: none"> <li>Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
<b>12. Fuel System</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Missing fuel tank cap.</li> </ul>	<ul style="list-style-type: none"> <li>Insecure fuel tank.</li> <li>Dripping fuel leak.</li> </ul>
<b>13. General</b>	
	<b>Major Defect(s)</b>
	<ul style="list-style-type: none"> <li>Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
<b>14. Glass and Mirrors</b>	
<b>Defect(s)</b>	
<ul style="list-style-type: none"> <li>Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</li> <li>Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	
<b>15. Heater/Defroster</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Control or system failure.</li> </ul>	<ul style="list-style-type: none"> <li>Defroster fails to provide unobstructed view through the windshield.</li> </ul>
<b>16. Horn</b>	
<b>Defect(s)</b>	
<ul style="list-style-type: none"> <li>Vehicle has no operative horn.</li> </ul>	
<b>17. Hydraulic Brake System</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Brake fluid level is below indicated minimum level.</li> </ul>	<ul style="list-style-type: none"> <li>Parking brake is inoperative</li> <li>Brake boost or power assist is inoperative.</li> <li>Brake fluid leak.</li> <li>Brake pedal fade or insufficient brake pedal reserve.</li> <li>Activated (other than ABS) warning device.</li> <li>Brake fluid reservoir is less than ¼ full.</li> </ul>
<b>18. Lamps and Reflectors</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>
<ul style="list-style-type: none"> <li>Required lamp does not function as intended.</li> <li>Required reflector is missing or partially missing.</li> </ul>	<p><i>When lamps are required:</i></p> <ul style="list-style-type: none"> <li>Failure of both low-beam headlamps.</li> <li>Failure of both rearmost tail lamps.</li> </ul> <p><i>At all times:</i></p>

	<ul style="list-style-type: none"> <li>• Failure of a rearmost turn-indicator lamp.</li> <li>• Failure of both rearmost brake lamps.</li> </ul>
<b>19. Steering</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Steering wheel lash (free-play) is greater than normal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Steering wheel is insecure, or does not respond normally.</li> <li>• Steering wheel lash (free-play) exceeds required limit.</li> </ul>
<b>20. Suspension System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Air leak in air suspension system.</li> <li>• Broken spring leaf.</li> <li>• Suspension fastener is loose, missing or broken.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Damaged<sup>1</sup> or deflated air bag.</li> <li>• Cracked or broken main spring leaf or more than one broken spring leaf.</li> <li>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</li> <li>• Loose U-bolt.</li> </ul> <p><sup>1</sup> patched, cut, bruised, cracked to braid, mounted insecurely.</p>
<b>21. Tires</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire.</li> <li>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Flat tire.</li> <li>• Tire tread depth is less than wear limit.</li> <li>• Tire is in contact with another tire or any vehicle component other than mud-flap.</li> <li>• Tire is marked "Not for highway use".</li> <li>• Tire has exposed cords in the tread or outer side wall area.</li> </ul>
<b>22. Wheels, Hubs and Fasteners</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Hub oil below minimum level. (When fitted with sight glass.)</li> <li>• Leaking wheel seal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Wheel has loose, missing or ineffective fastener.</li> <li>• Damaged, cracked or broken wheel, rim or attaching part.</li> <li>• Evidence of imminent wheel, hub or bearing failure.</li> </ul>
<b>23. Windshield Wiper/Washer</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Control or system malfunction.</li> <li>• Wiper blade damaged, missing or fails to adequately clear driver's field of vision.</li> </ul>	<b>Major Defect(s)</b> <i>When necessary for prevailing weather condition.</i> <ul style="list-style-type: none"> <li>• Wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.</li> </ul>

## 16.9 Schedule 2 – Bus

This schedule applies to buses designed, constructed and used for the transportation of passengers with a designated seating capacity of more than 10, including the driver.

<b>1. Accessibility Devices</b>	
<b>Defect(s)</b> Accessibility device may not be used if: <ul style="list-style-type: none"> <li>• Alarm fails to operate.</li> <li>• Equipment malfunctions.</li> <li>• Interlock system malfunctions.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Vehicle fails to return to normal level after "kneeling."</li> <li>• Extendable lift, ramp or other passenger-loading device fails to retract.</li> </ul>
<b>2. Air Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Audible air leak.</li> <li>• Slow air pressure build-up rate.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Pushrod stroke of any brake exceeds the adjustment limit.</li> <li>• Air loss rate exceeds prescribed limit.</li> <li>• Inoperative towing vehicle (tractor) protection system.</li> <li>• Low air warning system fails or system is activated.</li> <li>• Inoperative service, parking or emergency brake.</li> </ul>
<b>3. Cargo Securement</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Insecure or improper load covering (e.g. wrong type or flapping in the wind).</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Insecure cargo.</li> <li>• Absence, failure, malfunction or deterioration of required cargo securement device or load covering.</li> </ul>
<b>4. Coupling Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Coupler or mounting has loose or missing fastener.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Coupler is insecure or movement exceeds prescribed limit.</li> <li>• Coupling or locking mechanism is damaged or fails to lock.</li> <li>• Defective, incorrect or missing safety chain/cable.</li> </ul>
<b>5. Dangerous Goods</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Dangerous goods requirements not met.</li> </ul>
<b>6. Doors and Emergency Exits</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Door, window or hatch fails to open or close securely.</li> <li>• Alarm inoperative.</li> </ul>	<b>Major Defect(s) (Passengers may not be carried<sub>1</sub>.)</b> <ul style="list-style-type: none"> <li>• Required emergency exit fails to function as intended.</li> </ul> <sub>1</sub> vehicle may be moved when no passenger carried.
<b>7. Driver Controls</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.</li> </ul>	<b>Major Defect(s) (Passengers may not be carried<sub>2</sub>.)</b> <ul style="list-style-type: none"> <li>• Accelerator sticking and engine fails to return to idle.</li> </ul> <sub>1</sub> vehicle may be moved when no passenger carried.
<b>8. Driver Seat</b>	
<b>Defect(s)</b>	<b>Major Defect(s)</b>

<ul style="list-style-type: none"> <li>• Seat is damaged or fails to remain in set position.</li> </ul>	<ul style="list-style-type: none"> <li>• Seatbelt or tether belt is insecure, missing or malfunctions.</li> </ul>
<b>9. Electric Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Loose or insecure wiring or electrical connection.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Inoperative breakaway device.</li> <li>• Inoperative brake.</li> </ul>
<b>10. Emergency Equipment &amp; Safety Devices</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Emergency equipment is missing, damaged or defective.</li> </ul>	
<b>11. Exhaust System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Exhaust leak.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Leak that causes exhaust gas to enter the occupant compartment.</li> </ul>
<b>12. Exterior Body and Frame</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Insecure or missing body parts.</li> <li>• Insecure or missing compartment door.</li> <li>• Damaged frame or body.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Visibly shifted, cracked, collapsing or sagging frame member(s).</li> </ul>
<b>13. Fuel System</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Missing fuel tank cap.</li> <li>• Insecure fuel tank.</li> <li>• Dripping fuel leak.</li> </ul> / vehicle may be moved when no passenger carried
<b>14. General</b>	
	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.</li> </ul>
<b>15. Glass and Mirrors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted.</li> <li>• Required mirror or glass has broken or damaged attachments onto vehicle body.</li> </ul>	<b>Major Defect(s) (Passengers may not be carried.)</b> Driver's view of the road is obstructed in the area swept by the windshield wipers. / vehicle may be moved when no passenger carried.
<b>16. Heater/Defroster</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Control or system failure.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Defroster fails to provide unobstructed view through the windshield.</li> </ul>
<b>17. Horn</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Vehicle has no operative horn.</li> </ul>	

<b>18. Hydraulic Brake System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Brake fluid level is below indicated minimum level.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Parking brake is inoperative.</li> <li>• Brake boost or power assist is inoperative.</li> <li>• Brake fluid leak.</li> <li>• Brake pedal fade or insufficient brake pedal reserve.</li> <li>• Activated (other than ABS) warning device.</li> <li>• Brake fluid reservoir is less than ¼ full.</li> </ul>
<b>19. Lamps and Reflectors</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Required lamp does not function as intended.</li> <li>• Required reflector is missing or partially missing.</li> <li>• Passenger safety or access lamp does not function.</li> </ul>	<b>Major Defect(s)</b> <i>When lamps are required:</i> <ul style="list-style-type: none"> <li>• Failure of both low-beam headlamps.</li> <li>• Failure of both rearmost tail lamps.</li> </ul> <i>At all times:</i> <ul style="list-style-type: none"> <li>• Failure of a rearmost turn-indicator lamp.</li> <li>• Failure of both rearmost brake lamps.</li> </ul>
<b>20. Passenger Compartment</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Stanchion padding is damaged.</li> <li>• Damaged steps or floor.</li> <li>• Insecure or damaged overhead luggage rack or compartment.</li> <li>• Malfunction or absence of required passenger or mobility device restraints.</li> <li>• Passenger seat is insecure.</li> </ul>	<b>Major Defect(s)</b> <i>When affected position is occupied:</i> <ul style="list-style-type: none"> <li>• Malfunction or absence of required passenger or mobility device restraints.</li> <li>• Passenger seat is insecure.</li> </ul>
<b>21. Steering</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Steering wheel lash (free-play) is greater than normal.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Steering wheel is insecure, or does not respond normally.</li> <li>• Steering wheel lash (free-play) exceeds required limit.</li> </ul>
<b>22. Suspension System</b>	
<b>Defect(s)</b> <ul style="list-style-type: none"> <li>• Air leak in air suspension system.</li> <li>• Broken spring leaf.</li> <li>• Suspension fastener is loose, missing or broken.</li> </ul>	<b>Major Defect(s)</b> <ul style="list-style-type: none"> <li>• Damaged<sub>1</sub> or deflated air bag.</li> <li>• Cracked or broken main spring leaf or more than one broken spring leaf.</li> <li>• Part of spring leaf or suspension is missing, shifted out of place or in contact with another vehicle component.</li> <li>• Loose U-bolt.</li> </ul> <sub>1</sub> patched, cut, bruised, cracked to braid, mounted insecurely.
<b>23. Tires</b>	



<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Damaged tread or sidewall of tire.</li> <li>• Tire leaking (if leak can be felt or heard, tire is to be treated as flat).</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Flat tire.</li> <li>• Tire tread depth is less than wear limit.</li> <li>• Tire is in contact with another tire or any vehicle component other than mud-flap.</li> <li>• Tire is marked “Not for highway use”.</li> <li>• Tire has exposed cords in the tread or outer side wall area.</li> </ul>
<b>24. Wheels, Hubs and Fasteners</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Hub oil below minimum level. (When fitted with sight glass.)</li> <li>• Leaking wheel seal.</li> </ul>	<p><b>Major Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Wheel has loose, missing or ineffective fastener.</li> <li>• Damaged, cracked or broken wheel, rim or attaching part.</li> <li>• Evidence of imminent wheel, hub or bearing failure.</li> </ul>
<b>25. Windshield Wiper/Washer</b>	
<p><b>Defect(s)</b></p> <ul style="list-style-type: none"> <li>• Control or system malfunction.</li> <li>• Wiper blade damaged, missing or fails to adequately clear driver’s field of vision.</li> </ul>	<p><b>Major Defect(s)</b></p> <p><i>When necessary for prevailing weather condition.</i></p> <ul style="list-style-type: none"> <li>• Wiper or washer fails to adequately clear driver’s field of vision in area swept by driver’s side wiper.</li> </ul>

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## 16.10 Scheduled Maintenance Inspection Component Checklist

### **General Heading Schedule 2**

Body and Seats (S.1)  
Chassis Frame (S.2)  
Body Frame (S.3)  
Sliding Sub frame (S.4)  
Underbody (S.5)  
Driver Shaft (S.6)  
Window and Mirrors (S.7)  
Fuel (S.8)  
Exhaust (S.9)  
Friction Components (S.10)  
Hydraulic and Vacuum-assist Brake Components (S.11)  
Mechanical Components (S.12)  
Brake Pedal (S.13)  
Air Brake System (S.14)  
Park Brake (S.15)  
Brake System (S.16)  
Engine Controls (S.17)  
Steering Column and Box (S.18)  
Wheel Alignment (S.19)  
C-Dolly Steering (S.20)  
Steering Linkage (S.21)  
Suspension (S.22)  
General Requirements (S.23)  
Windshield Wipers and Washers (S.24)  
Heating and Defrosting System (S.25)  
Starting Switch (S.26)  
Lamps and Reflectors (S.27)  
Tires (S.28)  
Wheels (S.29)  
Lubrication (S.30)  
Fifth Wheel Coupling Device (S.31)  
Trailer Hitch, Trailer Mount and Connecting Devices (S.32)  
Rear Impact Guards (S.33)

### **General Heading Schedule 3**

Mobility Aid Securement Devices (S. 1)  
Ramps and Lifts General Requirements (S. 2)  
Ramp and Lift Controls (S. 3)  
Lift Capacity (S. 4)  
Lift Platform Requirements (S. 5)  
Warning Notice (S. 6)  
Ramp Requirements (S. 7)  
Storage of Ramp (S. 8)  
Symbol (S. 9)

The above noted items are General Headings under Schedule 2 & 3 of the Regulated **Vehicle Safety Regulation (AR 121/2009)**.

# Forms

General

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# Independent Carrier Agreement

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between

**Stony Valley Contracting Ltd.**

(Hereinafter called the "Company")

OF THE FIRST PART

And

\_\_\_\_\_

Doing business as:

\_\_\_\_\_

(Hereinafter called the "Independent Carrier")

OF THE SECOND PART

Shall be in effect until terminated by either party or,  
At the completion of work if contracted on a seasonal basis.

## Independent Carrier

The Independent Carrier shall:

- 1.) Supply a driver of the Equipment as may be approved by the Company at the Company's sole discretion;
  - (a) Notify the Company forthwith as to the employment of any Driver by the Independent Carrier, who will be operating Independent Carrier Equipment and advise to the competency of such Driver and other relevant information at such times and in such manner as required by the Company.
  - (b) Independent Carrier's driver(s) must be competent either by training or experience to operate the Independent Carrier's Equipment.
  - (c) Disapproval of any Independent Carrier driver shall be at the sole discretion of the Company where the performance of the driver is contrary to the best interests of the Company;
- 2.) Accept any and all assignments, and deliver to the consignees identified in any bills of lading or other shipping documents in accordance with the Company's requirements and instructions given from time to time;
- 3.) Deliver trip reports to the Company forthwith upon completion of each trip, or at such intervals as required by the Company, and with such reports deliver all receipts, bills of lading, signed freight bills, and original true copies of all scale tickets, and any other additional documentation as required by the Company.
- 4.) Participate in and comply with;
  - (a) All orientation and safety meetings as required by the Company
  - (b) Understand and comply with Company safety procedures and policies
  - (c) Carry and refer to any and all safety related material provided by the Company
  - (d) Sign off as committing to having had explained, understanding, and willing to comply with Company safety requirements
- 5.) Supply information and copies of;
  - (a) Such licensing as the Company may require in the Independent Carrier's name

- (b) Proof of Insurance coverage in the Independent Carrier's name
- (c) Alberta Safety Fitness Certificate in the Carrier's name
- (d) WCB coverage and account number in the Independent Carrier's name
- (e) Any and all changes to the status of any information as contained on the **"Independent Carrier Information Form"** that may occur

6.) Insurance Coverage;

- (a) A minimum of \$5,000,000.00 CGL coverage is to be carried at all times

7.) At any time or as required through concern or random selection, provide information required to confirm status of;

- (a) Driver qualification
- (b) Vehicle condition
- (c) Safety Fitness rating
- (d) WCB Status
- (e) Any other item(s) as required pertinent to the Company

8.) At all times conduct himself in a courteous, professional and businesslike manner.

9.) Mutually agree and understand that the Independent Carrier is an independent contractor and nothing contained in this Agreement or otherwise, or any past relationships or course of dealings between the Parties, shall be construed as establishing a relationship of principal and agent, master and servant or employer and employee for any purpose whatsoever.

10.) In keeping with his independent status, shall cause himself and any Driver to be registered and at all times in good standing as may be required by law with all governmental departments, agencies and authorities having jurisdiction, and shall meet all financial and other obligations to such governmental departments, agencies and Authorities including but not limited to obligations in respect of:

- (a) Workers' Compensation for any Alternate Driver
- (b) Unemployment Insurance
- (c) Canada Pension Plan
- (d) Income Tax
- (e) Goods and Services Tax (GST),

11.) Indemnify and hold the Company harmless from all costs (including legal costs on a solicitor and client basis), losses or damages the Company may suffer or incur by reason of the failure of the Independent Carrier to meet such obligations.

12.) In respect of each accident or occurrence while operating on behalf of the Company;

- (a) Notify the Company as required regardless of severity or damage value
- (b) The Company shall be entitled to deduct any monies payable by the Independent Carrier to the Company from any monies payable to the Independent Carrier.

13.) At all times maintain;

- (a) A "Satisfactory" Safety Fitness rating

- (b) A Carrier Profile Risk Factor Score below monitoring level
- (c) Valid periodic safety inspection(s) on all equipment

14.) With respect to item 11.) notify the Company of any changes to;

- (a) The Safety Fitness Rating
- (b) The Carrier Profile whereby monitoring level has been reached

15.) Termination of Agreement:

- (a) Termination of the Agreement by the Company may be made at any time without notice for violation of this Agreement by the Independent Contractor

Nothing contained in this Agreement is intended to make or constitute the Company an insurer of any kind whatsoever or to make this Agreement or Any portion hereof a contract of insurance.

IN WITNESS WHEREOF the Parties have executed the Agreement as of the Effective Date.

**INDEPENDENT CARRIER**

**STONY VALLEY CONTRACTING LTD.**

Per: \_\_\_\_\_  
(Signature)

Per: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

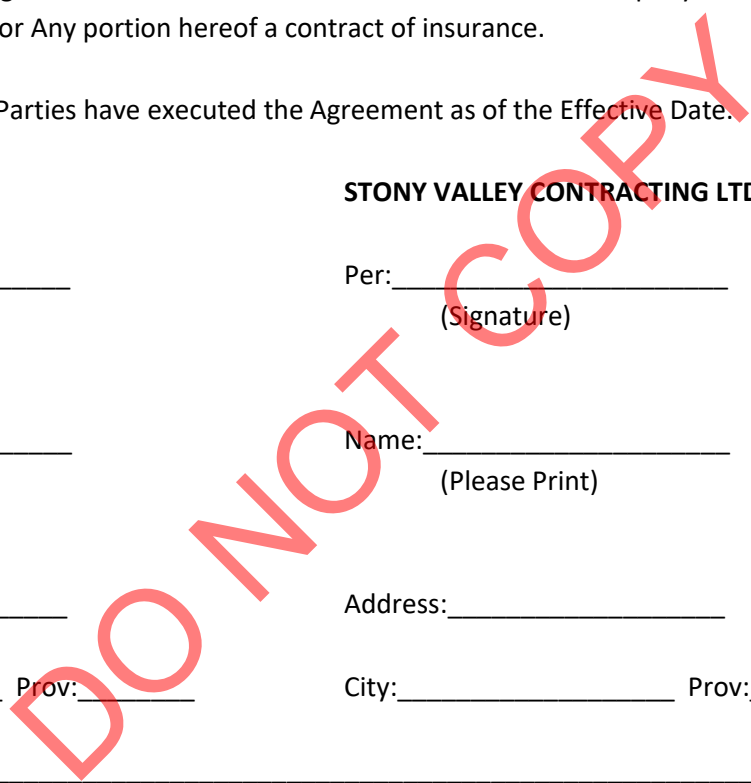
Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_

Witness: \_\_\_\_\_



# STONY VALLEY CONTRACTING LTD.

## INDEPENDENT CARRIER INFORMATION FORM

### General Information Pertaining to the Independent Contractor:

Name: \_\_\_\_\_

Doing Business AS: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ P.O. Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

WCB Number: \_\_\_\_\_

Person(s) to notify in case of emergency:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (s): \_\_\_\_\_

Current Safety Fitness Rating: \_\_\_\_\_

Current Carrier Profile Monitoring Level: \_\_\_\_\_ (if not at monitoring level indicate N/A)

Does all Equipment to be used hold current and valid Safety Inspection certification: \_\_\_\_\_

### Independent Contractor Insurance Information:

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

General Liability \$ \_\_\_\_\_ Cargo \$ \_\_\_\_\_

## Sub-Contractor Prequalification

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Stony Valley Contracting Ltd. is committed to maintaining a safe and healthy work environment through the active participation and support of Stony Valley Contracting Loss Control Program. As part of our commitment to this program, we must pre-approve those who may be providing services on a subcontract basis.

As part of the pre-qualification process, we require our subcontractors to provide us with a copy of the general documentation noted below and a completed copy of the attached questionnaire.

### 1. Documentation Request

- a. A copy of your current Health and Safety Program Manual (contact SVC Safety if you do not have a Health and Safety program)
- b. A Current Clearance Letter from the Worker's Compensation Board.
- c. WCB Employer Premium Rate Statements for the last 3 most recent years along with the corresponding industry rate.
- d. A Certification of Liability Insurance (reflecting compliance with no less than \$2,000,000.00 comprehensive general liability and \$2,000,000.00 automobile liability insurance for each occurrence.
- e. Should you have a "Certificate of Recognition: (COR) or SECOR signifying an audited & approved Safety Program, please provide a copy.
- f. Hazard Assessments/JHA (Job Hazard Analysis)/JSA (Job Safety Analysis), etc. applicable to each task you are performing for Stony Valley Contracting.
- g. Your company's safety statistics (i.e.: man-hours worked, fatalities, lost time injuries & medical aid injuries) for the last 3 years.



WCB Details			
	1st Year:	2nd Year:	3 <sup>rd</sup> Year:
Industry WCB Premium Rate			
Employer's WCB Premium Rate			
WCB Rate Adjustment %			
Surcharge or Discount on WCB Rate			
Safety Statistics & Occupational Illness Cases			
Number of Fatalities			
Number of lost time injuries (LTI)			
Number of lost days			
Number of medical aid cases (MA)			
Number of modified work cases (MW)			
Number of first aid injuries (FA)			
Exposure Hours			
Number of Vehicle Accidents (VA)			
TRIF			
LTIF			
Severity			

## 2. Sub-Contractor Health, Safety & Environmental Questionnaire

A. Does your company have a written safety program? If so, please ensure a copy is provided (at minimum a copy of the table of contents and your company's Safety Policy).	YES <input type="checkbox"/> NO <input type="checkbox"/>
B. Do you have a recognized safety program that has received a Certificate of Recognition (COR) or SECOR? If so, please provide a copy of the certificate.	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>If "yes" to questions A &amp; B, disregard remaining questions, &amp; sign the document.</b></p> <p><b>Thank you.</b></p>	

C. Are your senior management, supervisory staff and employees aware of the contents of the company's safety program?	YES <input type="checkbox"/> NO <input type="checkbox"/>
D. Has your company developed safe work procedures, standards, or practices for the work being performed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
E. Do you ensure necessary employees are competent?	YES <input type="checkbox"/> NO <input type="checkbox"/>
F. Do you have a new hire orientation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
G. Are training records kept in Employee Training File?	YES <input type="checkbox"/> NO <input type="checkbox"/>
H. Does your company ensure that management, supervisors and employees understand their specific responsibilities for safety?	YES <input type="checkbox"/> NO <input type="checkbox"/>
I. Does your management personnel conduct routine site inspections?	YES <input type="checkbox"/> NO <input type="checkbox"/>
J. Does your company have a policy outlining the responsibilities and frequency for conducting regular inspections of equipment, work sites and employee action?	YES <input type="checkbox"/> NO <input type="checkbox"/>
K. Has a preventative maintenance program been developed and implemented for all your equipment?	YES <input type="checkbox"/> NO <input type="checkbox"/>
L. Does your company have standards for purchasing material & renting equipment, and follow appropriate engineering standards? (i.e.: CSA, ASME)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
M. Does your safety program identify work hazards for your Company's work activities and procedures to control those hazards? (i.e.: risk/hazard assessments).	YES <input type="checkbox"/> NO <input type="checkbox"/>
N. Does your company have a process in place that allows employees to promptly submit reports of hazards, incidents, and near-misses at the worksite? (Note: Incidents include: injuries, equipment/property damage, spills, fire, security and near-misses).	YES <input type="checkbox"/> NO <input type="checkbox"/>
O. Is a review and follow-up conducted on all incidents?	YES <input type="checkbox"/> NO <input type="checkbox"/>
P. Does your company conduct periodic audits to ensure the effectiveness of its safety program?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Q. Does your company conduct routine safety meetings?	YES <input type="checkbox"/> NO <input type="checkbox"/>
R. Are minutes from these meetings kept on file and circulated to all employees? And, are follow-up items addressed and captured at the next meeting?	YES <input type="checkbox"/> NO <input type="checkbox"/>
S. Are all workers involved in pre-job safety meetings and are the meeting topics & attendance documented?	YES <input type="checkbox"/> NO <input type="checkbox"/>

T. Does your company use appropriate communication methods (i.e.: posters, bulletins, & bulletin boards) to stress the importance of good health and safety practices?	YES <input type="checkbox"/> NO <input type="checkbox"/>
U. Does your company develop and use safety statistics as a measuring tool to control losses? Please provide a copy of your safety statistics (i.e.: Man-hours worked, modified work, and lost time injuries for the last 3 years).	YES <input type="checkbox"/> NO <input type="checkbox"/>
V. Does your company have a Drug and Alcohol Program?	YES <input type="checkbox"/> NO <input type="checkbox"/>
W. Does your company have a modified work program in place for injured workers?	YES <input type="checkbox"/> NO <input type="checkbox"/>

\*\*\*If you have answered NO to any of the above please explain what your company does different to ensure they are compliant with AB OHS. Your company representatives working on any Stony Valley site will be required to participate in Stony Valley's New Hire orientation and will also be required to complete a Sub-Contractor Site Specific for each site they will be working at. In addition to this, each employee working on any Stony Valley site will participate and sign off on Daily PSI (Tool Box meetings) and Safety Meetings if on site at the time of meeting.

### 3. Sub-Contract Company Acknowledgement

The preceding information is correct and accurate to the best of my knowledge. As an authorized representative of my company, I acknowledge that my company and representatives within will comply with all policies, rules, and regulations applicable to our operation. This includes making contact with a site representative upon entering into our operational areas. All sub-contractors must be permitted to enter area prior to proceeding to enter site.

Sub-Contract Company Name: \_\_\_\_\_

Sub-Contract Representative Name and Title: \_\_\_\_\_

Sub-Contractor Representative's Signature: \_\_\_\_\_

Date of Acknowledgement: \_\_\_\_\_

#### For Office Use Only

Date Reviewed: \_\_\_\_\_

By Whom: \_\_\_\_\_

Approved: Y/N

If no, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes:





## Job/Task Inventory & Loss Exposure - Hazard Control Review

Client:		Location:		Sub-location:		Evaluator(s):		
#	Job/Task	General Loss Exposures	H/S	Present Controls Reference(s)	FQ **	LSP **	JHA #	

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**Legend**  
**Frequency of Exposure (FQ):**  
 4-Probable, exposure is present immediately or in short time,  
 3-Occasional, exposure is not present but is likely to occur during the job or procedure,  
 2-Remote, exposure is not expected, but possible  
 1-Extremely unlikely, exposure is reasonably not expected  
 0-no exposure is possible

**Loss Severity Potential (LSP):**  
 6-Death, permanent disability, severe property/economic loss,  
 4-LTI, MWI, major property/economic loss,  
 2-Minor injury/illness, property/economic loss,  
 0-no loss

\*\* Product = Risk if exposures uncontrolled    H=Health Exposure    S=Safety Exposure

## Risk Rating Matrix

Any job involving risk with a Probability rating of A, B or C and a Severity Rating of S-2 or E-3 or R-2 or higher, requires a complete review of the work to eliminate the hazard(s) or to reduce risk to an acceptable level prior to work proceeding.

### Consequences, Severity & Probability

SAFETY (S)	ENVIRONMENT (E)	ASSETS (A)	PRODUCTION (P)	REPUTATION (R)		PROBABILITY (P)
<b>Multiple fatalities and/or permanent disability injuries</b> to employees and others <b>both on and off</b> work site.	<b>Sustained permanent ecological impact</b> beyond property boundaries Sustained breach of statutory limits	<b>Loss in excess of 10 M</b> , including company and other's assets.	<b>Outage</b> significantly reducing production or quality in excess of 1 month	<b>National media attention</b> adversely impacting business activity and/or opportunity. Contract cancellations. Regulatory charges.	<b>5</b>	<b>A</b> Hazard is <u>present or will occur</u> before completion of the task or job.
<b>Single fatality or permanent disability injuries</b> to employee, or others on work site.	<b>Permanent ecological impact</b> within property boundaries. Extended breach of statutory limits	<b>Loss from 1M to 10M</b> including company and other's assets.	<b>Outage</b> significantly reducing production or quality over 1 week	<b>Provincial media attention</b> , potential restrictions on business activity and/or opportunity. Contract suspension. Regulatory charges.	<b>4</b>	<b>B</b> Hazard is <u>not present</u> but is <u>expected to occur</u> during the task or job.
<b>Lost Time Injury</b> or <b>Medical Aid injury</b> requiring <b>Modified Work</b>	<b>Measurable ecological damage</b> and/or intermittent breaches of statutory limits	<b>Loss from 100K to 1M</b> of only company assets.	<b>Outage</b> reducing production or quality over 1 day	<b>Local media attention</b> producing adverse publicity, Client and/or Regulatory involvement.	<b>3</b>	<b>B</b> Hazard is <u>not present</u> but is <u>expected to occur</u> during the task or job.
<b>Medical Aid Injury, no Modified Work</b>	<b>Single exceedance</b> of statutory limits.	<b>Loss from 10K to 100K</b> of only company assets.	<b>Temporary impact</b> to production or quality.	<b>Client or Regulator concern.</b> Report to Client and/or Regulator	<b>2</b>	<b>C</b> Hazard is <u>not present and not expected</u> , but <u>could develop</u> during the task or job.
<b>First Aid Injury</b>	<b>Minor release</b> or spill, not reportable	<b>Loss less than 10K</b>	<b>Minor production</b> or quality impact	<b>No awareness or concern</b> involving the Client or Regulator.	<b>1</b>	<b>D</b> Hazard is <u>not present</u> and <u>cannot occur</u> during the task or job.

■ Significant Risk

■ Serious Risk

■ Low Risk

# Environmental Release/Spill Report

<b>REPORTED BY</b> (name/company/contact #): _____ _____ _____	<b>REPORTED TO</b> (name(s)/company/agency/ contact #(s)): _____ _____ _____
<b>DATE OF INCIDENT:</b> _____	<b>TIME OF INCIDENT:</b> _____
<b>LOCATION OF INCIDENT</b> (be precise - address, highway #, land description, directions etc.): _____ _____	
<b>TYPE OF SUBSTANCE RELEASED/REPORTABLE QUANTITY:</b> <input type="checkbox"/> Diesel Fuel (100L) <input type="checkbox"/> Used Oil (5L) <input type="checkbox"/> Gasoline (70L) <input type="checkbox"/> Waste Water (200L) <input type="checkbox"/> Hydraulic Oil (50L) <input type="checkbox"/> Glycol <input type="checkbox"/> New Lubricating Oil (50L)	
<input type="checkbox"/> Other: _____ <b>WHMIS and TDG CLASS:</b> _____ <b>PRODUCT PIN / UN #:</b> _____	
<b>METHOD OF RELEASE</b> (equipment failure, MVA, etc.): _____ _____	
<b>ESTMATED QUANTITY RELEASED:</b> _____	<b>HAS OR WILL THE SUBSTANCE ENTER INTO A:</b> <input type="checkbox"/> Sanitary or storm sewer <input type="checkbox"/> Water body, lake, pond, etc. <input type="checkbox"/> Stream, river, creek, etc. <input type="checkbox"/> Swamp, slough, etc.
Any release in any quantity, which has or will enter a sanitation or storm sewer or water body, must be reported.	
<b>INITIAL ACTION TAKEN:</b> _____ _____ _____	
<b>STATUS OF CONTROL / REMEDIAL EFFORTS:</b> _____ _____ _____	

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**UNASSIGNED**

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## Employee Disciplinary Notice



Employee Name:	
Supervisor:	
Date of Incident:	
<b>Violation</b>	
<input type="checkbox"/> Late	<input type="checkbox"/> Safety Violation
<input type="checkbox"/> Absent Without Excuse	<input type="checkbox"/> Insubordination
<input type="checkbox"/> Poor Performance	<input type="checkbox"/> Violent Behavior
<input type="checkbox"/> Destruction of Property	<input type="checkbox"/> Theft
<input type="checkbox"/> Under Influence of Drugs or Alcohol	<input type="checkbox"/> Other
Comments	
<b>Action Taken</b>	
<input type="checkbox"/> First Warning - Written	<input type="checkbox"/> Verbal Warning - Office Use
<input type="checkbox"/> Second Warning - Written	<input type="checkbox"/> Suspension <input type="checkbox"/> _____ Days
<input type="checkbox"/> Final Warning - Written	<input type="checkbox"/> Dismissal
<input type="checkbox"/> Other	
Comments	
<b>Expected Improvement</b>	
<input type="checkbox"/> Improve Attendance	<input type="checkbox"/> Adhere to Safety Policy
<input type="checkbox"/> Improve Performance - Follow Instructions	<input type="checkbox"/> Improve Communication with Others
<input type="checkbox"/> Other	
Comments	

--

**Further Disciplinary Action**

<input type="checkbox"/> Second Warning - Written	<input type="checkbox"/> Suspension	<input type="checkbox"/>	___ Days
<input type="checkbox"/> Final Warning - Written	<input type="checkbox"/> Dismissal		

Comments
----------

Employee Signature:	Date:
Supervisor Signature	Date:
Witness Signature:	Date:

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## Emergency Evacuation Log



Date: \_\_\_\_\_ Time: \_\_\_\_\_

Report Completed by: \_\_\_\_\_

Location: \_\_\_\_\_

Plant: \_\_\_\_\_

Muster Point: \_\_\_\_\_ Meeting Point: \_\_\_\_\_

Total Evacuation Time (min/sec): \_\_\_\_\_ Evacuation Type: \_\_\_\_\_

Participating Staff Members:

\_\_\_\_\_

Total Number of employees participating: \_\_\_\_\_

During the Drill	Yes	No	N/A
Was this an emergency evacuation drill?			
Were all doors closed upon exiting the building/area?			
Were individuals remaining calm and proceeding towards the nearest exit?			
Did the staff function properly and in accordance with the emergency?			
Were individuals assembling at the designated muster point?			
Were all individuals accounted for?			
Did Muster Captain/designated replacement ensure the safe evacuation of all individuals?			
Were individuals given the all clear notification to return to work and re-enter the building/area?			
Were there any deficiencies found?			

Comments/Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Incident**

DO NOT COPY

# Incident Investigation Report 1

**Date:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_ **File No.** \_\_\_\_\_

1. Incident Type:  Injury/illness  Property Damage  Fire  Spill  Near Miss  Other
2. Incident Date: \_\_\_\_\_ 3. Time (2400 hour clock): \_\_\_\_\_
4. Operation: \_\_\_\_\_ Site description (e.g. Suncor, Susan Lake)
5. Specific location (e.g. tool-crib): \_\_\_\_\_ Plant # \_\_\_\_\_
6. Person(s) involved: \_\_\_\_\_
7. Reported Incident to: \_\_\_\_\_ 8. OHS Reportable? \_\_\_\_\_

**Incident Details**

**9. Summary of events:** (what job was being done, were activities normal operations or break down work, moving or unusual job etc. Describe activities immediately prior to the incident, what happened, and the results, e.g. injury, property damage, down time, spill, other). If more room is required, use back of page.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Weather at time of incident: \_\_\_\_\_

**Injury details (All injuries need to be reported to HSE Manager ASAP):**

- No injury (go to #14)  First Aid (Please fill out Form M005)  Medical Aid (Also complete Investigation #2 I002)

10. Name of Injured: \_\_\_\_\_ 11. Age: \_\_\_\_\_ 12. Sex: \_\_\_\_\_
13. Job Title: \_\_\_\_\_ 14. Crew/shift: \_\_\_\_\_
15. Describe the Injury: \_\_\_\_\_

**Cause Analysis**

**16. Immediate Cause(s):** (circle 1 OR more as applicable)

- |                                       |                                    |                                       |
|---------------------------------------|------------------------------------|---------------------------------------|
| Operating equipment without authority | Horseplay                          | Failure to warn                       |
| Under the influence of a substance    | Failure to secure                  | Inadequate Guards or barriers         |
| Operating at improper speed           | Inadequate or improper PPE         | By-passing or removing safety devices |
| Congestion or restricted work area    | Using defective tools or equipment | Inadequate warning system             |
| Using equipment improperly            | Fire and explosion hazards         | Not using proper PPE                  |
| Poor housekeeping                     | Improper loading or placement      | Improper position or lifting method   |
| Servicing equipment in operation      | Noise exposures                    | High or low temperature exposures     |

**17. Basic Cause(s):** (circle 1 OR more as applicable)

- |   |                        |  |
|---|------------------------|--|
| Inadequate capability; physical, mental | Inadequate engineering | Inadequate leadership and/or supervision |
| Lack of knowledge                       | Inadequate purchasing  | Inadequate tools, equipment, maintenance |
| Improper motivation                     | Lack of skill          | Inadequate work standards                |
| Stress; physical, mental                | Inadequate training    |  |
| Inadequate maintenance                  | Wear and tear          |  |

**18. Corrective Action(s)/Follow-up:** (immediate, interim, final):

To be done	By Whom	By When

**19. Date follow-up completed/person verifying:** \_\_\_\_\_

**20. Estimated total cost(s) of Incident:** \$ \_\_\_\_\_

Signed: Supervisor: \_\_\_\_\_ DATE: \_\_\_\_\_

Reviewed: Management: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed By: \_\_\_\_\_

Report No.: \_\_\_\_\_

## Incident Investigation Report 2 (Supplement to Accident Report 1)

DATE OF ACCIDENT: \_\_\_\_\_

File No: \_\_\_\_\_

**21. INJURED WORKER(s) (from Report 1, if none, go to 20)**

NAME(s): \_\_\_\_\_

**EXPERIENCE:**

THIS OCCUPATION: \_\_\_\_\_

YEARS OCCUPATION WITH THIS FIRM: \_\_\_\_\_

THIS INDUSTRY: \_\_\_\_\_

TOTAL WORK EXPERIENCE: \_\_\_\_\_

**TREATMENT:**

NATURE OF INJURY: \_\_\_\_\_

WAS FIRST AID GIVEN? YES:  NO:  BY WHOM? \_\_\_\_\_

WAS INJURED TRANSPORTED TO MEDICAL AID? YES:  NO:  BY WHOM? \_\_\_\_\_

WHERE TO? \_\_\_\_\_ NAME OF DOCTOR: \_\_\_\_\_

ACCIDENT REPORTED BY: \_\_\_\_\_ REPORTED TO: \_\_\_\_\_

DATE REPORTED: \_\_\_\_\_ TIME REPORTED: \_\_\_\_\_

OHS REPORTABLE: \_\_\_\_\_ OHS OFFICER ATTENDING SITE: \_\_\_\_\_

**22. CONDITIONS AT TIME OF ACCIDENT** (Weather, status of job, housekeeping, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**23. DESCRIPTION OF ACCIDENT** (What equipment, tools, materials, and people etc. were involved? What job was being done? What happened? What was the nature of contact? Continue on another page if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**24. SUPERVISOR**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

CERTIFIED TRADE QUALIFICATIONS / SKILL / PROFESSION - YES:  NO:

IF YES, DESCRIBE: \_\_\_\_\_

EXPERIENCE: THIS INDUSTRY: \_\_\_\_\_

THIS OCCUPATION: \_\_\_\_\_

THIS OCCUPATION WITH THIS FIRM: \_\_\_\_\_

**25. SUPERVISION and TRAINING**

**AT THE TIME OF THE ACCIDENT:**

WAS A SUPERVISOR PRESENT AT THE SCENE and DIRECTING THE WORK? YES:  NO:

IF NO - WAS AN ABSENT SUPERVISOR PERIODICALLY CHECKING THE WORK? YES:  NO:

IF YES - LAST CONTACT WITH SUPERVISOR: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ HRS.

WERE ALL THOSE INVOLVED ENGAGED IN THEIR NORMAL ACTIVITIES? YES:  NO:

**PRIOR TO THE ACCIDENT:**

WAS TRAINING / INSTRUCTION PROVIDED FOR THE SPECIFIC TASKS TO BE PERFORMED (Attach copies)? YES:  NO:

HAD SAFE WORK PROCEDURES BEEN REVIEWED (attach review)? YES:  NO:

WERE WRITTEN PROCEDURES REQUIRED (Attach procedures)? YES:  NO:

WERE WRITTEN PROCEDURES PROVIDED (Attach procedures)? YES:  NO:

WAS ANOTHER PERSON / PARTY DIRECTLY INVOLVED IN THE INCIDENT ? YES:  NO:

**26. IF YES to above, LIST PERSON(S) INVOLVED:**

NAME	EMPLOYER	PHONE





**32. DIAGRAM OF SCENE**



**ATTACHMENTS (PLEASE PROVIDE AND EXPLAIN/DETAIL PHOTOS OF SCENE; BOTH GENERAL AND SPECIFIC):**

## Incident Investigation Check List

### NOTIFICATION

Head Office .....   
 OH&S  N/A  
 Time and date of accident .....   
 Time and date of notification .....   
 Time and date of arrival on site .....

### SCENE

Diagram .....   
 Photos .....   
 Measurements .....

### WORKER

Name .....   
 Date of Birth .....   
 Home address and phone no. ....   
 Occupation .....   
 Experience .....   
 Training this job .....   
 Familiarity with equipment .....   
 How supervised .....   
 Personal protective gear .....   
 Personal problems on/off job .....   N/A  
 Mental / physical challenges .....   N/A  
 Nature of injuries .....   
 Knowledge H&S Standards for the work .....

### SUPERVISION

Name .....   
 Age .....   
 Experience as supervisor .....   
 Experience with job worker was doing .....   
 Personal knowledge of worker .....   
 Method of supervision .....   
 Knowledge H&S Standards for the work .....   
 Supervisor's opinion of how accident happened .....   
 Supervisor's opinion of future prevention .....   
 Supervisors' instructions from management .....

### FIRST AID

Were services available .....   
 Was treatment given .....   
 Name of First Aid Attendant .....

### OTHER PARTY(s)

Instructions .....   
 Experience in industry .....   
 Experience in job at time of accident .....   
 Supervision .....   
 Training .....   
 Knowledge H&S Standards for the work .....   
 Familiarity with equipment used at time of accident .....

### EQUIPMENT & SITE

General condition .....   
 Make, serial and model number .....   
 Manufacturer's information .....   
 Maintenance information and records .....   
 Suitability and adequacy of equipment .....   
 Layout of operation .....

### ENVIRONMENT & SITE

General condition .....   
 Lighting .....   N/A  
 Ventilation .....   N/A  
 Wind .....   N/A  
 Temperature .....   N/A  
 Weather conditions .....   N/A  
 Terrain .....   N/A  
 Noise .....   N/A

### PERSONS WITH INFORMATION

Name .....   
 Work and residence address .....   
 Recollection of accident .....   
 How involved .....   
 (personally viewed, heard, heard from other person)  
 Names and contact info of next of kin (fatality) .....



## Motor Vehicle Incident Report

<b>DATE</b>	<b>TIME</b> AM                      PM	<b>EXACT LOCATION OF INCIDENT</b>
-------------	---	-----------------------------------

### Incident Reporting Procedure

If a serious accident occurs the Supervisor must be contacted immediately. The Supervisor will decide if an adjuster is required at the scene of the accident and if needed, notify the adjuster by phone.

The driver or company investigator will fill in a MOTOR VEHICLE INCIDENT REPORT in draft and forward it to the Supervisor.

In the case of major property damage, serious personal injury and/or 3<sup>rd</sup> party damages the Supervisor will immediately make an investigation at the scene of the incident and attach a separate written report furnishing any additional information, which has been obtained.

The Supervisor will forward the complete report to the Stony Valley Contracting Ltd. head office.

Copies of these reports must be forwarded no later than 24 hours after the incident occurs.

### Complete Fully and Answer All Questions

<b>VEHICLE NO. 1 – Stony Valley</b>	BRANCH	UNIT NO.
DRIVER'S NAME	HOME ADDRESS	OPERATOR'S LICENCE NO.
DESCRIBE DAMAGE		

<b>VEHICLE NO. 2 – OTHER VEHICLE</b>	MAKE AND MODEL	AUTO LICENCE NO.
DRIVER'S NAME	ADDRESS	OPERATOR'S LICENCE NO.
OWNER'S NAME	ADDRESS	PHONE NO.
INSURANCE COMPANY AND BRANCH		POLICY #
DESCRIBE DAMAGE		

<b>PROPERTY DAMAGE</b>	DESCRIBE DAMAGE

<b>INJURED PERSON(S)</b>		
1. NAME	ADDRESS	IN VEHICLE 1? 2? OR OTHER
DESCRIBE INJURIES AND HOSPITAL WHERE TREATED		
2. NAME	ADDRESS	IN VEHICLE 1? 2? OR OTHER
DESCRIBE INJURIES AND HOSPITAL WHERE TREATED		

<b>WITNESSES</b>		
WITNESS NAME	ADDRESS	IN VEHICLE 1? 2? OR OTHER
WITNESS NAME	ADDRESS	IN VEHICLE 1? 2? OR OTHER
NAMES AND BADGE NUMBERS OF POLICE OFFICERS PRESENT		

**Vehicles**

	<b>#1</b>	<b>#2</b>
Going forward	<input type="checkbox"/>	<input type="checkbox"/>
Backing	<input type="checkbox"/>	<input type="checkbox"/>
Right Side of Road	<input type="checkbox"/>	<input type="checkbox"/>
Left Side of Road	<input type="checkbox"/>	<input type="checkbox"/>
SPEED	#1 _____ km / hr.	
SPEED	#2 _____ km / hr.	

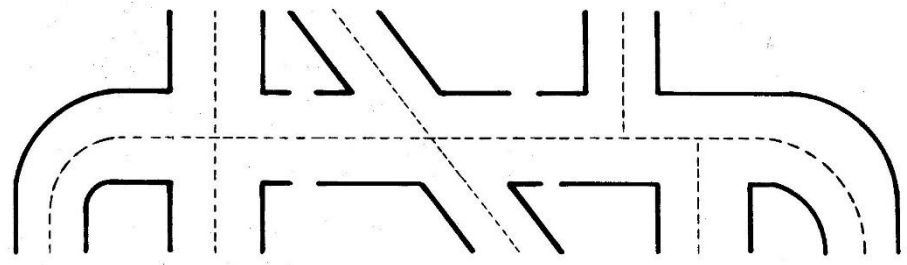
**WEATHER**

CLEAR	<input type="checkbox"/>
FOG	<input type="checkbox"/>
RAIN	<input type="checkbox"/>
SNOW	<input type="checkbox"/>
SLEET	<input type="checkbox"/>
DARK	<input type="checkbox"/>
LIGHT	<input type="checkbox"/>

**ROAD CONDITIONS**

DRY	<input type="checkbox"/>
WET	<input type="checkbox"/>
ICE	<input type="checkbox"/>
SNOW	<input type="checkbox"/>
CONCRETE	<input type="checkbox"/>
ASPHALT	<input type="checkbox"/>
GRAVEL	<input type="checkbox"/>
DIRT	<input type="checkbox"/>
LEVEL	<input type="checkbox"/>
UPHILL	<input type="checkbox"/>
DOWNHILL	<input type="checkbox"/>
TOP OF HILL	<input type="checkbox"/>
DIP	<input type="checkbox"/>
CURVE	<input type="checkbox"/>
TWO-LANE	<input type="checkbox"/>
ONE-WAY	<input type="checkbox"/>

COMPLETE THIS DIAGRAM, SHOW DIRECTION, POSITIONS, AND POINT OF CONTACT OF VEHICLES, USE SOLID LINE ← FOR PATH OF VEHICLES BEFORE ACCIDENT, DOTTED LINE ..... AFTER; INDICATE BY ARROW AND LABEL, THE DIRECTION OF NORTH; NUMBER VEHICLES 1 AND 2; SHOW MOTORCYCLE AS **M**; PEDESTRIAN AS **P**; RAILROADS AS **RR**.



DESCRIBE ACCIDENTS AND ANY CHARGES LAID (USE ADDITIONAL PAGE IF NEEDED.)

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DATE \_\_\_\_\_ DRIVER'S SIGNATURE \_\_\_\_\_

POLICE REPORT? Y/N (circle one) POLICE FILE # \_\_\_\_\_

**SUPERVISOR'S REPORT**

WAS THIS ACCIDENT THE RESULT OF ACTIONS THE Stony Valley Contracting Ltd. DRIVER? YES  NO

WAS THIS ACCIDENT THE RESULT OF ACTIONS OF THE OTHER DRIVER OR A 3<sup>RD</sup> PARTY? YES  NO

WHAT ACT(S) OF OUR DRIVER CONTRIBUTED TO THIS ACCIDENT?

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WHAT CONDITIONS CONTRIBUTED TO THIS ACCIDENT?

---

WHY WAS THE ABOVE ACT COMMITTED OR WHY DID THE CONDITION EXIST?

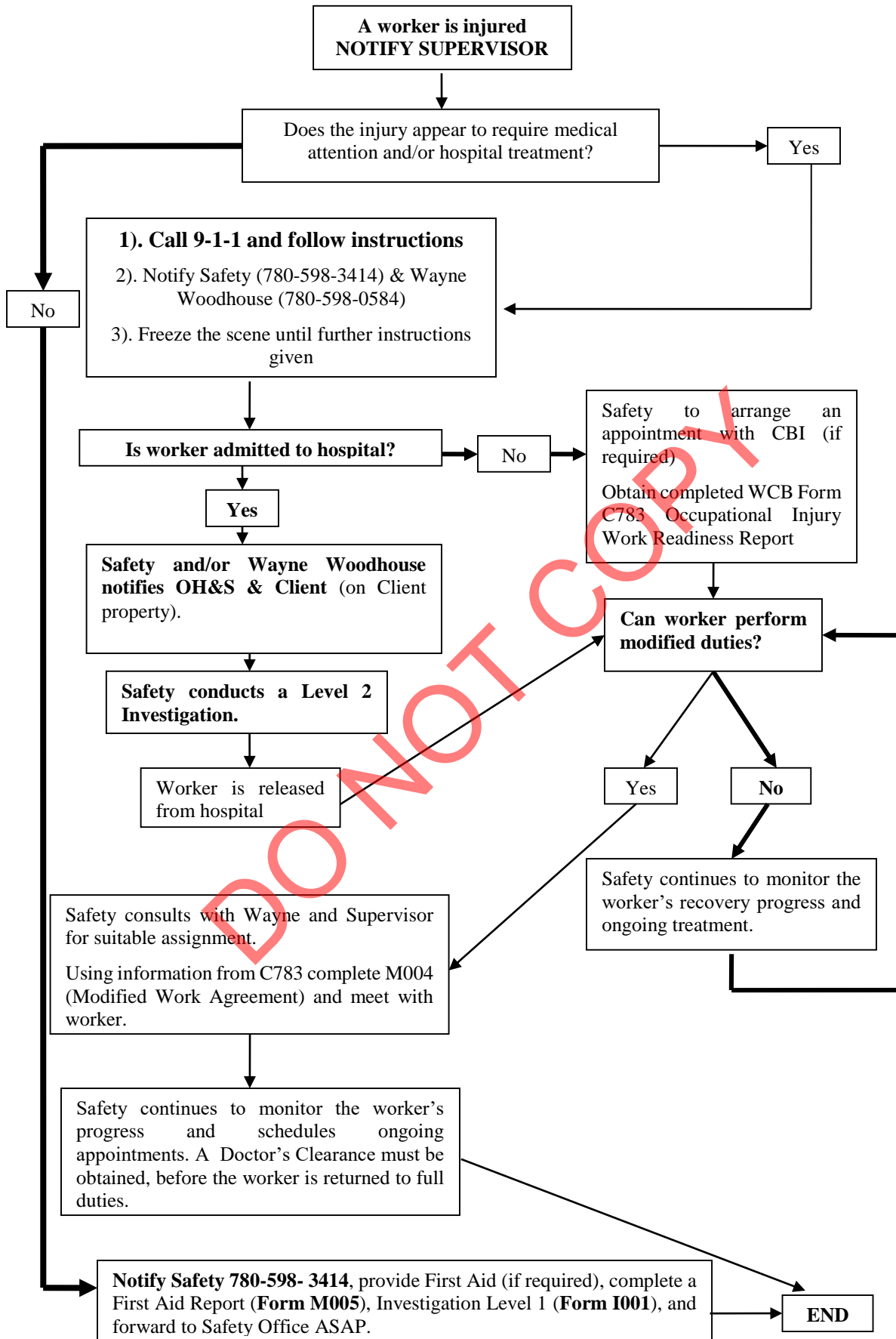
---

WHAT CAN BE DONE TO PREVENT A SIMILAR ACCIDENT IN THE FUTURE?

---

DATE \_\_\_\_\_ TELEPHONE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_

# Workplace Injury Incident Action Workflow



Plant

DO NOT COPY



## Emergency Response Plan (Safety Information)

Company: **Stony Valley Contracting Ltd.** DATE \_\_\_\_\_

Site Name \_\_\_\_\_

Location or  
Legal Description \_\_\_\_\_



<p><b>AMBULANCE</b></p> <p>Telephone _____ <b>911</b></p> <p>If on site _____</p>	<p><b>UTILITIES</b></p> <p>POWER 1-800-668-5506 (Atco Electric)</p> <p>WATER 780-799-5823 (RMWB Environmental Services)</p> <p>GAS 1-800-511-3447 (Atco Gas) Alberta One Call 1-800-242-3447</p>
<p><b>FIRE DEPARTMENT</b></p> <p>Telephone _____ <b>911</b></p> <p>If on site _____</p>	<p><b>SAFETY Heather Oulton 780-598-3414</b></p> <p>OH&amp;S 1-866-415-8690</p> <p>ENVIRONMENT 1-800-222-6514</p> <p>POISON CONTROL 1-800-332-1414</p>
<p><b>POLICE</b></p> <p>Telephone _____ <b>911</b></p> <p>If on site _____</p>	<p><b>CUSTOMER</b></p> <p>Name _____</p> <p>Telephone _____</p>
<p><b>OPERATIONS MANAGER</b> <b>Wayne Woodhouse</b> Mobile Phone <b>780-598-0584</b></p>	<p><b>Last Mock Drill</b> _____</p>

**HOSPITAL MAP** Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**First Aid and CPR TRAINED EMPLOYEES:**


# Safety Meeting Record

Date: \_\_\_\_\_ Plant \_\_\_\_\_ Number Attending: \_\_\_\_\_ Crew Size: \_\_\_\_\_

REVIEW LAST MEETING: \_\_\_\_\_

**SIGNATURES**

\_\_\_\_\_

**CHAIRPERSON**

SAFETY TOPIC: \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_

**ATTENDEES**

\_\_\_\_\_

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

INSPECTIONS REVIEWED: \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

INCIDENTS / INJURIES REVIEWED: \_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

NEW CONCERNS: \_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

11. \_\_\_\_\_

\_\_\_\_\_

12. \_\_\_\_\_

\_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

(If more attendees, sign on back of sheet)

CORRECTIVE ACTIONS TO ABOVE (By whom / Date of Completion): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYEE RECOGNITION:**

NAME AND/OR CREW: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

RECOGNIZED BY: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SIGNATURE

MANAGEMENT REVIEW: \_\_\_\_\_

SIGNATURE

# Plant Start-Up Checklist

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

	YES	N/A		YES	N/A
<b>Fuel Tanks for Mobile Equipment</b>			<b>Lighting</b>		
• Environmental Protection	<input type="checkbox"/>	<input type="checkbox"/>	<b>Power Cords Covered</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<b>Berms at lower end of ramp to feeder</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Grounded	<input type="checkbox"/>	<input type="checkbox"/>	<b>Oversize Reject Area Marked</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Easy Access	<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency Shutdowns work</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pit Access and Safety Signs in Place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cords Secured on Conveyor</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Radios</b>			<b>Equipment Blocking is straight and plumb</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Stop checked	<input type="checkbox"/>	<input type="checkbox"/>	<b>Blocking Cleaned up</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Communications checked	<input type="checkbox"/>	<input type="checkbox"/>	<b>Color Coding of Main Power Wires from Power Van to MCC Van Checked</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>First Aid</b>			<b>Warning Signs Posted and Visible</b>	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid Supplies Adequate	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitary Facility on site</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency Numbers posted	<input type="checkbox"/>	<input type="checkbox"/>	<b>Waste Receptacles on site</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Location Identified (Physical)	<input type="checkbox"/>	<input type="checkbox"/>	<b>Vehicle Parking Area Designated</b>	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid Attendants Identified	<input type="checkbox"/>	<input type="checkbox"/>	<b>Any Special Environmental Conditions:</b>		
• Evacuation Procedure Posted	<input type="checkbox"/>	<input type="checkbox"/>	_____		
• Last Mock Drill: _____			_____		
<b>Generator</b>			_____		
• Ground Rod Installed	<input type="checkbox"/>	<input type="checkbox"/>	<b>Any Additional Customer or Site Requirements:</b>		
• Environmental Protection Provisions	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Power Lines Marked</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Sub-Contractors Oriented</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Housekeeping</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Walkways Marked</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Guards on Equipment</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Handrails in Place</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Any Other Considerations:</b>		
<b>Fuel Gas/Oxygen Cylinders-secured</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>-separated</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Loaders</b>			_____		
• Back-up alarms	<input type="checkbox"/>	<input type="checkbox"/>	_____		
• Strobe lights	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Fire Extinguishers up to date and in place</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
<b>Crew PPE Check</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Special PPE Requirements: _____			_____		
_____			_____		
_____			_____		

I, \_\_\_\_\_ verify that all the items on this list have been reviewed and this plant is safe to start.

Signature: \_\_\_\_\_



## Lock Removal Permit

---

1. DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCK MAKE: \_\_\_\_\_ LOCK NO.: \_\_\_\_\_

EQUIPMENT/SYSTEM LOCK IS APPLIED TO: \_\_\_\_\_

---

LOCK "OWNER": NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

2. WAS CONTACT MADE WITH LOCK OWNER? YES  NO  TIME: \_\_\_\_\_

IF "YES", HOW? \_\_\_\_\_ WHERE? \_\_\_\_\_

3. IF "NO", DETAIL LOCATION EFFORTS: \_\_\_\_\_

4. LOCK OWNER RETURNING? YES  NO  IF "NO", WHY NOT? \_\_\_\_\_

---

5. IF "NO" TO #s 2 & 4, LIST PERSON (S) WHO HAVE CHECKED THE SYSTEM AND VERIFIED IT IS SAFE TO REMOVE THE ABOVE PERSON'S LOCK:

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Print Print Print

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Print Print Print

6. LOCK REMOVED BY:

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Print Print Print

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

7. LOCK OWNER INFORMED? YES  NO  IF "NO", WHY NOT? \_\_\_\_\_

8. IF "YES" TO #7 WAS LOCKOUT POLICY REVIEWED WITH PERSON? YES  NO   
IF "NO", WHY NOT? \_\_\_\_\_

---





# Noise Level Survey

Plant: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

## Equipment & Calibration

### Calibrator

BRAND/MODEL: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

Calibration Certificate No.: \_\_\_\_\_

BATTERY CHECK:  OK

### Level Meter

BRAND/MODEL: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

Calibration Certificate No.: \_\_\_\_\_

BATTERY CHECK:  OK

## Field Calibration

BEFORE SURVEY:            TIME: \_\_\_\_\_ (2400 hrs)            at \_\_\_\_\_ dBA

AFTER SURVEY:            TIME: \_\_\_\_\_ (2400 hrs)            at \_\_\_\_\_ dBA

## MEASUREMENT RESULTS

Test #	Location	Activity Noise Source(s)	Workers Exposed?		Applicable Regulatory Authority:	
			Yes	No	<b>AB OH&amp;S</b>	
					Measured dBA*	Allowed Exposure Time in Hrs.
1			<input type="checkbox"/>	<input type="checkbox"/>		
2			<input type="checkbox"/>	<input type="checkbox"/>		
3			<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>		
6			<input type="checkbox"/>	<input type="checkbox"/>		
7			<input type="checkbox"/>	<input type="checkbox"/>		
8			<input type="checkbox"/>	<input type="checkbox"/>		
9			<input type="checkbox"/>	<input type="checkbox"/>		
10			<input type="checkbox"/>	<input type="checkbox"/>		
11			<input type="checkbox"/>	<input type="checkbox"/>		
12			<input type="checkbox"/>	<input type="checkbox"/>		
13			<input type="checkbox"/>	<input type="checkbox"/>		
14			<input type="checkbox"/>	<input type="checkbox"/>		
15			<input type="checkbox"/>	<input type="checkbox"/>		
16			<input type="checkbox"/>	<input type="checkbox"/>		
17			<input type="checkbox"/>	<input type="checkbox"/>		
18			<input type="checkbox"/>	<input type="checkbox"/>		
19			<input type="checkbox"/>	<input type="checkbox"/>		

DO NOT COPY



**COMMENTS:**

**RECOMMENDATIONS:**

---

---

---

**SURVEYED BY:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Attachments:**

DO NOT COPY



**COMMENTS:**

**RECOMMENDATIONS:**

---

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**SURVEYED BY:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Attachments:**

DO NOT COPY

## Respirator Selection Hazard Assessment

1. Is an **oxygen-deficient atmosphere** possible? YES  NO
2. Is an **IDLH atmosphere** possible? YES  NO
3. Is an **explosive atmosphere** possible? YES  NO

**Note: If the answer to any of these questions is YES then Stony Valley Contracting Ltd. Confined Space Code of Practice must be consulted.**

#### 4. AIR CONTAMINANTS

NAME	TYPE	CONCENTRATION	OEL	STEL	CEILING

#### 5. AIR CONTAMINANTS WHICH EXCEED OEL, STEL or CEILING

NAME	OEL	STEL	CEILING	EXCESS

#### 6. PROPERTIES of AIR CONTAMINANTS

NAME	VAPOUR PRESSURE	VOLATILITY	REACTIVITY	FLAMMABILITY

#### 7. ODOUR THRESHOLD or WARNING PROPERTIES

NAME	DETAILS

**8. HEALTH EFFECTS**

NAME	DETAILS

9. LENGTH OF TIME OF EXPOSURE: \_\_\_\_\_

10. WORK ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_

**11. WORK PLACE FACTORS**

- HEAT \_\_\_\_\_
- COLD \_\_\_\_\_
- HUMIDITY \_\_\_\_\_
- CONFINED SPACE \_\_\_\_\_
- COMMUNICATION \_\_\_\_\_
- VISIBILITY \_\_\_\_\_
- OTHER \_\_\_\_\_

**12. RESPIRATOR SELECTED**

- TYPE \_\_\_\_\_
- STYLE \_\_\_\_\_
- MAKE \_\_\_\_\_
- MODEL \_\_\_\_\_
- FILTER ELEMENT \_\_\_\_\_
- PROTECTION FACTOR \_\_\_\_\_
- NIOSH APPROVAL NO. \_\_\_\_\_

**NOTE:** The Protection Factor must exceed the HAZARD RATIO.

$$\text{HAZARD RATIO} = \frac{\text{CONTAMINANT CONCENTRATION}}{\text{OEL / STEL}}$$

– Maximum USE Limitations for certain respirators must not be exceeded.

# Safety Inspection Guide

## 1 Work Practices & PPE

- 1.1 Safe Position maintained with respect to moving or suspended loads.
- 1.2 Safe position maintained with respect to moving equipment.
- 1.3 Three-point contact used to step down from equipment or elevated surface.
- 1.4 Warning signs and safety instructions followed.
- 1.5 Proper personal lifting techniques used.
- 1.6 Hard hats worn in designated areas.
- 1.7 Adequate eye and face protection utilized when required (e.g. glasses and shield when grinding).
- 1.8 Adequate safety footwear utilized and in good condition.
- 1.9 Adequate hearing protection utilized when noise exceeds 85 dBA.
- 1.10 Fire retardant clothing utilized when required by legislation, policy or hazard assessment.
- 1.11 Adequate respiratory protection utilized when required by legislation, policy or hazard assessment.
- 1.12 Hand protection appropriate to hazards utilized.
- 1.13 Personal protective equipment available, inspected, clean and utilized properly.
- 1.14 Workers trained in the use, care and limitations of their PPE.
- 1.15 No loose clothing being worn.
- 1.16 High visibility vests worn by all people on the ground.

## 2 Crushing / Washing Equipment

- 2.1 Conveyor guards adequate, in place and secured when plant operating.
- 2.2 Travel areas under conveyors are adequately protected and identified.
- 2.3 Conveyors lowered or adequate work platforms provided for repair and maintenance.
- 2.4 Jaw and cone crusher components adequately secured against movement and or start-up when workers performing inspection, maintenance or repair.
- 2.5 Emergency shutdown system in operation and tested as per legislation or policy.
- 2.6 Startup warning system adequate and tested.
- 2.7 Mobile equipment operating areas identified and warning signage posted.

- 2.8 Feeder ramp lockout system utilized when required.
- 2.9 Access points for running inspection, service, and repair adequately guarded and adequate procedures are in place.
- 2.10 All electrical systems adequately grounded.
- 2.11 Rotating equipment guarding meets standards.
- 2.12 Water safety training, rescue plans and rescue equipment is in place for work near ponds.  N/A
- 2.13 Adequate electrical safety systems are in place for wash plants.
- 2.14 Electrical cords are adequately protected and do not impede worker travel areas.
- 2.15 Hazardous areas (e.g. off-side of grizzly, open end of cross conveyor, etc.) are identified and area secured against access when operating.

## 3 Working at Heights

- 3.1 Fall hazards have been identified and assessed. A fall protection plan has been developed that meets legislation or applicable standards.
- 3.2 Where fall arrest equipment is required, adequate anchor points are provided.
- 3.3 Adequate guardrails and/or handrails meeting standards are provided where feasible.
- 3.4 Access ladders meet standards.
- 3.5 Portable ladders are utilized appropriately as per standards.
- 3.6 Non-conductive ladder used near electrical equipment.  N/A
- 3.7 Personal fall arrest equipment inspection program in place and utilized.

## 4 Hazard Control

- 4.1 General hazard assessment completed for the work and high hazard jobs are identified.
- 4.2 JSA completed for high hazard jobs.
- 4.3 Guideline, procedure, code of practice or safe work plan developed and available for high hazard jobs.
- 4.4 Workers informed and trained appropriately in the above information.
- 4.5 Field Level Hazard Assessment process **effectively** utilized.
- 4.6 Lockout procedures meet legislation and Company policy.

- 4.7 All energy sources identified, isolated, locked out and tested prior to work being done.
- 4.8 All workers issued personal lockout locks.
- 4.9 Hazardous areas and work activities identified and isolated or guarded (e.g. grinding debris, pressure release, rotating equipment, grizzly dump area, etc.).
- 4.10 Overhead power lines identified and limits of approach maintained.  N/A
- 4.11 Warning signs, safety labels and instructions present as required and legible.
- 4.12 Confined spaces identified, have adequate warning signage and are secured.  N/A
- 4.13 Adequate Confined Space Entry program and permit system in place and utilized.  N/A
- 4.14 Underground utilities identified and ground disturbance procedures followed prior to excavations.
- 4.15 Work permit standards followed.  N/A
- 4.16 Subcontractors are adequately oriented and supervised while on site.  N/A
- 4.17 No "D" handle shovels on site excepting Track shovels.
- 4.18 Plant start-up inspections conducted after each move and start-up delayed until all safety items are complete (e.g. guarding).
- 4.19 Check all HEPA systems to confirm both filters are clean, and that the system is turned on.

## 5 Material Handling and Storage

- 5.1 Hazardous chemicals in proper containers and labeled.
- 5.2 WHMIS and TDG legislation adhered to.
- 5.3 Spill containment in place.  N/A
- 5.4 Grounding and bonding used for fuel tanks and delivery systems.  N/A
- 5.5 Lay down areas neat and orderly and Materials stacked securely.
- 5.6 Gas cylinders stored upright, secured, capped and fuel gas cylinders stored 20 ft. from oxygen cylinders.

## 6 Excavations N/A

- 6.1 Excavation in excess of 4 feet deep adequately sloped or shored

- 6.2 Spoil pile and equipment adequately located away from excavation wall.
- 6.3 Underground utilities identified, hand exposed and ground disturbance procedure followed.
- 6.4 Digging face appropriate for the machinery.
- 6.5 Digging face clear of overhangs.
- 6.6 Appropriate access / egress provided for workers.
- 6.7 Excavations identified with adequate warning signs and barricades.
- 6.8 Excavations kept clear of water.

**7 Workplace Conditions**

- 7.1 Foot traffic areas, stairs and exits free of obstructions and tripping hazards.
- 7.2 Lighting levels are adequate.
- 7.3 Tool rooms are clean and orderly.
- 7.4 Washrooms, lunchrooms and change rooms are provided, clean and orderly.
- 7.5 Adequate fresh drinking water is provided.
- 7.6 Housekeeping meets standards.
- 7.7 Roads and traffic signs in place maintained and adhered to.
- 7.8 Fuel tanks have a bonded fuel delivery hose in good condition.
- 7.9 Exits marked and kept clear.

**8 Fire Protection**

- 8.1 Fire Extinguishers inspected and inspection documented.
- 8.2 Fire Extinguishers of adequate size for the hazards, accessible, properly mounted adequate number available and locations identified.
- 8.3 Flammables stored away from heat or ignition sources.
- 8.4 Flash back arrestors and backflow preventers on oxy-acetylene sets meets standard.
- 8.5 Workers trained in fire safety and use of portable extinguishers.
- 8.6 Quantities of flammables and combustibles controlled and properly stored.

**9 Tools and Guarding**

- 9.1 Tools appropriate for tasks and used correctly.
- 9.2 Manufacturer's guards on power tools.
- 9.3 Tools and equipment in good condition and stored properly.
- 9.4 Defective tools and equipment removed from service, secured and repaired or replaced.

- 9.5 Power cords grounded and GFCIs used.
- 9.6 Power tool attachments do not exceed RPM rating.
- 9.7 Air-hose coupling adequately secured. N/A
- 9.8 Tool rests on bench grinders properly adjusted. N/A

**10 Rigging and Hoisting**

- 10.1 Chains, cables, and slings in good condition.
- 10.2 All rigging certified and labeled with SWL.
- 10.3 Rigging practices meet standards.
- 10.4 Approved safety latch on all lifting hooks.
- 10.5 Tag lines used when required.
- 10.6 Designated signal person using adequate communication when hoisting.
- 10.7 Areas under suspended load travel secured against accidental access.
- 10.8 Equipment and rigging used within the Manufacturer's SWL.
- 10.9 Weights of loads being lifted are known.
- 10.10 An adequate inspection and certification program is in place and utilized.

**11 Vehicles and Mobile Equipment**

- 11.1 First-aid kits, fire extinguishers, and other vehicle safety equipment inspected.
- 11.2 Defensive driving and parking practices observed.
- 11.3 Seat belts use meets standards.
- 11.4 Back-up alarm audible (if applicable).
- 11.5 Equipment log books current.
- 11.6 Spotters used when required.
- 11.7 Equipment operators are competent.
- 11.8 Vehicle operators are competent and driving records are reviewed as per policy.
- 11.9 Personnel understand "distracted driver" restrictions and meet standards.

**12 Emergency Response**

- 12.1 Emergency response assessment has been conducted for the site.
- 12.2 Site-specific emergency procedures and plans have been developed, tested and are understood by workers.
- 12.3 Mock drills have been conducted and emergency notification and response communication systems have been verified.

- 12.4 Evacuation procedures and plans meet standards.
- 12.5 Adequate number of first aid attendants on site with appropriate qualifications.
- 12.6 Eye wash, first aid kits and other required emergency response equipment inspected and meet standards.

**13 Safety Management**

- 13.1 Safety meetings are conducted as per policy.
- 13.2 FLHA meetings and documentation meets standards.
- 13.3 Safety Regulations and Loss Prevention Manual on site.
- 13.4 Incident are reported, investigation results and corrective action are recorded.
- 13.5 Employee general orientation and site-specific orientation is current.
- 13.6 Worker training is appropriate for duties and meets standards.
- 13.7 Worker competency evaluations are current.
- 13.8 Disciplinary action recorded.
- 13.9 Prohibited substances program in place and applied.
- 13.10 A site or project-specific hazard assessment has been completed.
- 13.11 Task hazard analysis has been completed for high-hazard jobs.
- 13.12 COVID-19 procedures are being followed (temperature checks, log books, proper hygiene, housekeeping, etc.)

Con't...







## Visitor Safety Sign in Sheet



This sign in sheet is intended for visitors and/or people performing deliveries/pickup. Please sign in and sign out on this sheet when entering any of our Sites. If you are performing work for Stony (mechanic, welder, belting, etc.) you **MUST** fill in your own FLHA. All visitors are to be accompanied by a Stony Valley Employee at **ALL TIMES**. If at any time your visit changes into performing work for Stony, you must than fill in your own FLHA. While on a Stony site, or client-controlled site Stony is working at, you are to ensure all rules, practices/procedures, etc. are followed. Please read and acknowledge the following:

- This site is controlled by Stony Valley Contracting and remote safety shut down systems
- Anyone entering this site must have permission and be escorted by personnel carrying a remote transmitter or be trained in the use of this safety system
- There is a potential exposure to silica dust; respirator may be required
- Please be aware that ALL HEAVY EQUIPMENT has the right of way at all times
- This is an Open Pit
- PPE Requirements for this site, NO exceptions;
  - Ear protection
  - Hard Hat and Safety Glasses
  - Steel toe boots
  - Safety Vest
  - If on client site there may be further PPE, please ensure you know these requirements.
- The Forman has explained:
  - The client requirements
  - The job we are performing
  - The hazards and controls

<u>NAME:</u>	<u>DATE</u> <u>(D/M/Y)</u>	<u>Signature</u>	<u>COMPANY</u>	<u>REASON FOR</u> <u>VISIT</u>	<u>TIME</u> <u>IN</u>	<u>TIME</u> <u>OUT</u>	<u>Stony Rep</u> <u>Initials</u>

**Please note:** Due to the current state of COVID-19 pandemic, if you are showing any symptoms please report to supervisor right away. Also note you may be required to fill in the Stony Valley Contracting COVID-19 Questionnaire.

DO NOT COPY

## Radio Emergency Shutdown Test Log

Date \_\_\_\_\_ Shift \_\_\_\_\_ Location \_\_\_\_\_

Test performed by \_\_\_\_\_ Plant # \_\_\_\_\_

Print

Sign

	Name	Time	YES	NO	Comments
1.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
7.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
9.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Date \_\_\_\_\_ Shift \_\_\_\_\_ Location \_\_\_\_\_

Test performed by \_\_\_\_\_ Plant # \_\_\_\_\_

Print

Sign

	Name	Time	YES	NO	Comments
1.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
7.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
8.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
9.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

DONOT COPY

## Controlled/Hazardous Products Request

<b>REQUESTED BY:</b> Name:	<b>CONTRACTOR NAME:</b>
Contact No:	
<b>PRODUCT NAME:</b>	<b>EXPECTED DATE OF ARRIVAL ON SITE:</b>
<b>PURPOSE OF PRODUCT</b> (detail use):	
<b>WHMIS CLASS:</b>	<b>PRODUCT PIN #</b>
<b>SPECIAL PPE REQUIRED?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (detail requirements):	
<b>SPECIAL TRAINING/HANDLING REQUIRED?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (detail requirements):	
<b>SPECIAL CONTAINMENT REQUIRED?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (detail requirements):	
<b>SPECIAL DISPOSAL REQUIRED?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (detail requirements):	
<b>LESS HAZARDOUS PRODUCT AVAILABLE?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES (if YES, why not use?):	
<p><b>Stony Valley Contracting Representative Complete</b></p> <p>                     SDS Received?    <input type="checkbox"/> YES    <input type="checkbox"/> NO    (if NO, product must remain off site until received and reviewed)                 </p>	
<b>REVIEWED BY:</b> Name:	<b>APPROVED FOR SITE USE BY:</b> Name:
Contact No:	Contact No:

DO NOT COPY

## Ground Disturbance Checklist

**COMPLETE FORM AND HAVE OPERATIONS MANAGER SIGN BEFORE PROCEEDING**  
**IF ANY ITEM IS CHECKED "NO", DO NOT PROCEED UNTIL SITUATION IS CORRECTED, "N/A" MUST BE EXPLAINED**

**LOCATION:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of work to be done:**

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**Supervisor:** \_\_\_\_\_ **Equipment:** \_\_\_\_\_

	Y	N	N/A
1. Do you have a drawing of the ground disturbance area (attach)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are there underground facility signs in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have <b>all overhead and underground</b> utilities in the area been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you checked the Provincial Pipeline baseline map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If "Yes" to #s 2, 3 or 4 above has the facility owner been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is a crossing agreement required (attach)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is a "one call" locator service required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. If "Yes" to #7 has a one call been completed within the last 15 days? <i>(Attach record)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you identified and marked the minimum clearance area around utilities? <b>(Check Code of Practice for minimum clearance and hand exposure requirements)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a safe work plan in place for this disturbance (attach) and workers trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has a pre-job meeting been prepared and scheduled with all who will be involved? <i>(Attach record)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Has an Emergency Response Plan been prepared (attach)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job preparations are complete and the disturbance may proceed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Manager, permission to proceed)

**If any condition differs from those identified above the work must stop and the Supervisor contacted before progressing.**

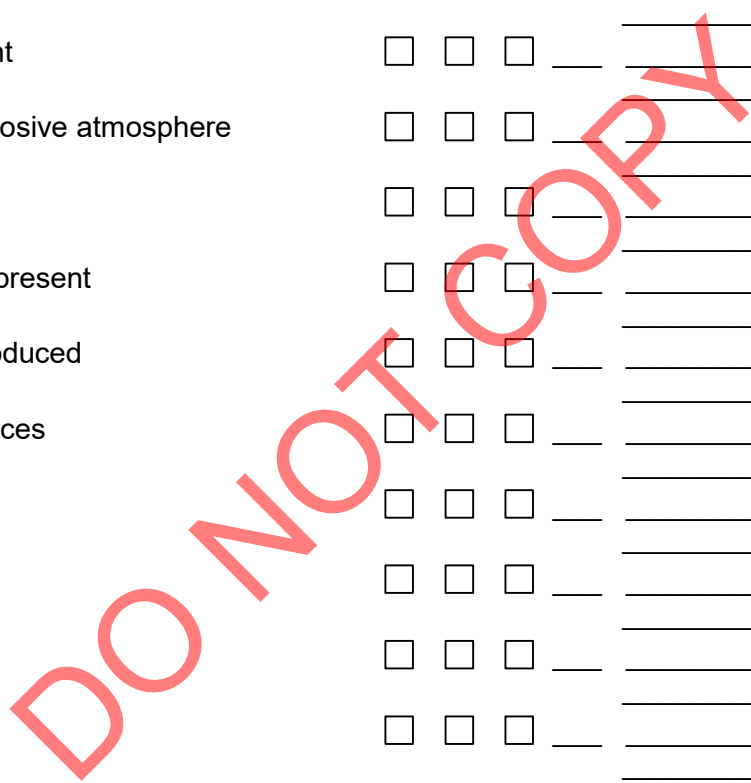


### Confined Space Hazard/Risk Assessment

Description of work to be done: _____
_____
_____

**Do the following hazards exist now, or is it possible they may develop during the entry work?**  
**Y = Yes      N = No      P = Possible      IR = Initial Risk      RR = Residual Risk**  
**(See Form G006- Risk Rating Matrix for assistance with evaluating risk)**

	Y	N	P	IR	Hazard Control(S)	RR
1. Oxygen deficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
2. Oxygen enrichment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
3. Flammable or explosive atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
4. Toxic atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
5. Toxic substances present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
Toxic substances introduced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
7. Biological Substances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
8. Insects or vermin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
9. Fall hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
10. Falling objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
11. Stored energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
12. Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
13. Mechanical equipment (moving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
14. Liquids posing a drowning hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
15. Engulfment by free flowing solids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
16. Pressurized lines or components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
17. Inflow of liquids, solids or gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___
18. Inadequate space for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	___	_____	___





- 19. Noise    \_\_\_\_\_
  - 20. Temperature extremes    \_\_\_\_\_
  - 21. Work or activity by others in or    \_\_\_\_\_
  - 22. Weather    \_\_\_\_\_
  - 23. Structural failure    \_\_\_\_\_
  - 24. Openings (allowing falls or injury)    \_\_\_\_\_
  - 25. Residual purge materials    \_\_\_\_\_
  - 26. Unauthorized Entrants    \_\_\_\_\_
  - 27. Traffic , equipment outside the space    \_\_\_\_\_
  - 28. Other (specify)    \_\_\_\_\_
- 
- Other (specify)    \_\_\_\_\_
- 
- Other (specify)    \_\_\_\_\_
- 

**Additional Hazard Controls (specify applicable item number from above)**

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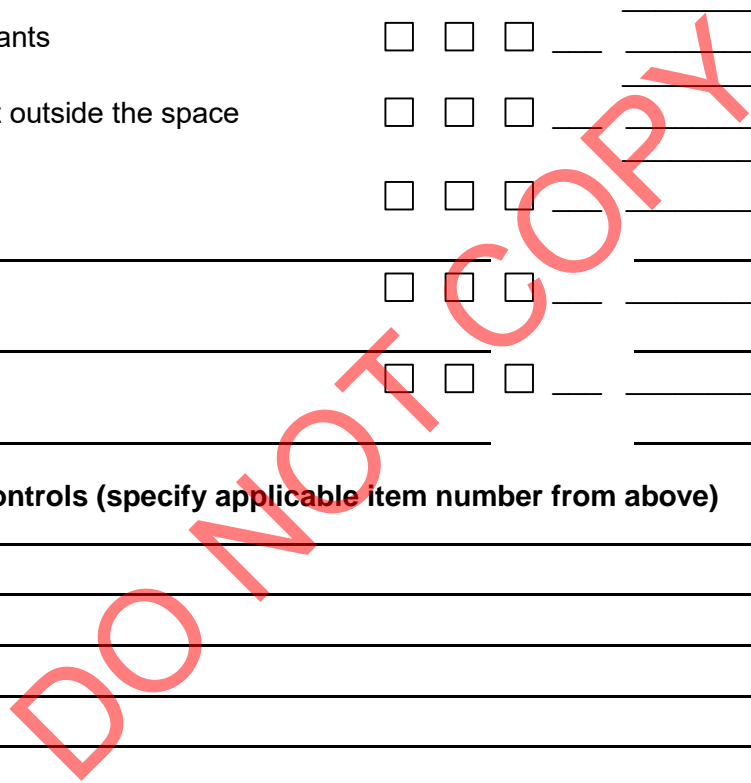
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## Restricted/Confined Space Identification

Location:	Date:	CSI#
Assessed By:	Signature:	
Description of Space:		

Restricted Space Criteria	√	X
1. The space is enclosed or partially enclosed.		
2. The space is NOT designed for continuous human occupancy.		
3. There is limited or restricted means for entry or exit that may complicate the provision of first aid, rescuer or other emergency service.		
4. The space is large enough for a person to enter.		

5. **√ for all statements 1 to 4 means the space is a Restricted Space.** Work in Restricted Spaces requires a Safe Work Plan and a Designated Attendant;

**Continue the evaluation at #6.**

Confined Space Criteria	√	X
6. The space contains or may develop a hazardous atmosphere.		
7. There are conditions, work or circumstances with the potential for injury or illness.		
8. Requires Hazardous Energy Control procedures for a safe entry, and/or entrapment or engulfment hazards exist or are possible.		

**√ for any one of statements 6, 7 or 8 means the space is a Permit Required Confined Space.**

A permit required confined space?  NO return to #5 above.

**YES, conduct a Confined Space Hazard/Risk Assessment F-020.**

As per F-033, the space is a Level:  1  2  3 Confined Space

**Level 1** – a confined space where atmospheric or other conditions are immediately dangerous to life or health (IDLH) and may involve oxygen deficiency, explosive or flammable atmospheres, and/or concentrations of toxic substances. A Level 1 Space requires pre-entry and continuous atmospheric monitoring and continuous CS Attendant presence at each worker access opening.

**Level 2** – a confined space involving Moderate Hazard atmospheric or other conditions, with the potential for injury or illness if preventative measures are not used. A Level 2 Space requires continuous CS Attendant presence, pre-entry atmospheric testing and testing prior to each entry after all workers have exited, and/or on a pre-determined schedule.

**Level 3** – A confined space involving Low Hazard atmospheric conditions and has ease of entry/exit and a remote probability of a Moderate Hazard situation developing. A Level 3 Space requires a designated CS Attendant, atmospheric testing at the start of shift, an entry/exit record and an effective means of contacting emergency assistance. The person's in the space must be monitored on a schedule relative to the assessed risks.

Confined Space Atmospheric Hazard Rating (confirmed by pre-entry testing)	
<b>High Hazard</b>	An IDLH atmosphere that may expose a worker to risk of death, incapacitation, injury, acute illness or otherwise impair the worker to escape unaided from the space in the event of a failure of ventilation or respiratory protection systems.
<b>Moderate Hazard</b>	An atmosphere that may be contaminated, but with <b>a remote probability</b> of resulting in a High Hazard atmosphere. Air supplying respirators are not required, unaided escape is reasonably expected.
<b>Low Hazard</b>	An atmosphere that is <b>confirmed to be uncontaminated on initial testing</b> and with <b>a remote probability</b> to change in rating during the entry and work in the confined space.

**As a minimum entry into Confined Spaces requires a Confined Space Permit, space-specific hazard assessment, pre-entry testing, a space-specific SWP and Emergency Response Plan.**

## Crusher/Plant On Site Safety Visit Checklist

Plant: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Information & Awareness Cabinet		Notes
1.	SVC Loss Prevention Book (number – updated with 2019 changes)	<input type="checkbox"/>
2.	SDS Book (number and updated)	<input type="checkbox"/>
3.	Incident Investigation Book	<input type="checkbox"/>
4.	JHA binder (Green Binder – 2019 Updates)	<input type="checkbox"/>
5.	Plant Start-Up sheets (2018)	<input type="checkbox"/>
6.	Site Specific Orientations (correct ones for current operations and May 2019 version – also have for subs)	<input type="checkbox"/>
7.	Safety Meeting Books (December 2017)	<input type="checkbox"/>
8.	Safety Inspection Books (September 2018)	<input type="checkbox"/>
9.	AB OHS Handbook (January 31, 2020)	<input type="checkbox"/>
10.	SVC FLHA's and Visitor Sign In Log	<input type="checkbox"/>
11.	Lock-out/Tag-Out log sheet (September 2018)	<input type="checkbox"/>
12.	Radio Test Emergency Shutdown Sheets (September 2018)	<input type="checkbox"/>
13.	Safety Policy Posted and up to date (February 2020)	<input type="checkbox"/>
14.	First Aid Kits/Eye Wash Station/First Aid trained (#2 or #3 First Aid Kits)	<input type="checkbox"/>
15.	Safety Alerts and JHSM Minutes Clipboards with Labels	<input type="checkbox"/>
16.	Emergency Procedures posted (ERP June 2018)	<input type="checkbox"/>
17.	Post-Accident Checklist (Orange Binder)	<input type="checkbox"/>
18.	Signage (High noise areas/Silica dust/Pit Entry (with appropriate contact numbers/Do Not Enter, etc.)	<input type="checkbox"/>

General Site Inspections		Notes
1.	Fire Extinguishers (initials and checked)	<input type="checkbox"/>
2.	PPE – All employees wearing appropriate PPE, Inspected and additional available on site	<input type="checkbox"/>
3.	Unsafe work areas marked off (Oversize areas)	<input type="checkbox"/>
4.	Plant housekeeping outside/inside/laydowns	<input type="checkbox"/>
5.	Guards on Equipment	<input type="checkbox"/>
6.	Designated Parking Lot – Light vehicle and loader service area	<input type="checkbox"/>
7.	Power cords covered	<input type="checkbox"/>
8.	Fuel gas cylinders secured/caps on	<input type="checkbox"/>
9.	Lockout locks labelled and available for all employees and visitors. Lockout COP posted with station (R5 September 2018). Keys, extra and 1 per person	<input type="checkbox"/>
10.	Number of manual shutdown buttons working on site	<input type="checkbox"/>
11.	Adequate number of radios on site	<input type="checkbox"/>
12.	Radio Test – Ensure horn works, include picture of log (September 2018)	<input type="checkbox"/>
13.	Feeder Lockout installed, Feeder red light installed and working (picture)	<input type="checkbox"/>
14.	Designated walkways in place and clear (picture)	<input type="checkbox"/>
15.	Handrails adequate (pictures of equipment)	<input type="checkbox"/>
16.	Confirm HEPA systems are turned on and filters are clean	<input type="checkbox"/>
17.	COVID: Are Pre Screening being done as required?	
18.	COVID: Temperature checks being done every morning and signed off by foreman? All trucks have temp guns and log books?	
19.	COVID: Signs posted, following SVC Business plan	
Mobile Equipment		Notes
1.	Back up Alarms	<input type="checkbox"/>

2.	Lights on and working/Beacon light	<input type="checkbox"/>
3.	Out of Service Signs (feeder ramp)	<input type="checkbox"/>
4.	Seat Belts (available and in use)	<input type="checkbox"/>
5.	ERP Posted (correct pit location)	<input type="checkbox"/>
6.	Walk Around Inspection Books (for each piece of mobile equipment and being used)	<input type="checkbox"/>
7.	Maintenance Logs (for equipment pieces and being used)	<input type="checkbox"/>

Inspector: \_\_\_\_\_

Supervisor: \_\_\_\_\_

DO NOT COPY

## Scale House On Site Safety Visit Checklist

Scale: \_\_\_\_\_ Date: \_\_\_\_\_

	Safety Information & Awareness Cabinet	Notes
1.	SVC Loss Prevention Book (number – updated with 2019 changes)	<input type="checkbox"/>
2.	SDS Book (number and updated)	<input type="checkbox"/>
3.	Incident Investigation Book	<input type="checkbox"/>
4.	JHA binder (Green Binder – 2019 Updates)	<input type="checkbox"/>
5.	Trucker Handbook (have a copy printed on hand)	<input type="checkbox"/>
6.	Site Specific Orientations (correct ones for current operations and May 2019 version – also have for subs)	<input type="checkbox"/>
7.	Safety Meeting Books (December 2017)	<input type="checkbox"/>
8.	Safety Inspection Books (with updated hazard classes on front of book)	<input type="checkbox"/>
9.	AB OHS Handbook (January 31, 2020)	<input type="checkbox"/>
10.	SVC FLHA's, Visitor Sign In Log, and Trucker PSI (Haul Card)	<input type="checkbox"/>
11.	Lock-out/Tag-Out log sheet (September 2018)	<input type="checkbox"/>
12.	Radio Test Emergency Shutdown Sheets (September 2018)	<input type="checkbox"/>
13.	Safety Policy Posted and up to date (February 200)	<input type="checkbox"/>
14.	First Aid Kits/Eye Wash Station/First Aid trained (#2 or #3 First Aid Kits)	<input type="checkbox"/>
15.	Safety Alerts and JHSM Minutes Clipboards with Labels	<input type="checkbox"/>
16.	Emergency Procedures posted (ERP June 2018)	<input type="checkbox"/>
17.	Post-Accident Checklist (Orange Binder)	<input type="checkbox"/>
18.	Signage (High noise areas/Silica dust/Pit Entry (with appropriate contact numbers, do not enter, etc.)	<input type="checkbox"/>

General Site Inspections		Notes
1.	PPE (all employees wearing, inspected, and extras available on site)	<input type="checkbox"/>
2.	Fire Extinguishers (initials and checked)	<input type="checkbox"/>
3.	Plant housekeeping outside/inside/laydowns	<input type="checkbox"/>
4.	Secondary Containment for Fuel	<input type="checkbox"/>
5.	Designated Parking Lot (light vehicle and mobile equipment service area)	<input type="checkbox"/>
6.	Power cords covered	<input type="checkbox"/>
7.	Fuel gas cylinders secured /caps on	<input type="checkbox"/>
8.	Lockout locks labelled and available for all employees and visitors. Lockout COP posted with station (September 2018)	<input type="checkbox"/>
9.	Adequate number of radios on site	<input type="checkbox"/>
10.	Travels Paths for subs and loader – clearly identified	<input type="checkbox"/>
11.	Radio Test – include picture of log (September 2018)	<input type="checkbox"/>
12.	COVID: Are Pre-Screening questionnaires being done as required?	
13.	COVID: Temperature checks are being done and signed off by foreman? All crew trucks have temp guns, log books and masks?	
14.	COVID: Signs posted, and following SVC Business Plan	
Mobile Equipment		Notes
1.	Back up Alarms	<input type="checkbox"/>
2.	Lights on/Beacon light	<input type="checkbox"/>
3.	Out of Service Signs (feeder ramp)	<input type="checkbox"/>
4.	Seat Belts (available and in use)	<input type="checkbox"/>
5.	ERP Posted (correct pit location)	<input type="checkbox"/>
6.	Walk Around Inspection Books (for each piece of mobile equipment and being used)	<input type="checkbox"/>
7.	Maintenance Logs (for equipment pieces and being used)	<input type="checkbox"/>

Inspector: \_\_\_\_\_

Supervisor: \_\_\_\_\_

DO NOT COPY



## Crusher/Plant on Site Safety Visit Checklist – Management Audit

Plant: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Documents to Audit:	Notes
1. FLHA'S- pick a random section and audit-are they filled in right, signed by both employee and foreman, dated, time stamped and changed if job change, etc.	<input type="checkbox"/>
2. Visitor sign in sheets- are visitors and subs filling this in with a SVC rep signing it, signing out, etc.	<input type="checkbox"/>
3. Site specifics- have they been done for all employees new to site and sub's	<input type="checkbox"/>
4. JSA's- have they taken the book out to review as task arises with crew and employee who has never done the job	<input type="checkbox"/>
5. Are JSA/HA being done when a new job is introduced and/or the current JSA needs updating	<input type="checkbox"/>
6. Plant Start-Up sheets- has one been done for current job site	<input type="checkbox"/>
7. Permits-if applicable-posted and current	<input type="checkbox"/>
8. Does the site have all required books- manual, OHS book, safety meeting books, inspections, incident, etc.	<input type="checkbox"/>
9. Last safety inspection? Did all corrective actions get done?	<input type="checkbox"/>
10. Incidents- review last few in book- are they been correctly filled in?	<input type="checkbox"/>
11. Last safety meeting-what was it about, any actions?	<input type="checkbox"/>
12. Lock-out/Tag-Out log- correctly filled in?	<input type="checkbox"/>
13. Radio Test Emergency Shutdown Sheets –correctly filled in and being done?	<input type="checkbox"/>
14. Safety Policy Posted and up to date (Feb 2020)	<input type="checkbox"/>
15. First Aid Kits/Eye Wash Station/First Aid trained (#2 or #3 First Aid Kits)- inspected within the last month?	<input type="checkbox"/>
16. Safety Alerts and JHSM Minutes Clipboards with Labels- posted, reviewed in meetings, etc.	<input type="checkbox"/>
17. Emergency Procedures posted and current	<input type="checkbox"/>
18. COVID: Are Pre Screening being done as required?	<input type="checkbox"/>
19. COVID: Temperature checks being done every morning and signed off by foreman? All trucks have temp guns and log books?	<input type="checkbox"/>

20.	COVID: Signs posted, following SVC Business plan	<input type="checkbox"/>
21.	Fire Extinguishers (initials and checked)	<input type="checkbox"/>
22.	PPE – All employees wearing appropriate PPE, Inspected and additional available on site	<input type="checkbox"/>
23.	Unsafe work areas marked off (Oversize areas)	<input type="checkbox"/>
24.	Plant housekeeping outside/inside/laydowns	<input type="checkbox"/>
25.	Guards on Equipment	<input type="checkbox"/>
26.	Designated Parking Lot – Light vehicle and loader service area	<input type="checkbox"/>
27.	Power cords covered	<input type="checkbox"/>
28.	Fuel gas cylinders secured /caps on	<input type="checkbox"/>
29.	Lockout locks labelled and available for all employees and visitors. Lockout COP posted with station (R5 September 2018). Keys, extra and 1 per person	<input type="checkbox"/>
30.	Number of manual shutdown buttons working on site	<input type="checkbox"/>
31.	Adequate number of radios on site	<input type="checkbox"/>
32.	Radio Test – Ensure horn works, include picture of log (September 2018)	<input type="checkbox"/>
33.	Feeder Lockout installed, Feeder red light installed and working (picture)	<input type="checkbox"/>
34.	Designated walkways in place and clear (picture)	<input type="checkbox"/>
35.	Handrails adequate (pictures of equipment)	<input type="checkbox"/>
36.	Confirm HEPA systems are turned on and filters are clean	<input type="checkbox"/>
<b>Mobile Equipment</b>		<b>Notes</b>
1.	Back up Alarms	<input type="checkbox"/>
2.	Lights on and working/Beacon light	<input type="checkbox"/>
3.	Out of Service Signs (feeder ramp)	<input type="checkbox"/>
4.	Seat Belts (available and in use)	<input type="checkbox"/>
5.	ERP Posted (correct pit location)	<input type="checkbox"/>

6.	Walk Around Inspection Books (for each piece of mobile equipment and being used)	<input type="checkbox"/>
7.	Maintenance Logs (for equipment pieces and being used)	<input type="checkbox"/>

Inspector: \_\_\_\_\_

Supervisor: \_\_\_\_\_

DO NOT COPY



**Medical**

**DO NOT COPY**

## Employee Medical Information

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
LAST FIRST INITIALS D / M / Y

S.I.N. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ PROV.: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ HEALTHCARE #: \_\_\_\_\_ PROV.: \_\_\_\_\_

DO YOU HAVE ANY ALLERGIES, INCLUDING FOOD AND MEDICATIONS?

ALLERGY	SUBSTANCE OR MEDICATION	REACTION	REMEDY (Do you carry it?)

DO YOU HAVE ANY MEDICAL CONDITION, SUCH AS DIABETES, EPILEPSY, HEART CONDITION, ETC. THAT COULD AFFECT YOUR ABILITY TO WORK SAFELY? YES  NO

IF YES, SPECIFY: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ARE YOU TAKING ANY PRESCRIPTION OR OVER-THE-COUNTER-MEDICATIONS? \_\_\_\_\_

NAME	DOSE	FREQUENCY	NAME	DOSE	FREQUENCY

IN CASE OF EMERGENCY, NOTIFY:

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

TELEPHONE (1): \_\_\_\_\_ TELEPHONE (2): \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

# Acknowledgement

---

I, the undersigned, hereby acknowledge and agree:

(a) That it has been explained to me that I am required to undergo Drug and Alcohol testing as per Stony Valley Contracting Ltd. Drug and Alcohol Policy for one or more of the following reasons:

- Reasonable cause
- Post incident
- Other

(b) The D&A Policy has been explained and I fully understand the implications of the Policy with regard to my employment with Stony Valley or continued access to a Stony Valley Contracting Ltd. worksite.

(c) I understand that a refusal to participate in the testing will be considered the same as a positive test result and that the actions required in the case of a positive result will be taken immediately. I further understand and acknowledge that my employment and/or continued site access is contingent upon my ability to successfully pass substance-screening tests.

I hereby  consent \_\_\_\_\_  do not consent \_\_\_\_\_ to such testing and authorize the  
*Initial* *Initial*  
testing agency to release the test results to my employer's Designated Employer Representative (DER).

I agree to hold harmless

Employer: \_\_\_\_\_

**and Stony Valley Contracting Ltd.**

from any liability they might otherwise incur by conducting such substance abuse testing, receiving test results, or making employment decisions based upon the results of such testing.

**Acknowledged and agreed to:**

**Employee Signature** \_\_\_\_\_

**Employee Name (PRINTED):** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_ **Time:** \_\_\_\_\_

# Conditional Re-instatement Agreement

between

\_\_\_\_\_, (employee) and **Stony Valley Contracting Ltd.**, (employer)

As per Stony Valley Contracting Ltd.'s Drug and Alcohol Policy, Guideline & Work Rule, on \_\_\_\_\_ (date) you were requested to report for Drug and Alcohol testing. Your test(s), conducted on \_\_\_\_\_ (date) returned a positive test result(s) for usage of a substance(s) that is banned in the workplace as per Stony Valley Contracting Ltd.'s D&A Policy and Work Rule. Your employment suspension will continue pending your agreement to, and actual participation in, a rehabilitation program.

Stony Valley Contracting Ltd. recognizes that you are a valuable part of the organization and is committed to supporting your rehabilitation and your successful return to work. However, our support is contingent upon your agreement and adherence to the following conditions:

1. You refrain from using any substances identified as banned substances in the Stony Valley Contracting Drug & Alcohol Policy, Guideline and Work Rule in a manner that affects your ability to work safely and/or to produce a negative Drug & Alcohol usage test as administered by an accredited testing agency.
2. You participate in an assessment, treatment and rehabilitation program as recommended by the Alberta Alcohol and Drug Abuse Commission (AADAC).
3. You agree to provide AADAC with permission to communicate with Stony Valley Contracting Ltd.'s Designated Employee Representative (DER) \_\_\_\_\_ (name) regarding your rehabilitation program requirements and your level of participation in the program as recommended by AADAC.
4. You agree to \_\_\_\_\_ (quantity) Drug and Alcohol usage tests scheduled by Stony Valley Contracting Ltd., **without notice to you**, at unannounced intervals throughout your rehabilitation period and up to **sixteen (16) months** after the program ends. Test results must be negative in each instance.
5. This agreement is in force from today \_\_\_\_\_ (date) until \_\_\_\_\_ (date) provided there are no violations of this agreement. An additional violation may terminate the agreement immediately.

Stony Valley Contracting Ltd. commits to providing support in the following manner:

- Your current suspension will be rescinded and you will be allowed to return to work after you agree to all conditions related to the rehabilitation program recommended by AADAC.
- Stony Valley Contracting Ltd. will continue to employ you, **as work may be available**, during your rehabilitation period up to the end or termination of the agreement. **Stony Valley Contracting is under no obligation to provide you with the same level of employment that was provided prior to your violation of the Drug & Alcohol Work Rule.**

## Employee Agreement

I, \_\_\_\_\_, (employee), wish the accommodation and support of **Stony Valley Contracting Ltd.** (employer) in a Drug and Alcohol rehabilitation treatment program and agree to the terms stated above. I understand and agree that if I violate any one or more terms of this agreement or other provisions of Stony Valley Contracting Ltd.'s D&A Policy and Work Rule during my treatment program and up to **sixteen (16) months** after the program end, my employment may be terminated immediately with cause. I also understand that I am not entitled to the same support for further violations of Stony Valley's D&A Policy and Work Rule after the end of this agreement.

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Stony Valley Contracting Ltd. (Signature)

Print  
Name \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witness \_\_\_\_\_

\_\_\_\_\_  
Witness (Signature)

Cc:  
Employee  
Employee file

Date: \_\_\_\_\_



## Modified Work Agreement

---

In order to improve an injured worker's rehabilitation and early return to normal duties, the company offers an Injury Recovery Program that involves the injured worker, the attending physician and the worker's supervisor. The commitment to participate in this program is indicated by the completion and signing of this form by the worker and the supervisor.

Participation Category:                     WR Modified Work                     NWR Modified Work

Employee: \_\_\_\_\_ Incident date: \_\_\_\_\_

Regular Supervisor: \_\_\_\_\_ Plant: \_\_\_\_\_

Normal job duties and activities: \_\_\_\_\_

---

**As per the Occupational Injury Work Readiness Report (WR) dated:** \_\_\_\_\_

The above-mentioned worker is deemed fit to participate in the program with the activity restrictions indicated below.

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Regular medical/treatment appointments N Y Frequency: \_\_\_\_\_

Hours of work Restrictions Y Detail: \_\_\_\_\_

Consecutive days of work Restrictions Y Detail: \_\_\_\_\_

Period these restrictions are in effect: \_\_\_\_\_

I, the above worker's accommodation supervisor, understand and agree to abide by the terms of this Modified Work Agreement.

\_\_\_\_\_  
(Accommodation Supervisor sign)

\_\_\_\_\_  
(Date)

### **Worker**

---

I, \_\_\_\_\_ accept and agree to participate in the Modified Work Program. I also give consent for the attending physician(s) to discuss my treatment and progress with my employer. As part of the program, I also agree to apply the indicated restrictions to my off-work activities to further enhance my recovery.

\_\_\_\_\_  
(Worker sign)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_ decline to participate in the Modified Work Program. I understand that my refusal may affect my eligibility for Worker's Compensation and/or other benefits I may be entitled to by participating in the program.

\_\_\_\_\_  
(Worker sign)

\_\_\_\_\_  
(Date)

**WR: Work Readiness Report**

**NWR: No Work Readiness Report**

## First Aid Record

Date of injury or illness: \_\_\_\_\_ Time: \_\_\_\_\_ AM   
Day Month Year PM

Date of injury or illness REPORTED: \_\_\_\_\_ Time: \_\_\_\_\_ AM   
Day Month Year PM

Full name of injured or ill worker: \_\_\_\_\_

Description of the injury or illness: \_\_\_\_\_

\_\_\_\_\_

Description of where the injury or illness occurred/began: \_\_\_\_\_

\_\_\_\_\_

Cause of the injury or illness: \_\_\_\_\_

\_\_\_\_\_

First Aid provided? YES  (If yes, complete the rest of this page) NO

Name of first aider: \_\_\_\_\_

First aider qualifications:

- |  |   |
|--|---|
| Emergency First Aider <input type="checkbox"/> | Emergency Medical Technician-Paramedic <input type="checkbox"/> |
| Standard First Aider <input type="checkbox"/>  | Emergency Medical Technician-Ambulance <input type="checkbox"/> |
| Advanced First Aider <input type="checkbox"/>  | Emergency Medical Technician <input type="checkbox"/>           |
| Nurse <input type="checkbox"/>                 | Emergency Medical Responder <input type="checkbox"/>            |

First aid provided: \_\_\_\_\_

\_\_\_\_\_

REMARKS: (i.e. back-to-work, saw nurse or doctor, sent home, sent to hospital, etc.)

\_\_\_\_\_

**This record is to be kept confidential and sent without delay to the head office where it must be kept on file for at least 3 years from the date of injury or illness.**

**\*\*Please ensure any First Aid supplies used are replaced in the First Aid Kit ASAP**

## Medical Screening Results Notification

---

I, the undersigned, hereby acknowledge and agree:

(a) That it has been explained to me that I was unable to produce normal results for one or more of the following company required medical screening tests during my recent appointment dated \_\_\_\_\_.

Pulmonary Function

Audiometric

Vision Screening

(b) I acknowledge that I have been advised to obtain an appointment with my personal doctor to have the screening results reviewed and verified. I understand that there may be underlying medical or life style causes that are influencing the screening results and that this can only be verified by a physician.

(c) I understand that contacting and following up with a physician regarding the above mentioned abnormal screening results is solely my responsibility and I release Stony Valley Contracting (SVC) from any responsibility in this matter.

(d) I agree to notify SVC immediately and provide SVC with a medical report, if my physician recommends changes to my employment status or scope of duties as a result of a medical condition.

**Acknowledged and agreed to:**

**Employee Signature** \_\_\_\_\_

**Employee Name (PRINTED):** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**SVC Representative Signature** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**Time:** \_\_\_\_\_

## Random Drug and Alcohol Consent

---



As an employee or contractor of Stony Valley Contracting Ltd. ("the Company"), I understand that the use of alcohol, drugs (including marijuana) and other controlled substances in the workplace and on worksites creates a safety concern for the Company's employees, clients and members of the public. Our client Suncor Energy ("Suncor") has expressed its concerns regarding the risks in the workplace associated with alcohol and drugs, and has communicated its requirement that all Suncor contractors who deploy workers to Suncor's sites in the Regional Municipality of Wood Buffalo (RMWB) are required to have a drug and alcohol policy in place, and to implement a random drug and alcohol testing program for those employees who will or may be deployed to Suncor sites in safety-sensitive or specified positions. As a result, the Company has created a drug and alcohol policy ("the Fit for Duty Policy") which incorporates the process for random drug and alcohol testing ("the Random Testing Policy").

I fully understand that as an employee of the Company who will or may be deployed to Suncor sites in the RMWB, I will be subject to the Random Testing Policy. A copy of this policy and the Fit for Duty Policy have been made available to me for review, and I acknowledge that I understand their terms and provisions. I further understand and acknowledge that:

- (a) Random drug and alcohol testing in accordance with the Random Testing Policy will be an ongoing requirement during the period of my employment if I will or may be deployed to Suncor RMWB sites in a safety sensitive or specified position.
- (b) I have the ability to refuse a request for a random drug and alcohol test at any time, however any refusal or attempt to tamper with a sample will automatically be considered a Deemed Refusal under the Random Testing Policy, and may result in my immediate and permanent removal from all Suncor sites, as well as the immediate termination of my employment with the Company.
- (c) The Company is required to disclose any failed alcohol and/or drug test results to Suncor. All such communications shall be treated as confidentially as possible, and will be shared only with those individuals with a need to know.
- (d) In the event of a failed drug or alcohol test, Suncor may order my removal from and permanently ban me from all of its RMWB sites. It may also result in disciplinary action by the Company, up to and including the termination of my employment.
- (e) I am required to comply at all times with the provisions of all Company policies, including the Fit for Duty Policy.

- (f) I can withdraw my consent to random drug and alcohol testing upon providing thirty days' written notice to the Company. However, I understand that upon withdrawing my consent, I will no longer be able to be sent to client sites that have implemented random testing programs, and the Company cannot guarantee that there will be another position available on a different site that does not require random testing.

My signature hereon serves as my consent:

- (a) To undergo random drug and alcohol testing in accordance with the Random Testing Policy;
- (b) To submit samples of my breath, urine, oral or other bodily fluids (as required) for testing;
- (c) To permit the Company to obtain the results of my drug or alcohol test from the certified laboratory used in accordance with the Random Testing Policy; and
- (d) To permit the Company to disclose the results of any drug or alcohol test to the duly appointed representatives of Suncor.

I further acknowledge and agree that if, in future, other Company clients choose to implement random drug and alcohol testing programs for safety-sensitive or specified positions on their sites, this Consent will apply in its entirety to those clients as if they had been specifically named in this document.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

**Training**

**DO NOT COPY**

## Training Form

---

I, \_\_\_\_\_, understand that my training in the above listed jobs qualifies me to observe employee(s) while doing their job(s), conduct feedback with employee(s) and implements the established goals of the Behavior-based Safety Program. I have also displayed the required knowledge in the following areas:

- Knowing the BBS Program objectives
- How to conduct observations
- Knowledge of the jobs being observed
- The correct safety procedures of these jobs
- Filling out the Observation Form
- How to identify At-risk behaviors

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DO NOT COPY

## Observation Form

<b>Observer Name:</b>		<b>Date:</b>
<b>Job being observed:</b>		
<b>Job Step</b>	<b>Procedure Comments</b>	
	<b>Positive Behavior:</b>	<b>At-risk Behaviors</b>
1		
<b>Recommendations:</b>		
	<b>Positive Behavior:</b>	<b>At-risk Behaviors</b>
2		
<b>Recommendations:</b>		
	<b>Positive Behavior:</b>	<b>At-risk Behaviors</b>
3		
<b>Recommendations:</b>		
	<b>Positive Behavior:</b>	<b>At-risk Behaviors</b>
4		
<b>Recommendations:</b>		
<b>Observer Comments:</b>		
<b>Employee Comments:</b>		

\_\_\_\_\_  
Signature of Observer

\_\_\_\_\_  
Employee Signature



## Employee Training Form

---

I, \_\_\_\_\_, have read or been informed of the Behavior-based Safety Program and its elements.

- I am aware of the companies Safe Work procedures including the Company Code of Safety Practices.
- I understand I may be observed in my job performance or assigned task by a designated observer and this person will inform me that I am being observed.
- I understand that the observer will communicate to me the positive and At-risk behaviors I may display on completion of his/her observation.
- I agree to do my utmost to implement any of the Observers' recommendations they make in order to improve my performance and safety.
- I understand my cooperation and communication is key to the success of the Behavior-based program.
- I understand that the Observations of my job performance will not include my name or identifying mark and is used only for statistical information in the program.
- I agree to follow the procedures of any Action Plan as set out by the company.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Respirator Issue and Training

---

EMPLOYEE NAME: \_\_\_\_\_ PAYROLL NO.: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

TYPE OF RESPIRATOR: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_

STONY VALLEY CONTRACTING LTD. RESPIRATOR IDENTIFICATION NO.: \_\_\_\_\_

TO BE USED UNDER CONDITIONS SPECIFIED: \_\_\_\_\_

---

CARTRIDGE REPLACEMENT FREQUENCY: \_\_\_\_\_

### WORKER TRAINING

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

- Nature of Respiratory Hazards
- Need for Respiratory Protection
- Types of respirators
- Use and limitations of respirators
- Facial Hair
- Fit test
- Field inspection
- Cleaning, maintenance and storage
- Emergency procedures
- Special
- Need for reporting respirator problems

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**TRAINER:** \_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE

**EMPLOYEE:** "I have received Respirator Use, Maintenance, Inspection, and Cleaning training and understand the content".

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
SIGNATURE

## Hazard/Risk Assessment

Project: \_\_\_\_\_ Plant: \_\_\_\_\_ Location: \_\_\_\_\_

Date(s): \_\_\_\_\_ Facilitator: \_\_\_\_\_ Assessment Team: \_\_\_\_\_

Hazards	IRR	Control Methods	RRR

DO NOT COPY

**Assessment Team Sign:**

Existing LCP Element# \_\_\_\_\_ Requires: \_\_\_\_\_ Review and update only, or new \_\_\_\_\_ Guideline \_\_\_\_\_ Procedure \_\_\_\_\_ Code of Practice

Date Review / Update / New element completed and issued: \_\_\_\_\_ Signature: \_\_\_\_\_

Management Review: Wayne Woodhouse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRR – Initial Risk Rating, RRR-Residual Risk Rating (after control measures), \*\* - Control method that requires follow-up and/or verification for optimal effectiveness

# Equipment Training

OPERATOR: \_\_\_\_\_

MACHINE TYPE: \_\_\_\_\_

MODEL: \_\_\_\_\_

CHECKLIST	GENERAL	SAFETY
PARK BRAKE <input type="checkbox"/>	CHECK GAUGES <input type="checkbox"/>	SEAT BELT <input type="checkbox"/>
HYDRAULIC CONTROL <input type="checkbox"/>	MACHINE STABILITY <input type="checkbox"/>	FIRE EXTINGUISHER <input type="checkbox"/>
FLUID LEVELS <input type="checkbox"/>	PROPER USE OF MACHINE <input type="checkbox"/>	MOUNTING/DISMOUNTING <input type="checkbox"/>
ALL CONTROLS <input type="checkbox"/>	HEAD LIGHTS <input type="checkbox"/>	PPE <input type="checkbox"/>
SWITCHES <input type="checkbox"/>	TIRES <input type="checkbox"/>	FUELLING <input type="checkbox"/>
BACK-UP ALARM <input type="checkbox"/>	BRAKE LIGHTS <input type="checkbox"/>	WALK AROUND USED/FILLED IN <input type="checkbox"/>
MIRRORS <input type="checkbox"/>	OPERATOR'S MANUAL <input type="checkbox"/>	PROPERLY <input type="checkbox"/>
WINDOWS CLEAN <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOLLOW-UP DATE: \_\_\_\_\_

OPERATOR: \_\_\_\_\_

Signature

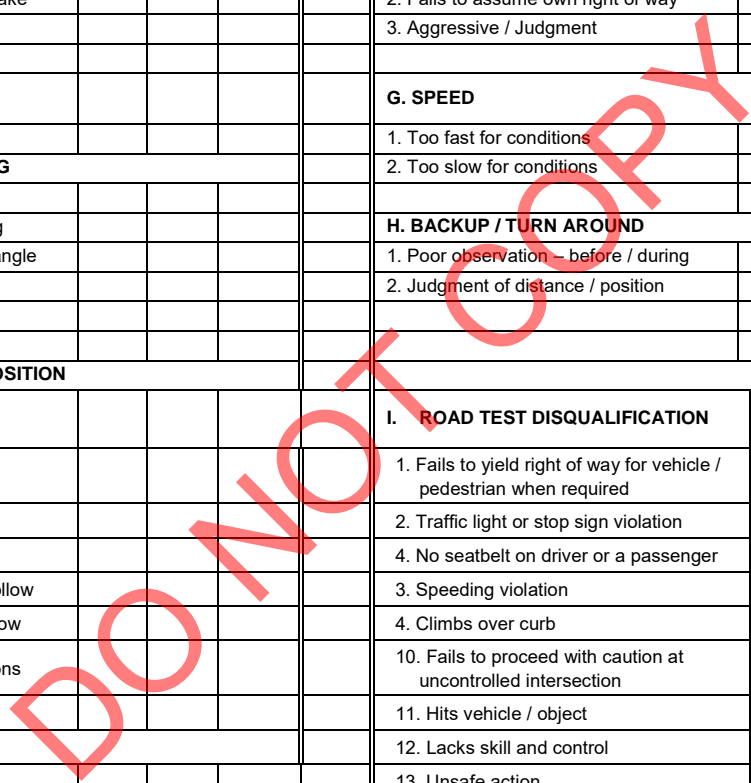
DATE: \_\_\_\_\_

TRAINER: \_\_\_\_\_

Signature

# Commercial Vehicle Driver Evaluation

<b>Stony Valley Contracting Ltd. Evaluator:</b> Fort McMurray AB					<b>Class of Operator's License</b> 1      2      3      4						
<b>Driver Name:</b> _____					<b>Date:</b> _____						
<b>Jurisdiction:</b> _____					<b>Abstract Acceptable</b> Yes      No						
DRIVER ACTIONS		Performance Assessment				DRIVER ACTIONS		Performance Assessment			
		Good	Fair	Poor	N/A			Good	Fair	Poor	N/A
<b>A. CONTROLS</b>					<b>E. TRAFFIC LIGHTS / SIGNS</b>						
1. Knowledge and/or use of equipment					1. Fails to anticipate / observe						
2. One-handed steering – hand position					2. Judgment – green / amber / red						
3. Steering Control – wanders / recovery					3. Judgment – stop / yield / other						
4. Shifts too soon / late / lugs					<b>F. RIGHT-OF-WAY</b>						
5. Improper use of gears / grinds					1. Uncertain / hesitant						
6. Improper use of clutch / stalls/ coasts					2. Fails to assume own right of way						
7. Improper use of brake / park brake					3. Aggressive / Judgment						
8. Improper use of accelerator					<b>G. SPEED</b>						
9. Signals too soon / late					1. Too fast for conditions						
10. Signals – improper / not cancelled/none					2. Too slow for conditions						
<b>B. PARKING / STARTING / BACKING</b>					<b>H. BACKUP / TURN AROUND</b>						
1. Fails to set brake / gear					1. Poor observation – before / during						
2. Observation – backing / starting					2. Judgment of distance / position						
3. Judgment – vehicle / wheels / angle					<b>I. ROAD TEST DISQUALIFICATION</b>						
5. Rolls back					Violation		No Violation				
6. Unsure / too slow					1. Fails to yield right of way for vehicle / pedestrian when required						
<b>C. LANE DRIVING / CHANGING / POSITION</b>					2. Traffic light or stop sign violation						
1. Fails to check mirror					4. No seatbelt on driver or a passenger						
2. Fails to check blind spot / late					3. Speeding violation						
3. Uncertain / hesitant					4. Climbs over curb						
4. Road position – straddles lane					10. Fails to proceed with caution at uncontrolled intersection						
5. Too close / far – stop / pass / follow					11. Hits vehicle / object						
6. Improper lane change / late / slow					12. Lacks skill and control						
7. Fails to observe signs / conditions					13. Unsafe action						
<b>D. INTERSECTIONS / TURNS / RR</b>					14. Trip inspection failure						
1. Block crosswalk / intersection /					<b>COMMENTS:</b>						
2. Stops too far back											
3. Unnecessary stop											
4. Fails to leave parking lot											
5. Fails to observe conditions / late											
6. Left turn – cuts corner / turns wide											
7. Left turn – wrong lane – before / after											
8. Right turn – cuts corner / turns wide											
9. Right turn – wrong lane – before / after											
10. Incorrect position – vehicle / wheels											
11. Too fast – before / during											
12. Too slow – before / during											
<b>Authorized to drive:</b> <b>Yes:</b> <b>No:</b>					The evaluation results have been explained to me and I accept.    Driver Sign: _____						
<b>Manager's Signature:</b> _____					Evaluator Sign _____						



Scoring sections A to H, 45 – NA = Base    Score = Base – # Poor – ( # Fair \*.5) / Base

Actions, Score 85 – 100 + no violations – Pass, 75 – 84 + no violations – conditional pass, <74+ no violations – suspend and management review

Any violation – immediate suspension of evaluation and driving authorization and management review

Employee Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Date of hire & training: \_\_\_\_\_ Employee Initial: \_\_\_\_\_

## Operations Worker H&S Competency Evaluation

**Plant:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**1. Person Can Describe/Show/Explain:**

	1	2	3
1. Location of SVC Safety Guidelines, Procedures , Practices, HA's/JSA's SDS <sup>1*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Safety Information & Awareness Cabinet, alerts, right to refuse, workers' rights and responsibilities <sup>2*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Joint Health and Safety Committees and Representative <sup>2*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Eye Wash Station, First Aid Kits, Fire Extinguishers <sup>2*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Emergency Response Plan (Safety Information Sheet) <sup>3*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Emergency Phone Numbers, First Aiders <sup>3*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Gas detector location and use (where applicable), what gas is being tested	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. PPE, Lock Out, Fall Protection and Silica - Person Can Describe/Show/Explain:**

1. Lockout/Tagout rules & procedure <sup>4*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The lockout required for work on a conveyor and a feeder <sup>4*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The lockout required for work on a loader, dozer, excavator, etc. <sup>4*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. System Lockout <sup>4*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Hearing protection requirements & high noise areas, PPE requirements <sup>5*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Areas requiring Fall Protection <sup>6*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Proper inspection & use of Fall Arrest Equipment (if trained) <sup>6*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Explain what silica is and what is required for controls etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**3. Safety Functions, Person Can Describe/Show/Explain:**

1. The Emergency Shutdown System (ESS) function <sup>7*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Radio/ESS test (test, re-set procedure & recording radio test) <sup>7*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Electrical safety, GFCI, tool/cord inspection, safe operation of switch gear <sup>8*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Plant start-up shut down/procedure <sup>9*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Plant Safety (allowable running adjustments, service, housekeeping, walkarounds restricted/confined spaces) <sup>10*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Mobile Equipment Safety <sup>11*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. PSI purpose & process <sup>12*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Safe working around water (where applicable) <sup>13*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Driving on haul roads, pit access procedures <sup>14*</sup>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Working safely around spread (jaw, screen deck, conveyors, high pressure lines, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Safety when working around wildlife	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Evaluator comments: \_\_\_\_\_

Worker Is Competent     Requires additional review     Requires retraining in noted area.

Evaluator Sign: \_\_\_\_\_ General Manager Sign: \_\_\_\_\_

Employee Sign: \_\_\_\_\_

## Evaluation Guidelines, Worker must be able to:

1. Describe each manual and what each contains;
  - a. An example of a practice/procedure you have used
  - b. An example of a hazard assessment/JSA
  - c. An example of a type of chemical that could be found in the SSDS book.
2. Understand and explain the following;
  - a. Safety meetings/inspections, how often are they held?
  - b. Explain safety alerts.
  - c. Explain workers' rights and responsibilities;
    - i. **Rights;**
      1. Refuse dangerous work
      2. To Know
      3. To Participate
    - ii. **Responsibilities;**
      1. Protecting their own and others health and safety on worksites
      2. Refraining from violence/harassment
  - d. Understand and explain what the Joint Health and Safety Committee does, and how often they meet. Know who Employee and Employer Rep are and where to find meeting minutes posted.
  - e. Show location of fire extinguishers, eye wash stations and emergency equipment. Demonstrate how to inspect fire extinguishers. Is it reported when used?
3. Evacuation Procedures, Emergency Meeting Points, Emergency Routes as applicable to the site, Mock Drills
4. Show location of lockout equipment & lockout points and show the equipment needed for system lockout. Describe where on the equipment to lock out. Explain how a full crew can lock out (scissors).
5. Hearing protection (higher noise areas, where to find it, etc.). Other PPE requirements. What does Stony supply for PPE.
6. What is the rule for fall protection (10 feet/6 feet). What do we use instead to avoid using Fall Protection? Explain that specific certified training is required for using Fall Arrest Equipment & if trained, explain the proper setup of Fall Arrest Equipment and the equipment inspection process.
7. Describe the radio Emergency Shutdown System and the location and purpose of emergency stops, the requirement for having a tested radio or being with a person with a tested radio at all times. The radio ESS testing procedure.
8. Describe electrical tool inspection, cord inspection, use of GFCI & demonstrate the safe operation of MCC switch gear.
9. Describe equipment start-up procedures **in the correct order** (e.g.);
  - a. Horn sounds 3 times
  - b. Operator must have **verified** radio and/or visual contact with all on site
  - c. When contact is verified, "all clear" signal communicated
  - d. Plant starts up in an equipment specific order, starting up and shutting down
10. Describe & show restricted/dangerous areas, tail pulleys, feeders, cone, loader travel areas, dumping areas, digging faces, generators, etc. Explain what is done at service time, how often and by whom. No confined space (see JHA binder), we do have restricted space – feeder, screen deck, etc. Definitions of Confined and Restricted Spaces can be found in Section 6.5 of Loss Prevention Manual.
11. Describe 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, NO riders
12. Discuss safe approach to mobile equipment, signal operator, operator stops equipment, lowers attachments to the ground & signals to approach.
13. Discuss using mobile equipment (loaders, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
14. Discuss PSI (Field Level Hazard Assessment) procedure and purpose, reporting of hazards, near misses, all incidents and injuries & describe examples of hazards to report. Explain reporting process
15. Explain the proper safety procedure for working around water (life jackets, buddy systems, radio contact, etc.).
16. Describe pit access routes and site speed limits (scale, haul road, pit roads site roads, etc.). Describe right away and when it is safe to pass equipment and what a light duty truck is required to be equipped with. When approaching a Stony Valley area, describe how we know this is "our" area (sign, and what it has on it).

\*Must be able to describe, show and/or explain without prompting, to be designated "Competent".

The first competency check must be completed at 30 to 60 days from hire, and bi-annually after first successful completion.

1 = Could not meet standard, re-test required, 2 = met standard with prompt, 3 = met standard.



Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

### Aggregate Processing and Washing Site Specific Orientation

Plant: \_\_\_\_\_

Supervisor: \_\_\_\_\_

#### 1. Site Walk Around:

- 1  Pre-Job Safety Inspection (PSI and/or FLHA) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2  Worksite Boundaries (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3  COVID-19 Protocols Reviewed Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 4  Roads and Travel Routes Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 2. Safety Centers & Emergency Systems:

- 1 Location of SVC Guidelines, Procedures & Codes of Practice & AB OHS Regulations, Safety Information & Awareness Cabinet, Hazard Assessments, SDS (Provide Information on how to use the books and what each contains)
- 2 Eye Wash Station, First Aid Kits, Fire Extinguishers
- 3 Evacuation Procedures, Meeting Points, Emergency Routes, Emergency Response Plan
- 4 Emergency Phone Numbers, First Aiders Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5  Client First Aid Centre (where applicable)
- 6  Gas Detector location and use (where applicable)
- 7  Client Emergency & Evacuation Procedures (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 3. PPE:

- 1 Hard hat, Safety Glasses, Footwear, High Visibility Clothing
- 2 Hearing protection, requirements, high noise areas
- 3 Fall Arrest Equipment (specific training required) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Safety Functions:

- 1 Emergency Shutdown System (ESS) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2 Radio test (test, re-set procedures & recording radio test) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3 Plant/equipment-specific isolation & lock-out Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 4 Lockout, System Lockout Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5 Electrical safety, tool/cord inspection/use, power tool operation, safe operation of switch gear Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 6 Plant start-up procedure/shut down Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 7 General Plant Safety (grinding, welding, servicing, cleaning, rigging, hoisting, flammable products, cutting techniques) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 8 Plant Safety (allowable running adjustments & service and dangerous areas) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 9 Mobile Equipment Safety Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 10 Housekeeping Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 11 Hazard identification, control & reporting Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 12 Worksite Communications Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 13 Back care, ergonomics and adequate breaks Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 14 Working around water (review procedure where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 15 Equipment Pre-Use Inspection Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 16 Working around crushing/screening equipment Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 17 Working around conveyors Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 18 High pressure lines Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 19 Employee rights Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 20 Joint Health and Safety Committee Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 21 Short Service Employee/Competency Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_





Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Additional training/information delivered and/or comments:**

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**1. In doing site walk around;**

- Discuss PSI (Field Level Hazard Assessment) procedure and purpose
- Show restricted/dangerous area, tail pulleys, feeders, cone, loader travel areas, dumping areas, digging faces, generators, etc.  
Discuss pit access routes, site speed limits
  - Show parking areas
  - Show refueling and service area and discuss procedures
- Show proper travel routes and roads to use

**2. Safety Centers & Emergency Systems;**

- Show location of Safety Awareness cabinet, explain the basics and discuss rules.  
Include procedures and codes of practice, as well as SDS
- Discuss emergency response plan, posted ERP, and evacuation procedures. Make note of first aiders trained on site
- Show location of fire extinguishers eye wash stations, first aid kits and emergency equipment, show how and when to inspect
- Purpose and testing of gas detectors, if needed to wear explain

**3. PPE;**

- Note that it is a last line of defense, what requirements are and where they can obtain anything they need
- Specific certified training is required for using Fall Arrest Equipment

**4. Safety Functions;**

- Discuss the radio Emergency Shutdown System and the location and purpose of emergency stops.  
**Discuss the requirement for having a tested radio at all times.**  
Review the radio ESS testing procedure (7.33) and the conditions detailed in the OH&S variance from pull cords.
- Show lockout station:
  1. Assign personal lock and review lockout procedures (6.2) and locations
  2. Show the equipment needed to perform both isolation and system lockouts
  3. Show lockout log and explain how to use it
  4. **Ensure this is understood**
- Review electrical tool inspection, cord inspection, and no homemade Y cords.  
Review safe operation of MCC switch gear.
- Review equipment start-up procedures and how it is communicated
  1. Tower horn sounds 3 times
  2. Tower operator must have verified radio **AND** visual contact with all on site
  3. When contact is verified, "all clear" communicated
  4. Plant starts up in an equipment specific order (review order)
- Review 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, **NO** riders
- Review dangerous areas: designated walkways, silica exposure, common hazards and controls, water pump, back of feeder
- Discuss safe approach to mobile equipment:
  1. Signal operator
  2. Operator stops equipment
  3. Lowers attachments to the ground and signals to approach
- Discuss using mobile equipment (loader, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
- Review reporting of hazards, all incidents and injuries and near misses. Show Hazard/Incident Report form (**Form I001**) and discuss the purpose of the process. Demonstrate examples of hazards to report.
- Discuss proper lifting techniques, ergonomic assessments if needed per job and PDA's for each job. Discuss how adequate breaks are taken (if doing repairs or broke down, breaks may have to change accordingly)
- Where applicable, review Working Around Water Procedure (7.48).
  - Review water pump area - never go there alone, always wear the life jacket mounted at the pump, and never go outside the fenced area
- Discuss equipment walk around inspection books and use
- Discuss working around our operations, and dangers of conveyors
- Review employees 4 basic rights outlined in Alberta OHS Legislation (to Know, to Participate, to Refuse Dangerous Work, to Dignity)
- Review what JHSC is, who the reps are both employer and employee, and how often meetings occur. Refer to Section 11.4 and information posted with Joint Health and Safety Minutes
- Review of Short Service Employee Policy (12.2) and when Health & Safety Competency is to be completed, and what the requirements are to be deemed competent

Reviewed By:

Supervisor Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_



Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

### Coke Processing Site Specific Orientation

Plant: \_\_\_\_\_

Supervisor: \_\_\_\_\_

#### 1. Site Walk Around:

- 1  Pre-Job Safety Inspection (PSI and/or FLHA) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2  Worksite Boundaries (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3  COVID-19 Protocols Reviewed Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3  Roads and Travel Routes Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 2. Safety Centers & Emergency Systems:

- 1 Location of SVC Guidelines, Procedures & Codes of Practice & AB OHS Regulations, Safety Information & Awareness Cabinet, Hazard Assessments, SDS (Provide Information on how to use the books and what each contains)
- 2 Eye Wash Station, First Aid Kits, Fire Extinguishers
- 3 Evacuation Procedures, Meeting Points, Emergency Routes, Emergency Response Plan
- 4 Emergency Phone Numbers, First Aiders Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5  Suncor First Aid Centre
- 6  Gas Detector location and use (where applicable)
- 7  Client Emergency & Evacuation Procedures (where applicable)
- 8  Worksite Boundaries Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 3. PPE:

- 1 Hard hat, Safety Glasses, Gloves, Footwear, High Visibility Clothing (coveralls)
- 2 Hearing protection, requirements, high noise areas
- 3 Fall Arrest Equipment (specific training required) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Safety Functions:

- 1 Emergency Shutdown System (ESS) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2 Radio test (test, re-set procedures & recording radio test) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3 Plant/equipment-specific isolation & lock-out Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 4 Lockout, System Lockout Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5 Electrical safety, GFCI, tool/cord inspection, safe operation of switch gear Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 6 Plant start-up procedure/shut down Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 7 General Plant Safety (grinding, welding, servicing, cleaning, rigging, hoisting, flammable products) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 8 Plant Safety (allowable running adjustments & service and dangerous areas) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 9 Mobile Equipment Safety (SVC and Suncor) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 10 Housekeeping Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 11 Hazard identification, control & reporting Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 12 Worksite Communications (Upgrading, Powerhouse, Suncor Mine Ops, SVC) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 13 Back care, ergonomics and adequate breaks Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 14 Working around water (review procedure where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 15 Equipment Pre-Use Inspection Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 16 Working around sizer/crushing equipment Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 17 Working around conveyors Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 18 High pressure lines Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 19 National Safety Code Requirements Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 20 Employee rights Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 21 Joint Health and Safety Committee Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 22 Short Service Employee/Competency Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_



Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Additional training/information delivered and/or comments:**

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**1. In doing site walk around;**

- Discuss PSI (Field Level Hazard Assessment) procedure and purpose
- Show restricted/dangerous area, tail pulleys, feeders, sizer, loader travel areas, dumping areas, digging faces, generators, etc. Discuss pit access routes, site speed limits
  - Show parking areas, Powerhouse and maintenance areas
  - Show refueling and service areas, and discuss procedures
- Show proper travel routes and roads to use

**2. Safety Centers & Emergency Systems;**

- Show location of Safety Awareness cabinet, explain the basics and discuss rules. Include procedures and codes of practice, as well as SDS
- Discuss emergency response plan, posted ERP, and evacuation procedures. Make note of first aiders trained on site
- Show location of fire extinguishers eye wash stations, first aid kits and emergency equipment, show how and when to inspect
- Purpose and testing of gas detectors, if needed to wear explain

**3. PPE;**

- Note that it is a last line of defense, what requirements are and where they can obtain anything they need

**4. Safety Functions;**

- Discuss the radio Emergency Shutdown System and the location and purpose of emergency stops. **Discuss the requirement for having a tested radio at all times.** Review the radio ESS testing procedure (7.33) and the conditions detailed in the OH&S variance from pull cords.
- Show lockout station:
  1. Assign personal lock and review lockout procedures (6.2) and locations
  2. Show the equipment needed to perform both isolation and system lockouts
  3. Show lockout log and explain how to use it
  4. **Ensure this is understood**
- Review electrical tool inspection, cord inspection, use of GFCl, and no homemade Y cords. Review safe operation of MCC switch gear.
- Review equipment start-up procedures and how it is communicated
  1. Tower horn sounds 3 times
  2. Tower operator must have verified radio **AND** visual contact with all on site
  3. When contact is verified, "all clear" communicated
  4. Plant starts up in an equipment specific order (review order)
- Review 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, **NO** riders
- Review dangerous areas: designated walkways, silica exposure, common hazards and controls
- Discuss safe approach to mobile equipment:
  1. Signal operator
  2. Operator stops equipment
  3. Lowers attachments to the ground and signals to approach
- Discuss using mobile equipment (loader, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
- Review reporting of hazards, all incidents and injuries and near misses. Show Hazard/Incident Report form (**Form I001**) and discuss the purpose of the process. Demonstrate examples of hazards to report.
- Discuss proper lifting techniques, ergonomic assessments if needed per job and PDA's for each job. Discuss how adequate breaks are taken (if doing repairs or broke down, breaks may have to change accordingly)
- Where applicable, review Working Around Water Procedure (7.48)
- Discuss equipment walk around inspection books and use
- Review 7.29 MMD 500 Twin Shadt Sizer Safe Work Practice
- Discuss working around our operations, and dangers of conveyors
- Review National Safety Code Requirements and inspection books (**Section 16**) - Additional Training is Required
- Review employees 4 basic rights outlined in Alberta OHS Legislation (to Know, to Participate, to Refuse Dangerous Work, to Dignity)
- Review what JHSC is, who the reps are both employer and employee, and how often meetings occur. Refer to Section 11.4 and information posted with Joint Health and Safety Minutes
- Review of Short Service Employee Policy (12.2) and when Health & Safety Competency is to be completed, and what the requirements are to be deemed competent

Reviewed By:

Supervisor Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_



Name: \_\_\_\_\_  
 Date of Hire: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_  
 Trainer: \_\_\_\_\_

**Sales Site Specific Orientation**

Location/Pit: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**1. Site Walk Around:**

- 1  Pre-Job Safety Inspection (PSI and/or FLHA) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2  Worksite Boundaries (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3  COVID-19 Protocols Reviewed Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 4  Roads and Travel Routes (Pit Access and Speed Limits) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Safety Centers & Emergency Systems:**

- 1 Location of SVC Guidelines, Procedures & Codes of Practice & AB OHS Regulations, Safety Information & Awareness Cabinet, Hazard Assessments, SDS (Provide Information on how to use the books and what each contains)
- 2 Eye Wash Station, First Aid Kits, Fire Extinguishers
- 3 Evacuation Procedures, Meeting Points, Emergency Routes, Emergency Response Plan
- 4 Emergency Phone Numbers, First Aiders Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5  Client First Aid Centre (where applicable)
- 6  Client Emergency & Evacuation Procedures (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 7  Review of truck loading procedures Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**3. PPE:**

- 1 Hard hat, Safety Glasses, Footwear, High Visibility Clothing
- 2 Hearing protection, requirements, high noise areas Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Safety Functions:**

- 1 Radio test (test, re-set procedures & recording radio test) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 1 Plant/equipment-specific isolation & lock-out Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2 Electrical safety, GFCI, tool/cord inspection, safe operation of switch gear Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3 General Plant Safety (grinding, welding, servicing, cleaning, rigging, hoisting, flammable products) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 4 Operations Safety (surrounding areas, congestion, and procedures) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5 Mobile Equipment Safety Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 6 Housekeeping Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 7 Hazard identification, control & reporting Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 8 Worksite Communications Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 9 Back care, ergonomics and adequate breaks Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 10 Working around water (review procedure where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 11 Equipment Pre-Use Inspection Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 12 High pressure lines Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 13 Berms/Sloping required on excavations 1.5 meters or more and discuss overhangs Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 14 Employee rights Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 15 Wildlife - Proper procedures for encounters and reporting Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 16 Joint Health and Safety Committee Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 17 Short Service Employee/Competency Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_



Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Additional training/information delivered and/or comments:**

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**1. In doing site walk around;**

- Discuss PSI (Field Level Hazard Assessment) procedure and purpose
- Show restricted/dangerous area, tail pulleys, feeders, cone, loader travel areas, dumping areas, digging faces, generators, etc.
  - Discuss pit access routes, site speed limits
    - Show parking areas
    - Show refueling and service area and discuss procedures
- Show proper travel routes and roads to use

**2. Safety Centers & Emergency Systems;**

- Show location of Safety Awareness cabinet, explain the basics and discuss rules.
  - Include procedures and codes of practice, as well as SDS
- Discuss emergency response plan, posted ERP, and evacuation procedures. Make note of first aiders trained on site
- Show location of fire extinguishers eye wash stations, first aid kits and emergency equipment, show how and when to inspect
- Review of **7.58** Gravel Truck General Loading Procedures

**3. PPE;**

- Note that it is a last line of defense, what requirements are and where they can obtain anything they need

**4. Safety Functions;**

- **Discuss the requirement for having a tested radio at all times.**
  - Review the radio ESS testing procedure (**7.33**) and the conditions detailed in the OH&S variance from pull cords.
- Show lockout station:
  1. Assign personal lock and review lockout procedures (**6.2**) and locations
  2. Show the equipment needed to perform isolation lockouts
  3. Show lockout log and explain how to use it
  4. **Ensure this is understood**
- Review electrical tool inspection, cord inspection, use of GFCI, and no homemade Y cords.
- Show restricted/dangerous areas, loader travel areas, dumping areas, digging faces, generators etc.
  - Have general understanding of pit and pile locations
- Review 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, **NO** riders
- Review silica exposure, common hazards and controls
- Discuss safe approach to mobile equipment:
  1. Signal operator
  2. Operator stops equipment
  3. Lowers attachments to the ground and signals to approach
- Discuss using mobile equipment (loader, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
- Review reporting of hazards, all incidents and injuries and near misses. Show Hazard/Incident Report form (**Form I001**) and discuss the purpose of the process. Demonstrate examples of hazards to report.
- Discuss communication between trucks, loader operator, and scale operator
- Discuss proper lifting techniques, ergonomic assessments if needed per job and PDA's for each job. Discuss how adequate breaks are taken (if doing repairs or broke down, breaks may have to change accordingly)
- Where applicable, review Working Around Water Procedure (**7.48**)
- Discuss equipment walk around inspection books and use
- Discuss high pressure lines; fuel lines, hydraulics on loader, etc.
- Discuss berm and sloping requirements, and dangers overhangs
- Review employees 4 basic rights outlined in Alberta OHS Legislation (to Know, to Participate, to Refuse Dangerous Work, to Dignity)
- Review what JHSC is, who the reps are both employer and employee, and how often meetings occur. Refer to Section **11.4** and information posted with Joint Health and Safety Minutes
- Review of Short Service Employee Policy (**12.2**) and when Health & Safety Competency is to be completed, and what the requirements are to be deemed competent

Reviewed By:

Supervisor Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_



Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

### Exploration/Reclamation Site Specific Orientation

Location/Pit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

#### 1. Site Walk Around:

- 1  Pre-Job Safety Inspection (PSI and/or FLHA) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 2  Worksite Boundaries (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3  COVID-19 Protocols Reviewed Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 4  Roads and Travel Routes Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 2. Safety Centers & Emergency Systems:

- 1 Location of SVC Guidelines, Procedures & Codes of Practice & AB OHS Regulations, Safety Information & Awareness Cabinet, Hazard Assessments, SDS (Provide Information on how to use the books and what each contains)
- 2 Eye Wash Station, First Aid Kits, Fire Extinguishers
- 3 Evacuation Procedures, Meeting Points, Emergency Routes, Emergency Response Plan
- 4 Emergency Phone Numbers, First Aiders Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5  Client First Aid Centre (where applicable)
- 6  Client Emergency & Evacuation Procedures (where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 3. PPE:

- 1 Hard hat, Safety Glasses, Footwear, High Visibility Clothing
- 2 Hearing protection, requirements, high noise areas Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. Safety Functions:

- 1 Radio test (test, re-set procedures & recording radio test) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 3 Equipment-specific isolation & lock-out Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 5 Electrical safety, GFCI, tool/cord inspection, safe operation of switch gear Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 7 General Plant Safety (grinding, welding, servicing, cleaning, rigging, hoisting, flammable products, service & dangerous areas) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 9 Mobile Equipment Safety Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 10 Housekeeping Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 11 Hazard identification, control & reporting Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 12 Worksite Communications Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 13 Back care, ergonomics and adequate breaks Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 14 Working around water (review procedure where applicable) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 15 Equipment Pre-Use Inspection Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 18 High pressure lines Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 19 Employee rights (refuse, know, participate) Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 20 Wildlife - Proper procedures for encounters and reporting Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 21 Joint Health and Safety Committee Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- 22 Short Service Employee/Competency Trainer Initials: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ Date: \_\_\_\_\_





Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Additional training/information delivered and/or comments:**

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**1. In doing site walk around;**

- Discuss PSI (Field Level Hazard Assessment) procedure and purpose
- Show restricted/dangerous area, tail pulleys, feeders, cone, loader travel areas, dumping areas, digging faces, generators, etc.  
Discuss pit access routes, site speed limits
  - Show parking areas
  - Show refueling and service area and discuss procedures
- Show proper travel routes and roads to use

**2. Safety Centers & Emergency Systems;**

- Show location of Safety Awareness cabinet, explain the basics and discuss rules.  
Include procedures and codes of practice, as well as SDS
- Discuss emergency response plan, posted ERP, and evacuation procedures. Make note of first aiders trained on site
- Show location of fire extinguishers eye wash stations, first aid kits and emergency equipment, show how and when to inspect
- Purpose and testing of gas detectors, if needed to wear explain

**3. PPE;**

- Note that it is a last line of defense, what requirements are and where they can obtain anything they need
- Specific certified training is required for using Fall Arrest Equipment

**4. Safety Functions;**

- Discuss proper procedure and importance of radio checks before going to work on equipment  
**Discuss the requirement for having a tested radio at all times.**  
Review the radio ESS testing procedure (7.33) and the conditions detailed in the OH&S variance from pull cords.
- Show lockout station:
  1. Assign personal lock and review lockout procedures (6.2) and locations
  2. Show the equipment needed to perform both isolation and system lockouts
  3. Show lockout log and explain how to use it
  4. **Ensure this is understood**
- Review electrical tool inspection, cord inspection, use of GFCl, and no homemade Y cords.
- Review 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, **NO** riders
- Review dangerous areas: silica exposure, common hazards and controls
- Discuss safe approach to mobile equipment:
  1. Signal operator
  2. Operator stops equipment
  3. Lowers attachments to the ground and signals to approach
- Discuss using mobile equipment (loader, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
- Review reporting of hazards, all incidents and injuries and near misses. Show Hazard/Incident Report form (Form I001) and discuss the purpose of the process. Demonstrate examples of hazards to report.
- Discuss proper lifting techniques, ergonomic assessments if needed per job and PDA's for each job. Discuss how adequate breaks are taken (if doing repairs or broke down, breaks may have to change accordingly)
- Where applicable, review Working Around Water Procedure (7.48)
- Discuss equipment walk around inspection books and use
- Discuss working around our operations, and dangers of conveyors
- Review employees 3 basic rights outlined in Alberta OHS Legislation
- Review what JHSC is, who the reps are both employer and employee, and how often meetings occur. Refer to Section 11.4 and information posted with Joint Health and Safety Minutes
- Review of Short Service Employee Policy (12.2) and when Health & Safety Competency is to be completed, and what the requirements are to be deemed competent

Reviewed By:

Supervisor Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_







Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Trainer: \_\_\_\_\_

**Additional training/information delivered and/or comments:**

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**1. In doing site walk around;**

- Discuss PSI (Field Level Hazard Assessment) procedure and purpose
- Discuss proper routes, site speed limits
  - Show parking areas
  - Show refueling and service area and discuss procedures

**2. Safety Centers & Emergency Systems;**

- Show location of Safety Awareness cabinet, explain the basics and discuss rules. Include procedures and codes of practice, as well as SDS
- Discuss emergency response plan, posted ERP, and evacuation procedures. Make note of first aiders trained on site
- Show location of fire extinguishers eye wash stations, first aid kits and emergency equipment, show how and when to inspect
- Purpose and testing of gas detectors, if needed to wear explain

**3. PPE;**

- Note that it is a last line of defense, what requirements are and where they can obtain anything they need

**4. Safety Functions;**

- Show lockout station:
  1. Assign personal lock and review lockout procedures (6.2) and locations
  2. Show the equipment needed to perform isolation lockouts
  3. Show lockout log and explain how to use it
  4. Ensure this is understood
- Review electrical tool inspection, cord inspection, and no homemade Y cords.
- Review of general safety around the shop and lay down
- Review 3-point access/egress for mobile equipment, refueling safety, servicing safety, parking area, seat belts, articulated equipment safety bar use, **NO** riders
- Discuss safe approach to mobile equipment:
  1. Signal operator
  2. Operator stops equipment
  3. Lowers attachments to the ground and signals to approach
- Discuss using mobile equipment (loader, hoes, etc.) as hoisting devices. Discuss proper rigging, signaling, etc.
- Review reporting of hazards, all incidents and injuries and near misses. Show Hazard/Incident Report form (**Form I001**) and discuss the purpose of the process. Demonstrate examples of hazards to report.
- Discuss proper lifting techniques, ergonomic assessments if needed per job and PDA's for each job. Discuss how adequate breaks are taken (if doing repairs or broke down, breaks may have to change accordingly)
- Discuss equipment walk around inspection books and use
- Review employees 4 basic rights outlined in Alberta OHS Legislation (to Know, to Participate, to Refuse Dangerous Work, to Dignity)
- Review what JHSC is, who the reps are both employer and employee, and how often meetings occur. Refer to Section **11.4** and information posted with Joint Health and Safety Minutes
- Review of Short Service Employee Policy (**12.2**) and when Health & Safety Competency is to be completed, and what the requirements are to be deemed competent

Reviewed By:

Supervisor Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_