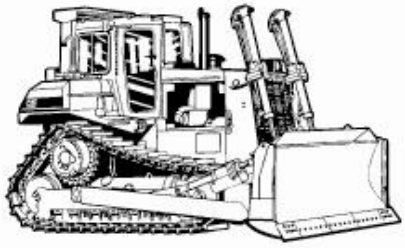
HEALTH & SAFETY MANUAL

SMASH & SONS



CONTRACTING LTD.

Table of Contents

Company Health and Safety Program **11**
Notice to Clients **13**
Health and Safety Policy Statement **14**
Statement on Substance Abuse **15**
Subcontractor Management Policy **16**
Working Alone Policy **17**
Time off Policy **18**
Hiring Process Policy **19**
Drug & Alcohol Policy **23**
The Act (Environmental Protection and Enhancement Act) **25**
POLICY ON HARASSMENT, RACISM AND VIOLENCE **27**
Section 1 – Responsibilities/Accountabilities for Safety **31**
Legal Requirements – Managers, Supervisors, and Employees 31
Contractors/Sub-Contractors Responsibilities 33
Supervisor/Designate Responsibilities 34
Visitors Responsibilities 35
Workers Responsibilities 35
Management Responsibilities 36
Section 2 – Hazard Assessment **38**
Introduction 38
Hazard Identification 39
Types of Hazards 40
Severity Matrix 41
Hazard Evaluation 41
Hazard Control 42
Policy Standards 44
Tailgate Meeting Hazard Assessment Form 46
Section 3 – Safe Work Practices **48**
Definitions 48
Bench Grinders 49

Cell Phone Usage....50
Cleaning Solvents and Flammables....52
Use of Compressed Air....53
Compressed Gases....54
Confined Spaces....56
Defective Tools....58
Excavation and Trenching....59
General....59
Soil....59
Shoring....59
Excavation near Buried Cables and Pipes....59
Trenching Around Poles....60
Fire Prevention....61
Fire Extinguishers....61
Gas Fired Hot Water Pressure Cleaner....63
Safe Use of Ladders and Scaffolds....64
Proper Lifting Practices - Hoisting....66
Evaluating the Load....66
Balance Loads....66
Landing the Load....66
Rigging....67
Table 1....68
Table 2....69
Table 3....69
Table 4....70
Machinery Lockout....73
Use of Portable Grinders....75
Safe Use of Portable Tools....76
Hand Tools....76
Electric Power Tools....76
Air Actuated Tools....76
Chainsaws....77
Explosive Actuated Tools....77
Tiger Torches....77
Tracked Vehicles....78

Safe Use of Vehicles 79
Responsibility of Drivers 79
Parking and Working Near Vehicles 80
Loading and Unloading 80
Welding, Cutting, and Burning 81
Working in Cold Temperatures 82
Recognizing Hypothermia 82
Frostbite 83
Section 3-1 Safe Job Procedures 85
Definitions 85
Safe Job Procedures 86
All Terrain Vehicle Operation & Safety 86
Protective Equipment 86
Safe Job Procedures 87
Pre-Ride Inspection 87
Tires and Wheels 87
Controls and Cables 87
Safe Job Procedures 88
Lights and Electrics 88
Oil and Fuel 88
Chain and Chassis 88
Starting Procedures 88
Safe Job Procedures 89
Safe Job Procedures 90
Driving an ATV 90
Turning 90
Braking 90
Safe Job Procedures 91
Climbing a Hill 91
Safe Job Procedures 92
Traversing a Slope 92
Riding Through Water 92
Riding In Snow 92
Safe Job Procedures 93
Backing Procedures 93
Safe Job Procedures 94
Changing Bucket Teeth 94

Safe Job Procedures 95
Corking Tracks on Dozer 95
Safe Job Procedures 96
Corking Tracks on Excavator 96
Safe Job Procedures 97
Changing Cutting Edges or Dozer Blades 97
Safe Job Procedures 98
Daily Maintenance for Mobile Equipment 98
Before Starting 98
After Starting 98
Safe Job Procedures 99
Dozer Operation 99
Start Up 99
General Operations 99
Safe Job Procedures 101
Dozing Line 101
Hazards 101
General 101
Safe Job Procedures 102
Equipment Loading and Unloading onto Transport Units 102
General 102
Safe Job Procedures 103
Entering and Exiting Equipment 103
Safe Job Procedures 104
Excavations Underground Utilities 104
Safe Job Procedures 105
Fire and Use of Fire Extinguishers 105
General 105
General Precautions 105
Safe Job Procedures 106
Lifting With the Excavator 106
Safe Job Procedures 107
Loading Trucks with the Excavator 107
Safe Job Procedures 108
Ripper Tooth 108

Safe Job Procedures 109
Self Propelled Compactor 109
Start Up Procedures 109
Shut Down Procedures 109
Safe Job Procedures 110
Safe Rock Truck Operation and Backing Up Procedure 110
Pre-Trip 110
Safe Driving 110
Radios 110
Backing Up 110
Safe Job Procedures 111
Shutdown and Service of Dozer 111
Safe Job Procedures 112
Tracked Excavators 112
Preparation 112
Operating Steps 112
Post Job 112
Safe Job Procedures 113
Winch Operations 113
Section 4 – Discipline/ Corrective Action Procedure 115
Purpose: 115
Mandatory Requirements 115
Discipline/ Corrective Action Procedure 116
Grounds for Dismissal 116
Additional Rules 116
Discipline/ Corrective Action Procedure 117
Discipline/ Corrective Action Procedure 118
Disciple Procedure: 118
Discipline/ Corrective Action Procedure 119
Discipline/ Corrective Action Procedure 120
Employee/Subcontractor Written Warning/Notice 121
Section 5 – Personal Protective Equipment (P.P.E.) Procedure 123
Purpose: 123
Policy: 123
Personal Protective Equipment (P.P.E.) Procedure 124
Responsibilities: 124
Personal Protective Equipment (P.P.E.) Procedure 125

Personal Protective Equipment (P.P.E.) Procedure 126
Personal Protective Equipment (P.P.E.) Procedure 127
Personal Protective Equipment (P.P.E.) Procedure 128
Personal Protective Equipment (P.P.E.) Procedure 129
Section 6 - Preventative Maintenance Program 131
Purpose: 131
Policy: 131
Procedures 131
Qualifications and Training 131
Monitoring 131
Scheduled Inspections and Maintenance 132
Preventative Maintenance Program 134
150 Hour Equipment Inspection 134
Preventative Maintenance Program 135
Vehicle Maintenance Report 135
Section 7 - Safety Training and Awareness 137
Purpose: 137
Policy: 137
Orientation: 137
Safety Training and Awareness 138
Training of Supervisors and Workers 138
Management Meetings 138
Staff Meetings 138
Pre-job Planning Tasks 138
Training of Supervisors and Workers 138
Safety Training and Awareness 139
General Employee Training 140
Job Specific Training: 140
Safety Meetings: 140
Scheduled Safety or Toolbox Meetings: 141
Pre-Job Meetings 141
Safety Training and Awareness 142
Operating Procedures for Safety Meetings 142
Monthly Safety Meetings: 142
Employee Safety Tickets Log 143

Section 8 - Inspections **145**
Policy: 145
Responsibilities 145
Ongoing (informal) inspections 146
Government Inspections: 146
Inspections 147
Inspection Policy 147
Equipment and Facility Inspections 148
Informal Inspections 148
Planned Inspections 149
Inspection Procedures 149
Follow Up Procedure 150
Assigning Priority Responsibilities 150
Distribution of Inspection Reports 150
Frequency of Inspection 150
Onsite Safety Inspection Report 151
Shop and Yard Inspection Monthly Report 152
Section 9 – Investigations **154**
Policy 154
Investigations 155
Accidents/Incidents and Near Misses 155
Investigations 156
Responsibilities 156
Conducting an Investigation 156
Investigations 157
Investigation Kit 157
Media Concerns 157
Verbal Reports – Government Requirements 158
TDG Regulations 159
Quantities or Levels for Immediate Reporting 159
First Aid Reporting 160
Post Event Procedures Information 160
Post MVA Accident, Injury Reporting 160
Describe Eight Minimum Facts 160
Post Spill Reporting Procedures 161
Modified Work Program 162
Types of Modified Work 162

Incident/ Accident Investigation Report 163
Near Miss Report 167
Section 10 - Working Alone 170
Communications 170
Dispatch 171
Overdue Driver 171
Medium Hazard Work 171
High Hazard Work 172
Section 11 Emergency Response Plan 174
Section 12 Policy, Rules and Procedures Review Systems 191
Section 13 Safety Statistics 195
Section 14 - Forms 196
Consent to Obtain Alberta Driver's Abstract 197
Time off Request Form 199
Hiring Package 201
Hiring Policy Agreement 204
EMPLOYEE INFORMATION SHEET 205
Employee Information 205
Sub Contractor Information 206
Safety Training Policy 214

Intentionally Left Blank for Notes:

Smash and Sons Contracting Ltd.
Company Health and Safety Program

The content and structure of the Health and Safety Manual was developed as a guideline for persons performing work activities on behalf of Smash and Sons Contracting Ltd. Guidelines provide a method of performing work activities in a manner that will enhance worker safety and at the worksite. The health and safety program is designed to be an ongoing document and as such revisions will be made are ongoing, and are updated as Smash's activities, industry standards and practices and regulatory requirements change.

Practical application of this manual is intended for Smash and Sons Contracting Ltd only. Policies and guidelines required by clients, on respective worksites beyond the scope of this health and safety manual must be addressed with the client representative.

Contents of the program will include:

1. Provision of regular inspection of the premises, equipment, vehicles, work methods, work practices, to ensure prompt action is undertaken to correct any hazardous condition found.

2. Appropriate written instructions, available for reference by all workers, to supplement O.H &S. Regulations.

3. Provision for holding periodic management meetings for the purpose of reviewing health and safety activities and incident trends, and for the determination of necessary courses of action.

4. Provision for the prompt investigation of incidents to determine the action necessary to prevent recurrence.

5. The maintenance of records and statistics, including reports of inspection and incident investigation to establish a means of recognizing trends in safety and/or accidents/ injuries, and to correct hazardous situations.

6. Compliance with company safety requirements as they relate to planning, maintenance of equipment and workplace/worksite operations.

7. Signed documentation that all company personnel have read and understand the Safety Program as outlined in both the health and Safety manual and employee handbook and the OH& S regulations as they apply to all work related activity.

Smash and Sons Contracting Ltd. management places emphasis on these three key areas:

Instruction: this is the effective communication between the employer and the workers that establish the expectations and provide the information that guides an employee in his/her work.

Training: this is the specific trainings and/or directing (supervision) workers receive to enable then to perform their work as effectively and safely as possible. This is also the schooled training and certification or ticket that qualifies an individual for his/her work.

Supervision: it is the Company's duty to ensure that work is carried out in a manner that will not endanger workers. The Company must establish an expectation amongst the workforce that work will be done in accordance with instruction, training and the applicable regulations.

To fulfill the requirements of DUE DILIGENCE **Smash and Sons Contracting Ltd.** management must:

FORSEE RISK
ADDRESS RISK
PREVENT THE REOCCURRNCE OF THE RISK

This includes:

- Ensuring that all dangers to the safety and health of workers are identified and brought to the workers' attention
- Ensuring that the dangers are eliminated and where this is not practical, to control the dangers or protect the workers from the dangers
- Ensuring that work processes, projects, work and maintenance procedures are adequately planned and implemented.

Who is Responsible?

All Smash and Sons Contracting Ltd., personnel and representatives at every level share in the responsibility and accountability of effectively participating in the overall safety initiatives. Company personnel are responsible for obeying all safety rules, following recommended safe work procedures, wearing and using PPE, participating in safety training programs and informing supervisors of any unsafe work conditions and potential hazards.

Everyone has the right and responsibility to refuse to do work when unsafe conditions exist.

Disregarding Safety

Employees who knowingly violate safety rules may face disciplinary action, dismissal or legal action. Visitors on site may also face legal action if they knowingly disobey safety rules. In addition, the company may face legal action and fines for violations of regulatory requirements. Those individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under law.

Notice to Clients

This material was neither designed nor intended to be a reference used to meet any Federal or Provincial mandated safety compliance program requirements or as a legal guide; but rather to help create and/or improve an effective accident prevention and claims management program. For questions related to the Occupational Health and Safety Act, contact the Alberta Human Resources and Employment.

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The enclosed material is provided by Smash and Sons Contracting Ltd to assist in improving or developing a safe working environment throughout their organization. The ultimate objective is to enhance the well being of workers, clients, and the environment while decreasing industrial insurance premiums, and associated costs.

Health and Safety Policy Statement

The management Smash and Sons Contracting Ltd is committed to a Health and Safety Program that protects our employees, subcontractors, customers, visitors, and the environment.

Safety is everyone's responsibility and must be shared equally by all levels of management and each employee. Active participation by everyone, everyday and in every job is essential for the achievement of our goals in reducing workplace incident.

All employees, management and Supervisors of "Smash & Sons Contracting Ltd" are responsible for identifying safety needs, communicating safety hazards, investigating hazardous conditions and accidents, providing training, supplying or wearing appropriate safety and personal protective equipment and insuring all equipment is properly maintained and meets legislated safety standards.

The management of "Smash & Sons Contracting Ltd" will provide leadership by example in our commitment to the Health & Safety program. Management will establish safe work procedures, supply proper equipment; provide effective training; and ensure compliance with Government Regulations and Company Policies.

Supervisors and workers must make a personal commitment to safety; comply with all regulations, policies and procedures and perform their work in a safe manner that will prevent harm to themselves, their fellow workers, the public and the environment.

The employees, subcontractors and customers of "Smash & Sons Contracting Ltd." are responsible for following all procedures, working with an awareness of the Health & Safety policy and cooperating, at all times, in working towards our goals of reducing workplace incidents.

"Smash & Sons Contracting Ltd" objective is a health, injury free workplace for all employees, subcontractors and clients who enter our workplace. By working together as a team, with respects to all parts of the Health & Safety program, we can achieve our objectives.

This policy does not take precedence over Provincial Act and / or Regulations, nor does it replace any part thereof.

_____ Dated_____

Randy Smashnuk, President
Smash & Sons Contracting Ltd.

Statement on Substance Abuse

To all employees:

At Smash and Sons Contracting Ltd. we believe that our responsibilities include taking all the appropriate steps to ensure the safety of our employees, their families, the environment and the communities in which we operate. We depend on the health of our employees and therefore are dedicated to enhancing the quality of the work environment.

Clearly it is not acceptable to allow any employee or contract worker to perform their job in an unsafe manner. We recognize that the use of illicit drugs and the inappropriate use of alcohol and medications can adversely affect job performance and can place the integrity and safety of our operations at risk. We believe that our work environment will be healthier, safer, and more productive if it is free from the negative effects of alcohol and/or drug use.

Although this step is consistent with our past practices within the area of substance abuse, we felt it was timely to further clarify and update our approach by introducing a more comprehensive companywide policy on alcohol and drug abuse. Its primary aim is to establish a standard expected of all employees and contractors in the performance of their job. We also want to confirm our understanding that alcohol or drug dependency are treatable conditions and that we encourage any employee with a problem to access the company Employee Assistance Program (EAP), or community resources for assistance. We will support the recovery, rehabilitation and return to work of employees who are prepared to get help for a problem.

I thank you in advance for your support and cooperation as we strive to ensure a higher level of safety for our employees and our customers.

Yours in Safety

_____ Dated_____

Randy Smashnuk, President
Smash & Sons Contracting Ltd.

Subcontractor Management Policy

The management of Smash and Sons Contracting Ltd is committed to a Health and Safety Program that protects our employees, customers, subcontractors, visitors, and the environment.
Smash and Sons Contracting Ltd is required to hire subcontractors on project by project basis. As a result of this policy all subcontractors must meet or exceed the Company's health and safety performance program prior to employment.

The subcontractors hired by Smash and Sons Contracting Ltd are responsible for following all procedures, working with an awareness of the Health and Safety policy and cooperating, at all times, in working towards our goals of reducing workplace incidents. Subcontractors that do not currently have a SECOR or COR, are bound by Smash and Sons Contracting Ltd's safety program. Subcontractors will attend a company orientation prior to employment and must sign off on the following policies: Health and Safety Policy; Statement of Substance Abuse, Working alone Policy, and Personal Protective Equipment Policy. In addition, all subcontractors are accountable for reporting incidents to the onsite supervisor and must follow Smash and Sons Contracting Ltd Drug and Alcohol Policy and Hazard Assessment and Inspection Policy.

All subcontractors must adhere to the same safety philosophies as the employees and includes the following:

- Subcontractors must pre-qualify by having a current WCB account in good standing and all valid safety tickets – H2S, First Aid, WHMIS, TDG and Ground Disturbance. A copy must be submitted to the Safety Supervisor and a copy is included in their personnel file.
- Subcontractors must review a copy of Smash and Sons Contracting Ltd Safety Manual and sign off after reviewed.
- Subcontractors must adhere to the requirements of the Drug and Alcohol policy at all times while at the work site.
- Subcontractors that do not have a COR or SECOR, will be covered under Smash and Sons Contracting Ltd Certificate of Recognition.
- All subcontractors must attend pre-job meetings and are included in tailgate safety meetings; safety orientations; jog safety analyses, monthly safety meetings, hazard assessments job safety inspections.
- Subcontractors and employees are included in post job safety evaluations.

Signed _____ Dated _____

Randy Smashnuk, President
Smash and Sons Contracting Ltd.

This policy does not take precedence over Provincial Acts and/or Regulations nor does it replace any part thereof.

Working Alone Policy

"Working Alone" means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency. It is the policy of Smash and Sons Contracting Ltd. that all employees that may be required to work alone are given proper training to enable them to deal with hazards associated with working alone.

Employees must be made aware of all hazards that exist in their work area. The possibility of hazards should be covered during the New Employee Orientation process by the safety coordinator or his/her designate.

All equipment used by these employees must be inspected and maintained on a regular basis. These inspections must be documented. Any changes or repairs must be recorded to ensure that all items are corrected and the item closed out. Ensure that all necessary Personal Protective Equipment is readily available to you for all hazards that you may come in contact with while working with others or alone.

All trucks and/or drivers must be given either 2 way radio communication or cell phone communication. An emergency phone list must be with each company vehicle at all times.

All employees that are working alone must communicate with his/her designated supervisor on a regular basis. This time frame must be one that has been agreed upon by both the supervisor and the employee prior to the employee being allowed to "Work Alone".

If management is unaware that an employee must work alone, it is the responsibility of the employee to notify his/her designated supervisor of the situation prior to doing any work alone.

Working with a partner is the preferred method to be used at Smash and Sons Contracting Ltd. Avoid working alone whenever possible.

Consult your direct supervisor if you have any questions regarding the topic of "Working Alone"

Signed: _____ Date: _____

Randy Smashnuk, President
Smash and Sons Contracting Ltd.

Time off Policy

To all employees:

At Smash and Sons Contracting Ltd. we believe that employees and contractors should plan and take time scheduled time off as required.

We recognize that a well rested employee is healthier, happier and more productive which then correlates to a higher quality of work for our clients.

In order to achieve this goal, yet still maintain enough staff to complete our workload, a standardized day off process was developed. The following process takes effect on **November 1, 2010** and is **mandatory for all employees**.

1. Employee completes a "Time off Request" form. (Available in the coffee room).
2. Employee obtains written approval for the days off by having the form signed by Dwayne Doll, Liz Smashnuk or Randy Smashnuk only.
3. The employee makes a copy of the signed Time off Request Form and puts it in to Field Superintendent's (Randy Smashnuk) and/or Dispatcher's (Dwayne Doll) bin as a reminder. A signed copy should be retained by the employee for their personal files.
4. Once approved the employee can then have the scheduled time off.

Please note: To minimize the interruption of our workload, Smash and Sons requests at least 1 weeks' notice from the employee prior to submitting the days off request form. This is negotiable as we recognize that this is not always possible.
Days off are approved on a first come/first serve basis so it is imperative that the employee submit their Time off Request Form as soon as possible. Please note that requests for extended days off are subject to workload requirements.

Long term employees will attest that there is always a period of slowdown during breakup or freeze up. These times of the year are recognized at Smash and Sons as the best times to take vacation days. (2 to 4 weeks in the spring and 1 to 2 weeks in the fall.)

We thank you in advance for your cooperation as we strive to ensure a more standardized process for time off.

Sincerely

Liz Smashnuk
Administrative Manager

Hiring Process Policy

Policy Statement

It is the policy of Smash and Sons Contracting Ltd. (Smash) to be an equal opportunity employer and to hire individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Smash is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason. During the recruitment, hiring, and orientation process, no statement will be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment agreement is to be used.

Hiring Process

- Any candidate for employment must either fill out and sign an employment application form or provide a detailed resume with a signed cover letter.
- Applicants determined to be qualified for consideration for available job openings will be interviewed or screened by the Field Superintendent/Supervisor and given any tests required for the job. The Field Superintendent/Supervisor has the responsibility to determine whether an applicant has the qualifications for the open position and meets the other job-related criteria necessary to perform the job. The decision whether to hire the applicant is to be made by the Field Superintendent/Supervisor.
- Following the decision to hire the applicant, the Field Superintendent/Supervisor will make an offer of employment that includes any necessary contingencies or disclaimers. If the employee accepts the offer than the employee is hired and the orientation and hiring process continues.
- The Safety Supervisor and Field Supervisor/superintendent are responsible for orientation of new employees and the processing of their employment forms. The responsibilities for the orientation are listed below:

Safety Supervisor Orientation

Prior to the initiation of field work the employee will meet with the Safety Supervisor for a safety and facilities orientation. The Safety Supervisor will have the employee review the hiring package and sign off on all applicable forms. The forms include the following:

- Employee Information Sheet
- Certificates and Qualifications Form
- Consent to Obtain Drivers Abstract
- Company Vehicle Drivers Agreement
- Company Phone Use Agreement
- Fuel Card Acknowledgement
- Drug and Alcohol Form
- Key/Alarm Code Acknowledgement
- Health and Safety Policy Statement
- Payroll Deduction Authorization Form
- Orientation Application File Checklist

The Safety Supervisor will photocopy the employee's license and copies of all safety tickets. The minimum safety tickets required to work as an employee or contractor for Smash and Sons Contracting Ltd. are H2S, First Aid, WHMIS and TDG training. The Safety Supervisor will review the employee's current safety tickets. If it is noted that there tickets or training missing or safety tickets have expired, the safety supervisor will book the required courses for the employee. ***Note: Since safety training is a condition of hire any costs incurred to Smash for the cost of the required safety courses will be deducted from the employees paycheque. The employee will not work on a safety sensitive project until all required safety training is completed.***

The employee must either provide a current Driver's Abstract or sign the "Consent to Obtain Driver's Abstract Form."

Note: If a current driver's abstract is not available any costs incurred to Smash and Sons Contracting Ltd to obtain a current driver's abstract will be deducted from the employee's paycheque.

The employee will then review the safety manual and employee safety handbook.

Once the hiring package is signed off and the manual/handbook reviewed, the safety orientation will continue and include the following:

- Review of the Safety Responsibilities for the employer and employee
- Review of the Substance Abuse, PPE, Working Alone and Safety Policies
- Review of the Industry Guiding Principles
- Introduction to the Senior Staff Members
- Introduction to Job Hazards and Reporting
- Workers Right to Refuse unsafe Work
- Companies Rules and Enforcement
- Facilities Orientation
- Muster Point Identification
- Location and use of MSDS Sheets
- Personal Protective Equipment requirements and
- Incident/near miss reporting

At this point, the safety supervisor will take the employee on a tour of the facilities and the yard and discuss parking, muster point, paperwork submission process, MSDS sheet location, safety forms location, employee contact list, emergency response and planning and safety bulletin board. Once this process is complete, the employee will then be directed to the Field Superintendent/Supervisor for a field orientation.

Field Superintendent/Supervisor

After a successful completion of the safety orientation the employee will meet with either the Field Superintendent or Field Supervisor (FS). The FS will review the following:

- Ability to complete the tasks of the job and identify any deficient areas that require training (job competency)
- Dispatch process
- Field paperwork submission
- Salary and wages
- Payroll and administration processes
- Hours of work
- Days off process
- Journey management and completion of log books (if required)
- Maintenance on Equipment
- Yard processes including parking and equipment location

If additional training is required by the employee then the FS then will schedule the training and ensure the employee does not work at the task until the training is complete and the employee is deemed competent. Once the employee is competent in completing the task, their file and training records will be updated. The employee will not be able to work at different tasks unless the FS deemed the employee is competent at that task.

i.e. – an employee is hired as a truck driver. There is also a need for a part time grader operator. The driver will not operate the grader until the FS deems the driver competent to operate the grader.

Former employees who left the Company in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. A former employee who is reemployed will be considered a new employee from the date of reemployment unless the break in service is less than thirty days.

Drug & Alcohol Policy

To All Employees & Sub-Contractors;

At Smash and Sons Contracting Ltd. we believe that our responsibilities include taking all the appropriate steps to ensure the safety of our employees, their families, the environment and the communities in which we operate. We depend on the health of our employees and therefore are dedicated to enhancing the quality of the work environment.

Clearly it is not acceptable to allow any employee or contract worker to perform their job in an unsafe manner. We recognize that the use of illicit drugs and the inappropriate use of alcohol and medications can adversely affect job performance and can place the integrity and safety of our operations at risk. We believe that our work environment will be healthier, safer, and more productive if it is free from the negative effects of alcohol and/or drug use.

Although this step is consistent with our past practices within the area of substance abuse, we felt it was timely to further clarify and update our approach by introducing a more comprehensive companywide policy on alcohol and drug abuse. Its primary aim is to establish a standard expected of all employees and contractors in the performance of their job. We also want to confirm our understanding that alcohol or drug dependency are treatable conditions and that we encourage any employee with a problem to access the company Employee Assistance Program (EAP), or community resources for assistance. We will support the recovery, rehabilitation and return to work of employees who are prepared to get help for a problem.

We recognize the need for pre-screening for clients, post incident testing and random testing for alcohol and drugs in order to aim for a Zero Tolerant work environment. To that we have included the acceptable testing parameters for Screening / Testing which will be conducted by a 3rd party organization able to perform the required testing via, Urine, Blood or Saliva testing.

It is incumbent on the part of the Employees and Sub-Contractors to recognize prior to testing the possibility of a fail. The Employee or Sub-Contractor must divulge this information prior to testing and seek assistance prior to testing, and prior to performing any work for the company. Below is a graph outlining the permissible concentration levels for alcohol and drug testing, as taken from the Canadian Model for Providing a Safe Work Place – A Best Practice of the Construction Owners Association of Alberta - Alcohol and Drug Guidelines and Work Rule.

If the Employee or Sub-Contractor being tested results in a positive test, then the employee will be given the opportunity to access the Employee Assistance Program and enter a recognized program or agency able to perform the assistance required by the employee willing to correct this situation. Sub-Contractors must access their own internal program/s. After successfully completing a recognized

training program with an approved agency the Employee or Sub-Contractor will re-test for alcohol and drugs and must successfully pass these tests prior to returning to work.

The Employee and Sub-Contractor must also recognize that for a minimum of one year period, they may be subjected to random testing and all tests must be negative. Failure to remain clean and or sober may result in possible termination.

I thank you in advance for your support and cooperation as we strive to ensure a higher level of safety for our employees and our customers.

Effective October 1, 2010, urine 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
Marijuana metabolites	50	15
Cocaine metabolites	150	100
Opiates	2000	
• Codeine		2000
• Morphine		2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines/Methamphetamines	500	
• Amphetamine		250
• Methamphetamines		250
	500	
MDMA		250
• MDMA		250
• MDA		250
• MDEA		

Effective October 1, 2010, 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
Marijuana metabolites (THC)	4	2
Cocaine metabolites	20	
• Cocaine or Benzoylecgonine		8
Opiates	40	
• Codeine		40
• Morphine		40
6-Acetylmorphine	4	4
Phencyclidine	10	10
Amphetamines/Methamphetamines	50	
• Amphetamine		50
• Methamphetamines		50
	50	
MDMA		50
• MDMA		50
• MDA		50
• MDEA		

Yours in Safety

_____ Dated_____

Randy Smashnuk, President
Smash & Sons Contracting Ltd.

Environmental Protection and Enhancement

Introduction

All provinces and territories have legislated environmental protection regulations with extensive penalties for non-compliance. These penalties can range from heavy fines and/or jail time for any individual or corporation convicted of an offence. At Smash and Sons Contracting Ltd we recognize that our staff must have the tools and the knowledge concerning environmental issues to assist them in formulating and adopting appropriate practices. To assist our staff in this process, we have prepared an Environmental Policy and Procedure that outlines our specific requirements.

The Act (Environmental Protection and Enhancement Act)

As soon as the person responsible for the contaminant knows about or should know about such a release:

- They have a duty to re-mediate and confine the effects of the substance
- May be required to restore the site, or
- May be subject to an environmental protection order for the release.

A person responsible for the substance includes both the owner of the contaminant and any representatives of the owner. The effect of this legislation is to ensure that the owner and the representatives will be jointly and severally liable for the costs of complying with any environmental protection orders, fines or tickets that may result from a release. In addition, it is illegal for an employee to participate in or knowingly consent to the commission of an offense under the ACT.

Policy Statement

At Smash and Sons Contracting Ltd we recognize the importance of establishing sound ecological practices to minimize any possible adverse effects that our business operations could impose upon the environment. We also recognize that our staff must have the tools and knowledge concerning environmental matters to assist in formulating and adopting appropriate practices. In striving to meet these goals, Smash and Sons Contracting Ltd will:

- Endeavor to develop and maintain an understanding of the environmental issues raised by our operations.
- Whenever feasible, we will encourage the conservation of renewable and non-renewable resources and energy.
- Encourage the reduction of waste generated by our operations, especially hazardous types of waste, and whenever practical encourage the recycling of materials.
- Make every effort to minimize the environmental, health, and safety risks to our employees and to the communities in which we operate.

- Make every effort to comply with governmental regulation and to deal with public authorities in a co-operative and open manner. We will strive to respond to the environmental concerns of the public in a timely and appropriate manner.
- Conduct periodic assessments of our progress in an effort to ensure continuous improvement and early identification of environmental issues.

At Smash and Sons Contracting Ltd sets out to achieve its goals we encourage both **management** and **employees** to:

- Meet the economic and environmental implications and alternatives of our operations in a consistent and appropriate manner;
- Participate in any ongoing discussions with respect to environmental issues; and
- Examine new approaches and new technologies available for increasing environmental protection and minimizing environmental impacts.

Yours in Safety

Randy Smashnuk, President
Smash and Sons Contracting Ltd.

Date

POLICY ON HARASSMENT, RACISM AND VIOLENCE

Introduction

Harassment, racism and violence are inappropriate, illegal and will not be tolerated.
SMASH AND SONS CONTRACTING LTD. recognizes that harassment may represent a number of behavior problems. Accordingly, the first initiative of SMASH ANDSONS CONTRACTING LTD. will be to correct, as opposed to punish, behavior deemed to be harassment, with the exception of violations of a particularly serious nature.
Serious allegations of harassment, where the alleged offender refuses to follow the procedures identified below, may result in disciplinary action. Racism represents an infringement on the receiving parties' fundamental human rights, and allegations of such will be dealt with immediately by senior management.
Violence is an intolerable, inexcusable offence. Only in cases of self-defense will violence not result in immediate termination of employment. Offenders of this policy may also be the recipient of legal action brought forward by the assaulted party, should they elect to do so.
Because of the high probability of injury when dealing with workplace violence, it shall be defined in the following subsection.

VIOLENCE

SMASH AND SONS CONTRACTING LTD. considers violence (or potential violence) a hazard for the purposes of Hazard Assessment, Elimination and control. SMASH AND SONS CONTRACTING LTD. will ensure, via documented training, that workers are instructed in the following:
How to recognize workplace violence:

- SMASH AND SONS CONTRACTING LTD. policy and procedures that minimize or eliminate workplace violence.
- The proper response to workplace violence, and how to obtain assistance.
- Procedures for reporting, investigating and documenting incidents of workplace violence.
- Violence is the illegal physical assault of one person(s) directed at another. It may include, but is not limited to:
- Punching, hitting, slapping or kicking.
- Pushing or shoving.

DEFINITIONS

Harassment is the continued, unsolicited and unwelcome behavior by any person, which is directed at, and is offensive, intimidating or humiliating to, an employee, volunteer or client. The behavior need not be intended as harassment in order to be considered harassment. Harassment may include, but is not limited to:

- Verbal abuse or threats.
- Unwelcome remarks, comments, jokes, innuendoes or taunting about a person's body, attire, gender, age, religion, sexual orientation, language, disabilities or political beliefs.
- Display of pictures, signs or symbols, which are pornographic, racist, sexist, derogatory or offensive.
- Practical or dirty jokes, which cause awkwardness or embarrassment.

- Unwelcome solicitations, demands or requests, whether indirect or explicit.
- Unwanted sexual advances or requests for sexual favors.
- Leering or other gestures.
- Unnecessary and unwelcome physical contact such as touching, patting, rubbing, pinching or punching.

PROCEDURES

COMPLAINENT

At the first instance of perceived harassment, the compliant should inform the perceived harasser, that his or her behavior is unwelcome and unwanted. If possible, this action should be taken before witnesses. In all cases of harassment, the complainant should inform the CEO or designate. The selection of the designate must address the need for gender balance, so that if the CEO is male, the designate is female. The Company as a whole, appoints the designator annually, or as required. An investigation must be conducted as soon as possible.

- For any and all alleged harassment, the complainant should make a written report of the dates, times, the nature of the behavior, the names of the witnesses and action taken to let the alleged harasser know that his or her behavior was unwelcome and unwanted. This information should be provided to the CEO or the designate.
- For any and all alleged harassment, the complainant will be advised to consult a health professional. We will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker: (a) reports an injury or adverse symptom resulting from workplace violence, or (b) is exposed to workplace violence.
- In the case of an assault, the complainant may also place a complaint with the local police. In this instance, the complainant is to advise the CEO or designated person that this action has been taken, within three days of contacting the police.
- In cases involving an injury or adverse symptom resulting from workplace violence, or is exposed to workplace violence the worker is advised to consult a health care professional of the worker choice for treatment or referral.
- Where appropriate, the complainant may also discuss that offence with the Alberta Human Rights Commission, within six months of the incident. If the complaint if filed as a consequence, the complainant is to advise the CEO or designated person within three days. Any retaliation against the complainant for this action is an offence under Section 11 of the Individual’s Rights Protection Act.
- If the complainant perceives retaliatory behavior, he or she should report the behavior to the CEO or designated person, in writing, within three days of the behavior.

ALLEDGED HARASSER

- The alleged harasser should immediately cease any behavior defined, as harassment as set out above, which the complainant advises is unwelcome and unwanted.
- If the alleged harasser feels that the accusation is unjustified, he or she should contact the CEO or designated person to discuss the matter and request conciliation.
- If the matter has been referred to the CEO or designated person, the alleged harasser will be given the opportunity to provide his or her version, in discussion with the CEO or designated person.
- If an investigation is underway by the police, RCMP or Human Rights Commission, procedures are in place within those organizations, to ensure an opportunity for input by the alleged harasser.
- The alleged harasser shall be advised that he or she shall not be required to participate in any of the procedures set out in this policy, if they decide not to do so.

OBSERVER OF HARASSMENT

- Any party knowing about, or suspecting harassment or racism, should discuss his or her concerns with the recipient of the behavior and encourage the recipient to bring the matter forward, if they see it as unwelcome behavior.
- In situations deemed serious by the observing party, he or she is encouraged to report the matter to the CEO or designated person directly. CEO OR DESIGNATED PERSON
- The CEO or designated person will inform one another immediately if there is a complaint. Two of the three parties will work together on all action taken, related to the complaint. The CEO is to be involved, unless named in the compliant or, under request of the complainant.
- In the case of a serious alleged assault, the CEO or designated person will counsel the recipient of the assault and the alleged harasser, regarding his or her right to seek legal counsel.
- The CEO or designated person will investigate all complaints and will take necessary action to ensure appropriate confidentiality.
- The CEO or designated person shall determine which, if any, of the following procedures are reasonable in the circumstances.
- In situations where conciliation is deemed reasonable, the CEO or designated person will assign a designate to function as conciliator and initiate the conciliation process.
- In situations of repeated behavior, serious harassment, or failed conciliation (see below), the CEO or designated person will advise the parties that an investigation will be undertaken, assign another to function as an investigator, and initiate an investigation.
- If, during the process of conciliation or investigation, the CEO or designated person is advised that the matter has been referred to the police, or Human Rights Commission, an internal investigation will still take place and be reviewed with the other parties.
- In the case of an assault, where the police have been contacted, at the discretion of the CEO or designated person, the alleged harasser will be placed on leave with pay, pending the results of the internal and police investigations.
- Based on the results of an internal investigation, a police investigation and / or an investigation undertaken by the Human Rights Commission, the CEO or designated person will determine and implement the appropriate corrective or disciplinary action. A detailed report will be placed on the employee file.

CONCILLIATOR

- The conciliator will be appointed by the CEO or designated person. Both the complainant and the alleged harasser must agree to this appointment and process.

Yours in Safety

_____ _____

Randy Smashnuk, President Date
Smash and Sons Contracting Ltd.

Section 1
Responsibilities/Accountabilities for Safety

Section 1 – Responsibilities/Accountabilities for Safety

Legal Requirements – Managers, Supervisors, and Employees

Every individual is responsible for their own safety and it is incumbent upon each of us to ensure that we understand the hazards of each task and the possible consequences of our actions. We are also responsible for the safety of others working around us. Each of us must use reason and logic to assess, eliminate or control the safety and health risk involved.

Smash and Sons Contracting Ltd's health and safety philosophy is based on the belief that all accidents and injuries can be prevented through proper "due diligence". Due diligence is anything that could have been done to have prevented the accident or contravention in question. Employee safety will not be sacrificed for production, quality or cost.

Smash has developed this policy in the best interest of all personnel, subcontractors, visitors and customers. Smash believes that injury prevention and cooperation go hand in hand and accordingly insists that ALL those involved meet or exceed its requirements.

Management believes that the personal health and safety of each employee of this company is of primary importance. The management of Smash is committed to providing a safe working environment for all its employees. This safety policy contributes to a safe working environment and is an integral part of the management and operation of the company. Safety is a TEAM EFFORT, which will benefit the government, business, and general public it is obligated to protect.

Management's philosophy is based on providing and maintaining a safe and healthy work environment for its employees through use of a comprehensive health and safety program. Smash employees will understand and recognize the reason for a health and safety program. Management has the objective to take all reasonable steps to provide workplace compliance within the regulations for operations involving our workers. To achieve this objective, Smash will continuously monitor and update our safety program with any changes in safety regulations in the:

- Province of Alberta
- Federal Government of Canada
- Workers Compensation Boards
- Occupational Health & Safety Departments

- Industry Trade Organizations
- Other Provinces and Territories within our sphere of interest

Safety is the direct responsibility of all managers, supervisors, and employees. An injury and accident free workplace is our goal. Through continuous safety and loss control effort, we can accomplish this.

It is through constant monitoring and immediate reporting and investigation of all Near Misses, and All Incidents that improvements can be made to our systems and prevent future re-occurring or potentially occurring incidents.

Yours in Safety

Randy Smashnuk, President
Smash and Sons Contracting Ltd.

Date

Responsibilities/Accountabilities for Safety

Contractors/Sub-Contractors Responsibilities

At Smash and Sons Contracting Ltd contractors/subcontractors are responsible for the following:

- Complying with Policies and Procedures
- Contacting the company prior to commencing work; for instructions regarding environmental health and safety hazards.
- Conduct and record Pre-Job Safety Meetings.
- To attend meeting for the purpose of acquiring health and safety education and communicating that knowledge to their employees.
- Ensure training for their employees and enforce the use of applicable Personal Protective Equipment
- Carrying out and record regular inspections of their work site to endure a safe and healthy environment.
- Correcting any unsafe conditions or acts within their jurisdiction, document and notify the company.
- Notifying the company immediately of any unsafe actions or conditions observed outside of their jurisdiction.
- Reporting all incidents/accidents immediately to the company; document and investigate fully.
- Providing and maintaining tools, equipment and personal protective equipment as required.
- Ensuring you have been properly orientated
- Overall safety of their workers.

“PROVIDE A COMMITTED SAFETY EXAMPLE”

Responsibilities/Accountabilities for Safety

Supervisor/Designate Responsibilities

At Smash and Sons Contracting Ltd supervisors/designates are responsible for the following:

- Ensure that all levels of regulatory standards and procedures are understood and followed.
- Provide workers with information on known hazards and alert them to the potential of IDLH (Immediately Dangerous to Life and Health) circumstances.
- Take immediate corrective measures including disciplinary action to eliminate unsafe conditions or practices.
- Act as a mentor by sharing knowledge and expertise.
- Arrange for medical treatment and transportation of injured workers.
- Investigate all incidents/accidents immediately and discuss results with management to assist in the prevention of similar occurrences.
- Encourage worker input and participation in the risk Management Program.
- Document and report all:

    - Near misses
    - First aid
    - Accidents/incidents
    - Outstanding safety performance
    - Disciplinary actions
    - Corrective measures
    - Medical aids
    - Investigations
    - Safety violations
    - Inspections safety meetings.

- Ensure that all files are completed and maintained at the principle place of business.
- Ensure that all maintenance reports are turned in and reviewed to ensure compliance.

“PROVIDE A COMMITED SAFETY EXAMPLE”

Responsibilities/Accountabilities for Safety

Visitors Responsibilities

An authorized guide approved by Smash and Sons Contracting Ltd must accompany visitors at all times.

All visitors must be protected by appropriate Personal Protective Equipment at all times while on or in a hazardous areas that are controlled by the company.

It is important that all visitors sign in and out of the area (Visitors Record Book) order that they can be accounted for should an emergency take place.

"PROVIDE A COMMITTED SAFETY EXAMPLE"

Workers Responsibilities

At Smash and Sons Contracting Ltd workers are responsible for the following:

- To read, understand and comply with the company's Risk management Program.
- Know your responsibilities in case of an emergency.
- Assist new workers to learn new skills and correct procedures.
- Report all accident/incidents (no matter how severe) to your immediate supervisor. Comply with all procedures to complete all required documentation and investigations.
- Workers have the right to refuse work that could cause "**imminent danger**" to the health and safety of themselves or others. On refusal, workers shall notify their supervisor with a **written explanation** of their refusal.
- Ensure that all vehicle inspections are carried out as to the regulations and ensure that all inspection reports are turned in as required for any required actions.
- To ensure that no vehicle is operated unless it is safe to do so.
- Any operators will ensure they comply with all the appropriate regulations.

"IF YOU DO NOT KNOW, ASK"

Responsibilities/Accountabilities for Safety

Management Responsibilities

At Smash and Sons Contracting Ltd management is responsible for the following:

- Provide a written declaration stating the company policies and expectations for safety performance throughout the company (Health and Safety Corporate Policy).
- To actively promote and communicate a "Safety First" attitude with workers, subcontractors and clients.
- To transfer knowledge though education, training; and demonstrating skill and expertise to all employees.
- To ensure that safety is pre-planned and proactive
- To monitor all company projects to ensure that company safety standards are understood and complied with.
- To review company safety, accident and investigation documentation for trends and the input of preventative measures.
- To review all maintenance reports and ensures all corrective actions are completed.

"PROVIDE A COMMITED SAFETY EXAMPLE"

Section 2
Hazard Assessment

Section 2 – Hazard Assessment

Introduction

A hazard is any circumstance or condition, which poses the risk of an accident or injury (incident). Hazards can exist in many forms: they can be visible or hidden, a condition or an act. Recognition and control of hazards are necessary to ensure that corrective actions are completed on a timely basis. The identification of workplace hazards will be the responsibility of all managers, supervisors, workers and contractors of Smash and Sons Contracting Ltd. Nobody is relieved of the responsibility to report an incident/accident, near miss or hazard immediately. Hazards, if left uncontrolled, may cause sickness, injury, inefficiency and/or damage to equipment and the environment. Some examples of hazards in our industry include:

- Proper Excavation Techniques
- Pressure
- Explosive substances (hydrocarbons)
- Toxic substances (H_2S, SO_2)
- Noise
- Hazardous materials (chemicals)
- O_2 deficiency
- Moving machinery
- Underground/overhead hazards
- Heat (hot surfaces and heating fluids)
- Facility equipment
- Confined spaces
- Slipping and tripping hazards
- Working on Slopes
- Open Excavations
- Working Around Sour Gas Facilities

The combination of the above conditions results in a working environment that is characterized by numerous and varied hazards which:

- May pose immediate problems to life or health
- May not be immediately obvious or identifiable
- May vary according to the location on site and the task being performed
- May change as site activities progress

In approaching a site it is prudent to assume that all these hazards are present until site characterization as shown otherwise. A site health and safety program provides comprehensive protection against all potential hazards and specific protection against known hazards. It will be continuously adapted to new information and changing site conditions.

Hazard Identification

Within the company and throughout the industry there are a number of ways of acquiring Information on potential hazards. Some of these are:

- Manufacturer data and specifications
- WHMIS Program including - Material Safety Data Sheets (MSDS's), Hazardous Product Labeling, and PPE, and Worker Education on Safe Use of Product/s.
  - Labeling:
    - Note in the event of missing or decanting the proper use of replacing or labeling decanted containers. Note all supplier labels must be in place or replaced if missing to meet legislative requirements.
  - MSDS:
    - All Controlled Products will have MSDS Sheets readily available to all employees and reviewed annually and updated accordingly to the expiration date of each product. Any new products introduced into the company must have an MSDS added to the system.
  - Education:
    - All Employees will have prior to hire on or at the time of hire on WHMIS Training including a review of the Company MSDS Manual.
- Incident report forms
- Inspectors and audits
- Communications (safety meetings, committees, and bulletins)
- Regulatory information systems (OH&S/AEUB/WCB regulations and reports)
- Hazard analysis
- General exchange of information (information gained from experienced and knowledgeable workers)

Types of Hazards

The overall hazard assessment process is comprised of four basic elements:

- Anticipation of possible hazards
- Recognizing hazards or potential hazards
- Evaluation the potential loss
- Controlling the potential loss

Several types of hazards will be found at the worksite. These hazards have to be prioritized depending on the severity and probability to ensure corrective action talks place with the most dangerous hazard first. Rank the items on a "worst first" basis.

The first ranking indicates the **severity of the problem** if the potential accident were to occur. : (**Refer to Severity Matrix**)

A. **Major -** (i.e., severe injury, serious illness, property and equipment damage

B. **Serious -** (i.e. – non-serious injury, illness, or damage

C. **Minor -** (i.e. minor injury, requiring first aid or less).

The second ranking estimates the **probability of accident occurring**

1. **Probable** – likely to occur immediately or soon
2. **Reasonably Probable** – likely to occur eventually
3. **Remote** – could occur at some point
4. **Extremely Remote** – unlikely to occur

Each hazard is assigned both rankings and the end result determines the priority in terms of corrective action. (I.e. a hazard ranked A1 is obviously more important than one ranked C4)

The ranking value of any or all of these hazards could change depending on the various combinations and the intensity.

Severity Matrix

Loss Category	Minor (Mi)	Serious (S)	Major (M)
Personnel	**1st Aid, return to normal duties by next day.** **No recordable LTA**	**Lost Time Injury up to 2 days** **No permanent disability**	**Major LTA** **Could be permanent disability** **Lost Time > 3 days**
Tools, Equipment and Vehicles	**Damage less than $1000**	**Damages $1000 - &10,000 and any vehicle roll over**	**Damages are more than $10,000**
Environment	**No reportable Spill**	**Minor Damage** **Reportable spill within TDG (Table 1) Spill Reporting Requirements**	**Serious remediation** **Toxic Release** **Watercourse impact**
Process	**Less than 2 hours of down time**	**Between 3- 7 hours of down time**	**More than 8 hours of down time**
Reputation	**No Impact**	**Local/ Regional level impact**	**National level impact**

Hazard Evaluation

Hazard evaluation is more appropriately called "risk assessment" which is a process for quantifying and then ranking the risk associated with a particular hazard. When risk assessment is integrated into the normal work practices of an organization, business may proceed with fewer incidents. There are many forms of risk assessment methods, beginning with a simple personal method to a highly complex formal process.

1) Personal Risk Assessment

Personal risk assessment at the field level is one method of triggering the process of ensuring that jobs are conducted in a safe manner and that risks to surrounding personnel, facilities, and the environment are minimized. Four questions are addressed using this method:

- What could go wrong?
- How could it affect me?
- How likely is it to happen?
- What can I do about it?

Personal risk assessment will serve to pre-alert individuals to obvious hazards and simple risk situations. An example of a personal risk assessment is the completion of Smash's Job Hazard Assessment Form prior to conducting any work on a location. The form can be used to identify any potential hazards on the location that could arise during the duration of the project. Control measures and recommendations should be included on the Job Hazard Assessment Form to ensure all employees and/or contractors are aware of the hazards. If the employee determines that the hazard is significant, the project supervisor should then complete a formal risk assessment in consultation with the employee. The Safe Work permit is another example of a personal risk assessment and is used to identify hazards on a daily basis prior to completion of any work.

2) Formal Risk Assessment

When significant hazards or risks are identified or suspected, a formal risk assessment should be conducted by a small group of qualified individuals.

The following process is followed when conducting a formal risk assessment:

- Assemble the people that will be involved.
- Discuss the possible hazards with the employees.
- Tour the project area or operation.
- Look for possible hazards originating from environment, material, equipment and people.

Hazard Control

The first priority is to try and eliminate the hazards, which have been identified. If this is not possible, steps must be taken to control them and protect the workers. It is through the control of hazards that the following can be accomplished:

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

Some strategies for controlling hazards are:

- **Elimination** – eliminating a hazard is the best method of control; however, not all hazards can be totally eliminated. An example would be to repair a leak and eliminate toxic fumes
- **Substitution** – substituting one chemical or piece of equipment for a less hazardous one, or a particular activity with a safer method is an effective hazard control. An example of this is to replace ineffective personal protective equipment with more effective equipment.

- **Administrative Controls** – these controls would include measuring performance, establishing procedures and development safe work practices and procedures, training and monitoring. Examples of administrative controls include establishing good housekeeping practices, and establishing formal safety inspections.

- **Engineering Controls –** these controls would include making process or procedural changes, usually at the conceptual stage of a project. Examples of engineering controls include installing additional lighting, establishing lockout procedures, or installing rollover protection on equipment.

- **Personal Protective Equipment (PPE)** – where elimination, substitution, administrative or engineering controls fail to provide the required protection, then PPE should be considered only as a last line of defense or as backup protection. PPE may be used as a supplement to these other controls but not as a substitute for them. Supervisors need to familiarize themselves with the requirements for PPE as outlined in Part 5 of the Workplace Health and Safety – General Safety Regulations.

The five previously listed control options are widely used as Hazard Control methods. Often a combination of control methods will be required to eliminate or sufficiently reduce the risk of hazards to an acceptable level.

Hazards must be identified clearly on the Job Hazard Assessment form and during the daily tailgate safety meetings.

Hazard control must then be initiated with the control method identified on the Safe Work Permit and Job Safety Analysis form. All staff must be aware of the hazard and the control method.

The following checklist will help control hazards at the worksite:

- ❑ Prior to starting work, evaluate the site for potential hazards
- ❑ Always follow good housekeeping rules.
- ❑ Prior to starting work, inspect all tools and equipment thoroughly.
- ❑ Always maintain all PPE and keep in a good clean condition.
- ❑ Follow all safe work practices and procedures and never take shortcuts.
- ❑ Report all hazards and incidents as soon as possible to help prevent a serious accident.

If an unsafe condition or practice is noted, it is everyone's responsibility to bring it to the attention of the Supervisor and/or Safety Coordinator. Work may have to be stopped immediately and the problem rectified. Anyone on-site at the time of a government inspection must co-operate with the inspectors. Remember they can be useful sources of information; their prime objective is the protection of workers.

It is the responsibility of the worker/s and Supervisor to assess the Hazard and implement any and all controls once evaluated and corrective steps must be put into place as soon as possible. Documentation must be completed using comments of the Daily Time Record / Hazard Assessment Form under Comments.

Policy Standards

Upon identification of a hazard the following steps may have to be taken:

- Shut down the job (should the hazard warrant this action)
- Inform other workers and supervisor about the hazard
- Indentify hazards by marking with flags, lights, tape, alarms, placards, etc
- Include hazard identification to new worker at shift changes
- Investigation, documentation, corrective action taken by Smash and Sons Contracting Ltd. or its designate.
- Monitor to ensure effectiveness of corrective measure.

Section 2 – Hazard Assessment

Daily Pre-Job Hazard Assessment Form

SMASH & SONS CONTRACTING LTD.	Daily Time Record			
	Employee:			
	Date:			
Work Site:	**Start Time:**		**Finish Time:**	
	Hours Worked:			

Job Description:	

Daily Pre-Job Hazard Assessment			
HAZARDS	**CONTROL**	**COMMENTS**	**X**
Overhead Powerlines, Obstructions	Stay back 7 m without a signaler		
Working near other SMASH Equiptment	Keep safe distance; Approach from visible area		
Working near Equiptment/ Vehicles/ Obsticles	Safe Job Procedures; Proper PPE and Warning Devices; Look before backing up.		
Driving Conditions	Speed; Seatbelts; No Distractions; Clean Windows; Lights		
Weather Conditions	Watch Dehydration; Proper Clothing		
Personal Injury (rushed, fatigues, falling, tripping)	Wear Proper PPE; 3 point Contact; Mind & eyes on task; Use specific job training.		
Working Alone	Phone; Communicate with Supervisor		
PPE (Basic/ Specialized) & Certification	Coveralls; Safety Vest and Glasses; Steeled-toed Boots; Hard hat; Monitors.		
Personnel on Ground (Labourers, Foremen, expereince)	Be aware of all personnel and look ahead or behind before chainging directions.		
Underground Utilities	Alberta First Call; Signage; Utilities Flagged,Inspect flagged areas prior to commencing project.		
Trenches/ Excavations/ Ditches	Watch when backing up; Shoring; Fencing		
Spills	Caution when Servicing; Follow all Practices; Training; Report all Spills to Supervisor.		
Trespassing	Boundry; Knowledge; Signage; Communication.		
Emergency/ Evacuation	First Aid (On Site)		

Emergency Contacts:	**1) Randy Smashnuk (780) 831-5979**
	2) Dwayne Doll (780) 933-5244
	3) Maxx Bouchard (780) 882-6333

Hazard Assessment

Tailgate Meeting Hazard Assessment Form

SMASH & SONS CONTRACTING LTD.
R.R.2, Grande Prairie, AB T8V 2Z9
Phone: 780-538-3885 • Fax: 780-538-2536

DAILY HAZARD ASSESSMENT
TAILGATE SAFETY MEETING

Date Issued: Month | Day | Year

Client / Company: _____

Conducted By: _____ Location: _____

HAZARDS	APPLICABLE (x)	CONTROL	RISK RATING	DISCUSSED (x)	COMMENTS
Overhead Powerlines / Obstructions	☐	Stay Back 7 metres without a Signaler		☐	
Live Sites/Facilities/Wellheads	☐	Permit/Training/Monitors (if applicable) /Signage/Stay Back 3 metres without Signaler/Wellhead Markers		☐	
Underground Pipelines	☐	Alberta One Call/Signage/Survey Drawing/ Cover 1 metre Over Pipeline Before Crossing/ Use Pipeline Mats/Identify & Mark		☐	
Trenches/Excavations/Ditches/ Sumps	☐	Watch when Backing Up/Shoring/Fencing		☐	
Working Near Equipment	☐	Safe Job Procedures/Proper PPE & Warning Devices/Look Before Backing Up		☐	
Working Near Logging Equipment	☐	Keep Safe Distance/Approach From a Visable Area		☐	
Driving Conditions/Wildlife on Roads	☐	Speed/Seatbelts/No Distractions/Clean Windows & Lights/Pre-trip Inspection		☐	
Wildlife on Job Site	☐	Always be Aware		☐	
Weather Conditions	☐	Heat or Cold/Exposure Limit/ Watch Dehydration/Proper Clothing		☐	
Personal Injury: Rushed/Fatigue/ Falling/Tripping	☐	Wear Proper PPE/3 Point Contact/ Mind on Task/Eyes on Task/Use Job Specific Training		☐	
Working Alone	☐	Call in Using 2-way or Cell Phone (Supervisor will specify call in schedule,*see comment section)		☐	
ATV / Snowmobile	☐	Training/Proper PPE/Speed/ Securing Load When Hauling		☐	
Spills	☐	Caution When Servicing/Follow all Practices / Training/Report ALL Spills to Supervisor		☐	
Housekeeping	☐	Clean Up/Proper Containment/Take what You Bring/Clean Equipment & Trucks Daily		☐	
Trespassing	☐	Boundary Knowledge/Signage/Communication		☐	
PPE (Basic & Specialized) + Certification	☐	Use Coveralls/Safety Vest/Safety Glasses/ Steel -Toed Boots/Hard Hat/Monitors		☐	
Personnel On Ground: Labourers, Foremen, etc. Green (new)	☐	Always Look Ahead or Behind Before Changing Direction		☐	
Emergency / Evacuation	☐	First Aid _____ NAME	Emergency Call _____ NAME		

SITE SPECIFIC TASK / HAZARDS	RISK RATING	CONTROL

RISK RATING CHART				DAILY REMINDERS	DISCUSSED (x)
Severity		Probability			
1	Imminent Danger	A	Probable	NO PERSONAL USE OF COMPANY VEHICLES	☐
2	Serious	B	Reasonable Probable	LOOK BEHIND BEFORE BACKING UP (WALK AROUND)	☐
3	Minor	C	Remote	REPORT ALL NEAR MISSES/INCIDENTS/ACCIDENTS	☐
4	Negligible	D	Extremely Remote	DRIVE RESPECTFULLY PAST HOMES & MEETING OTHER TRAFFIC	☐
5	Not Applicable (N/A)	*See Hazard Rating Chart for more details*		FOLLOW COMPANY & CLIENT RULES & REGULATIONS	☐
				MUSTER AREA	☐

COMMENTS & CONCERNS OF WORKERS

All personnel in attendance must sign to verify their understanding of the hazards and safety meeting.
I am fully aware of the scope of the job, associated hazards and the responsibilities to protect myself and all other workers at the worksite.

NAME	SIGNATURE	Equipment Pre-Start Inspection Completed	COMPANY NAME (If not a Smash & Son employee)	Orientation ?
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐
		☐		☐

SMASH & SONS _____ PRINT _____ SIGN

CLIENT _____ PRINT _____ SIGN

POST HAZARD ASSESSMENT

Identify Hazard _____

Risk rating: Severity _____ Probability _____

Discussion _____

SMASH & SONS _____ PRINT _____ SIGN

CLIENT _____ PRINT _____ SIGN

V: June-09 *WHITE- Office* *YELLOW - Client* FOR OFFICE USE ONLY REVIEWED BY

SECTION 3
Safe Work Practices

Section 3 – Safe Work Practices

Definitions

Safe Work Practices are guidelines that are followed when undertaking an activity. Practices can be written for tasks that are sometimes performed differently depending on the circumstances of the situation.

They are less detailed than procedures because they are general codes of conduct for dealing with certain situations.

The practice guidelines should describe the correct way to perform the task and refers the reader to the applicable rules or regulations

Practices should identify:

- Motivation for employees to use the practice, including specific points and benefits.
- Specific sources and problems.
- Protective devices or materials used.
- Applicable rules and regulations.

A Code of Practice is a document that contains directions for performing specific hazardous work.

Such a Code of Practice required by the Workplace Health & Safety Act and Regulations are those used for Respiratory Protection Equipment or for Confined Space Entry.

Practices should contain:

- Practical Guidance on the requirements of the applicable regulations.
- Specific Procedures (work instructions) for the activity and training required.

Safe Work Practices

Bench Grinders

General

Severe injury may occur if proper protective equipment is not used and properly maintained.

- Check the tool rest for the correct distance from the abrasive wheel, maximum χ" or 3mm.
- Replace the grindstone when adjustment of the rest cannot provide χ“or 3mm clearance.
- If the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- Protect your eyes with goggles or a face shield at all times when grinding.
- Each time a grinding wheel is mounted the maximum approved speed stamped on the wheel bladder should be checked against the shaft rotation speed of the machine to ensure the safe peripheral speed is not exceeded. A grinding wheel must not be operated at peripheral speed exceeding the manufacturer’s recommendation.
- The flanges supporting the grinding wheel should be a maximum of α the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturer's recommendation.
- Bench grinders are designed for face grinding. Do not grind on the side of the wheel.
- Do not stand directly in front of the grinding wheel when it is first started.

Use

Bench grinder locations must clearly specify the mandatory use of personal protective equipment and ensure regular inspections are made of all grinding equipment.

Safe Work Practices

Cell Phone Usage

Smash & Sons Contracting Ltd. recognizes that the use of a cell phone is a necessary part of our day to day business. Cell phones are utilized for communicating with the office or dispatch, communicating with Clients and for use in emergency situations. As such Smash & Sons Contracting Ltd. has developed this safe work practice for proper cell phone usage to prevent both employees and the general public from injuries associated with the improper use of cell phones while operating a motor vehicle.

Protective Mechanisms

- Highway Traffic Act
- Local Regulations
- Manufactures Recommendations

The use of cellular phones while driving can be dangerous and it is against the Law. Smash and Sons Contracting Ltd will strictly enforce that all employees pull over and stop when using a cell phone unless hands-free operation is available. Should you receive a call while driving – **DO NOT ANSWER YOUR PHONE**. Leave the call go to your voice mail. When safe to do so, pull over and retrieve your message/s. In the event of an Emergency, the caller should call right back notifying the driver the urgency of the call. Once again the driver should pull over when safe to do so and return the call.

Distracted Driving Legislation (Bill 16)

Restricts drivers from:

- using hand-held cell phones
- texting or e-mailing
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
- entering information on GPS units
- reading printed materials in the vehicle
- writing, printing or sketching, and
- personal grooming

Complements the current driving without due care and attention legislation
Applies to all vehicles as defined by the *Traffic Safety Act,* including bicycles
Applies to all roads in both urban and rural areas of the province
The fine for this new offence is $172

Safe Work Practices

Supervisor Responsibility

Supervisors are responsible to facilitate and/or provide proper instruction on PPE and training and they ensure that employees and contractors are not using a cell phone when operating either a motor vehicle or piece of equipment.

Employee Responsibility

- Make driving your first priority-pull over to safe area to make / take phone calls
- Whenever possible, let your Voicemail take incoming calls
- Do not engage in stressful or emotional conversations while driving
- Utilize a Hands-Free device whenever possible
- Ensure you know your wireless phone and it's features such as speed dial and redial
- Avoid taking notes or looking up phone numbers while driving. Pull over to safe area to make / take notes
- Keep your cell phone on at all times in case of emergency. If making an emergency an emergency call (911) the vehicle must be parked before making the call.

Safe Work Practices

Cleaning Solvents and Flammables

General

Cleaning solvents are used in day-to-day work to clean tools and equipment. Special care must be taken to protect the worker from hazards that may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and non-toxic.

Supervisors must be aware of all solvents/flammables that are used on the job, and be sure that all workers who use these materials have been instructed in their proper use and any hazard they pose.

The following instructions or rules apply when solvents/flammables are used:

1. Use non-flammable solvents for general cleaning.
2. When flammable liquids are used, make sure that no hot work is permitted in the area.
3. Store flammable and solvents in special posted storage areas.
4. Check toxic hazards of all solvents before using (MSDS).
5. Provide adequate ventilation where all solvents and flammables are being used.
6. Use goggles or face shields to protect the face and eyes from splashes or sprays.
7. Use rubber gloves to protect the hands.
8. Wear protective clothing to prevent contamination of workers clothes.
9. When breathing hazards exist, use the proper respiratory protection.
10. Never leave solvents in open tubs or vats - return them to storage drums or tanks.
11. Ensure that proper containers are used from transportation, storage and field use of solvents and flammables.
12. Where solvents are controlled products, ensure all employees using or in the vicinity of use of storage are trained and certified in the Workplace Hazardous Materials Information System (WHMIS). Ensure all requirements are met.

Locations must ensure that employees are aware of the hazards associated with the use of solvents and flammables, the proper protective equipment is available, employees are trained and MSDS sheets are available.

Safe Work Practices

Use of Compressed Air

General

The use of compressed air for tools and other uses can be hazardous if not used properly. The following are some of the practices to be followed when using compressed air.

1. Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
2. Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
3. All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
4. Wear personal protective equipment such as eye protection and face shields, and ensure all workers in the area are made aware of or have restricted access to the hazard area.
5. Hoses must be checked on a regular basis for cuts, bulges or other damage. Ensure that defective hoses are repaired or replaced.
6. A proper pressure regulator and relief device must be in the system to ensure that correct desired pressures are maintained.
7. The correct air supply hoses must be used for the tool/equipment being used.
8. The equipment must be properly maintained according to the manufacturer's requirements.
9. Follow manufacturer's general instructions and comply with legislated safety requirements.

Work sites must ensure employees are trained in the safe use of compressed air.

Safe Work Practices

Compressed Gases

1. Many fluids are kept in pressurized containers, some at very low temperatures. Special measures may be needed for their safe use.

2. Gases are often stored in liquid form by compressing them to very high pressure in tanks or cylinders. If the liquid is allowed to expand rapidly to gaseous forms, such as by opening a valve and venting to atmosphere, the point of expansion will decrease in temperature and could injure anyone who touches it.

3. Any closed container, however strong its construction, may explode when exposed to fire.

4. Cylinders of compressed gas should be handled with care. Sudden release of pressure could cause a cylinder to become a missile capable of being projected through a concrete wall. The following rules apply:

    a) Cylinders must not be allowed to fall or strike each other. They should be transported and stored securely in the upright position, with the contents identified.

    b) No cylinder should be moved by rolling or by lifting with the valve or valve cap. A suitable cradle or dolly should be used.

    c) Storage areas should be cool, dry, well ventilated and resistant to fire.

    d) Full cylinders should be separate from empty ones.

    e) Oxygen cylinders in storage should be separate from fuel gas cylinders by at least 6m (20 feet).

    f) No fuel gas cylinders may be stored in an operating building.

    g) Cylinders in use in a building must be placed clear of exit routes,

    h) Valve protection caps should remain screwed on until the cylinders are individually secured and ready for connection to their intended equipment.

    i) Cylinder valves should be opened fully when in use and closed fully at other times, even when the cylinders are empty.

5. Oxygen - oil and grease must not contact oxygen cylinders because of the spontaneous explosion hazard.

6. Acetylene - acetylene cylinders especially require to be kept vertical at all times. They should be protected from sparks and flames.

7. Nitrogen - nitrogen could be hazardous if large quantities are present in confined spaces. Some large transformers are transported with their tanks charged with nitrogen. Workers entering a confined tank could be in an atmosphere lacking oxygen. See Safe Work Practice for Confined Spaces.

8. Chlorine - chlorine cylinders must be protected from:

    a) Moisture
    b) High temperature
    c) Accidental discharge
    d) Flammable materials

9. Propane - propane cylinders must not be exposed to temperatures above 50^{o}C or any source of ignition.

10. Compressed Air - compressed air can be dangerous if mishandled. A jet of air at 40 psi could rupture an eardrum or drive small pieces of metal into a person's skin. Employees who handle it should wear safety glasses and should never use it for blowing dust.

11. Natural Gas - this is stored as a super cooled liquid and needs special precautions for safe handling. Loose fitting, well-insulated gloves should be worn.

12. Sulphurhexafluoride - the same precautions of SF6 apply for natural gas.

Safe Work Practices

Confined Spaces

1. A confined space is defined as an enclosed or partially enclosed space having restricted access and exit in which conditions are, or may become, hazardous to a worker entering it. A space is considered a confined space when both of the following criteria apply:
    a) If a hazardous atmosphere was present (welding fumes), persisting for more than ten minutes.
    b) If workers have to use their hands to enter the space.

2. Employees must be trained and qualified in Confined Space Entry, for safe entry and work in confined spaces applicable to the job. Signs must be posted at entry points of all routinely entered confined spaces indicating potential hazards and special procedures.

3. No smoking is permitted in any confined space.

4. If an unusual odor, taste or irritation is noticed in a confined space, workers must leave the space immediately.

5. Cylinders of oxygen, acetylene or other gases (except handheld cylinders) must not be taken into a confined space. If hoses supplying compressed gases are taken into a confined space, they must be removed if the space is vacated for longer than twenty minutes.

6. The atmosphere in confined spaces must be continuously tested.
    a) No confined space may be entered unless the oxygen concentration is measured between 19.5% and 23.5% by volume. Combustible gas concentrations must be measured at less than 200% of the lower explosive limit.
    b) If the test meters indicate readings outside these levels, the space must be ventilated and re-tested until this standard is met.
    c) Test results and time of testing must be logged and retained for inspection.

7. Confined spaces must be continuously ventilated before and during entry. The ventilator intake must be clear of pollutants. The blower must force air into the space, not suck it out. A guideline for adequate ventilation is twenty air changes of the space per hour.

8. A watch system must be established that gives continuous communication with another person on the outside, who is trained and qualified in Confined Space Entry and Man Watch Procedures.
    1. Maximum time of 30 minutes in the confined space, then exit for at least five minutes.

9. All of the above provisions pertain to the least contaminated spaces, known as **Category 1** - More stringent rules are added successively when move severe conditions apply, as follows.

10. **Category 2** - provisions apply when either of the following two conditions exists:

- The occupancy exceeds twenty minutes.
- The work generates air contaminants.

    a) The space must be re-tested and logged if it is vacated for 20 minutes or more.
    b) Respirators must be worn if the contaminant level exceeds 50% of the Permissible Concentration specified by Alberta Workplace Health & Safety.
    c) A watch system is required that gives continuous communication with another person on-site and checks at minimum 30-minute intervals. The outside worker must be able to initiate rescue.

11. **Category 3** - provisions apply when either of the following two conditions exists:

- The work involves direct exposure to harmful substances (e.g. sewage).
- The work generates air contaminants above permissible concentrations.

    a) The watch system must give continuous communication with another person immediately available to perform rescue. Back-up assistance must also be nearby.

12. **Category 4 -** provisions apply when the following condition exists:

- The work generates air contaminants that pose immediate danger to life and health.

    a) The entrants must wear harnesses and lifelines tended continuously by a worker outside the space.

Safe Work Practices

Defective Tools

General

Defective tools can cause serious and painful injuries.

If a tool is defective in some way, **DO NOT USE IT**.

Be aware of problems like:

- Chisels and wedges with mushroomed heads.
- Split or cracked handles.
- Chipped or broken drill bits.
- Wrenches with worn out jaws.
- Tool/s that are not complete, such as files without handles.

To ensure safe use of hand tools **REMEMBER**:

- Never use a defective tool.
- Double check all tools prior to use.

Ensure defective tools are repaired.

AIR OR ELECTRIC POWER TOOLS REQUIRE SKILL AND COMPLETE ATTENTION ON THE PART OF THE USER – EVEN WHEN THEY ARE IN GOOD CONDITION.

DON'T USE POWER TOOLS WHEN THEY ARE DEFECTIVE IN ANY WAY.

Watch for problems like:

- Broken or inoperative guards.
- Insufficient or improper grounding due to damage on double insulated tools.
- No ground wire (on plug) or cords of standard tools.
- The on/off switch not in good working order.
- Tool blade is cracked.
- The wrong grinder wheel is being used.
- The guard has been wedged back on a power saw.

Safe Work Practices

Excavation and Trenching

General

1. Workers trained in first aid and CPR must be on-site when digging takes place near energized cables or pressurized pipes.
2. All crewmembers must be trained to use vehicle radios and cellular phones. They must be prepared to make emergency calls. Phone lists must be readily available in vehicles for emergency calls.
3. The spoil pile must be deposited at least 1 m from the edge of the excavation.
4. Traffic vests and flag-persons must be used when work on excavations takes place within 3m of a roadway.
5. Appropriate guards, signs and barricades must be installed to ensure that no person falls into any excavation.
6. Ladders for getting out of excavations must not be more than 6m apart.

Soil

7. If the walls of an excavation are cut back, ensure that: (a) if the soil is classified as "hard and compact soil", the walls are sloped to within 1.5 metres of the bottom of the excavation at an angle of not less than 30 degrees measured from the vertical, (b) if the soil is classified as "likely to crack or crumble soil" the walls are sloped to within 1.5 metres of the bottom of the excavation at an angle of not less than 45 degrees measured from the vertical, and (c) if the soil is classified as "soft, sandy or loose soil" the walls are sloped from the bottom of the excavation at an angle of not less than 45 degrees measured from the vertical.

Shoring

8. All excavations more than 1.2m (4 ft) deep with sides sloped at an angle steeper than ¾ horizontal to 1 vertical must be shored or equipped with protective cages.

9. Workers may only enter un-shored excavations deeper than 3m for the purpose of erecting or dismantling shoring.

Excavation near Buried Cables and Pipes

10. All buried cables must be considered energized and all buried pipes must be considered pressurized unless the appropriate Guarantees of Isolation, etc. are in place.
11. Before excavation commences, the intention must be reported to Alberta 1st Call (1-800-242-3447), or other authority appropriate to the work site. The specified location of existing underground cables and pipes must be ascertained from the authority. Their actual location must be determined using an accurate detection device.
12. A journeyman lineman who must be continuously present must supervise excavations. If a buried cable or pipe is damaged, the journeyman must ensure that appropriate authorities are informed.
13. Mechanical digging equipment must not be used within 1 m of any energized cable or pressurized pipe. Hand tools must expose such cables and pipes and hand tools must remove all material within 1m before mechanical equipment may be used within 1 m.
14. Shovels and other hand tools must be used carefully and with forces that will not damage any cable or pipe that is contacted.
15. If frozen ground prohibits the use of hand tools, it must be thawed. An alternative is to use a Hydro-vac or another non-mechanical digging technique.

16. If the digging conditions are such that excavation is impossible without mechanical digging equipment, energized cables must be de-energized and grounded before digging begins. Similarly pressurized pipes must be turned off and relieved of pressure.
17. Any excavation that contains exposed and energized cables must not be left unattended. A wooden or steel structure or a substantial layer of soil must cover such cables.

Trenching Around Poles

18. The person-in-charge at the site is responsible for deciding if support is needed to prevent a pole from falling.
19. Support must be installed when digging more than lm down beside a pole. The person in charge should decide on using support at lesser depths if;

    a) The soil is loose, wet or otherwise abnormal.

    b) The design of the power line compounds the need of support.

    c) There is any other reason to doubt that the pole will remain steady.

20. The options for support are:

    a) Temporary mechanical support such as a digger boom or pike pole.

    b) Temporary guy wire.

    c) Permanent overhead guy wire.

    d) Foundation anchor.

Safe Work Practices

Fire Prevention

Workers are expected to respond to fire emergencies. They should report fires, call for assistance and render all reasonable help to fight fires consistent with the following order of priority.

- Protection to human life.
- Protection of property.
- Workers in buildings should make themselves aware of fire alarms, extinguishers, and exit routes and keep them free of obstruction.
- Waste combustible material should be placed in proper containers. The lids of waste containers must not be blocked open.
- Smoking is not allowed near flammable liquids, gases, explosives or where "No- Smoking" signs are posted. Smoking material must not be discarded while it is still burning. Open flames must not be used in battery rooms.
- Welding and torch cutting must be authorized by person-in-charge. It must be planned to prevent the ignition of nearby flammable solids, liquids or gases. For example, floor gratings may have to be covered so that sparks do not descend to unseen flammables.

NOTE: *Stationary vehicles with running engines can start grass fires in hot weather. If necessary, remove grass that is near hot exhausts.*

For the storage and handling of flammable substances refer to Safe Work Practice *Workplace Hazardous Materials Information System and Compressed Gases.*

Fire Extinguishers

- Fire extinguishers must not be moved except for firefighting or fire drills.
- Fire extinguishers, including the one in vehicles, must not be obstructed.
- Extinguishers that have been used or are otherwise unfit for immediate service should be reported to your supervisor who can arrange for their recharge or repair.
- Suitable fire extinguishers should be placed at welding jobs.

Types of fires are listed below with appropriate extinguishing equipment:

Class	Substance Burning	Extinguisher
A	Wood, Cloth, paper, etc.	Water
B	Gasoline, oils, paint, grease, etc.	$C0_2$, dry chemical or foam
C	Electrical equipment	$C0_2$, halon or dry chemical
D	Combustible metals such as sodium, magnesium	Dry powder (suitable for the specific combustible metal involved)

The contents of all types of extinguishers should be projected on to a fire from upwind and directed at the base of the fire with a sweeping motion.

NOTE: *Water extinguishers are unsuitable for oil or electrical fires. Water jets should not be directed at hot surfaces. A water spray or mist is safer and more effective*.

Safe Work Practices

Gas Fired Hot Water Pressure Cleaner

General

1. Do not change nozzle size.
2. Do not point at others as water is discharged under extremely high pressure.
3. Do not spray toward electrical outlets as you risk severe shock and personal injury.
4. Look for loose couplings or damage to hose.
5. Read warnings on additive containers. Some additives make a normally safe area extremely slippery and dangerous.
6. Area must be ventilated when using toxic or pungent additives.
7. Use personnel protective equipment such as safety goggles or face shield, earplugs and rubber jacket and boots.
8. Read safety instructions before using the pressure washer for the first time (Refer to the Manufacturer's Manual).

Safe Work Practices

Safe Use of Ladders and Scaffolds

1. All straight and extension ladders except those used for tower work must be equipped with non-slip feet. All ladders used for electrical or potentially energized work must ensure that a ladder used during the servicing of energized or potentially energized electrical equipment is made of non-conductive material.

2. Metal ladders or ladders containing wire reinforcement in the side rails may not be used near energized conductors except as follows:

    - Tower ladders may be used for work on metal transmission and station structures by an electrical journeyman or under the direct supervision of a journeyman.

3. Metal scaffolds may be used near energized conductors under the following conditions:

    - Limits of approach must be observed at all times.
    - Must be erected and dismantled by and/or under the direct supervision of an electrical Journeyman.
    - Whenever the scaffold is to be moved a safety watch must be appointed.
    - Securely immobilized when in working position.
    - Must be treated as an item that requires a safety ground.
    - Must have number 2/0 AWG flexible copper bonding straps across each of the joints in one vertical leg.

4. When a ladder is used against a pole it must be equipped with a proper fitting at the top that conforms to the shape of the pole.

5. Ladders must be available for workers when they climb on suspension insulators.

6. No ladder may be set inside the bucket of an aerial man-lift.

7. In EHV areas, defined as 325kV or higher phase-to-phase, metal ladders may be used under the direct supervision of qualified workers. The following conditions apply:

    - The individual sections must be electrically bonded as in Paragraph 3.
    - The scaffold must be grounded with a safety ground.
    - Non-metallic platforms must be covered with metallic gridding that is bonded to the scaffold.
    - A metallic wand, bonded to the scaffold, must be used to establish initial contact with metallic objects.
    - It must be bonded to ground when in use.
    - All metallic objects that workers may touch must be bonded to the scaffold.

- The ladder must be moved with caution. It must be carried horizontally as close to the ground as possible (not on the shoulder).
- When a ladder is left unattended unauthorized persons must not be permitted to move it.
- When a ladder is not in use it must be locked away so that unauthorized persons cannot move it.
- Exceptions are small items such as hand tools, bolts and nuts.

8. Ladders in poor condition should be clearly labeled **"Do Not Use"** and taken out of service without delay.

9. Ladders **must not be** stored where they will fall, impede traffic or suffer damage.

10. The top two rungs or steps of a ladder **must not be** used to support a worker's weight. The waist of the worker on a ladder must not rise above the top of the ladder.

11. Extension ladders must be securely tied in the work position. The overlap between sections **must not be** less than one meter unless specified otherwise by the manufacturers.

12. Single and extension ladders **must be** set so that the distance from the feet to the vertical plane of support is one-fourth the length of the ladder. If the ladder is set such that a worker may step from the ladder to a landing, the ladder must extend at least one meter above the landing.

13. Workers climbing up or down ladders or scaffolds must face toward the rungs or steps. Both hands must be used for climbing.

14. No more than one person may be on a ladder at one time.

15. Stepladders **must not be** used as straight ladders. The legs of stepladders must be fully spread for climbing, on a stable base including securing to main structure if applicable.

16. Paint **must not be** used to coat wooden ladders because it covers cracks. Only transparent coatings, such as clear varnish, may be used.
Ladders must conform to CSA Standard Z I 1.

17. Ladders and scaffolds **must not be** placed in front of doors that open towards them unless the doors are fastened open, locked closed or guarded. In areas of heavy traffic, it may be necessary to post a guard or erect a barricade.

18. Scaffolds that are three meters or higher **must be** equipped with standard guardrails, mid-rails and toe boards. Without these, full fall protection is required for each worker at that height, including body harness.

19. Workers using ladders, as work platforms above three metres **must be** secured by fall protection, including full body harness and lanyard.

Safe Work Practices

Proper Lifting Practices - Hoisting

Evaluating the Load

Determine the weight of the object or load prior to a lift to make sure that the lifting equipment can operate within its capabilities.

Balance Loads

Estimate the center of gravity or point of balance. The lifting device should be positioned immediately above the estimated center of gravity.

Landing the Load

Prepare a place to land the load, lower the load gently and make sure it is stable before slacking the sling or chain.

- Select only rated slings and chains and **NEVER** exceed the workload limits.
- Make sure the hoist or crane is directly over the load.
- Use slings of proper reach. Never shorten a line by twisting or knotting. With chain slings never use bolts or nuts.
- Never permit anyone to ride the lifting hook or the load.
- Make sure all personnel stand clear from the load being lifted.
- Never work under a suspended load, unless the load is properly supported.
- Never leave a load suspended when the hoist or crane is unattended.
- Inspect all slings thoroughly at specified intervals and maintain them in good condition.
- Inspect each chain or sling for cuts, nicks, bent links, bent hooks, etc., before each use. If in doubt, **DO NOT USE IT.**
- Ensure that safety latches on hooks are in good working condition
- Ensure that the signaler is properly identified and understands techniques of proper signaling
- Make sure a tagline is used to control the load.

Worksites must ensure employees are aware of the areas of hazards and are trained in the safe practices for lifting material or equipment.

Safe Work Practices

Rigging

Workers who use rigging (e.g. securing loads) are expected to learn the proper use of knots, safe loads and correct slinging methods appropriate to the job. Such workers are responsible for ensuring that:

- Ropes and equipment are not subjected to unsafe forces through incorrect application.
- The user, work team members and the public are not exposed to any hazard.
- WLL - Working Load Limits on all slings in British Columbia

Workers should keep clear of hazardous positions such as:

- - Under crane loads.
- - Close to cables under tension.
- - In the bite of cables on the ground which could be tensioned.

Ropes, cables, chains, slings, and associated items should be inspected before use. If any are found to be defective they should be clearly labeled "Do Not Use" and removed from service.

Gloves must be worn when handling wire rope or cable.

Wire ropes, including cables and slings, should not be allowed to bear on sharp edges or corners. Pads or blocks may be used to protect the wire.

Fibre rope should not be allowed to become dirty, oily or frozen.

Workers must not ride on any part of a slung load.

Signaling must be clear and recognized. Only one person should give signals in any hoisting or winching operation but the operator must stop upon a signal from anyone.

Where the dislodgment of a hook could cause injury to workers, the hook must either, be replaced by a shackle or closed with a safety latch or housing.

When jacks are used for lifting machinery or equipment, firm footings for the jacks must be secured and safety chocking must be applied.

Makeshift splices or joints must not be used but the proper manufacture of slings using U-bolts is permitted.

When U-bolt clamps are used to make eye slices on wire rope, they must be secured with the “U” part bearing against the dead end of the rope and the bridge part against the live rope, Table 1 shows the requirements of U-bolt clamps, sometimes-called Crosby clips.

Table 1

Rope Diameter	Number of Clips	Distance between Clips	Length Turned Back Excluding Eye	Torque
¼	2	1-1/2	4	15
5/16	2	2	5	30
3/8	2	1-¼	6	45
7/16	2	2-1/2	7	65
½	3	3	9	65
5/8	3	3-¾	12	95
¾	4	4-1/2	18	130
7/8	4	5-¼	21	225
1	4	6	24	225

Lengths are in inches, torques in pound-feet

The strength of fiber and steel ropes and slings is given in Table 2. The following notes should be applied:

The safe working loads (SWL) are given for rope in new condition. Safety factors of 5:1 for fiber rope and 6:1 for wire rope have been used. These should be doubled, meaning that the SWL is halved, when rigging is used to lift workers. The wire rope figures are based on 6 x 19 wire up to one inch and 6 x 37 above the diameter.

Table 2

Diameter	Mania Rope		Polypropylene		Nylon-Nylon		Polyester-Polyester		Improve	
			Single	Braid					Plough	Steel
Inch	kg	lb	kg	lb	kg	lb	kg	lb	kg	lb
δ	82	180	228	502	375	820	385	850	1020	2245
½	165	360	372	828	665	1465	695	1530	1890	4155
ε	305	370	650	1430	1180	2600	1155	2540	2830	6220
¾	373	820	804	1770	1500	3295	1435	3160	4080	8980
ϕ	477	1050	1158	2550	2230	4910	2090	4600	5515	12135
1	625	1375	1358	2990	2660	5855	2610	5740	7160	15755
1-χ	834	1835	1800	3960	3615	7955	3125	6880	8415	18510
1-¼	973	2140	2045	4510	4165	9160	3820	9400	10475	23045
1-2	1355	2980	2845	6275	5990	13175	5270	11525	15465	34020
2	2100	4625	4820	10610	10365	22800	8965	19725	26645	58620

SWL figures should be multiplied by the appropriate connection efficiencies in Table 3.

Table 3

Connection	Efficiency
Swaged socket on wire rope	1.0
Pressed sleeve on wire rope	.9
Most splices	.8
Crosby clip	.7
Wedge socket on wire rope	.7
Choker hitch	.7
Knots	.5

a) SWL 5/8 steel sling = 6220 lbs

b) SWL 5/8 steel sling choker hitch = 6220 x.7 = 4634 lbs

If a single sling is passed over the hook of a crane and hung down so that the two eyes are together and connected to a load by a single shackle, the tension in each leg of the sling should be the same. Its value would be half the weight of the load.

a) 5/8 steel sling singles 6220 lbs.
b) 5/8 steel sling in basket or 2 legs – 2440 lbs

If the eyes of the sling are separated and connected to the load by a separate shackle for each eye, the tension in each half of the leg is increased. The safe working load of the sling is therefore decreased. Its value depends on the angle included in the apex of the sling beneath the hook. Table 4 shows the relationship and the SWL should be multiplied by the SWL Factor.

Table 4

Apex Angle	SWL Factor
0^o	1.0
30^o	.97
60^o	.87
90^o	.71
12^o 0	.5
150^o	.26

a) 5/8 steel single leg 6220 lbs
b) 5/8 steel single legs 30 o = 6220 x .97 = 6033 lbs SWL
c) 5/8 steel single legs 90 o = 6220 x .71 = 4416 lbs SWL

Safe Work Practices

Live Line Work

1. An employer must notify the operator of an energized overhead power line before work is done or equipment is operated in the vicinity of the power line at distances less than the safe limit of approach distances listed in Schedule 4 of the Alberta OHS Code, and obtain the operator's assistance in protecting workers involved. Smash & Sons Contracting Ltd. will ensure that the safe limit of approach distance is maintained, and that no work is done and no equipment is operated at distances less than the established safe limit of approach distance. Smash & Sons Contracting Ltd. will contact the power line operator before work is done or equipment is operated within 7.0 meters of an energized overhead power line: (a) to determine the voltage of the power line, and (b) to establish the appropriate safe limit of approach distance listed in Schedule 4 of the Alberta OHS Code.

2. No employee may use live line tools on energized lines or equipment unless they have been trained in proper tool usage.

3. Employees doing live line work must give their full attention to the work at hand.

4. Live line work will not be done in the following conditions.
   - At night.
   - In adverse weather.
   - When visibility is obscured.

5. "Second points of contact" must be insulated or removed from the immediate live line work zone. These include:
   - Ground wires
   - Guy wires
   - Secondary conductors

   a) Neutral conductors associated with distribution circuits must not be cut or disconnected until they have been by-passed with jumper cables that are capable of carrying the primary voltage of the circuit.

6. Live line work may only be done on one conductor at a time on any single pole structure.

7. Live line work must not be done on adjacent structures at the same time.

8. When live line work is done on circuits protected by automatic re-closing equipment, the re-closing devices must be blocked and tagged before live line work commences and not restored until the work is complete or workers are clear at the end of the shift.

9. When using live line tools, employees must not place their hands on any conductive material closer than the Limits of Approach specified in the Safe Work Practice.

10. Energized metal parts of live line tools or tie wires on energized conductors must not be brought into contact with cross-arms, poles, apparatus or associated hardware.

11. Holdout ropes or live line tools being used to spread or raise conductors must be securely fastened, they must not be held by employees except as necessary to secure or release them.

12. All live line tools and equipment must-be inspected for mechanical and electrical strength and wiped clean before each job is started.

13. When any employee changes position on a pole or tower, co-.workers should be informed.

Safe Work Practices

Machinery Lockout

1. Lockout regulations apply on all jobs done by crews except those, which are approved to be classed as part of a "Power System". The definition of a Power System and the regulations, which govern it, are provided by the appropriate electrical utility. Lockout procedures on a Power System include Safety Protection Guarantees, etc. instead of personal locks. See Safe Work Procedure, Authorization to Work on the Power System.
    a) The responsibility for declaring what equipment is exempt for machinery lock-out rests with the electrical utility or the owner of the equipment.

2. Machinery lockout is intended to keep workers safe while they are working on machinery. It requires the use of personal locks to ensure that the machinery does not operate and no energy is released which could harm anyone.

3. Machinery must be stopped, locked out and tagged before work is done on it. To prevent the inadvertent flow of hazardous energy, all employees who work on it must ensure that the machinery is isolated and must apply their personal locks and tags before starting work. Lighting circuits are subject to lockout whenever the voltage is more than 25OV.

4. The person applying the first lock is responsible for testing immediately to ensure that the machine cannot be started.

5. Work on moving or energized equipment may be done only if it is unavoidable and if approved procedures are followed.

6. If the machine is hard-wired to a circuit breaker panel, the appropriate breaker must be locked in the **"off"** position. Opening it and locking the closed door of the circuit breaker panel may secure a circuit breaker that cannot be individually locked open. This may only be done if there is a main switch to kill power to the locked panel and, either the worker is the only person working on the machine, or other workers can see the breaker position before applying their locks.

7. If the machine receives its power from a plug, the plug must be removed and the cord placed on the machine so that the workers can see the male end.

8. Most isolation points cannot accept more than one lock. Scissor clips may be used when two or more workers have to apply locks.

9. Employees must use only locks that are assigned to them. Each personal lock must be stamped or engraved with the employee's name or with a number or code that identifies the worker with the assigned lock. It is not acceptable for a worker to borrow a lock assigned to someone else.
10. Combination locks are not to be used for machinery lockout.

11. Locks issued to a worker must be operable only by that worker's key and, in an emergency, by a master or spare key that is adequately secured at all times. Master or spare keys must be kept in a secure place accessible only to the manager for emergency use.

12. Each employee must remove his lock when work on the machinery is complete. Employees are forbidden to remove locks belonging to other employees, except as described below:

a) In an emergency a manager may remove locks assigned to an absent employee.
b) Before doing so, the manager must make every effort to contact the employee. He must take full responsibility of the removal.
c) The manager must record his action and ensure that the employee is informed before he returns to the job.

13. Conspicuous tags must be attached to the machinery that is locked out.

Safe Work Practices

Use of Portable Grinders

General

Abrasive wheels can cause severe injury. Proper storage of new wheels, proper use of wheels and proper maintenance of wheels must be observed.

1. Familiarize yourself with the grinder operation before commencing work.

2. Ensure proper guards are in place (within an arc of 120^{o}) and that safety glasses, face shields, leather gloves, and safety boots are worn when using portable grinders. In cases where sparks cannot be directed away from the operator, leather coveralls should be worn to protect cotton coveralls.

3. Never exceed the maximum wheel speed (every wheel is marked). Checks the speed marked on the wheel, and compare it to the speed on the grinder.

4. When mounting the wheels, check them for cracks and defects, ensure that the mounting blotters are used. Do not over tighten the mounting nut.

5. Before grinding, run newly mounted wheels at operating speed to check for vibrations.

6. Do not use grinders near flammable materials.

7. Use the proper wheel for the job (grinding or cutting) (two different wheels).

Safe Work Practices

Safe Use of Portable Tools

General

1. It is the responsibility of workers to use the proper tools for the job they are doing. Makeshift tools are not permitted and neither are tools that are in an unsafe condition.
2. Workers are required to wear appropriate personal protective equipment when using tools.
3. Manufacturer's safe operating limits must be followed for power tools.

Hand Tools

4. Files and other tools with pointed tangs must be fitted with handles before they are used.
5. Chisels and other impact tools must not be used if their ends are "mushroomed". They may be made safe by grinding off excess metal.
6. Tools must not be thrown from place to place or from person to person.

Electric Power Tools

7. Electrical tools must not be used where there is a danger of igniting flammable vapours gases or dust.
8. When a portable power tool is connected to an electrical power source its exposed metal parts must be grounded. Exceptions are:

    - The tool is double insulated.
    - The tool is connected to the power source through an isolating transformer.
    - Ground Fault Interrupters (GFI) are mandatory on all extension cords used outside buildings in British Columbia.

Air Actuated Tools

9. Air tools must never be pointed at people.
10. Compressed air must not be used to blow dust or other substances from clothing being worn by any person.

Safe Work Practices

Chainsaws

11. Chainsaws should be lubricated repeatedly during use. The tension of the chain should be checked before starting and again after about then minutes of use.

12. Chainsaws should be adjusted so that the chain stops when the motor is idling.

13. Any employee who uses a chainsaw while aloft on a pole do so only from an approved elevated work platform.

14. For each of the events listed below, chainsaw motors must be stopped and switched off. For pneumatic, hydraulic or electric chainsaws the power supply must be disconnected:
    - Adjusting the chain or cutting bar.
    - Refueling the saw.
    - Carrying it between cutting locations.
    - Handing it to another person leaving it unattended.

Explosive Actuated Tools

15. Employees who have been specifically trained in their use may only operate tools actuated by explosive powder.

16. Explosive actuated tools must not be loaded until just before the intended firing.

17. Explosive actuated tools and cartridges must not be left unattended at a job-site.

18. Explosive actuated tools must never be pointed at people.

Tiger Torches

1. Tiger torches, although valuable to a job-site, are sometimes misused in a manner that can make them dangerous.
2. Tiger torches are only to be used for preheating of piping, etc. prior to welding.
3. When a torch is used, an adequate fire extinguisher must be present. Torches are not to be used for heating of work areas or thawing of lines and equipment, etc.
4. When not in use:

    - Ensure that the propane bottles are properly shut off after use.
    - Fuel lines are to have regulators.
    - Propane bottles shall be secured in an upright position.

Safe Work Practices

Tracked Vehicles

1. Only employees who have been specifically trained may operate tracked vehicles. Training must include:
   - Operation of the specific type of vehicle to be driven.
   - Operating procedures for the particular job to be done.
   - Safety features of the equipment.
2. Before using a tracked vehicle on a job, an operator must have practiced with the vehicle to become familiar with the systems including:
   - Brakes.
   - Steering.
   - Handling, including turning on grade slopes.
   - Gear selection.
   - Gear ranges for climbing.
   - Lights.
   - Vehicle lubrication and maintenance.
3. Tracked vehicles should not be moved until all persons are clear from the surrounding area. A check should be made to ensure nobody is near the tracks, on the deck, on the boom or under the vehicle.

4. Tracked vehicles should not be stopped on a slope if this can be avoided. If hill parking is necessary, people should be kept clear of the downhill side in case the gears slip and vehicle rolls.

5. Workers stepping down from tracked vehicles should be careful of their footing and aware of the ground conditions. Always maintain three-point contact when getting onto or off of equipment.

6. The following regulations apply specifically to Nodwell tracked vehicles:
   - They must have serviceable two-way communication sets.
   - Their seat belts must work properly and be used when the vehicle is operating.
   - Nodwells must operate within their safe working angles. The safe angle limit should be displayed near the inclinometer of the vehicle where the operator can see.
   - Steering levers should be in the forward (off) position when the vehicle is stationary or moving straight. To execute a turn the lever on the turn side should be pulled back lightly (at high speed very lightly). "Riding" the levers and pulling excessively can wear out the brake bands on the steering differential.

Safe Work Practices

Safe Use of Vehicles

- Vehicles must be driven with headlights on at all times.
- Ignition must be switched off when being re-fuelled. No smoking is allowed within 3m of the fuel area.
- Internal combustion engines must not be run indoors unless there is adequate ventilation. When preparing to leave a garage, the door must be opened before the engine is started.
- For information of WHMIS and Transportation of Dangerous Goods, see Safe Work Practice *Workplace Hazardous Materials Information System.*

Responsibility of Drivers

- The responsibility for the safety of any vehicle and its passengers rests with the driver.
- The driver must be trained, qualified and licensed to operate the vehicle intended for use.
- The driver is responsible for all people to wear seat belts. Riding on the sides, running boards or rear bumper of a vehicle is not allowed. Neither is boarding or leaving a moving vehicle.
- Before any vehicle is driven it must be safe. This includes the physical condition and security of the load.
- The driver must be sure that there is no obstacle to impede movement of the vehicle. If the driver's vision is restricted, another person should be asked to give guidance. The driver must also be sure that there is no ice or dirt that restricts the view through windshields, windows or mirrors.
- The driver is responsible for obeying traffic laws for the province where the vehicle is being driven. This includes the consequences of breaking the laws.
- An inspection is necessary before all trips, (refer to Daily Service Truck Pre-Trip Inspection Report – Section 14), and a walk around the vehicle is usually a good way of beginning a pre-trip inspection to check lights, tires, external loads, etc. A visual check of the driver and passenger compartment is usually appropriate also.
- The trucks belonging to Smash and Sons Contracting Ltd. will be equipped with the equipment listed below. The driver is responsible for checking it before the trip begins.
    - ✓ Back-up alarms when rear vision is restricted.
    - ✓ First aid kit.
    - ✓ Fire extinguisher.

- ✓ Road flares and beacon.
- ✓ Spare tire and proper tools for tire change. Jack-alls are not allowed.
- ✓ Survival equipment when needed.
- ✓ Tow hooks front and back.
- ✓ VHF radio with utility frequencies.
- ✓ Flash light
- ✓ Matches.
- ✓ Axe.
- ✓ Appropriate permits for road trip.
- ✓ Vehicle logbooks (if required)

Parking and Working Near Vehicles

- Vehicles should always be parked to the right and clear of the road if possible. If parking on the road is necessary, flashers should be put on.
- If two or more trucks are to be parked along a roadway, they should be parked on the same side of the road.
- Doors should only be opened when traffic is clear.
- Hydraulic brake locks must not be used for parking.
- On sloping grade, vehicles must be prevented from rolling.
- Traffic must be controlled whenever its presence at a job site might cause a hazard to workers or to the public. The use of flag persons or cones should be pre-planned.
- Workers near traffic must wear high-visibility vests or coveralls.
- Ignition keys must not be left in unattended vehicles.

Loading and Unloading

- All loads must be properly secured.
- Decks of trucks and trailers should be level for loading and unloading.
- Decks should be kept free of gravel, mud and loose tools, etc,
- People not actually loading and unloading must be kept clear.
- No person may stand or walk beneath a suspended load.
- When a winch is pulling a load on a vehicle deck, no person is allowed on the deck.
- When a vehicle-mounted crane is used for lifting a load, the outriggers must be extended.
- Loads that extend more than 1.5m beyond the rear of a truck, the projecting end must be marked with a red flag by day and a red light after dark

Safe Work Practices

Welding, Cutting, and Burning

Work involving welding, cutting and burning can increase the fire and breathing hazard on any job, and the following should be considered prior to the start of work.

1. Always ensure that adequate ventilation is supplied, since hazardous fumes can be created during welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards or protected from them by the use of "screens".
3. Never start work without prior authorization.
4. Always have fire fighting or prevention equipment on hand before starting welding, cutting or burning.
5. Check the work area for combustible material and possible flammable vapors before starting work.
6. A welder should never work alone. A fire or sparks watch should be maintained.
7. Check cables and hoses to protect them from slag or sparks.
8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all precautions have been carried out and permits obtained.
9. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag or sparks.
10. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
11. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should always be kept on the valve spindle when the cylinder is in use.
12. Flashback devices must be installed at the regular end of all Acetylene and Oxygen hoses.
13. Proper PPE, including dark safety glasses, leather gloves and coveralls, should be worn at all times when cutting.

Safe Work Practices

Working in Cold Temperatures

When exposed to cold temperatures, your body begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up your body's stored energy. The result is hypothermia, or abnormally low body temperature. Body temperature that is too low affects the brain, making the victim unable to think clearly or move well. This makes hypothermia particularly dangerous because a person may not know it is happening and won't be able to do anything about it.

Hypothermia is most likely at very cold temperatures, but it can occur even at cool temperatures (above 40°F) if a person becomes chilled from rain, sweat, or submersion in cold water.

Victims of hypothermia are often:

- Elderly people with inadequate food, clothing, or heating
- Babies sleeping in cold bedrooms
- People who remain outdoors for long periods—the homeless, hikers, hunters, etc.;
- People who drink alcohol or use illicit drugs.

Recognizing Hypothermia

Warnings signs of hypothermia:

Adults:

- shivering, exhaustion
- confusion, fumbling hands
- memory loss, slurred speech
- drowsiness

Infants:

- bright red, cold skin
- very low energy

What to Do

If you notice any of these signs, take the person's temperature. If it is below 95°, the situation is an emergency, get medical attention immediately.
If medical care is not available, begin warming the person, as follows:

- Get the victim into a warm room or shelter.
- If the victim has on any wet clothing, remove it.
- Warm the center of the body first—chest, neck, head, and groin—using an electric blanket, if available. Or use skin-to-skin contact under loose, dry layers of blankets, clothing, towels, or sheets.
- Warm beverages can help increase the body temperature, but do not give alcoholic beverages. Do not try to give beverages to an unconscious person.
- After the body temperature has increased, keep the person dry and wrapped in a warm blanket, including the head and neck.

- Get medical attention as soon as possible.

A person with severe hypothermia may be unconscious and may not seem to have a pulse or to be breathing. In this case, handle the victim gently, and get emergency assistance immediately. Even if the victim appears dead, CPR should be provided. CPR should continue while the victim is being warmed, until the victim responds or medical aid becomes available. In some cases, hypothermia victims who appear to be dead can be successfully resuscitated.

Frostbite

Frostbite is an injury to the body that is caused by freezing. Frostbite causes a loss of feeling and color in affected areas. It most often affects the nose, ears, cheeks, chin, fingers, or toes. Frostbite can permanently damage the body, and severe cases can lead to amputation. The risk of frostbite is increased in people with reduced blood circulation and among people who are not dressed properly for extremely cold temperatures.

Recognizing Frostbite

At the first signs of redness or pain in any skin area, get out of the cold or protect any exposed skin—frostbite may be beginning. Any of the following signs may indicate frostbite:

- a white or grayish-yellow skin area
- skin that feels unusually firm or waxy
- numbness

A victim is often unaware of frostbite until someone else points it out because the frozen tissues are numb.

What to Do

If you detect symptoms of frostbite, seek medical care. Because frostbite and hypothermia both result from exposure, first determine whether the victim also shows signs of hypothermia, as described previously. Hypothermia is a more serious medical condition and requires emergency medical assistance.

If (1) there is frostbite but no sign of hypothermia and (2) immediate medical care is not available, proceed as follows:

- Get into a warm room as soon as possible.
- Unless absolutely necessary, do not walk on frostbitten feet or toes—this increases the damage.
- Immerse the affected area in warm—not hot—water (the temperature should be comfortable to the touch for unaffected parts of the body).
- Or, warm the affected area using body heat. For example, the heat of an armpit can be used to warm frostbitten fingers.
- Do not rub the frostbitten area with snow or massage it at all. This can cause more damage.
- Don't use a heating pad, heat lamp, or the heat of a stove, fireplace, or radiator for warming. Affected areas are numb and can be easily burned, and cause sudden bursting of affected cells within the effected body part.

These procedures are not substitutes for proper medical care. Hypothermia is a medical emergency and frostbite should be evaluated by a health care provider. It is a good idea to take a first aid and emergency resuscitation (CPR) course to prepare for cold-weather health problems. Knowing what to do is an important part of protecting your health and the health of others.

Taking preventive action is your best defense against having to deal with extreme cold-weather conditions. By preparing your home and car in advance for winter emergencies, and by observing safety precautions during times of extremely cold weather, you can reduce the risk of weather-related health problems.

Section 3-1 Safe Job Procedures

Definitions

A Safe Job Procedure can be defined as a step-by-step- method for performing a critical task.

Critical Task: is a task that has a high potential for harming people, equipment, materials or the environment.

Procedures are commonly drawn up for tasks that are high risk, that have had recent changes in a method or machinery or that require employees to perform tasks at the same time or in a sequence.

It is common for procedures to be changed or altered due to changes in weather, the product being produced or the process of production.

A Procedure Document should contain:

- A statement of intent that defines the purpose and importance of the task, and that will motivate the employees.
- A reference to the pertinent regulatory requirements.
- The responsibilities of all personnel involved in the task.
- A list of Personal Protective Equipment and training and applicable permits that are required to complete the task.
- A detailed step-by-step description of the task itself.
- Identification of applicable emergency procedures.

Safe Job Procedures

All Terrain Vehicle Operation & Safety

Protective Equipment :

The nature of ATV riding demands that you wear protective clothing. Although complete protection is not possible, knowing what to wear and how to wear it can make you more comfortable and reduce the chance of injury.

- **A helmet** is the most important piece of protective equipment, as it can prevent a serious head injury. An approved helmet meets or exceeds Standard D230 of the Canadian Standards Association or the appropriate standard of the Snell Memorial Foundation, the British Standards Institute of U.S. Federal Motor Vehicle Safety Standard 218 and bears the symbol DOT.

    - ✓ Your helmet should fit snugly and it should be securely fastened. Full-face helmets help to protect the face as well as the head; open face helmets should be used with mouth protection. Both types of helmets require eye protection. Remove your helmet when meeting members of the public.

- **Proper eye protection** must be worn on an ATV. If you are hit in the eyes you can be injured and possibly blinded. You can be distracted by an object such as a rock, branch or even a bug that hits you in the face. A face shield or goggles must be worn, as regular sunglasses do not offer enough protection on an ATV. Face shields and goggles must be:

    - ✓ Free from scratches
    - ✓ Shatterproof
    - ✓ Securely fastened
    - ✓ Tinted for riding on bright days, clear for nighttime, yellow for overcast days or snow

- **Suitable clothing** is also necessary. Good gloves with padding over the knuckles will protect your hands from becoming sore, tired, cold, or bruised. The most protective footwear is a pair of strong, over-the-calf boots with heels to prevent your feet from slipping off the pegs. Long sleeves and long pants are minimal requirements for rider protection. Off-road riding gear such as off-road pants with kneepads and a jersey with shoulder pads provide better protection.

- **A hand-held radio or cellular phone** must be taken on all trips.

"Managing risks means being a good decision maker."

A large number of accidents are caused by poor riding decisions. You can learn to organize your thought processes and manage risk.

Part of the risk associated with ATV riding may be effectively managed by wearing protective gear. It is up to you to make the choice to ride within personal limits, with the capabilities of the ATV, and within the limits of the terrain and environment.

Safe Job Procedures

Pre-Ride Inspection

Tires and Wheels

Air Pressure- Be sure tire pressure is at manufacturer's recommendation and that both left and right tires have equal pressure. Unequal pressure affects ATV handling. Differences in temperature and ambient air pressure can increase or decrease tire pressure. For best traction and handling the pressure should be checked each day. Accurate pressure measurement (usually 2 to 6 psi) requires a low pressure gauge (not an automotive tire gauge).

Condition- Check for cuts or gouges that could cause air leakage.

Wheels- To avoid loss of control or injury, make sure axle nuts are tightened and secured by cotter pins. Check these before every run. Check the wheel lug nuts and rim bolts for tightness. Grasp the tire at the front and rear and try to rock it on the axle to detect worn out bearings or loose nuts. There should be no free play or slip as the wheel is rocked.

Controls and Cables

Controls- Check the location of all the controls when sitting on the ATV. They may have moved when you last rode. Make sure they work properly.

Throttle and other cables- Make sure the throttle moves smoothly and snaps closed with the handlebars in any position. Check throttle operation while moving the handlebars from fully left to fully right. If the ATV is equipped with an adjustable throttle limiter, check that the adjustment is appropriate for the rider, and check that the adjustment is securely set. Check cables and controls for damage from a spill or accumulated dirt and mud that might restrict full operation.

Brakes- Are they positioned for easy reach? Is the parking brake adjusted properly? Check the brake wear indicators. Brake controls must operate smoothly and be adjusted according to the owner's manual instructions. Brakes are crucial and must always be in top condition.

Recoil Start- Is the pull-start rope free from frays and cuts?

Foot shifter- Is the shifter firmly attached and positioned for safe operation? It should not be so low that your toes are pointed down at the ground or so high that shifting is awkward.

Safe Job Procedures

Lights and Electrics

Ignition Switch- Check the condition of the switch and make Sure it works properly by switching it off and on during the warm-up period.

Engine Stop Switch- Be sure it turns off the engine.

Lights- Be sure all lights are working.

Oil and Fuel

Oil- Check oil level while engine is off. Look in Owner's Manual for proper procedure. Make sure there aren't any leaks. Don't get stranded because you are out of oil or fuel.

Fuel- Always start with a full fuel tank. Know the ATVs cruising range (especially important in cold weather).

Air Filter- Take off the filter cover and check the condition of the element. Be sure it clean and not torn or blocked.

Chain and Chassis

Chain- Check chain slack or free-play so that it is within specifications as described in the owner's manual. Be sure chain is lubricated. Off-road driving is tough on a chain.

Drive Shaft- If the ATV is equipped with a drive shaft rather than a drive chain, check for oil leaks. Maintain its oil supply as outlined in the owner's manual.

Nuts and bolts- Rough terrain will loosen parts. Look and feel for loose parts while the engine is off. Shake handlebars, footrests, etc. before each trip and periodically check major fasteners with a wrench.

Starting Procedures

When you start the ATV you are responsible for controlling it. Read the owner's manual section on starting the ATV and use the starting procedure

Brakes On

- Set the parking brake.
- Turn fuel cap vent to on position. Also turn the fuel valve to on or reserve position, depending upon how much fuel is in the machine. Turn ignition key on (if so equipped).

Safe Job Procedures

Neutral

- Check that the transmission is in neutral. To make sure it is in neutral check the neutral indicator, if equipped. If necessary, release the parking brake and rock the machine back and forth to release the shifter (keeping your feet on the footrests). Re-apply the parking brake.

Engine

- Check that the engine stop switch is in the “Run” or “Start” position. The engine stop switch is usually found by either the left or right hand grip.

Choke

- If the engine is cold, put the choke in the “On” position. Check the owner's manual for choke location.
- Start the engine according to the directions in the owner’s manual.
- Once the machine is warmed up, return the choke to its normal
- Position. This is very important because if you don't, the machine will not run properly.

Safe Job Procedures

Driving an ATV

Turning

Most ATV's are equipped with a solid 'live" rear axle: both wheels turn at the same rate at all times. This means when turning, the outside wheel must cover a greater distance than the inside wheel, but in the same amount of time. ATVs with unlocked differentials allow the rear wheels to turn at different speeds. Both types require their own special turning skills. Always check the owner's manual to determine vehicle type.

When turning an ATV with a solid rear axle at low speeds, your body weight must shift forward and to the outside of the turn (weight is supported on the outer footrest) while leaning your upper body in slightly, as you turn the handlebars in the direction of the turn. Be sure to maintain throttle through the turn. In turning, the objective is to reduce weight on the inside rear wheel by shifting your body weight. If you do not follow this technique, the ATV may tend to plough straight ahead, resisting your efforts to steer with the handlebars.

When turning an ATV with a solid rear axle at higher speeds the method is similar, except that as the speed increases, you must lean your upper body farther toward the inside of the turn while keeping your weight on the outer footrest. This is to balance the higher cornering force as vehicle speed increases. If the ATV starts to tip while turning lean your upper body farther into the turn while gradually reducing the throttle and making the turn wider.

Braking

The owner's manual will describe the ATVs braking system. It may have both a front and rear brake or rear brake only. On 4x4 models, when one brake is hit all four brakes lock up. Braking technique will depend on the braking system, and the type of terrain. Some tips for braking are:

- Release the throttle.
- Downshift to use the engine to slow the vehicle.
- Apply both brakes equally (if equipped).
- Avoid excessive braking while cornering.
- Apply brakes lightly on slippery surfaces.
- Shift to low gear when descending a hill.
- Do not ride the brake for long periods.

If the ATV stalls while traveling up a hill, do not let it roll backward & see the following section on climbing hills for more details.

Safe Job Procedures

Climbing a Hill

- Some hills are too steep for your abilities. Use your common sense. Some hills are too steep for any ATV- regardless of your abilities.
- Never ride past your limit of vision-if you can't see what is on the other side of the crest of the hill, slow down until you can get a clear view.
- When approaching a hill shift the ATV into a lower gear and speed up before ascending the hill. Keep both feet firmly on the footrests.
- For small hills shift your body weight forward by sliding forward on the seat. For steep hills, stand on the footrests and lean well over the front wheels in order to shift as much weight forward as possible.
- If the hill is steep and you must downshift to prevent stalling, shift quickly and smoothly. Don't forget to close the throttle while shifting to prevent the front wheels from lifting. If you don't have enough power to continue uphill but have enough forward momentum and enough space to turn safely, turn around before you lose speed and then proceed downhill.
- If you are riding up a hill and lose forward momentum, apply the parking brake before you roll backwards, and dismount to the left If you are physically able, drag the rear end of the ATV uphill. Stay on the uphill side-never stand downhill of the ATV. Keep dragging until the ATV is angled downhill.
- Remount the ATV while keeping as much of your weight as possible on the uphill side. Turn the handlebars downhill; slowly release the parking brake and ride downhill. If you cannot drag the rear end uphill once you have dismounted to the left-turn the handlebars fully to the left as you stand on the uphill side, release the parking brake and pump the handbrake, letting the ATV roll backwards and turn sideways to the hill. Reset the parking brake. Turn the handlebars to the right. Staying on the uphill side, release the parking brake and pump the handbrake to let the ATV roll until it is angled downhill. Set the parking brake and remount the ATV on the uphill side; keeping as much of your weight as possible into the hill. Slowly release the parking brake and ride downhill. Steep hill remounting is extremely difficult. In this situation, concentrate on keeping as much weight uphill as possible.

Never let an ATV roll backwards on a hill. If your ATV begins to roll backwards, dismount to the side immediately. Do not attempt to back down a hill using the rear break – use of the rear brake could cause you to roll over backwards. If the ATV has a front brake you can try to stop the ATV using the front brake only. Move your body weight forward and use the front brake to slow the ATV to a stop. If the front brakes does not slow the ATV dismount to side immediately.

Safe Job Procedures

Traversing a Slope

Traversing a slope is difficult. Use caution and avoid traversing slopes where there is slippery or very bumpy terrain.

- Keep both feet firmly on the footrests.
- Lean uphill you may want to put weight on the downhill footrest to increase traction, but most importantly, lean your upper body into the hill and steer slightly uphill.
- When riding on soft terrain, gently turn the wheels slightly uphill to keep the vehicle on a straight line across the hill.
- If the ATV begins to tip, turn the front wheels downhill if the terrain allows. If the terrain prohibits your turning downhill, dismount on the uphill side immediately.

Riding Through Water

- ATVs are equipped to handle riding in water but some precautions must be taken.
- Keep both feet firmly on the footrests.
- Never ford a stream with deep water because the tires may float, making it difficult to maintain control.
- Choose a course through the stream where both banks have a gradual incline. Try to cross at an established ford.
- Proceed at a slow steady speed to avoid submerged obstacles and slippery rocks.
- Dry the brakes after crossing by applying light pressure to them while riding until they return to normal power.
- Avoid water crossings where you may cause damage to stream beds, or erosion to the banks of the stream.

Riding In Snow

ATVs can be used in the winter, but only on firm snow. They do not perform like a snowmobile in soft snow.

Acknowledgments

The information about ATVs was compiled with materials from the Canada Safety Council.

Safe Job Procedures

Backing Procedures

Avoid Backing up whenever possible.
Always park so your first move is forward.

WHEN YOU MUST BACKUP

1. Circle check your vehicle to ensure you have a safe working area.
2. Always look back, check both mirrors.
3. Check clearances (Front, Back, Side, and Overhead).
4. Sound horn FREQUENTLY (even if equipped-with back up alarm).
5. Back up slowly. (Never at a speed faster than a brisk walk).
6. Use a guide or helper whenever possible:
   a) If you lose sight or eye contact with the guide or employee, STOP immediately and locate that person before proceeding.
   b) If parked or stopped always use proper parking procedures:
      - ✓ Set parking brake.
      - ✓ Transmission in appropriate gear (standard transmission – reverse gear; automatic transmission – park).

Safe Job Procedures

Changing Bucket Teeth

Tools/Equipment Required

- Hammer
- 4 inch driving bolt
- Steel brush
- Wood blocks.

Material Required

- Bucket teeth.

Personal Protective Equipment

- Safety Glasses
- Gloves
- Hardhat
- Coveralls
- First Aid kit.

Steps:

1. Park the machine on level ground with the brake applied.
2. Use safety glasses and PPE.
3. Block bucket up to prevent movement.
4. Hammer out the pins, using bolts, from left to right side of the bucket.
5. Remove the tooth with the hammer.
6. Clean the shank with the wire brush.
7. Install the pin lock.
8. Install the tooth.
9. Drive pin lock in from the left to right.

Safe Job Procedures

Corking Tracks on Dozer

Tools/Equipment Required

- 2 men, (both experienced operators)
- 180 amp welder
- 7018 – 5/32 welding rod
- 1" or 1 ½" corks – approximately 120-60 per side.
- Welding helmet.
- Wire brush, hammer, and cat bar.
- Appropriate blocking to block machine up off the ground
- Tiger torch for cleaning and preheating the tracks, if necessary.

Steps:

1. Follow start-up procedure for Dozer.
2. Move machine into open area allowing for easy access around machine.
3. Put blade and ripper tooth down all the way, lifting machine off the ground, apply park brake.
4. Once the machine is lofted off of the ground, it must be blocked up to protect against hydraulic settling or hydraulic hose failure.
5. Clean mud and dirt out of tracks. Tiger torch may be needed in winter to thaw material.
6. Disconnect batteries while machine is running to prevent computer from shorting out.
7. Connect ground clamp for welder on track and begin welding corks. (Only personnel with welding experience must operate welder).
8. Corking pattern will depend on machine application and will be determined prior to commencing work.
9. When topside of track is finished, rotate track to expose unfinished side, re-apply park brake and continue welding corks.
10. When finished disconnect welder and repeat process for other track.
11. When finished welding, re-connect batteries, lower machine and move back to original position.
12. When corking machine outdoors in extreme cold temperatures, it may be necessary to preheat the area of the pad where the cork is to be welded.

Safe Job Procedures

Corking Tracks on Excavator

Tools/Equipment Required

- 2 men, (both experienced operators)
- 180 amp welder
- 7018 – 5/32 welding rod
- 1" or 1 ½" corks – approximately 120-60 per side.
- Welding helmet.
- Wire brush, hammer, and cat bar.
- Appropriate blocking to block machine up off the ground
- Tiger torch for cleaning and preheating the tracks, if necessary.

Steps:

1. Follow start-up procedure for excavators
2. Move machine into open area allowing for easy access around machine.
3. Use the bucket to lift one track off the ground.
4. Once the machine is lofted off of the ground, it must be blocked up to protect against hydraulic settling or hydraulic hose failure.
5. Clean mud and dirt out of tracks. Tiger torch may be needed in winter to thaw material.
6. Disconnect batteries while machine is running to prevent computer from shorting out.
7. Connect ground clamp for welder on track and begin welding corks. (Only personnel with welding experience must operate welder).
8. Corking pattern will depend on machine application and will be determined prior to commencing work.
9. When topside of track is finished, rotate track to expose unfinished side, re-apply park brake and continue welding corks.
10. When finished disconnect welder and repeat process for other track.
11. When finished welding, re-connect batteries, lower machine and move back to original position.
12. When corking machine outdoors in extreme cold temperatures, it may be necessary to preheat the area of the pad where the cork is to be welded.

Safe Job Procedures

Changing Cutting Edges or Dozer Blades

Preparation

1. Two qualified personnel will perform the job (operator and another qualified person).
2. Discuss place and when the job will be done.
3. Wear proper personal protective equipment at all times.
4. Move Dozer to safe level area (ensure all tools and new blades are on hand).

Procedure

1. Lift blade up so it can be worked on comfortably and block it under the C-frame.
2. Drop hydraulics so the C-frame rests on blocks.
3. Using hot engine shutdown procedures shut engine off and make sure brake is on.
4. Clean dirt off of blade (pound blade with hammer if need be).
5. Use penetrating oil on all the bolts to be loosened.
6. Use a snipe and proper size socket to loosen all bolts.
7. Starting on one side, remove corner bit and continue removing bolts across the blade. Make sure you leave a couple of bolts loosely in the blades so the blades do not fall.
8. Avoid being under the blade at any time.
9. Remove the corner bits and blades (with the help of a partner).
10. Put new blades and corner bits in loosely, then tighten in place (with the help of a partner).
11. Torque down bolt to specifications.
12. Remove any tools, old blades, etc. away from the Dozer.
13. Start the Dozer, raise the blade and remove the blocking.

Post-Job

1. Make sure area is clean.
2. Try the blade out and re-check the bolts to see if they remain tight.
3. Continue work.

Safe Job Procedures

Daily Maintenance for Mobile Equipment

Preventative maintenance plays a key role in reducing repair costs and ensuring safe operations.

Pre-operational checks will aid in reducing equipment damage and down time.

These checks will reveal wear on components allowing time to schedule repairs prior to breakdown.

Before Starting Engine, Check the Following:

- ✓ All fluid levels (fuel, oils, coolant)
- ✓ Battery electrolyte level
- ✓ Belts, radiator hoses (in place and not damaged or frayed)
- ✓ Bolts/mountings around engine (loose, cracks)
- ✓ Coolant and oil seals (leaks)
- ✓ Air cleaner, connections, filter, and dust cover
- ✓ Drain cocks
- ✓ Evidence of vandalism
- ✓ Walkways, handrails and ladders

After Starting Engine, Check the Following:

1. **ENGINE**
   - Oil pressure is normal
   - Oil level is sufficient (if manufacturer recommends checking while engine is running)
   - Temperature is normal
   - Air cleaner is functioning properly as indicated by gauge or light
2. **AIR AND HYDRAULIC SYSTEMS**
   - Pressure is correct for-operation (if equipped with a gauge)
   - Hoses have no cuts, abrasions or bulges and are tight and leak proof
3. **HYDRAULIC SYSTEM**
   - Oil level in hydraulic reservoir is normal
   - Check for visible leaks in seals
   - Filters are functioning properly as indicated by the gauge or warning light
4. **TIRES**
   - Check for cuts, abrasion, wear and adequate pressure.

Safe Job Procedures

Dozer Operation

Start Up

- Determine type and make of dozer and refer to Operator's Manual for proper operations.
- Perform circle check.

Some hazards or repairs to be aware of are:

- Any leaks or fluid puddles on ground -loose tracks or things caught in the tracks –any loose or missing parts.

Check all fluid levels:

- Engine oil.
- Hydraulic oil.
- Coolant, etc.

Use caution while getting into operator's seat (use steps and bars provided to get on and off dozer).

Before starting, ensure hearing protection is worn.

Start up engine. Refer to Operator's Manual For cold start (use ether start or use glow plug start).

Check all gauges (refer to Operator's Manual to see what gauges should be at).

- Oil pressure.
- Fuel.
- Engine temperature.
- Transmission temperature

Idle up 1/3 and let run for 3-5 minutes.

Buckle up seat belts

Hearing protection must be worn at all times while operating dozer.

General Operations

- Take safety off to operate dozer (engage P.T.O.).
- Warm up hydraulics by lifting and lowering the blade (do not drop the blade).
- Idle up to 100% then decelerate and put into forward gear.

NOTE: Check to ensure path of travel is clear prior to proceeding

- Make sure the dozer is fully operational turning left and right, forward and reverse and that the blade is fully operational.

- When piling material ensure the dozer is not piling on too steep a slope. When coming back down the pile ensure the dozer is in reverse gear to ensure safe travel down pile. When backfilling or contouring make sure dozer is not on too steep of an angle so rolling or lay over does not occur.

Safe Job Procedures

Dozing Line

Hazards

- Rollover (i.e. side hills)
- Create slashing hazards for others (i.e. jackpots, leaners, etc.)
- Slips, trips and falls
- Flying debris
- Falling trees
- Drowning/freezing

General

1. Never travel directly across a well site. Always clear a trail around the parameter.
2. Always investigate, on foot, any suspected hazardous situation before proceeding with heavy equipment.
3. Eye protection must be worn at all times.
4. Headlights must always be on whenever equipment is working.
5. All reasonable efforts must be made to eliminate leaners (trees that have fallen against other trees).
6. All hazards must be flagged to warn others of potentially dangerous situations.
7. Constant vigilance is required to ensure that no spears or broken trees enter the cab area.
8. Always ensure ice-checks are conducted prior to travel over iced areas.
9. Always ensure tracks are equipped with lugs or corks.
10. No passengers are allowed on machine not designated to carry passengers.
11. Sixty (60) meters must be maintained between working machines.
12. All operators must be in complete control of the machine while they are under power.
13. Dozer blades must be lowered to the ground when machine is left unattended.
14. The transmission locks must be in the locked position when leaving the machine.
15. Operators shall pay close attention to other machines and personnel working in the vicinity.

Safe Job Procedures

Equipment Loading and Unloading onto Transport Units

General

Loading and unloading equipment onto transport units is a specialized skill that requires careful planning and attention to detail. Many conditions such as muddy tires, wet decks, icy or muddy decks and adverse weather conditions may cause unforeseen problems. The following job procedure must be followed to ensure equipment is loaded and unloaded in a safe manner.

- Only experienced and trained personnel should load or unload equipment.
- Operate equipment only from the seat or operators compartment, or using an approved remote operating station.
- Be sure to follow manufacturer's recommendations for loading and unloading equipment.
- Make sure all loose equipment; rakes, shovels, plates, blocking, etc is tied down securely to prevent it falling off during transport.
- Make sure the deck of transport unit it clean. Loose gravel, mud, snow etc is a serious hazard to other vehicles on the road. Under applicable transport regulations this a violation that can be charged to the driver.
- Use ramps, and/or blocking to make approach to trailer safe
- Set brakes and/or block vehicle prior to loading or unloading equipment
- Park on a firm level surface
- Park in a safe area
- Never load or unload under a power line. When loading and unloading on a road adjacent to a power line be sure to swing excavator booms over the side of the trailer opposite the power line.
- Watch for excavations, manholes, water valves and other hazards when moving equipment to the loading site.
- Placement of load to ensure proper axle weights is the responsibility of the driver. If unsure make arrangements with dispatch to have truck weighed.
- Set brakes and secure machine on the trailer before moving.
- Oversize/overweight loads must have permits and be properly marked and flagged. Permits and/or permit information can be obtained through Smash and Sons Contracting Ltd's dispatch.
- Marking, flagging, lighting, signage and proper tie down of equipment are the responsibility of the driver. It is the responsibility of Smash and Sons Contracting Ltd to provide proper signs, flags, lights and other necessary tools to haul our equipment safely. Any shortages of proper equipment; including chains, boomers, lights, flags, etc must be reported to the dispatcher immediately so they can be replaced.

Safe Job Procedures

Entering and Exiting Equipment

- Ensure all handholds, footholds and steps are clear of ice, snow, mud and other debris
- Use only approved handholds, footholds and steps when mounting and dismounting equipment
- Always use the 3-point contact method when mounting and dismounting equipment. This means that 3 points of your body must remain in contact with the machine at all times until you:

    a) have both feet firmly on the ground when dismounting a machine; or

    b) you are comfortably positioned in the operator's compartment

- Never jump off of any equipment. Even a small jump from the last step of any machine can result in serious injury.
- Snow, ice, rain, mud and adverse weather can affect traction and footing while getting on and off machinery. Be constantly aware of changing weather conditions on the job.

Safe Job Procedures

Excavations Underground Utilities

Underground utilities are a hidden hazard that are encountered during excavation operations. Refer to the Ground Disturbance Manual (located at the end of the safety manual) for detailed procedures.

To ensure the safety of all persons in the construction area and to eliminate needless repair costs, please adhere to the following procedure:

1. Always request underground locations before you dig. Even if you are sure there are no lines in the area, call to confirm it. Get In Touch With Call Before You Dig - Alberta One-Call Corporation **1-800-242-3447**
2. Hand locations must be performed when working within 60 cm of buried utility lines or greater as requested by the utility owner.
3. If a utility line is struck, stop work immediately and act to ensure the risks to people and property are kept to a minimum. (This may mean isolating the area from persons and equipment until the authorities arrives).
4. Notify the utility company.
5. If the damage has the potential of being serious, contact the Prime Contractor who will, in turn, contact OH&S officers or other authorities as required.
6. Verify the damaged area by taking pictures and making notes of the situation. If the utility line damaged appears to be in an incorrect easement, collect any information that could be used in case of a dispute (i.e. Elevations, alignment, etc).
7. Complete an incident report including a diagram and forward to the Supervisor then the Manager as soon as possible.

Safe Job Procedures

Fire and Use of Fire Extinguishers

General

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

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

General Precautions

1. Fire extinguisher caps shall not be interchanged.
2. Water or water extinguishers shall not be used on electrical fires.
3. Dry chemical recharge materials shall be stored in a dry location.
4. Dry chemical shall be blown from the extinguisher hose after hose, by turning the extinguisher upside down and squeezing control lever.
5. A straight stream of water shall not be placed on hot oil or steam lines or other normally hot surfaces.
6. All extinguishers shall be inspected at regular intervals and shall be tagged with the date of inspection and/or refill.
7. All extinguishers shall be promptly refilled after use.
8. The contents of all extinguishers shall be projected on a fire from the windward side and directed at its base or outer edge of fire with a sweeping motion.
9. All instructions of the manufacturer as to the recharging of the extinguisher and its maintenance shall be followed.

Safe Job Procedures

Lifting With the Excavator

The excavator is not a crane. For this reason, always be very careful when you lift a load with the excavator. Use the excavator lifting charts in the specifications section of this manual and read the instructions below before you lift a load with the excavator.

1. Know and understand each signal from the signalman before you start.
2. Always know the location of all persons in your working area.
3. Connect a tag line to the load before you start. Make sure the person holding the tag line is away from the load.
4. Test the load before you start your job:
    a. Put the machine close to the load.
    b. Use a cable or sling to fasten the load to the end of the dipper at the bucket pivot pin.
    c. Lift the load with the excavator so the load is one or two inches (25 to 50 mm) above the ground.
    d. Swing the load all the way to one side.
    e. Move the load away from the machine. Make sure you keep the load one to two inches (25 to 50 mm) above the ground.
    f. Lower the load to the ground if there is any indication that the stability of the machine is reduced.
5. Always move the load slowly. Do not move the load over the top of persons. Keep all persons away from the load.
6. When the load is raised, keep all persons away until the load is placed on blocks of wood or is placed on the ground.
7. Remember; lower the load to the ground if there is any indication that the stability of the machine is reduced.

Safe Job Procedures

Loading Trucks with the Excavator

The following safe job procedure must be used while loading trucks with an excavator:

- Follow operating procedures for tracked excavators as previously explained in the safe job procedures
- Be sure that signals to be used between truck driver and excavator operator are predetermined and understood by both parties before initiation the work
- Ensure that the excavator has a solid and level surface to work on. If a suitable area is not available then a pad may have to be built
- Optimum position to load trucks with an excavator is a position above the level of the truck. This is not always possible but it is the position that will give you the most control and visibility while loading
- Have trucks pull onto a level, firm loading area. If possible the trucks should pull forward into the loading area and then continue forward once loaded
- Trucks should be positioned so that they are as close as possible without interfering with the counterweight swing of the excavator.
- Avoid reaching too far with the excavator as this decreases its stability. If necessary the excavator and/or truck may need to be repositioned during the loading process
- Never load while any person is between the excavator and the truck or if any person is in the truck box
- Always load trucks over the tailgate or sides. Never swing the excavator over the cab of the truck. Materials spilling from the bucket can cause serious property damage or injury.
- Never drop loads into the trucks from an excessive height. This can result in damage to the truck. Keep the excavator bucket as close as possible to the truck box and allow the material to slowly roll out of the bucket into the box.
- Be sure to keep loading area for trucks clear and free of lumps and debris between loads.
- If at any time the footing under the excavator becomes unstable and the stability of the excavator is decreased; **STOP LOADING IMMEDIATELY** and reassess the situation. Reposition to more stable ground or construct a stable base for the excavator before continuing.

Safe Job Procedures

Ripper Tooth

The frost point is used to break frozen ground.

Use the following procedure:

1. Start as close to the machine as possible.
2. Put the frost point in a vertical position.
3. Lower the boom to push the frost point into the ground.
4. Pull the dipper control lever to the “in position” and the bucket control level to the “load position”. This procedure is similar to filling the excavator bucket.
5. After the frost is loose, back the machine to the starting point and move about one foot (0.3 m). Complete the same procedure again until the area is ripped.

NOTE: Break only as much frost as you can dig in one day. Freezing can occur and you will have to break the frost again in the same area.

Safe Job Procedures

Self Propelled Compactor

Start Up Procedures

- Determine type and size.
- Read operator manual.
- Check all fluid levels, belts and hoses. Document this on a Daily Equipment Inspection Report.
- Check tires for cuts, cracks and tire pressure.
- Check for damage, cracks, loose bolts and defects on frame.
- Locate all safety functions and know the proper operating procedure before starting.
    a. Emergency brake.
    b. Seat belt.
    c. On/off switch.
    d. Battery disconnects.
    e. Throttle.
    f. Emergency shutdown.
    g. Shifter.

Before starting, ensure that proper PPE is worn, hearing protection will need to be worn in addition to the company minimum requirements.

- Start engine and immediately look at the oil gauge to ensure oil pressure is positive.
- Listen for any unusual sounds while warming the engine up.
- Let engine run at half throttle for 2-3 minutes prior to working. During cold weather operations this timeframe will increase.
- When mounting the equipment, use the Look, Hold, Step method to ensure no personal injury occurs.
- Ensure the seat belt is properly fastened before moving the machine.
- Before moving the equipment, ensure all personnel are aware the equipment is to be moved and are clear of the machine.
- Take the emergency brake off and slowly idle the machine up.
- Always have the vibration "OFF" when off loading or transporting the unit.
- Stay clear of soft spots (mud, water).

Shut Down Procedures

- Turn the vibrator off, ensure unit is out of gear and emergency brake is on.
- Idle engine to half throttle for 3-5 minutes before shutting engine off.
- Turn packer off.
- Remove all dirt from the machine prior to transportation.

Safe Job Procedures

Safe Rock Truck Operation and Backing Up Procedure

Pre-Trip

- Before operation of the rock truck clean all windows and mirrors.
- Have the supervisor go over all safety equipment before operation (i.e. brakes, parking brake, seat belt, fire extinguisher, etc.)
- Make note of broken and cracked glass in mirrors and windows. If vision is impaired by crack, discuss with supervisor about replacing.
- If radios are being used check battery for charge. Be sure to have radio contact with all other users before operation.

Safe Driving

- Always be cautious of other equipment and people working in same area.
- Drive in a safe manner, and at a speed suited for conditions and terrain.
- Passing other rock trucks and equipment should be done at designated passing areas or wide spots.
- Loaded trucks should almost always be given right of way when passing.
- Safe passing areas should be discussed and pointed out to all workers working in the area.

Radios

- When two or more trucks are being used, radios should be considered.
- Radio contact should be made when operation of rock truck starts.
- Radio contact must be made when leaving load out area, and should be continuous to dumping areas.
- When dumping and backing up radio must be used.
- Radio contact must be made with all equipment in dumping areas.

Backing Up

- A walk around the rock truck is required prior to backing up.
- Before backing up check all mirrors and blind spots.
- A horn should be blown before backing up.
- Be sure that all other equipment working in the same area is clear.
- If all equipment and other rock trucks are clear proceed to back up.

NOTE: Whenever possible use a signal person and 2-way radio to help back up the rock truck.

Safe Job Procedures

Shutdown and Service of Dozer

- When getting out of operator's seat make sure dozer is idled down, blade is on ground, winch cable is secure and on brake.
- Let dozer idle in low gear for 2 minutes.
- Turn off engine – remove key and lock out unit.
- Use caution when getting down off of the dozer.

NOTE: Use steps and bars that are in place.

- Service dozer (refer to Operator's Manual).

NOTE: Ensure that when the service is taking place that engine is turned off.

- Grease all areas required to specification.
- Shovel tracks

NOTE: Ensure that when track shoveling is taking place that engine is turned off.

- Remove all mud and dirt from the tracks (at least twice per day but more often if required).
- Fuel dozer

NOTE: Ensure that when fuelling a dozer that dozer engine is turned off and use extreme caution.

Safe Job Procedures

Tracked Excavators

Preparation

1. Discuss the job to be done with all involved before work begins. Ensure ground disturbance permits are in place.
2. Secure the work area.
3. Wear the appropriate personal protective equipment. Complete a hazard assessment on the work area. Ensure line locates are completed and lines are flagged.
4. Ensure that excavation is adequately rope/fenced off and marked, when required, before leaving the site.

Operating Steps

1. Ensure sufficient operating room for the excavator.
2. Complete a circle check of the excavator - make sure it is ready for work.
3. Use cold start procedures.
4. Check all gauges, lights and the back-up alarms.
5. Check the operation of the bucket, the boom, and swing by tilting, raising and lowering the buckets, and engaging the swing motion.
6. Slope banks according to the respective regulations.
7. Do not allow anyone near your bucket dumping area.
8. In case of a cave-in, cease operations immediately and assess the process.
9. If accidentally striking a pipeline or electrical line, shut-off the excavator immediately - signal others of your mishap and begin emergency procedures
10. Do not allow any person near the place you are excavating unless absolutely necessary

Post Job

1. Move excavator away from the excavation area.
2. Park and use hot engine shutdown procedure.
3. Do circle check and secure your excavator.
4. Service and fuel the machine.

Safe Job Procedures

Winch Operations

- For operation of any winch refer to the Operator's Manual.
- Always have someone help when operating a winch.
- Make sure that no one is in the area when winching or pulling with the winch line.
- Make sure idle is at the lowest setting when operating winch.
- When not using the winch ensure the brake is always on.
- Ensure all personnel are familiar with when to properly inspect cable and look for excessive wear.

Section 4
Discipline
&
Corrective Action Procedure

Section 4 – Discipline/ Corrective Action Procedure

Purpose:

Each worker is required to perform their job in the safest possible manner in order to protect their welfare, fellow workers, the environment and the general public. To ensure this takes place, rules have been designed to facilitate change in an employee's on-the-job performance and behavior, and to ensure uniform enforcement of the company's policies and government regulations.

Rules:

The following rules have been provided to ensure the safety of the employee and employer and to form a foundation to complete Smash and Sons Contracting Ltd's daily business.

Mandatory Requirements

- Perform all work using safe work practices and safe job procedures in accordance with Smash and Sons Contracting Ltd's corporate policy, procedures and protocol.
- Accidents, injuries, or near misses, regardless of their nature shall be promptly reported to their supervisor
- First aid treatment is to be obtained promptly for any injury
- Hard hats, safety boots and safety glasses are to be worn at all times on the job site.
- Only those tools in good repair, with all guards and safety devices in place, shall be used
- Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced
- Compressed gas cylinders shall be secured in an upright position
- Riding on any hook, hoist, or other material-handling equipment which is used strictly for handling material and not specifically designed to carry riders is prohibited
- Welding and burning operations shall only be carried out by authorized personnel with appropriate individual protective equipment
- Every worker shall keep his/her area neat, clean and orderly. Maintain good housekeeping in your work area including vehicles and equipment
- Operate all vehicles and mobile equipment in accordance with site rules and highway regulations

Discipline/ Corrective Action Procedure

- All field crews, when on a project, shall report to their project coordinator at the end of every work day

Grounds for Dismissal

- Theft, vandalism or any other abuse or misuse of company property is prohibited
- Smoking is permitted only in designated areas. “Strike Anywhere” matches are prohibited
- Possession or use on the job of intoxicating beverages or unauthorized drugs
- Arriving at work or remaining at work when the ability to perform work is severely impaired
- Harassment, sexual harassment, or racism of any kind
- Firearms are not permitted in company vehicles or on company property.

Additional Rules

1. **Housekeeping**

   Housekeeping (cleanliness) is usually the first indication as to how efficiently a workplace is operated. A workplace that looks cluttered and unkempt suggests a poor attitude. At Smash and Sons Contracting Ltd. we believe a clean workplace is a healthy workplace.

   All unused equipment, tools, and materials shall be stored in appropriate containers and in a neat and orderly fashion. All jerry cans, cylinders, barrels, etc., must be secured and properly labeled. Excess waste, oily rags, trash, etc., must be disposed of in an approved manner.

2. **Facial and Cranial Hair**

   All cranial hair must be kept at collar length. Facial hair will be limited to a trimmed and well-kept moustache that does not impede Respiratory Protective Equipment abilities to function at 100% seal as designed.

3. **Alcohol and Drug Use**

   Smash and Sons Contracting Ltd has a zero tolerance drug and alcohol limit. Employees and contractors shall not report for work while under the influence of illegal drugs or alcohol.
   Employees and contractors shall notify the supervisor if taking any prescription drugs that could cause drowsiness or affect their ability to perform duties safely.

   The use or consumption of alcohol or illegal drugs during working hours, on company property, or in company vehicles is prohibited.

Discipline/ Corrective Action Procedure

4. **Smoking**

Smoking is allowed only in designated areas. While on location the governing policies of the oil company shall prevail. ERCB regulations state: "No person shall smoke within 25 meters of a well, separator, oil storage tank, or other unprotected source of an ignitable vapor on a rig, derrick, or well site." All employees, workers, and contractors while on any site in conjunction with Smash and Sons Contracting Ltd shall strictly adhere to this regulation.

5. Company Vehicles & Distracted Driving Legislation

Company vehicles are a major investment and also a large representation of Smash and Sons Contracting Ltd in the public eye. They must be driven in compliance with any applicable highway traffic act, and in a responsible, safe, and courteous manner at all times. The consumption of illegal drugs and alcohol is not permitted in company vehicles.

The use of cellular phones while driving can be dangerous and it is against the Law. Smash and Sons Contracting Ltd will strictly enforce that all employees pull over and stop when using a cell phone unless hands-free operation is available. Should you receive a call while driving – **DO NOT ANSWER YOUR PHONE**. Leave the call go to your voice mail. When safe to do so, pull over and retrieve your message/s. In the event of an Emergency, the caller should call right back notifying the driver the urgency of the call. Once again the driver should pull over when safe to do so and return the call.

Distracted Driving Legislation (Bill 16)

Restricts drivers from:

- using hand-held cell phones
- texting or e-mailing
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
- entering information on GPS units
- reading printed materials in the vehicle
- writing, printing or sketching, and
- personal grooming

- Complements the current driving without due care and attention legislation
- Applies to all vehicles as defined by the *Traffic Safety Act,* including bicycles
- Applies to all roads in both urban and rural areas of the province
- The fine for this new offence is $172

Remember: In the public eye, the company vehicle <u>is</u> the company.

Discipline/ Corrective Action Procedure

Disciple Procedure:

Administration of discipline is probably the most difficult and unpleasant aspect of a supervisor's job. Discipline; however, must be maintained; therefore, acceptance and compliance of the rules and regulations is of vital importance to the success of this program.

Discipline should not be equated with punishment. By definition, any action taken to change a specific behavior of an employee can be considered "discipline". The information outlined in the following procedures is not meant to be punitive, but rather to be steps in the process of improving the productivity of a "problem" employee.

This is not meant to be a rigid system. The action taken may vary depending upon how serious the problem is and how many times it has occurred. Steps may be eliminated or repeated. The aim is always the same – to examine the causes and endeavor to restore satisfactory work performance.

1. Once a performance problem has been identified, the onus is on the supervisor to determine whether the following conditions have been met:

- The employee has been provided with adequate training to perform the job function properly
- Obstacles, beyond the control of the employee, which inhibit job performance, are removed. (I.e. lack of proper equipment).
- The effect of proper job performance by an employee is meaningful both to the employee and the company.
- Adequate feedback has been provided to the employee concerning the Supervisor's expectations and the employee's job performance relating to the expectations.

2. If the preceding conditions have been met, the Supervisor should immediately discuss the problem with the employee. This discussion should be supportive, confident and non-punitive. The Supervisor must retain notes of all discussions with the employee.

3. If no improvement becomes apparent, disciplinary action should be considered. Prior to any disciplinary action being taken, the Supervisor will conduct an investigation. **The first step of the disciplinary process is an Oral Notice**. The Supervisor will explain how desired performance differs from actual performance and will describe the desired changes in behavior and the time frame required. The employee must be permitted to state his/her side.

NOTE – the employee must be told that the oral notice is the first step in the disciplinary process.

Discipline/ Corrective Action Procedure

After the meeting with the employee, the supervisor will summarize in writing the proceedings, including date of reminder, specific offense or violation, specific statement of expected performance and any other relevant information including the employee's statement to be filed in the employee's personnel file. The Supervisor will monitor the employee's performance to ensure that the problem has been corrected.

4. If no improvement is evident subsequent to the oral notice, the Supervisor will proceed to the **second stage of the disciplinary process – Written Notice**. The written notice procedure is similar to that descried in 3.) Reference should be made to previous discussions and oral notices. The employee must be permitted to state his/her side. **The employee must be informed that the written notice is the second stage of the discipline process.**

After the meeting, the supervisor will write a memo addressed to the employee, outlining the date of the conversation, the specific rule violation and /or performance problem, reference to the oral reminder - including date and specific violation and a statement of expected behavior. The memo should be given to the employee no later than the day following the conversation. A copy of the memo must be retained and filed by the Supervisor. A second copy is forwarded to the next higher level of management for inclusion in the personnel file.

5. If no improvement is evident subsequent to the written notice, leave (suspended) without pay will be imposed on the employee using the following procedure. The Supervisor will state the specific problem referring back to the oral and written notices. Following the discussion, the Supervisor will inform the employee not to report to work on the next normal working day. On the day off, the employee will determine whether he/she is willing to work under the Company's rules, procedures and standards.

The employee must be told to report to the Supervisor at the start of the normal working day following the leave, to announce his/her decision.

The Supervisor will write a memo to the employee's personnel file, outlining the date of the conversation, specific violation and action taken. Once copy of the memo must be retained by the Supervisor and one copy sent to the next higher level of management.

If the employee returns from the leave and indicates acceptance of the rules, procedures and standards, the Supervisor will write a memo addressed to the employee, outlining the incident and reaffirming that failure to change behavior will result in discharge. The Supervisor will retain one-copy and forward copies to the next higher level of management and for inclusion in their personnel file.

If the employee decides to resign, the termination will be processed as per the **Voluntary Separation** provisions of the **Termination of Employment Procedure**.

Discipline/ Corrective Action Procedure

If the employee does not return as scheduled from leave, the Supervisor will investigate the reasons behind the late return. If the reasons are valid the employee should be treated as if he/she accepts the rules, procedures and standards. If the reasons are not valid the employee should be terminated for the performance problem and failure to report to work, as per the **Discharge Provisions** of the **Termination of Employment Procedure**.

6. If no improvement is evident subsequent to the decision making leave, the employee should be terminated per the **Discharge Provisions** of the **Termination of Employment Procedure**.

7. If the performance of the employee improves subsequent to any disciplinary action, a mechanism must exist to allow for the removal of the active disciplinary steps from the employee's records. The following time frames should be followed to remove active disciplinary items.

- Oral Notice – 3 months
- Written Notice – 6 months
- Leave – 12 months

At the time that disciplinary action is taken, the employee must be told that it will become inactive after the appropriate time has passed, provided no further problems arise. Memos on the personnel file must be marked inactive, but they will remain on the file. The supervisor shall write a memo to the employee indicating that previous action has become inactive.

A copy of the memo shall be sent to the next higher level of management and a copy kept for inclusion in the personnel file.

THE COMPANY RESERVES THE RIGHT TO IMMEDIATELY TERMINATE ANY WORKER OR SUBCONTRACTOR WHO ENDANGERS THE HEALTH AND/OR WELFARE OF OTHER WORKERS, THE ENVIRONMENT, EQUIPMENT OR THE GENERAL PUBLIC THROUGH UNSAFE ACTS.

Employee/Subcontractor Written Warning/Notice

1st Offense:	2nd Offense:	3rd Offense:

Employee Name:

DATE: _____ **TIME**: _____

Location of Incident/infraction: _____

Description of Incident/Infraction:

Disciplinary Action Taken:

Employees Comments:

Employee Signature: Date:

I have discussed this Incident/Infraction with the above named person.

Supervisor Name and Signature: _____

Witness Name and Signature: _____

c.c. - General Manager and Personnel File

SECTION 5
PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

Section 5 – Personal Protective Equipment (P.P.E.) Procedure

Purpose:

In some circumstances it is impossible to eliminate all workplace hazards, therefore workers when performing their jobs will require some **PERSONAL PROTECTIVE EQUIPMENT**. It is not the intention of this section to outline **"Specific" PERSONAL PROTECTIVE EQUIPMENT** for all situations as a complete site assessment may be required to competently select adequate **PERSONAL PROTECTIVE EQUIPMENT** for certain job.

In the event of required "**Specific" Personal Protective Equipment** being required on location such as breathing apparatus – this equipment will be supplied by the owner client and training if required for use of this same said equipment will be provided on location.

Remember that PERSONAL PROTECTIVE EQUIPMENT is your last line of defense. Proper usage and maintenance must not be taken for granted.

Policy:

All other reasonable means of controlling hazards shall be considered before the use of personal protective equipment. However, the use of personal protective equipment will be required on most worksites. **PERSONAL PROTECTIVE EQUIPMENT** includes protection for:

- Eyes
- Feet
- Head
- Hearing
- Respiratory system
- Body (protective clothing) and
- Fall protection.

PERSONAL PROTECTIVE EQUIPMENT will be appropriately selected for the hazards expected and will be fitted for individual use and where necessary, based on the site specific procedures. All equipment and devices must meet, as a minimum, applicable government regulations. **PERSONAL PROTECTIVE EQUIPMENT** must be used and **maintained** according to manufacturer's specifications.

Personnel will be suitably trained in the use and care of personal protective equipment.

Personal Protective Equipment (P.P.E.) Procedure

Responsibilities:

1. **Flame Resistance Clothing**:
   All personnel, contractors and subcontractors working on tasks in or in the vicinity of facilities involved in the processing, moving or handling or hydrocarbons shall wear clothing compatible with the level of risk of burn injury. High Visibility - Flame Resistant clothing will be required for Smash and Sons Contracting Ltd. personnel. Contractors and subcontractors will be expected to provide their own High Visibility - Flame Resistant clothing.

   Maintenance & Inspection: Ensure that Flame Resistant Clothing is clean and free from grease or oil product saturation. Follow manufactures recommendation for cleaning of Flame Resistant Clothing. Ensure that all reflective stripping is firmly attached and secure.

2. **Clothing**:
   All employees exposed to chemical and/or operating hazards must be fully clothed in long sleeve shirts, long pants and acceptable footwear. Workers must wear outer clothing and protective gloves appropriate to the task needs, operating conditions and weather factors that will protect those individual from burn injuries. All employees potentially exposed to hydrocarbons must wear high visibility - flame resistance clothing. NOMEX or equivalent clothing will be required for Smash and Sons Contracting Ltd. personnel. Contractors and subcontractors will be expected to provide their own high visibility - flame resistance clothing.

   Trousers with cuffs are not recommended as cuffs are frequent tripping hazards. Garments should always fit snugly. Torn, tattered, ragged, loose or sloppy clothing is unsafe and must not be worn around moving equipment or rotating machinery. Clothing made of close weave cottons, wool and leather or better is acceptable.
   Loose weave cottons, polyesters, nylon and poly-cotton blends are not allowed.
   Workers shall not wear rings if working with machinery. Such can catch on projecting surfaces causing serious accidents.
   Dangling neckwear, jewelry, earrings or other similar items shall not be worn near moving parts or machinery.
   Maintenance & Inspection: Ensure that Flame Resistant Clothing is clean and free from grease or oil product saturation. Follow manufactures recommendation for cleaning of Flame Resistant Clothing. Ensure that all reflective stripping is firmly attached and secure.

Personal Protective Equipment (P.P.E.) Procedure

3. **Hard Hats**:

CSA (Class B) approved hard hats shall be worn within the work area and on any job where there is a danger of injury to the workers head. The sweatbands and crown straps of hard hats must be adjusted to give at least 3cm clearance between the shell and wearer's head. Hard hats may be worn with winter liners so long as there are no metallic fasteners. A hard hat must never be worn without a properly adjusted suspension. Such provides the required margin of safety. Metal hard hats are not permitted due to electrical conductivity and inferior impact resistance to sharp object. The chinstrap should be worn if the hat is likely to be dislodged. Hard hats must be replaced if they are cracked, weather worn or in service more than five years.

Maintenance & Inspection: Ensure that all hard hats are free from cracks and or cuts that might create a problem with the integrity of the hard hat. Follow manufactures recommendation for cleaning of and inspection of used hard hats and replace according to manufactures recommended guidelines.

4. **Safety Footwear**:

All company personnel at a work site are required to wear CSA approved Grade #1 or Grade #2 slip resistant safety shoes or boots as appropriate to their assigned tasks and weather conditions. Boots with soles that are resistant to electric shock are recommended for electrical workers. They have a white tag with a sign sewn to the upper, outer part of the boot. These boots must not be considered to give immunity against high voltage.

Where safety footwear of industrial standard is required by employees, it must meet CSA Standards. These boots are marked with a green triangle and should have the following features:

- Reinforced toes
- Non-skid soles
- Puncture proof soles
- Distinct in-steps to separate the heels from the soles.
-

Maintenance & Inspection: Ensure that all protective footwear is in good working condition including adequate slip resistant soles, Covered steel toes free from exposed steel plate. Ensure that the steel shank within the sole of the footwear is intact and able to provide comfort and protection at all times. Follow manufactures recommendation for cleaning of and inspection of used Safety Footwear and replace according to manufactures recommended guidelines.

5. **Goggles and Safety Glasses**:

Wearing the proper type of eye protection, such as goggles, safety glasses and faces shields, can prevent eye injuries. Goggles or safety glasses should fit comfortably. Workers are required to protect their eyes by following safe practices such as wearing monotype goggles or plastic face shields when exposed to severe eye hazards. (i.e. –handling injurious chemicals or when working on any grinding or chipping operation where particles or material may drip or blow into the eyes. As a general rule goggles must be worn when striking metal or frozen ground.

Personal Protective Equipment (P.P.E.) Procedure

Hoods or welder's goggles must be worn when working at or around any welding operation. Industrial safety glasses should be worn under welding hoods.

To avoid injury or the undesirable effects of gases, vapors, flying objects, dust or other materials which may harm the eyes, safety glasses or goggles must be worn by workers including those wearing contact lenses at all times while onsite.

Contact glasses are not to be worn around welding.

Eye protection must be worn whenever there is likelihood of exposure to:

- Flying particles.
- Caustic liquids.
- Toxic gases.
- Injurious light.

Examples of jobs requiring eye protection are:

- Welding.
- Hack sawing.
- Painting.
- Working on energized units.
- Pressure Washing.
- Filing or drilling steel, aluminum.
- Grinding.

Where complete facial protection is needed, face-shields must be worn. These will not protect the eyes from the side-splash of chemicals such as battery acid and additional eye protection under the shield may be required.

When working on live electrical equipment; employees must wear eye protection with clear polycarbonate lenses that meet CSA Z-94.3. Protection from ultra violet light is essential for workers when doing switching.

Maintenance & Inspection: Ensure that all protective eyewear is in good working condition including adequate colored lens appropriate for the current lighting conditions at the time of use. If lens of glasses or full face shield becomes excessively scratched replace as required. Use recommended cleaning agents that will not cause damage to or impeded clear visibility when in use.

Personal Protective Equipment (P.P.E.) Procedure

6. **Gloves**:

Gloves protect workers hands from cut, bruises and chemical burns. There are various styles, each designed for a specific type of work. Workers must wear the correct style for their job. Your supervisor will advise you as to what is required. The following general list will guide he worker in the selection of the correct style:

- Nitride or neoprene gloves are for handling most corrosive or toxic chemicals. MSDS sheets should be consulted for safe handling methods.
- Rubberized gloves are for wet mechanical jobs or where contact with some acid may be encountered.
- Electricians' rubber gloves are for use on electrical equipment only. Leather protection must be worn over them.
- Welding gloves are for use on all burning and welding operations.
- Thermally insulate gloves are for use where extreme heat or cold is encountered.
- Gloves should not be worn while working on or around moving machinery (drill presses or large grinding wheels) unless approved by your supervisor.

Maintenance & Inspection: Ensure that Gloves are clean and free from grease or oil product saturation. Follow manufactures recommendation for cleaning of Gloves. Follow manufacturer's recommendation for proper cleaning and replacement as required.

7. **Hearing Protection**:

If it is not possible to eliminate hazardous noise exposure by engineering or administrative controls, then affected employees must wear earmuffs or plugs (Single Use Disposable) at all times when exposed to noise levels exceeding 85dBA. (Ear plugs (Single Use Disposable) and/or ear muffs).

Workers must understand the nature of the noise hazard they are exposed to, and they must be made aware of how to protect their hearing. Annual training is required and will be provided for all workers who are exposed to noise at or above an 8-hour TWA of 82 dBA (or 80 dBA TWA for a 12 hour shift) and/or are required to work in areas with noise levels at or above 85 dBA.

Training will cover the following information:

• The hazards of noise at work and at home, and the effects on hearing;

• Noise control strategies;

• The purpose, advantages, disadvantages, and attenuation of various types of hearing protectors;

• How to select the appropriate hearing protectors; and

• Instruction of proper fitting and care of protectors.

8. Respiratory Protection:

Generally on a day to day basis workers here at Smash & Sons Contracting Ltd. are not exposed to chemicals or poor air quality that requires Respiratory Protective Equipment, however workers must wear respiratory protective equipment when they are exposed to potentially harmful atmospheres, including:

- Noxious gases and vapors.
- Noxious dusts, mists and fumes.
- Oxygen-deficiencies.
- IDLH (Immediately Dangerous to Life and Health) ***NOTE ** We Do Not As A Normal Work Practice Work in IDLH atmospheres however environments can change on any worksite location without notice. In IDLH atmospheres - Supplied Air or Self Contained Breathing Apparatus must be worn at all times.***
- The Workers' Compensation Board lays down acceptable levels of contaminants and oxygen.
- Respiratory Protective Equipment must be appropriate to the job and the type of protection required, whether dust mask, cartridge air purifying or air supplied. The same equipment must be properly fitted and if required fit testing will be done by the supplier qualified to perform fit testing.
- All workers must review MSDS when working with chemicals or in environments that increase risk to workers respiratory systems to ensure the proper respiratory protective equipment is in use at all times.

Maintenance & Inspection: Ensure that Respiratory Protective Equipment *(Dust Masks / Air Purifying Cartridge Type Respirator / Self Contained Breathing Apparatus)* is clean at all times properly services by qualified technicians when applicable and stored in a safe and appropriate manner consistent with manufacturers specifications. In consideration of disposable respiratory

protective equipment must be replaced after use or after contamination / saturation levels have been surpassed according to manufactures specifications.

8 **Fall Protection:**

With the risk of falling from any elevated work position, the work activities that require full body harness with lanyard for fall protection include the following:

- Any work area that is more than 3m (10 ft.) above the nearest safe level and which does not have an encompassing guardrail.
- Any unguarded work area, regardless of height that is above a pit, an open tank, water or moving machinery.
- Any temporary platform that is more than 3m (10 ft.) above a permanent safe level and from which a worker may fall if the work platform is subject to tipping or failure. This includes bucket trucks, baker boards and temporary platforms under turbine runners.
- Any communications or transmission tower or wood pole.

- Any fixed or portable ladder more than 3m (10 ft.) on overall height that is used as a work platform (i.e. not only for access).
- Any flat or sloping roof.
- Workers must use fall protection when making an ascending or descending climb, and remain secured when transiting and when at the work location.
- At no time when using any fall protection system may the potential free fall distance exceed 1.22m (4 ft).
- Smash and Sons Contracting Ltd. will provide appropriate equipment and training to employees who require fall protection. Records will be kept of each worker who receives equipment and training. Workers are responsible to wear the equipment, report defects and follow the procedures specified in this practice.
- All employees, contractors and visitors must comply with the PPE policy and wear hard hats, steel toed boots, gloves or mitts and seasonally adequate clothing.
- Other work site specific PPE (safety glasses, hearing protection, reflective vests, full body harnesses, and lanyards, etc.) will be made available for use when addressed for use at start-up meetings or tailboards.
- All PPE used must be in good condition and maintained according to manufacturer's specifications. No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or WH&S Regulations. All PPE that is of questionable reliability, damaged or in need of repair or service will be labeled "OUT OF SERVICE" and removed from service until repaired or replaced.

Workers are responsible to wear or use PPE. Management is responsible to ensure that workers are protected by PPE and trained to use it. PPE is not to be used instead of protective devices such as guards that are built into machinery and tools.

Personal Protective Equipment (P.P.E.) Procedure

PPE for handling hazardous chemicals is specified in Material Safety Data Sheets. See Safe Work Practice - Workplace Hazardous Materials Information Systems (WHMIS).

Maintenance & Inspection: Ensure that Fall Protection equipment is maintained according manufactures specifications and regular routine inspections are conducted prior to use and after use.

Visitors to worksites having no direct participation in the operation, maintenance or the repair of any part of the facilities or equipment shall wear clothing of a material that will not contribute to a burn injury (cotton, wool, etc.) and are to confirm site specific clothing requirements with the Onsite Supervisor at the time of the visit. The Onsite Supervisor may at their discretion require additional protection.

SECTION 6
PREVENTATIVE MAINTENANCE PROGRAM

Section 6 - Preventative Maintenance Program

Purpose:

In addition to ensuring that workers use the tools and equipment properly it is vital that tools and equipment be properly inspected, maintained and kept in good repair. The maintenance program will reduce the risk of injury, damage and lost production.

Policy:

Facilities and equipment shall be maintained in a condition that reduces to the lowest practicable level, the potential for operational failure or personal injury.

Procedures:

Managers, supervisors and workers shall report and investigate all critical equipment failure to determine the reasons for such failure. The Managers, supervisors and workers will also report any unsafe conditions and/or acts as necessary to the General Manager.

Qualifications and Training:

The qualifications of maintenance personnel are key to the success of a maintenance program. All individuals who perform maintenance work should have the appropriate skills, accreditation and/or certification. This certification applies both to company and contracted maintenance services.

Monitoring:

The monitoring functions in a maintenance program fall into two areas:

- The people responsible for operating and/or maintaining equipment must monitor the equipment to ensure that appropriate inspections and maintenance are done.
- Managers and Supervisors must monitor the maintenance program to ensure that it is functioning in accordance with company policy.

Preventative Maintenance Program

Scheduled Inspections and Maintenance:

All equipment and tools will be inspected and maintained as required to ensure the safety of all concerned. Drivers of company vehicles and equipment are to maintain a schedule for oil changes and lubrications. This schedule is to be turned into the safety department.

Policy:

It is the policy of Smash and Sons Contracting Ltd. to maintain all tools, machinery, and equipment in a condition that will maximize the safety of all personnel. A Maintenance Program shall be maintained and shall include the following components:

- Maintenance Programs that comply with applicable regulations, standards, and manufacturers specifications
- Services of appropriately qualified maintenance personnel
- Scheduling and documentation of all maintenance work

Smash and Sons Contracting Ltd. has personnel who are responsible for the maintenance of all company vehicles including pickups, heavy equipment, tools, and any other numerous pieces of equipment used by our company. Records are kept of all repairs and maintenance done and equipment taken to specific repair shops in the areas our crews may be working. Decisions regarding who will repair certain pieces of equipment are the responsibility of the field supervisor or management.

All employees shall regularly check all tools, machinery, and equipment that they are working with and shall take "out of service" any devices, which may pose a hazard due to the need for repair, an immediately inform their supervisor.

The supervisor shall be responsible for the application of the program in his area of responsibility.

Purpose:

Definitions of the subjects discussed in Alberta's Commercial Vehicle Safety Regulation are listed below. Please note that should anything be missed and/or misunderstood the regulation will supersede any policy or procedure within this section and/or manual.

Body and Frame:

- Body door and seats (fenders, bumpers, mud flaps, sun visors, latches, door releases, etc)
- Chassis frame
- Underbody
- Drive shaft hanger brackets/guards
- Windshield, windows and mirrors

Preventative Maintenance Program

Brakes:

- Brake friction components
- Hydraulic, vacuum and air components
- Mechanical components
- Service brake pedal
- Air brake system
- Parking, emergency and service brakes

Wheels and Tires:

- Tires including size
- Wheel studs, rims and bearing.

Lubrication:

- Complete lubrication

Fuel and Exhaust:

- Fuel tank, filler cap and fuel lines
- Exhaust system

Engineering Controls and Steering:

- Engine control
- Steering column and box
- Wheel alignment
- Steering linkage

Suspension:

- Suspension components

Electrical Components:

- Horn
- Windshield wipers and washers
- Heating and defrosting
- Starting switch
- Lamps, lights and reflectors

Trailers:

- Fifth wheel component
- Trailer hitch, trailer mount and connecting devices
- Cranks, legs and pads.

Refer to Section 14 for Maintenance Inspection forms.

Preventative Maintenance Program

150 Hour Equipment Inspection

SMASH & SONS CONTRACTING LTD.	150 Hour Equiptment Inspection & Maintenance				
	Unit:				
Date:		Hours:			Next:

	Maintenance Requires	YES	NO	N/A	Notes
1	Clean Heavy Mud off the Unit				
2	Inspect Tires and Replace (if necessary)				
3	Wash and Clean Unit				
4	Inspect Unit for any Visable Damage				
5	Change Engine Oil and Filters				
6	Change Inner and Outer Air Filters				
7	Ensure Unit is Full of Fuel				
8	Check Transmission Fluid & Hydraulic Oil Levels				
9	Check Fluid Levels in Planitaries/Final Drive				
10	Check Track Tension				
11	Check Cylinders for Leaks				
12	Check Fluid Level in Radiator				
13	Inspect all Lights				
14	Ensure Backup Alarm is Working				
15	Inspect all Belts for Tightness				
16	Inspect Fuel Filters				
17	Inspect Battery. Clean Terminals and Fluid				
18	Inspect Grease Nipples and Grease Unit				
19	Inspect Fan Direction and Lubricate Fan				
20	Inspect all Hoses for Leaks (Replace if Necessary)				
21	Ensure all Bolts are Tight (Including Rollers)				
22	Ensure Windows/Cab are Clean. Replace Windex/Paper Tow				
23	Ensure Winch Oil is Full				
24	Ensure Winch Line is Rolled on Straight				
25	Ensure Dozers have Catbar/Track Shovel/ Grease Gun				
26	Ensure Cutting Edges are in Good Working Order				
27	Ensure Dozers have Chains and Pins				
28	Ensure Corner Bits are in Good Working Order				
29	Inspect Fire Extinguisher				
30	Ensure all Gauges are in Good Working Order				
31	Ensure Ether Injection System Works				
32	Inspect Unit and Blade for any Cracks				
33	Inspect First Aid Kit and Refill if Necessary				
34	Inspect Swing Gear Motor				

Mechanic Signature: _____

Preventative Maintenance Program

Vehicle Maintenance Report

SMASH & SONS CONTRACTING LTD.	Vehicle Maintenance Report			
	Unit #:		Operator's Name:	
	Date:		Km:	
	Service Center:			

	Checklist	☑ ☒	Comments
1	Motor Oil Level		
2	Radiator Fluid Level		
3	Radiator Condition		
4	Transmission Fluid Level		
5	Fan Belt Tension and Condition		
6	Windsheild Washer Fluid		
7	Inspection for Loose Bolts/ Nuts/ Cracks		
8	Exterior Lighting		
9	Condition of Gauges		
10	Interior Lighting		
11	Trailor Wiring and Lights		
12	Cleanliness of Interior		
13	Visable Body Damage		
14	Tire Pressure and Tire Wear		
15	Power Steering Fluid		
16	Windsheild Wiper Inspection		
17	Rear End Oil		
18	Transfer Case Oil		
19	Air Filter Inspection		
20	Batteries and Connecting Cables		
21	Brakes and Emergency Brakes		
22	Suspension Inspection		
23	Heater/ Air Conditioner		
24	Fire Extinguisher/ Mounting Brackets		
25	Exhaust System Condition		
26	Seat Belt Inspection		
27	Door and Door Latch Inspection		
28	Drive Train Inspection		
29	Tie Rods and Tie Rod Ends Inspection		
Comments:			
Service Center Signature:			

SECTION 7
SAFETY TRAINING AND AWARENESS PROGRAM

Safety Training and Awareness

Purpose:

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

Policy:

The company will provide and all employees will participate in all safety meeting and safety related training that is necessary to minimize losses, and provide workers with the knowledge to work in a safe competent manner.

All company employees shall be educated and trained to perform their jobs competently, efficiently and safely. The Smash and Sons Ltd's training program will ensure:

1. Every new permanent and temporary employee is instructed in the company's safety policies and procedures as to their work and responsibilities.
2. Job specific procedures are compiled for tasks critical to the health, safety and production and every applicable worker is instructed in these procedures.
3. Managers and supervisors with safety responsibilities are provided with adequate training to meet these responsibilities

All temporary workers will be trained to the specific task that they are to perform.

Orientation:

All new permanent employees shall receive orientation training within their first week at work. Until the training takes place the employee will work under the direction of a competent worker. The Safety Supervisor and/or the onsite supervisor will conduct the orientation. The topics to be covered shall include, but not limited to:

4. The Occupational Health and Safety Act
5. Company Policies and Procedures
6. Fire Procedures, location and use of Fire Extinguishers.
7. First Aid procedures, location of first aid stations and who are the First Aid People.
8. Use and availability of personal protective equipment
9. General hazards in and around their work areas.
10. Safe work permits procedures.
11. Emergency Response Procedures
12. Portions of the safety manual that pertains to employee

Safety Training and Awareness

Training of Supervisors and Workers

It is the intent of Smash and Sons Contracting Ltd. to operate without costly disruption and injury to employees. To ensure Smash and Sons Contracting Ltd. is aware of training procedures and requirements, it communicates issues at all levels.

Management Meetings

Management meetings will review safety and health activities and accident trends for the determination of necessary courses of action.

Staff Meetings

Communications to the worker at meetings on safety issues and items that will affect them are critical. Talks, memos, and newsletters are a form of reassurance.

Pre-job Planning Tasks

The start up of any operation involves many complexities and responsibilities. The coordination of the numerous departments including sub-trades, prime contractor representatives is just some examples.

Training of Supervisors and Workers

Smash and Sons Contracting Ltd. feels worker training will ensure workers know how to do their job safely with reduced risks of injury. Training of personnel is meant to ensure workers and supervisors at Smash and Sons Contracting Ltd. know about:

- Company safety policies and procedures
- Specific job hazards
- Safety precautions
- Health precautions
- Job responsibilities
- Regulatory requirements and specific Industry Training
    - H2S
    - First Aid
    - WHMIS
    - TDG

Safety Training and Awareness

To ensure proper training occurs, every effort will be made to:

Orientate

- Maintain records of training and health assessments.
- Review the workers training program on a regular basis to ensure training is kept up to date and new needs are anticipated before the risks and hazards evolve.
- Orientation of Company and Legislative requirements prior to the employee entering the workforce (within the first week).

Suggestions for training procedures include:

- Do not begin training until you have the worker's full attention.
- Try to associate the worker's past experience with the new job.
- Make sure you go through the operation or task at a slower speed and are available for questions.
- Do not teach more than the worker can understand at one time.
- After a period of time, have the worker/trainee perform the entire task at or near normal speed. Make monitoring less frequent and shorter as the worker/trainee progresses. If logical, do group training for the same job.

Remember, whenever in doubt (within reason), whether a specific work procedure or situation is safe, and when the employer, supervisor and worker cannot answer the question by referring to the regulations, contact the OHS Office or WCB office in your Region for assistance or refer to a specialist.

Part of a training program includes proper orientation and training of its managers, supervisors, workers, and contractors to the site. The orientation process will include the following:

- Familiarization with Smash and Sons Contracting Ltd's Health and Safety Procedures and Policies.
- Accident/Incident reporting procedures.
- Review of existing hazards and any known problems.
- Individual responsibility to read general safety rules posted at the site and in the safety policy. Everyone at Smash and Sons Contracting Ltd. is responsible to ensure safe working conditions are maintained on the job site. The Supervisor on-site should be able to answer any questions that you may have regarding the safety program.

Safety Training and Awareness

General Employee Training

Purpose:

The onsite supervisor shall ensure all personnel are adequately trained to all legislated and industry standards. Some of this training includes but is not limited to:

- First Aid
- WHMIS (Workplace Hazardous Materials Information System
- H2S Alive (employees working around sour gas)

Note: all personnel shall participate in any safety training that is required.

Job Specific Training:

Job specific training ensures that each employee can do the job and knows how to do it right. This type of training should be conducted:

- At the time of hire
- When an employee is assigned new or different work
- When an employee is moved to a new site or location.

The employee's immediate supervisor should conduct Job Specific training. The Supervisor should:

- Review with the employee the company's "safe work practices" and any job procedures that apply to the specific job.
- Bring all known safety hazards that may affect the employee to his/her attention.
- Determine just what the employee can do and how he/she does it. This includes both discussions with the employees and observation of how they do their work.
- Provide the employee with all the information that is necessary for the employee to do the job safely and correctly.

Depending on the complexity of the job and the employee's skill/experience level, job specific training may take anywhere from a few days to several months. Records need to be kept for all training and included in each employee file.

Safety Meetings:

Safety meetings are important forums where information and ideas can be transferred from management to workers and vice versa. The objectives of these meetings are to reinforce safety awareness and discuss new concerns.

Safety Training and Awareness

Scheduled Safety or Toolbox Meetings:

- Scheduled meeting will be held monthly. The meetings will be held at a convenient time and place so the majority of workers can attend.
- All workers are required to attend and participate in the meetings
- Minutes of the meeting will be taken and shall include:
    - Time and date of meeting
    - List of participants and signatures
    - List of topics discussed with applicable notes indicating concerns
    - Recommendations and/or solutions
    - Action plan

Pre-Job Meetings:

The company will conduct pre-job meetings with their workers and/or contractors prior to commencing work on a critical or unfamiliar task. It shall include all workers involved and focus on site safety. The topics of the pre-job meetings shall include but not be limited to:

- Description of job and any possible interference's.
- Availability and location of site and P.P.E. equipment.
- Site specific hazards
- Reinforcement of basic "safe work practices".
- Worker responsibilities during normal and emergency situations.
- Safe assembly areas and emergency response requirements
- Conduct a field "Hazard Assessment".

Safety Training and Awareness

Operating Procedures for Safety Meetings

Scope:

The scope of the meeting should arouse and maintain safety interest for employees within safety and accident prevention guidelines.

Intent:

The intent of the safety meeting is to ensure active participation in monthly and pre-job safety meetings.

Guidelines:

Project Manager or his designate are responsible for ensuring:

- Daily toolbox talks are held in an effective and productive manner prior to work commencement.
- The toolbox talk is safety specific to people, equipment, materials and the environment
- All employees attend the daily toolbox talk.
- The toolbox talks are documented, logged and retained. (refer to toolbox talk form)

Monthly Safety Meetings:

Safety Manager or his designate are responsible for ensuring that monthly meetings are:

- Attended by all personnel regularly.
- Well planned in advance.
- Documented and the minutes are circulated to all attendees and the Safety Supervisor.
- All personnel could be responsible for chairing scheduled monthly meetings.
- Topics, chairperson and dates will be established for the year in the January meeting.
- Three monthly meeting must incorporate emergency response simulations.

Safety Awareness Training

Employee Safety Tickets Log

SMASH & SONS CONTRACTING LTD.

Safety Ticket Log

	Driver's Licence			WHIMIS		TDG		H2S		PST with CSTS		First A
Employee	Number	Class	Exp.	Issued	Re-New	Issued	Exp.	Number	Exp.	Number	Exp.	Number
	LEGEND:	All Good to Go		Coming Due		EXPIRED						Last Update:
				N/A	N/A							

SECTION 8
Inspections

Section 8 - Inspections

Purpose:

The purpose of workplace inspections are to ensure compliance with Occupational Health & Safety (OH&S) requirements, assist in the recognition and control of hazards, and reinforce the company's commitment to safety.

Policy:

Any unsafe acts or conditions identified must be prioritized and documented, with immediate steps taken to correct the situation.

All safe performance and compliance will be indentified and awarded through recognition. Enhancing safe conditions and acts is just as important as correcting deficiencies.

All inspections will be fully discussed with workers and contractors that are involved within the working areas.

Responsibilities:

1. The General Manager/Field Superintendent is responsible for the overall operation of the program.
2. Managers are responsible for directing formal inspections on job sites that they control and for involving workers in such inspections.
3. Supervisors are responsible for conducting ongoing informal inspections of areas where crews are working.
4. Workers are responsible for participation in and contributing to the inspection program, inspection of their equipment, tools and reporting any hazards and/or near misses.

Safety inspections within the safety program are used to identify and control hazards in the workplace before incidents occur. During an inspection, both activities and conditions in the workplace are carefully examined. Situations that have the potential to cause injury or damage are identified and corrective action is initiated.

Safety Inspections will include:

1. General Site Inspections
2. Equipment and Vehicle Inspections
3. Ensure that workers get involved with the inspections.

Inspections

Ongoing (informal) inspections:

The supervisory personnel should conduct work site inspections. They must be familiar with the work and job site. They should constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe act with a worker or by issuing instructions to have an unsafe condition corrected. Situations that require additional corrective actions must be reported to management for follow up.

The Supervisors should encourage the worker to bring forward their observations of unsafe conditions on an ongoing basis. In fact, this is a worker's right and responsibility under the Occupational Health and Safety Act. Management should always initiate prompt corrective action in response to valid concerns of workers.

Worksite inspections should assess the:

- Physical layout and conditions of the site, including location, terrain, season and weather.
- Hazards of materials handling
- Condition of equipment and tools used
- Work practices and behavior of people at the site (employees, contractors, subcontractors, visitors and clients.)
- Level and quality of supervision given workers.

Government Inspections:

The company will cooperate with all governmental inspections and provide assistance to inspectors as required.

The General Manager:

- Shall write reports when requested by governmental inspectors
- Shall ensure compliance with any governmental orders or initiate appeals to governmental orders
- Shall respond to governmental requests for documents, reports, orders or directives
- May designate persons to meet, escort, answer questions posed by and produce the documents requested by a governmental inspection.

Inspections

Inspection Policy

It is the policy of Smash and Sons Contracting Ltd. to maintain a program for safety inspections. The objectives of these inspections are to control hazards in the workplace. These inspections are intended to minimize injuries and damages on and to company property. All company facilities and job-sites shall be included in the inspection program.

Formal inspections shall be conducted by the field superintendent, supervisor, and safety co-coordinator or designate for each facility or job-site on the following basis:

Field Superintendent – completed twice yearly with the safety coordinator

Field Supervisor/Safety Coordinator – completed on a monthly basis

Onsite Designate – daily inspections and tailgate safety meeting prior to initiation of work

A detailed inspection report or jobsite evaluation report will be completed during each of these inspections. (Refer to the appendix for a copy of these forms.)

Informal inspections are to be conducted on an ongoing basis. Workers are encouraged to participate and contribute to the inspection program. Observations will be documented and any hazards identified are to be corrected in a timely manner.

Randy Smashnuk, President
Smash and Sons Contracting Ltd.

Date

Inspections

Equipment and Facility Inspections

Inspections of each work area are a standard of Smash and Sons Contracting Ltd.

The purpose of inspections is to detect potential sources of accidents before they can happen.

Inspections and follow-up to inspections can:

- Prevent incidents or accidents.
- Detect wear, tear or potential failure of equipment, tools or materials.
- Prevent property, equipment and material damage.
- Ensure that there is no equipment misuse.
- Improve housekeeping standards.
- Observe workers to correct inadequate job procedures and poor work habits.
- Eliminate or minimize any fire hazard.
- Protect the integrity of the environment.

Types of Inspections:

There are two types of inspections required by Smash and Sons Contracting Ltd.

1.) **INFORMAL INSPECTIONS** - Performed routinely by on-site Supervisor and workers to evaluate the work site through a walk around assessment; and

2.) **PLANNED INSPECTIONS** - conducted regularly by the Safety Coordinator documenting the inspection formally (refer to the Worksite Inspection Form located at end of the section).

Informal Inspections

The Supervisor and all employees should conduct informal inspections as part of the daily work routine. Such inspections should include:

- Continual monitoring of critical parts and equipment performance.
- Identification of hazards or potential problems in the work area that may impact safety and the health of workers.
- Maintenance and repair work when required.
- Completing a Hazard Identification Report Form on all hazards or potential hazards.

Inspections

Planned Inspections

A comprehensive inspection will be conducted at least once each month by a supervisor and/or Safety Coordinator. This type of inspection takes into account the whole work area, and will include the systematic check of:

- Critical parts
- Critical equipment
- Environmental safeguards
- Job procedures and work habits
- PPE Equipment

This inspection benefits the employees and the Company in the following ways:

- Personal involvement will create a sense of responsibility.
- The employees will become more involved in the total operation of the company.
- It is a learning opportunity for employees

Inspection Procedures

When performing a planned inspection:

- Cover the work area systematically, inspecting one item at a time.
- Look for items in out of the way places, which might be missed in the daily walk around.
- Use checklists to ensure that all items are covered.
- Complete an inspection form.
- Classify the hazards observed according to severity as follows:

CLASS A hazards are conditions or practices that are likely to cause serious injury, loss of life or limb, and/or extensive damage to property or equipment. These items require immediate action before operations continue.

CLASS B hazards are conditions or practices that are likely to cause personal injury or equipment, property or material damage that is disruptive, but not extensive. These hazards are to be corrected as soon as possible.

CLASS C hazards are conditions or practices that are not likely to cause injury, and are non-disruptive to equipment and property. These hazards may be corrected or from a "to-do" list.

- Describe and identify the location of each deficiency clearly, using established names and markings.

Inspections

- Report:
  - Damaged or malfunctioning equipment
  - Inadequate or incorrect work procedures
  - Unnecessary items, such as material or equipment
- Note any signs of disorder, including:
  - Cluttered an poorly arranged working areas
  - Blocked walkways
  - Overcrowded truck boxes and equipment
  - Leaking containers or damaged material

Follow Up Procedure

Inspection follow-up shall include:

- Determining the basic of hazardous conditions observed during the inspection.
- Taking the appropriate corrective action to ensure the continued safety of the operation.
- Evaluating the performance of individual employees.

Assigning Priority Responsibilities

All hazardous conditions are to be corrected as soon as possible. Priority is to be given to **Class A hazards**. If this situation cannot be resolved without interfering with other operations, the hazard is to be either isolated or corrected. Failing this, the operation may have to shut down until the "A" hazard has been corrected.

Distribution of Inspection Reports

Copies of the inspection reports and hazard ID's are to go to the Safety Coordinator. The Safety Coordinator shall identify what actions have been taken, or will be taken, as a result of the inspection.

The Supervisor will, within a reasonable period of time, follow up on the corrective actions that have been taken, as a result of the inspection.

In most cases, the Supervisor will be responsible for the corrective action. The Safety Coordinator should set a completion date for the corrective action.

The hazards identified by the Hazard Assessment forms will remain on file until the hazard has been corrected or a Safe Work Procedure developed.

Frequency of Inspection

Field Superintendent –completed twice yearly with the safety coordinator
Field Supervisor/Safety Coordinator –completed on a monthly basis
Onsite Designate – daily inspections and tailgate safety meeting prior to initiation of work.

Inspections

Onsite Safety Inspection Report

SMASH & SONS CONTRACTING LTD.	On Site Safety Inspection			
	Date:		Location:	
Personnel Involved:				
Equiptment Involved:				
Description of Project:				
Tailgate Safety Meeting: YES		NO	PPE Being Used: YES	NO	On-Site Supervisor:	
Onsite Hazards:				
Safety Infractions:				
Recommendations:				
FEILD SAFETY Supervisor Signature:			Date:	

Inspections

Shop and Yard Inspection Monthly Report

SMASH & SONS CONTRACTING LTD.	Shop and Yard Monthly Inspection Report			
	Inspector:		Date:	
			☑	☒
All Equiptment is Stored Properly and Neatly				
All Broken Equiptment is Tagged for Repairs				
All Locks are Functioning				
Floors are Clean and Free of Debris/ Oil				
All Lights and Ventilation Systems are Working				
All Doors and Windows are Working and are Damage Free				
All Safety and Hazard Warnings Posted				
Equiptment Checked for Leaks, Flate Tires, Ect.				
Spills are not evident on the Ground or Shop Floor				
All Walkways/ Stairs are Clear and Hazard Free				
All Office Equiptment is in Good Working Condition				
All Safety Equipment is in Proper Locations and in Good Working Order				
Furnace/ Air Conditioner Working				
All Chemicals are Stored Properly and Orderly				
Used Oil Storage Area is Clean and Hazard Free				
Fire Extinguisher are Stored Properly and in Good Working Order				

NOTE: If you have answered NO to any of the statements above, please describe the deficiencies and worked required.

SECTION 9
Investigations

Section 9 – Investigations

Purpose

All accidents/incidents and near misses exact a price, which can be manifested in reduced efficiency, pain and suffering and /or loss of money and time. The size of the incident is immaterial. It has been proven that large serious accidents are usually preceded by a number of small seemingly unimportant incidents. In house training on Accident / Incident Investigation is conducted with those involved in conducting the same including Management, Supervisors and Workers.

Other than "acts of god" all incidents s exhibit a cause and effect methodology. Some of the causes that contribute to a near miss situation are similar to the causes that lead to serious accidents. Therefore it is critical that all incidents are investigated, regardless of the size or effect.

The concept of incident investigations is to identify the direct (final cause) and indirect (all underlying causes that led to the final cause) that led up to the incident. The purpose is not to assign blame, but to determine all causes in order to prevent reoccurrence.

Policy

Reporting is the critical first step in the process of preventing future occurrences and is the responsibility of the supervisor. Employees and contractors shall report all accidents/incidents and near misses to the Company's onsite supervisor. Onsite supervisors shall report all accidents/incidents and near misses to the Safety Supervisor and client/prime contractor. The Safety Supervisor shall ensure all accidents/incidents and near misses are investigated, recorded, and reported to the WCB and OH & S if required by legislation, all WCB reports must be filed within a 72 hour time frame from the time of the incident. Onsite supervisors shall ensure appropriate corrective actions are taken to prevent reoccurrences.

This chart outlines the type of incident that must be reported and the action that is required:

INCIDENTS/NEAR MISSES	ACTION REQUIRED
• All incidents with the potential for injury or costs less than $1000.00.	• Near Miss Written report within 24 hours.
• All incidents with a loss potential of over $1,000.00. • All accidents, including those which require medical aid; .LTA's, modified work, or equipment damage over $1,000.00.	• Loss Control Report, written report within 24 hours. • Accident Investigation Report immediately. Investigation by Safety Supervisor.
• Environment related near miss. • Controlled Releases.	• Loss Control written report within 24 hours.
• Uncontrolled Releases.	• Loss control report, written report within 24 hours. • Investigation by Safety Supervisor

Investigations

Accidents/Incidents and Near Misses

To ensure proper follow up and correction to avoid future injury, Smash and Sons Contracting Ltd's Safety Supervisor and management will do a proper investigation of any incident resulting in injury, property damage, potential danger and all incidents that by regulation must be reported to OH & S and WCB. All accidents/incidents and near misses are to be investigated using the company's loss control or incident/accident investigation forms. (Refer to the forms at the end of Section 9). At the Safety Supervisor's discretion, incidents/near misses are to be investigated using the accidents/incidents investigation form as a guideline only. Investigations shall place an emphasis on determining why the occurrence was not prevented by existing work practices and shall result in specific recommendations to correct any program or procedural deficiencies.

Lost time accidents must be reported to the appropriate WCB using the WCB's reporting procedures. All vehicle accidents must be reported to the Safety Supervisor and President. The investigation will be completed to:

- Verify that the hazard related to the incident is eliminated.
- Look at the origins of what caused the accident to analyze the root cause and develop appropriate solutions to prevent a reoccurrence.
- Determine if more training is required for safer and healthier work processes
- Establish if more or different Personal Protective Equipment is required.

For serious or fatal accidents:

- Workers shall retain as found, the parts of any equipment or apparatus in any way connected with a serious or fatal incident. Such parts shall be tagged for identification by witnesses who can testify that, at the time of tagging, the parts were in the condition found after the incident.
- Where possible, leave the scene of incident intact, photographs shall be made promptly to illustrate the circumstances of the incident. This is particularly important in the event of a critical or fatal injury.
- Post Incident Drug & Alcohol testing / screening will be completed at a 3rd party collection site with all test results reviewed within the management of the company and with the individual who has submitted to this screening. As required the results of this collection will be shared with the owner client of the property to whom we have been contracted.

Investigations

Written information on the incident shall include:

- ✓ Name of workers involved
- ✓ Location, date and time of incident.
- ✓ Job titles.
- ✓ Description of what happened (from workers to witnesses).
- ✓ Description of injuries or illnesses.
- ✓ Description of equipment, vehicles, buildings, etc.
- ✓ Possible cause of incident.
- ✓ Input on how to fix the problem.

Responsibilities

The Safety Supervisor is responsible for:

1. Directing all accident investigations
2. Preparing reports
3. Meeting with investigating governmental inspectors
4. Documenting findings and corrective measures
5. Following up on corrective procedures.

Conducting an Investigation

An incident is any unplanned and unwanted event which results in damage or injury or which could have resulted in damage or injury.

Almost every incident is the result of a combination of causes. The primary purpose of an investigation is to identify these causes so that corrective action can be taken to prevent a reoccurrence of the incident. Additionally, information collected will be valuable in meeting the WBC and OH & S reporting requirements.

Investigations should be conducted by the Safety Supervisor and the onsite supervisor in charge. The Safety Supervisor must review every incident report to ensure that appropriate corrective actions take place.

Where practicable, the scene of an incident should be left untouched, except for activity necessitated by rescue workers or to prevent further failures or injuries, until the incident has been investigated. The person or team conducting the investigation should proceed as follows:

1. Take control of the scene
2. Shut down the job (as required)
3. Car for the injured
4. Stabilize the area
5. Get an overview of the whole situation
6. Take pictures of the scene
7. Examine equipment/materials involved

8. Collect and safeguard any physical evidence, which may include Post Incident Drug and Alcohol Testing / Screening and their results.
9. Interview people involved and obtain written witness statements
10. Analyze all the available information to determine the root cause
11. Discuss the findings with your workers/contractors so everyone has a clear understanding of what happened and how to prevent similar incidents.

Investigation Kit

An investigation kit should be readily available at all times and contain the following:

- Company investigation reports
- Witness statement
- Writing pads and pens
- Camera complete with extra film and batteries.
- Flashlight with spare bulb and battery
- Colored ribbon to cordon off scene
- Emergency contact numbers
- Tape measure

Media Concerns

The company will appoint a designated spokesperson to deal with the media. Workers and/or contractors are to politely decline any information requests from the media and direct the media to the appointed designate.

External Reports

Verbal reports to OH & S, Environmental Protection Branches and the Police must be discussed with the President and/or Safety Supervisor prior to initiating contact.

The injuries and accidents to be reported as per OH&S legislation are:

1. An injury or accident that results in death.
2. An injury or accident that results in a worker being admitted to a hospital for more than 2 days.
3. An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.
4. The collapse or upset of a crane, derrick or hoist.
5. The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

Written Reports to the same agencies will be developed from investigations and submitted by the Safety Supervisor.

Investigations

Verbal Reports – Government Requirements

In some instances, immediate verbal reports must be made to government agencies when an incident or accident occurs. It is the responsibility of the Safety Supervisor to make these reports and to communicate this information to the Ownership. The following outlines these requirements:

1. **FATALITY**

Police, OH&S – Brief description of the accident and the name of the employee, occupation, and age. Advise that next of kin information can be obtained from the personnel files maintained internally, and only through the President or his designate.

DO NOT TOUCH THE ACCIDENT SITE OTHER THAN TO ELIMINATE HAZARDS.

2. **SPILLS AT YARD SITES**

Alberta Environment – all **uncontrolled** releases or spills in excess of TDG requirements including unrefined products. Brief description of the accident, approximate volume spilled, and, at the discretion of the General Manager, an external agency will be called to initiate emergency response.

3. **VEHICLE ACCIDENTS**

Local Police if combined damage exceeds provincial limits.

Investigations

TDG Regulations

Quantities or Levels for Immediate Reporting

	CLASS AND DIVISION	QUANTITY OR LEVEL
1	1 – Explosives	All
2	2.1 – Flammable Gases	At least 100L*
3	2.2 – Non-Flammable, Non-toxic, Non-Corrosive Gases	At least 100L*
4	2.3 – Toxic Gases	All
5	2.4 – Corrosive Gases	All
6	3 – Flammable Liquids	At least 200L
7	4 – Flammable Solids	At least 5 kg
8	5.1 – Oxidizing Substances	At least 5kg
9	5.2 – Organic Peroxides	At least 1 kg or 1L
10	6.1 – Poisonous Substances	At least 5 kg or 5L
11	6.2 – Infectious Substances	All
12	7 – Radioactive Materials This is the Operator's responsibility.	Any Discharge or radiation Level exceeding 19 mSv/h at the Package Surface and 200mSv/h at m from the Package Surface
13	8 – Corrosives	At least 5 kg or 5L
14	9.1 – Miscellaneous Dangerous Goods	At least 50 kg
15	9.2 – Hazardous Chemicals	At least 1 kg
16	9.3 – Dangerous Wastes	At least 5 kg or 5L

* This references the container size, not the volume spilled.

Investigations

First Aid Reporting

The Occupational Health and Safety legislation requires that a First Aid Record is kept at the facility to log information regarding all injury related incidents that occur on that site.

All injuries, regardless of how minor, must be recorded in the record book and must include the following information:

- Date and time of injury
- Date and time injury was reported
- Injured worker's full name
- Injured worker's gender
- Location, description and cause of injury
- First Aid treatment (if any) rendered
- Name of individual rendering first aid

THE RECORD OF FIRST AID TREATMENT MUST BE KEPT ON FILE FOR A PERIOD OF AT LEAST 3 YEARS FROM THE DATE OF LAST ENTRY.

Post Event Procedures Information

Post MVA Accident, Injury Reporting:

- All accidents / injuries must be reported
- Treat any injuries immediately
- Immediately contact Safety Supervisor
- Contact the RCMP (Dispatch)
- Take pictures of site and vehicle (disposable cameras are included in each truck).
- Ensure at the time of the accident, the accident form is completed

Describe eight minimum facts

- Description of accident, severity and vehicle
- Description of location, rig, etc.
- Date and time of the event
- Name of involved/include third party
- Initial injuries or treatment
- Position of involved
- Assessment of injuries
- Approximate damage cost

After a motor vehicle accident, the driver may be de-certified and drug testing may be required, during or after the investigation. This at the sole discretion of the President and/or delegate.

Investigations

Post Spill Reporting Procedures

Report Class 3 – 200 L or less

- Treat any injuries immediately
- Can the spill be safely controlled?
- Immediately contact Manager
- Manager or safety supervisor to contact Alberta Environment and complete AENV spill reporting report.

Refer to the Emergency Response Plan – Section 11 of the safety manual for detailed spill reporting procedures.

Investigations

Modified Work Program

Introduction

Modified work programs assist in the rehabilitation and early return to work of the injured employee.

Types of Modified Work

- Modification of an existing job. An employee's existing job may be changed to either reduce or remove those parts of the job that the employee is currently unable to do as a result of the injury. An example would be to remove any heavy lifting.

- Providing transitional work. In this case an employee would perform regular duties; however, less time would be spent doing these duties. The employee may, for example, only work two hours per day for the first week after the accident, and then four hours for the next week, and finally back to the regular eight-hour shift after three weeks.

- Providing an alternate job. An employee may be given duties that are different from the usual employment including jobs outside the company's day-to-day operations. A carpenter may, for example, be given some drafting work, computer operation, or other temporary assignments.

- Providing a training opportunity. The injured employee may be given training, for example taking a WHMIS course, in order to enhance job skills, thus increasing his or her value to the company.

- All or any combination of the above. A modified work placement may involve combining a number of changes to regular employment.

Investigations

Incident/ Accident Investigation Report

INCIDENT/ACCIDENT INVESTIGATION REPORT

REPORT NO (Office Use Only)	SHEET 1 of 4

LOCATION OF ACCIDENT/INCIDENT		DATE OF OCCURRENCE	TIME
COMPANY EMPLOYED FOR		DATE REPORTED	TIME
COMPANY/SUBCONTRACTOR INVOLVED		REPORTED TO	

TYPE OF ACCIDENT OR INCIDENT	PERSONAL INJURY	❒	NEAR MISS	❒	INHALATION EXPOSURE ❒
	PERSONAL ASSULT/ABUSE	❒	FIRE/EXPLOSION	❒	CHEMICAL EXPOSURE ❒
	EQUIPMENT DAMAGE	❒	SPILL RELEASE	❒	OCCUPATIONAL ILLNESS ❒
	EQUIPMENT FAILURE	❒	MATERIAL LOSS	❒	CONTAMINATION ❒
	PROPERTY DAMAGE	❒	ENVIRONMENTAL	❒	SECURITY/THEFT ❒
					OTHER (EXPLAIN) ❒

PERSONAL INJURY	***EQUIPMENT/PROPERTY DAMAGE***
RECORDED AS FIRST AID MEDICAL AID LOST TIME	PROPERTY/EQUIPMENT DAMAGE
INJURED PERSON'S NAME	
OCCUPATION	ESTIMATED COSTS $ ACTUAL COSTS $
INJURED BODY PART`	NATURE OF DAMAGE
NATURE OF INJURY	OBJECT/EQUIPMENT/SUBSTANCE INFLICTING DAMAGE
OBJECT/EQUIPMENT/SUBSTANCE INFLICTING INJURY	PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE
PERSON WITH MOST CONTROL OF OBJECT/EQUIPMENT/SUBSTANCE	IDENTIFY OTHER WORKERS INVOLVED

Investigations

REPORT NO (Office Use Only)	SHEET 2 of 4

DESCRIPTION

DESCRIBE CLEARLY HOW THE ACCIDENT/INCIDENT OCCURRED. ATTACH ACCIDENT DIAGRAM FOR ALL MOTOR VEHICLE ACCIDENTS. ATTACH WRITTEN AND SIGNED WITNESS STATEMENTS TO THIS FORM.

REMEMBER: WHAT, WHEN, WHERE AND WHY

NOTE: USE PAGE 4 OF THIS FORM FOR FURTHER DESCRIPTION, PICTURES, DIAGRAMS OR STATEMENTS

Investigations

REPORT NO (Office Use Only)	SHEET 3 of 4

ANALYSIS

DIRECT CAUSES: WHAT ACTS, FAILURES TO ACT AND WHAT CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT/INCIDENT?

ANALYSIS

INDIRECT CAUSES: WHAT ARE THE OTHER CONTRIBUTING DEFECTS TO THE DIRECT CAUSES?

BASIC CAUSES

Lack of Knowledge (training)	❒	Lack of Warning Signs or Barricades	❒	Purchasing Inadequate or Inferior Equipment	❒
Employee Placement	❒	Non-Conformance to Policy, Procedures or Regulations	❒	Unsafe Method or Procedure	❒
Lack of Pre-Job Hazard Analysis	❒	Inadequate Personal Protective Equipment (PPE)	❒	Engineering - difficult to do safe thing - slippery surface - improper layout - high maintenance item	❒
Not Enforcing Safe Practices	❒	Inadequate Inspection and Maintenance Programs	❒	Miscellaneous Comments (on Page 3)	❒

PREVENTION

WHAT ACTION OR RECOMMENDATIONS ARE MADE TO PREVENT RECURRENCE?

	Completed Date	**Person Responsible**

INCIDENT/ACCIDENT:	PREVENTABLE	❒	NON-PREVENTABLE	❒		
SEVERITY	MAJOR	❒	SERIOUS	❒	MINOR	❒
FREQUENCY	FREQUENT	❒	OCCASIONAL	❒	RARE	❒

Investigated By/Signature	Date	Employees Signature	Date
Client's Site Manager (If Required)	Date	Reviewed by Owner OR Designated Supervisor	Date

Investigations

REPORT NO (Office Use Only)	SHEET 4 of 4

TO BE USED FOR FURTHER DESCRIPTION, PICTURES OR DIAGRAMS.

DIAGRAMS

DISTRIBUTION: Original to File – Copies - Owner & HSE Coordinator

Investigations

Near Miss Report

SMASH AND SONS CONTRACTING LTD			
HAZARD ASSESSMENT/NEAR MISS REPORT			
Date:	**Time:**	**Hazard:_____YES_____NO**	**Near Miss_____YES_____NO**
Location of Hazard or Near Miss			
DESCRIPTION OF HAZARD OR NEAR MISS:			
RECOMMENDATIONS:			
Employee Signature:		**Date:**	
Supervisor Signature:		**Date:**	

SECTION 10
Working Alone

Working Alone

Most Alberta employers have employees who need to work alone. Given the public's concern for the safety of employees who work alone, in 2000 the Alberta government created the Working Alone Regulation based on the recommendations of a task force comprised of industry, labour and governmental representatives. The Regulation came into effect on October 4, 2000. Since that time, the requirements for working alone have been consolidated into the Occupational Health and Safety (OHS) Code. They appear in Part 28 of the OHS Code.

Purpose

Due to the nature of the oilfield service work that we do, our employees will at times be working alone and out of conventional telecommunications service areas. Some of the hazards we may encounter during the course of work are as follows:

- Going off the road during inclement weather.
- Becoming stranded as a result of breakdown.
- Medical condition occurring while driving
- Slipping or falling during the course of job performance
- Fire or explosion
- Release of hazardous substance.
- A driving accident.

Employers are required to prepare a hazard assessment to identify existing or potential safety hazards in the workplace associated with working alone. When an employee has to work by themselves, Smash and Sons Contracting Ltd. will:

- Ensure that workers are trained and educated so they can perform their job safely.
- Conduct a hazard assessment to identify existing or potential safety hazards in the workplace associated with working alone.
- Implement safety measures to reduce the risk to workers from the identified hazards.
- Ensure that workers have an effective way of communicating with their employer, immediate supervisor or another designated person

Working Alone

Working Alone Policy

Smash and Sons Contracting Ltd. management ensures personnel, working alone has the following:

1. All workers must follow pre-hob hazard assessment directives for each new jobsite

2. All workers must know and follow Smash and Sons Contracting Ltd`s. check in systems and procedures.

3. All workers will be trained in H2S, TDG First Aid and WHMIS

4. All workers will be supplied with necessary PPE, which they must use to reduce the chance of injury

5. All Smash and Sons Contracting Ltd. vehicles will be equipped with appropriate telecommunications equipment (two way radios, satellite phones or cell phones) for the purpose of communicating with dispatch.

6. All equipment will be regularly maintained to ensure that it is in the best working condition possible. Any defects in the working condition of the equipment must be reported to maintenance personnel (the shop) immediately and that condition must be rectified prior to deploying unit in question

7. All vehicles will be equipped with the appropriate first aid kits, fire extinguishers, flares blankets and survival kit. It is the responsibility of each worker to make sure these items are present and inspected: sufficient in content and in good working order for the vehicle they are driving

Communications

No employee/contractor shall work alone without some means of communication, and is required to check in at intervals that have been assessed for low risk, or more frequently for higher risks. They must call at intervals that are reasonable and practical under the circumstances, hazards that are involved, and terrain and weather conditions.

- When working alone, carry a complete and clearly posted list of all emergency telephone numbers, radio frequencies, etc. that could be life saving, along with "pinpoint" site location coordinates.
- All pickup trucks and equipment must be equipped with two way radio, satellite or cell phones to contact emergency assistance when required.
- Area Emergency Response Phone numbers are in the Safety Manual.
- Make sure to get the emergency response information from the worksite client before any work begins.

Working Alone

Dispatch

All units dispatched to jobsites and worksites will be equipped with a satellite phone system and drivers must remain in periodic contact with the person who dispatched the driver.

Overdue Driver

In the event of an overdue driver, the dispatcher must immediately contact Randy Smashnuk to decide what action to be taken. Overdue means when a driver does not call in every at approximate or actual time of departure or has called in at actual time of departure and has not arrived at yard or next destination within a reasonable driving time considering the distance to be driven.

After reviewing the OH & S Code, First Aid Regulations and General Safety Smash and Sons contracting Ltd may be classed as a Medium to High Hazard Site and in some cases an "Isolated Work Site". Therefore the following First Aid procedure represents those hazards and that type of work.

The following type of first aid equipment is required on these types of hazard sites and must be within reasonable availability to the work site.

Medium Hazard Work

Numbers of workers at work site per shift	Close work site (up to 20 minutes)	Distant Work Site (20 to 40 minutes)	Isolated Work Site (more than 40 minutes)
1	• Type P First Aid Kit	• Type P First Aid Kit	• Type P First Aid Kit
2 - 9	• 1 Emer. First Aider • No. 1 First Aid Kit	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets
10 - 19	• 1 Emer. First Aider • 1 Standard First Aider • No. 2 First Aid Kit	• 1 Emer. First Aider • 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 2 Standard First Aider • No. 2 First Aid Kit • 3 blankets

Working Alone

High Hazard Work

Numbers of workers at work site per shift	Close work site (up to 20 minutes)	Distant Work Site (20 to 40 minutes)	Isolated Work Site (more than 40 minutes)
1	• Type P First Aid Kit	• Type P First Aid Kit	• Type P First Aid Kit
2 - 4	• 1 Emer. First Aider • No. 1 First Aid Kit	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets
5 - 9	• 1 Emer. First Aider • 1 Standard First Aider • No. 2 First Aid Kit	• 2 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 2 Standard First Aider • No. 2 First Aid Kit • 3 blankets
10 - 19	• 1 Emer. First Aider • 1 Standard First Aider • No. 2 First Aid Kit • 3 blankets	• 2 Standard First Aider • No. 3 First Aid Kit • 3 blankets • Stretcher • Splints	• 2 Standard First Aider • No. 3 First Aid Kit • 3 blankets • Stretcher • Splints

Be aware of hazards and proper controls. Refer to Smash and Sons Contracting Ltd. – Section 2 – Hazard Assessment of the safety manual.

Before the employees leave the yard to the work site, they will ensure that the office or dispatch is aware of their job location, contact#, route they are taking, mode of transportation and the expected time they will be returning.

The Smash and Sons Contracting Ltd. message center number is 1-780-538-3665. Any changes to the intended route, location, time of return, etc. must be communicated to the office. All operators/drivers will contact the message center at the end of the day – or before 8:00pm, to ensure that they have returned to base safely.

NOTE: Failure to call in will result in the initiation of the search and rescue plan.

Working Alone

If a driver/operator is over 40 minutes from a "Health Care Facility" by normal travel conditions, Rescue Authorities (Smash and Sons Contracting Ltd. staff) from the nearest location will be notified as to the locations for that job.

The workers will ensure they have the following communication and equipment for working on an isolated work site:

- Flares (road warning)
- Fire Extinguisher
- First Aid Kit
- Cell Phone and /or satellite phone
- Proper Protective Equipment and clothing
- Winter Survival Kits

The workers will ensure that their trucks and equipment are in good working conditions with the proper maintenance inspections carried out each day.

Any incidents and/or near misses will be reported to ensure this procedure can be reviewed and changed as needed with all the right information.

Should the worker not report in at the end of their work and at the time that they were to be back the supervisor will do everything possible to contact the workers. If this is not successful they will initiate search and rescue procedures within 4 hours of being overdue from their expected return time.

Randy Smashnuk, President
Smash and Sons Contracting Ltd.

Date

Smash and Sons Contracting Ltd.
Section 11
Emergency Response Plan

March 2012, Rev.2

Emergency Response Plan

Table of Contents

1.0 Introduction……..……..... 2
2.0 Grande Prairie Facility Details……..... 2
3.0 Local Authorities……..… 2
3.1 Emergency Authorities Contact List……..... 3
4.0 Business and Residents within Immediate Area of Smash & Sons Contracting Ltd…….... 4
4.1 Owners of Businesses……..... 4
5.0 Public/Media Affairs……..…… 4
6.0 Emergency Response Procedures..... 4
6.1 Site Emergency Contact……..…… 5
6.1.1 Spill Response……..…….....5
6.1.2 Minor Spill……..…… 5
6.1.3 Major Spill……..…… 6
6.2 Fire Response……..……6
6.2.1 Minor Fire……..…… 6
6.2.2 Major Fire/Explosion……..…… 7
6.3 Injury Response……..……..... 7
6.3.1 Minor Injury..... 7
6.3.1 Major Injury……..... 7
6.4 Fatality..... 8
6.5 H_2S or Gas Release, LEL Condition.....8
6.6 Major Property Damage..... 9
6.7 Natural Disasters..... 9
6.7.1 Lightening Storm..... 9
6.7.2 Tornado Warning..... 9
6.7.3 Flood..... 9
6.7.4 Grass/Forest Fires..... 10
6.7.5 High Winds/ Hail..... 10
6.7.6 Earthquake..... 10
6.0 Crisis Communication Schedule.....10
7.0 Evacuation Plan..... 10
8.0 Training and Practice Drills.....11
8.1 Personnel Training..... 11
8.2 Practice Exercises and Drills..... 12
9.0 Plan Evaluation and Updates..... 12
10.0 Water Supply for Fire Department..... 12
11.0 Inventory of Emergency Response Equipment…..... 13
11.1 Fire Response Equipment..... 13
11.2 Containment Equipment..... 13
11.3 Communication System..... 13

11.4 Decontamination Equipment..... 13
11.5 First Aid Equipment..... 13

Emergency Response Plan

1.0 INTRODUCTION

This Emergency Response Plan provides operating guidelines to meet those foreseeable emergencies, which may arise during the operation of Smash and Sons Contacting Ltd. in Grande Prairie, Alberta.

The objectives of the Emergency Response Plan is to enable Smash and Sons Contracting Ltd., to respond to all emergency situations, and to minimize Smash and Sons Contracting Ltd's exposure to loss and any impact on the environment from such situations. The objective will be met by providing for:

1. The safety of employees, contractors, visitors, customers, and the public.
2. Continued security of the facility.
3. An effective incident reporting system.
4. Minimizing damage to the environment.

2.0 GRANDE PRAIRIE FACILITY DETAILS

Field Office Address

Smash and Sons Contracting Ltd.
Grande Prairie, Alberta,

Telephone: Work – 780-538-3665, Cellular - 780-831-5979
Contact: Randy Smashnuk – President

3.0 LOCAL AUTHORITIES

The RCMP can respond to the Grande Prairie facility within 5 to 15 minutes for incidents involving death, sabotage, fire or explosion, or criminal offences.

The ambulance can respond to the Grande Prairie facility within 5 to 15 minutes. They can provide ~ 5 ambulances to the site at a time and provide advanced life support for transfer to the hospital in Grande Prairie. They also have an air ambulance and can call in more ambulances from the surrounding areas.

The Grande Prairie Fire Department can respond to the Grande Prairie facility within 5 to 10 minutes. They have ~ 6 units equipped with water and foam to handle any potential incidents.

Fire Power also has a foam truck available if needed. They can respond to the Grande Prairie shop within 10 min. to 12 minutes.

The Queen Elizabeth II Hospital in Grande Prairie can provide triage and stabilization for injured workers. If necessary, they can coordinate transfer of casualties to Edmonton Hospitals for advanced medical aid. This would be done by air ambulance or ambulance.

The Poison Control Centre can provide information over the phone concerning how to deal with poisoning.

Emergency Response Plan

The Spill CO-OP is a group of companies and equipment to clean up a major spill.

SMASH AND SONS CONTRACTING LTD.

▪ Randy Smashnuk	President	Work:	780-538-3665
		Cellular:	780-831-5979
▪ Maxx Bouchard	HS&E Coordinator	Work:	780-538-3665
		Cellular:	780-882-6333
24 Hour Emergency			780-538-3665

3.1 EMERGENCY AUTHORITIES CONTACT LIST

RCMP	Grande Prairie	911
Fire Department	Grande Prairie	911
Ambulance	Grande Prairie	911
Hospital	Grande Prairie	(780) 538-7100
Fire Power 24 Hour Dispatch	Grande Prairie	1-800-463-3187
Poison Control Central	Alberta-wide	1-800-332-1414 1-403-670-1414
Area T Spill Co-op	Grande Prairie	(780) 532-4331
Alberta Environment	Edmonton	1-800-222-6514
Alberta Transportation	Alberta-wide	1-800-272-9600
Alberta Labour/ OH&S	Grande Prairie	(780) 538-5249
ERCB	Grande Prairie	(780) 538-5138
Worker Compensation Board	Edmonton	(780) 489-4697

Office Numbers		
Location	**Phone Number**	**Fax Number**
Grande Prairie Office	780-538-3665	780-538-2536

4.0 BUSINESSES AND RESIDENTS WITHIN IMMEDIATE AREA OF SMASH AND SONS CONTRACTING LTD. – GRANDE PRAIRIE

4.1 OWNERS OF BUSINESSES

BUSINESS NAME	PHONE NUMBER
UAP/NAPA Auto Parts	**780-532-0351**
City Services Center	**780-538-0354**
Cook Shaw Electric (1975) Ltd.	**780-532-5419**
Big Rig Collision	**780-532-1996**
Union Tractor	**780-532-5587**

5.0 PUBLIC/MEDIA AFFAIRS

The Public Affairs/Media Liaison Contact for Smash and Sons Contraction Ltd

Contact: **Randy Smashnuk**– President
Telephone: Work - 780-538-3665
Cellular - 780-538-5979

Calls or visits received from the Public/Media/Government must be directed to Randy Smashnuk, then to the next person on the list.

Explain to the caller or visitor that a designated Smash and Sons Contracting Ltd. contact person will talk with him/her shortly and questions or concerns will be addressed at that time.

Thank the caller or visitor for being patient in this matter.

6.0 EMERGENCY RESPONSE PROCEDURES

INTRODUCTION

Smash and Sons Contracting Ltd. policies regarding releases, fire and injury are to limit damage to persons and property to the fullest extent possible.

Given these policies, emergencies will be declared if any of the following occur:

- A major leak or spill;
- Fire or explosion;
- Serious injury or loss of life;
- Major H_2S release.

Minor incidents typically involve incidents where no danger exists outside of company or contractor property, and where the situation can be handled entirely by Smash and Sons Contracting Ltd. personnel.

Major incidents usually involve situations where safe operating control has been lost, resulting in or potentially resulting in fatalities; serious injury to Smash and Sons Contracting Ltd. personnel, or contractors or the public; serious property damage; serious impacts to the environment; or major impact to surrounding communities. Emergency response plans will require implementation.

Emergency Response Plan

Appropriate emergency procedure must be initiated immediately after discovery that an emergency exists.

The main person responsible for dealing with any emergency will be the President of SMASH AND SONS CONTRACTING LTD. In the event that the President is not on duty, or available, the individual discovering the emergency must notify the next available individual on the following list:

Site Emergency Contacts - Grande Prairie Operations

Randy Smashnuk	Owner	Work:	780-538-3665
	24 Hour Emergency	Cellular:	780-831-5979
Dwayne Doll	Manager	Work:	780-538-3665
	24 Hour Emergency	Cellular:	780-933-5244
Maxx Bouchard	HS&E Coordinator	Work:	780-538-3665
	24 Hour Emergency	Cellular:	780-882-6333

6.1 SITE EMERGENCY CONTACT

The supervisor on site at the time of any emergency is charged with the evaluation and immediate response to rectify the situation or activate the Emergency Response Procedures.

In the event that the first Site Emergency Contact leaves the site for any reason he must notify the next available individual to assume the responsibilities of Site Emergency Response Contact.

6.1.1 SPILL RESPONSE

6.1.2 MINOR SPILL

The Operator(s) Shall:

- Determine if the spill has a high hazard potential (i.e. vapor release, chemical reaction.)
- Start up equipment and/or processes if it helps to contain a spill.
- Shut down equipment and/or processes if it's the cause of a spill.
- Contain leakage and isolate source.
- Contact Site Emergency Contact.

The Site Emergency Contact Shall:

- Take appropriate action in event of an injury or fatality (Sections 7.3 or 7.4).
- Organize response team, contain spill and clean up spill.
- Confirm the identification and volume of spill.

The Safety Coordinator/ Manager:

- Complete Incident Report and contact management if necessary.
- Contact authorities within 24 hours or next working day (if necessary-Section 3.2).
- Put on the necessary personal protective equipment.
- Contain spill or leak with appropriate equipment (Section 13.2).
- Recover liquids and contain effected debris.

6.1.3 MAJOR SPILL

The Operator Shall:

- Take appropriate action in the event of an injury or fatality
- Shut down operating equipment and/or processes.
- Contact the Site Emergency Contact person.

The Site Emergency Contact Shall:

- Confirm the identification and volume of the spill.
- Proceed with Crisis Communication Schedule (Section 8.0).
- Contact Authorities (Section 3.2).
- Organize a Response Team.

The Safety Coordinator Shall:

- Continue the Communication Schedule (Section 8.0).
- Notify residents of crisis (if necessary-Section 5.0).
- Complete Incident Report and contact management if necessary.
- Put on the necessary personal protective equipment.
- Contain the spill or leak if possible with appropriate equipment (Section 13.2).
- Recover liquids and contain any affected debris.
- Arrange for the spill to be cleaned up.

6.2 FIRE RESPONSE

6.2.1 MINOR FIRE

The Person(s) Shall:

- Shut down equipment in location of fire if possible.
- Attempt to extinguish fire with available extinguishers.
- If needed call for help from available personnel to help extinguish fire.
- Contact Site Emergency Contact.
- If fire is getting out of control, evacuate immediately.

Note: Do not attempt to extinguish truck containers, vessels or tanks.

The Site Emergency Contact Shall:

- Assess if authorities are required.
- If needed, organize a response team to extinguish fire.
- Take appropriate action in event of an injury or fatality (Sections 7.3 or 7.4).
- Organize a Response Team.

The Safety Coordinator Shall:

- Complete Incident Report and contact management if necessary.
- Contact authorities within 24 hours or next work day if necessary
- Put on the necessary personal protective equipment

6.2.2 MAJOR FIRE/EXPLOSION

The Site Emergency Contact Shall:

- Initiate Evacuation Plan (Section 9.0).
- Take appropriate action in the event of an injury or fatality (Sections 7.3 or 7.4).
- Organize a response team.
- Contact Authorities (Section 3.2).
- Proceed with Crisis Communication Schedule (Section 8.0).
- Preserve and protect the accident site until investigations are complete, following the end of the emergency.

The Safety Coordinator Shall:

- Continue the Crisis Communication Schedule; (Section 8.0).
- Notify residents of crisis, if required (Section 5.0).
- Complete Incident Report and contact management if necessary.
- Put on the necessary personal protective equipment.
- Shut down operating equipment and/or processes.
- Secure area to extent possible.
- Shut off power.

6.3 INJURY RESPONSE

6.3.1 MINOR INJURIES

Injured Person Shall:

- Report to Site Emergency Contact immediately.
- Apply first aid as necessary.

The Site Emergency Contact Shall:

- Help the injured person by applying first aid.
- Take injured person to medical help, if necessary.

The Safety Coordinator Shall:

- Complete Incident Report and contact management if necessary.

6.3.2 MAJOR INJURY

The Site Emergency Contact Shall:

- Organize a response team.
- Contact Authorities (Section 3.2).
- Contact Crisis Communication Schedule (Section 8.0).
- Ensure unobstructed access for emergency response personnel.
- Receive and direct emergency response personnel to the accident site.

The Safety Coordinator Shall:

- Continue the Crisis Communication Schedule (Section 8.0).
- Notify injured person's family (Section 4.0).
- Complete Incident Report and contact management if necessary.
- Put on the necessary personal protective equipment and first aid equipment.
- Shut down operating equipment and/or processes in location of injured person or persons.
- If required, contain source of leak or extinguish small fire.
- Move injured person or persons to safety and start first aid treatment.

6.4 FATALITY

The Site Emergency Contact Shall:

- Organize a response team.
- Contact Authorities (Section 3.2).
- Contact Crisis Communication Schedule (Section 8.0).
- Preserve and protect the accident site until investigations are complete.
- Receive and direct emergency response personnel to the accident site.
- Continue the Crisis Communication Schedule (Section 8.0).

Note: RCMP to be notified immediately.
RCMP will notify family members.

The Safety Coordinator Shall:

- Put on the necessary personal protective equipment.
- Shut down equipment and/or processes in location of fatality.
- If required, contain source of leak or extinguish small fire.
- Do not move person or persons, if it is not necessary.
- Complete Incident Report and notify management if necessary.

6.5 H_2S OR GAS RELEASE, LEL CONDITION

Upon discovery of release, staff is to acknowledge the condition. All persons are to take appropriate action and clear the work area and proceed to meeting point upwind away from hazardous area.

The Site Emergency Contact Shall:

- Take appropriate action in the event of an injury or fatality (Sections 7.3 or 7.4).
- Organize a response team.
- Contact Authorities, if required (Section 3.2).
- Proceed with Crisis Communication Schedule, if required (Section 8.0).
- Protect the accident site until investigations are complete.

The Safety Coordinator Shall:

- Continue the Crisis Communication Schedule, if required (Section 8.0).
- Notify residents of crisis, if required (Section 5.0).
- Complete Incident Report and contact management if necessary.
- Put on the necessary personal protective equipment.
- Shut down operating equipment and/or processes, if possible.
- Contain source of leak.
- Monitor site and surround area outside of site.

6.6 MAJOR PROPERTY DAMAGE

The Operator Shall:

- Shut down operating equipment and/or processes in the affected area, if safe to do so.
- Stay clear of effected area.
- Contact Site Emergency Contact.

The Site Emergency Contact Shall:

- Take appropriate action in event of an injury or fatality (Sections 7.3 or 7.4).
- Organize response team to stabilize effected area to allow for continued operation, if possible.

The Safety Coordinator Shall:

- Cordon off effected area until repair can be made.
- Complete Incident Report and contact management if necessary.
- Put on the necessary personal protective equipment.
- Help with stabilizing the affected area.
- Cordon off affected area.

6.7 NATURAL DISASTERS

6.7.1 LIGHTENING STORM

Prepare:

- Shut down equipment and processes if working outside.

Action:

- During an electrical storm, work activity (i.e. worksite) immediately around worksite should be temporarily stopped until danger has passed.

6.7.2 TORNADO WARNINGS

Prepare:

- Shut down equipment and processes.

Action:

- In the event of a public announced tornado watch, facility staff is to be notified by supervisor. Work activities to be conducted in recognition of short notice stoppage.
- In the event of a public announced tornado warning employee to take cover.
- Off duty staff should not go to facility to advise others.

6.7.3 FLOOD

Prepare:

- Secure facility.
- Empty tanks of oil and fill tanks with water.
- Empty sumps and underground tanks.
- Shut off power.

Action:

- Evacuate employees to nearest safe area. (Pre-Determined Muster Point)

GRASS/FOREST FIRES

Prepare:

- Contact fire department to protect the facility from the fire.
- Secure facility upon warning/alert.
- Ensure no open hydrocarbons.
- Close hatches if applicable.
- Shut down equipment and processes.

Action:

- Evacuate employees to nearest safe area.

6.7.4 HIGH WINDS, HAIL

Prepare:

- Secure light objects.
- Protect equipment.

Action:

- Take cover.
- Evacuate employees to nearest safe area.

6.7.6 EARTHQUAKE

Prepare:

- Shut down equipment and processes.

Action:

- Evacuate to safe area.

7.0 CRISIS COMMUNICATION SCHEDULE

In the event of an emergency, the Emergency Contact must notify the following people.

Site Emergency Contacts - Grande Prairie Operations

Randy Smashnuk- President	Work:	780-538-3665
24 Hour Emergency	Cellular:	780-831-5979
Maxx Bouchard – HS&E Coordinator	Work:	780-538-3665
24 Hour Emergency	Cellular:	780-882-6333

Each person notified will discuss the situation with the person providing notice, and they will jointly decide if the notification process shall escalate, and who will be responsible for proceeding with further notification.

8.0 EVACUATION PLAN

In the event of an emergency that requires evacuation, all employees, customers, visitors, and contractors must immediately leave the work area and report to the facility evacuation meeting point. The Grande Prairie field office evacuation meeting point is located at the south corner of the front parking lot. In the event of an alarm or announcement of evacuation:

The Site Emergency Contact Shall:

- Take all work permits;
- Report to the North West corner of the front parking lot,
- Account for all personnel;
- Organize a response team, if required;
- Contact Authorities, if required; (Section 3.2);
- Proceed with Crisis Communication Schedule, if required. (Section 8.0).

The Employees Shall:

- Advise all visitors, customers, and contractors of alarm, if possible;
- Shut down operating equipment and/or processes, if possible;
- Report to the North West corner of the front parking lot, (field sites) – As directed by the site superintendent.

No person shall be allowed to return to his or her respective work areas until an "all clear" has been given by the Site Emergency Contact or designate.

9.0 TRAINING AND PRACTICE DRILLS

All employees will receive orientation on their first day of hiring. All training records will be filed in an employee file by the Safety Supervisor or Manager. Annual ERP drills will be conducted to ensure awareness and competency of all Smash and Sons Contracting Ltd's staff.

9.1 PERSONNEL TRAINING

All personnel will have the following training:

- H_2S Training
- Confined Space Entry (if applicable)
- Transportation of Dangerous Goods Act and Regulations TDG (if applicable)
- WHMIS
- Review of all Company Safety Policies, Rules and Safe Work Procedures
- Ensure the necessary Personal Protective Equipment for their particular job duties is obtained
- Driver Evaluation (if required)
- Job Hazard review
- Enforcement Policy
- Hearing Testing (if applicable)
- First Aid

Other courses the new employee and contractors may need (depending on his/her job duties) are as follows:

- Fire Training
- Air Brake Course
- Defensive Driving

9.2 PRACTICE EXERCISES AND DRILLS

Exercises will be conducted at least once every (12) months. These exercises may be of a significant scope involving appropriate outside agencies (minimum telephone contact to verify emergency contact numbers). The scenarios for the exercises will be both relevant and realistic, based on current activities.

Each exercise will be reviewed upon completion for the effectiveness of the planned response(s). The minutes of the review will be recorded at a safety meeting and the findings will have action items assigned and follow-up documented.

Drills

Fire drills/facility evacuation will be carried out at least (12) months, prior to a Safety Meeting. Each drill will be reviewed for effectiveness of plan and execution and with the review recorded in the minutes of the meeting. Any action plans arising from this review will be recorded and implemented.

10.0 PLAN EVALUATION AND UPDATES

Based on actual Incident Reports and practical drills, revisions of the plan will be promulgated, reviewed and implemented. Amendments will be dated, manuals updated and reviewed with personnel.

11.0 WATER SUPPLY FOR FIRE DEPARTMENT

The water trucks can respond within 1/2 hr to 1 hr. In an emergency this list is for the fire department use only.

List of Water Trucks

Spilchen's Tank Truck Services	Grande Prairie	(780) 532-4749
Ziegler Trucking Ltd.	Grande Prairie	(780) 539-9711
Northern Truck Services	Grande Prairie	(780) 539-3659
Paul Morrison Trucking Ltd.	Grande Prairie	(780) 539-5058
Dino's Portable Water Service	Grande Prairie	(780) 539-4302
Boydland Water Hauling	Grande Prairie	(780) 532-6639
Night Hawk	Grande Prairie	(780) 538-1477
Country Pump Out	Grande Prairie	(780) 532-1548
Brekkaas Vacuum Trucks	Grande Prairie	(780) 538-4319

Emergency Response Plan

12.0 INVENTORY OF EMERGENCY RESPONSE EQUIPMENT

12.1 FIRE RESPONSE EQUIPMENT

Fire Extinguishers

Inventory	Description	Location	
18		**5lb**	**(1) per service truck**
3		**10lb**	**excavators**
6		**10lb**	**dozer**
3		**10lb**	**grader**
3		**10lb**	**skid steer**
2		**10lb**	**loaders**
1		**10lb**	**rear of main office**
4		**30lb**	**shop**

12.2 CONTAINMENT EQUIPMENT

Item	Inventory	Location
Spill Kits	(2)	shop
Shovels	(5)	shop
Rain suits	(6)	shop
Respirators	(4)	Shop/safety shack

12.3 COMMUNICATION SYSTEM

Item	Location
Fixed telephone	see phone list
Cell phones	see phone list

12.4 DECONTAMINATION EQUIPMENT

Item	Inventory	Location
Eyewash bottles	(4)	shop/safety shack

12.5 FIRST AID EQUIPMENT

Item	Inventory	Location
Standard First Aid Kits	(11)	All Trucks
Standard First Aid Kits	(2)	Shop/coffee room

Emergency Response Plan

SMASH & SONS CONTRACTING LTD.

ALBERTA EMERGENCY RESPONSE PLAN

LSD _____ W

LATITUDE: _____ North

STARS SITE #: _____
(*4567 or 1-888-888-4567)

LONGITUDE: _____ West

Exp Date/Time: _____, 201

DIRECTIONS TO SITE FROM _____ :

_____

_____

_____

_____

_____

Contact Information:	**Contact Name:**	**Company:**	
	Phone Numbers:		
	Smash & Sons Supervisor:		
	Phone Number:		
	Alternate Smash & Sons Responder:		
	Phone Number:		
Smash & Sons Contracting Ltd. Contact Information:	**Main Office**	**780-538-3665**	
	Fax	**780-538-2536**	
	Randy Smashnuk	**780-831-5979**	**Owner/Manager**
	Dwayne Doll	**780-933-5244**	**Manager**
	Maxx Bouchard	**780-882-6333**	**HSE Coordinator**

EMERGENCY SERVICES 24 HRS – EMERGENCY TOLL FREE NUMBERS

POISON CONTROL 1-800-332-1414	**Work Place Health & Safety**	**1-866-415-8690**
	AB Environment Protection	**1-800-222-6514**
R.C.M.P. 9-1-1	**ATCO Electric**	**1-800-668-5506**
	ATCO Gas	**1-800-511-3447**
HOSPITAL 780-	**Dangerous Good Incidents**	**1-800-272-9600**
	AB Forest Fires	**310-FIRE (3473)**
	AB Energy & Utilities Board	**1-780-538-5138**
	Workers Compensation	**1-866-922-9221**

EMERGENCY FIRST RESPONDERS:

1. **TRY TO REMAIN CALM AT ALL TIMES**
2. **PROVIDE REQUIRED EMERGENCY FIRST AID AS REQUIRED**
3. **CONTACT EMERGENCY SERVICES AS REQUIRED**
4. **CONTACT SMASH & SONS 24 HOUR OFFICE NUMBER – INFORM OF SITUATION AND STATUS**

WHEN CALLING FOR ASSISTANCE (9-1-1 OR STARS):
Give dispatcher as much information as possible and stay on the line. If using a satellite phone you must state the country province and closest city for emergency dispatching.
Give nature of injuries, directions to location and any other required information that you may be asked for during the call.

Section 12
Policy, Rules and Procedures Review Systems

Policy, Rules and Procedures Review Systems

Smash and Sons Contracting Ltd recognizes the importance of having a process in place for the employees to review the Company's policies, rules and procedures, which are provided during the employee orientation at the commencement of employment.

To accomplish this task, two of the rules (one policy and one procedure) will be discussed during the spring meeting each year, which ensures at least an annual review. An annual checklist will be maintained to ensure all rules, policies and procedures are discussed. If industry criteria or regulations change or if clients request a policy amendment then the policies will be reviewed on an as needed basis.

The rules, policies and procedures discussed will be indicated on a separate checklist and filed along with the minutes from the meeting. All participants' present at the meeting will be required to sign an attendance sheet confirming review of the rules, policies or procedures discussed. The company's rules, policies and procedures are listed below. A portion of the annual review will focused on the addition of new policies or procedures if required.

1. Accident prevention and reporting procedures
2. Operating procedures
3. Environmental policy
4. Drug and alcohol policy
5. Equipment maintenance policy
6. Condition of employment and regulations
7. General rules
8. Hazard assessment

Employees who do not regularly attend safety meetings and consequently miss the reviews will be required to review the policies and sign off on the review. Smash and Sons Contracting Ltd is certain that this policy will ensure employees are familiar with the company's established rules, policies and procedures.

Policy, Rules and Procedures Review Systems

Policy Review Checklist

Date: _____ **Location**: _____

Company Representative: _____

- ☐ Accident prevention and reporting procedures
- ☐ Operating procedures
- ☐ Environmental policy
- ☐ Drug and alcohol policy
- ☐ Equipment maintenance policy
- ☐ Condition of employment and regulations
- ☐ General rules
- ☐ Hazard assessment

Participants

NAME (PLEASE PRINT) **SIGNATURE**

Section 13
Safety Statistics

Policy, Rules and Procedures Review Systems

Safety Statistics

Safety Statistics are located in the Safety Stats Binder located in the Office Trailer at the main shop yard.

These statistics are generated quarterly and yearly.

Section 14 - Forms

Consent to Obtain Alberta Driver's Abstract

I, _____ of _____
Name Address _____

_____
City Province Country

Driver License Number: _____

Date of Birth: (DD/MM/YYYY): _____, in the Province of Alberta, hereby consent to the disclosure of my driver abstract/record, which is made from personal information in the Motor Vehicle Registry of the Province of Alberta to Smash & Sons Contracting Ltd, who may use this information for the specific purpose of employment screening.

DATED: _____ day of _____, 20_____

Employee signature: _____

Smash & Sons representative (Print): _____

Smash & Sons representative (Signature): _____

This form will be submitted biannually, commencing on date of hire, for the duration of your tenure with Smash & Sons.

Daily Service Truck Pre-Trip Inspection Report

SMASH & SONS CONTRACTING LTD.
R.R.2, Grande Prairie, AB T8V 2Z9
Phone: 780-538-3665 • Fax: 780-538-2536

DRIVER VEHICLE INSPECTION REPORT - POWER

To Be Handed In Daily

01601

Indicate defects with an "X"

	Pre-Trip	En Route	Post-Trip
PRIOR TO STARTING ENGINE			
1) Oil Levels, Coolant Level (Cold Engine), Fluid Levels			
2) Fluid Air leaks, Belts, Engine Condition, Radiators			
IN CAB (START UP)			
3) Warning Devices: Low Air, Low Oil, Hi Temp			
4) Gauges & Pressures: Air, Oil Volts			
5) Wipers, Washer, Air/Electric Horn			
6) Heater, Defroster			
7) Windshield, Windows, Mirrors			
8) Seat, Seat Belts, Mirrors, Cab			
9) Steering: Wheel, Freeplay, Mechanism			
10) Brakes: Parking & Service Brake Pedal Reserve/Fade			
11) First Aid Kit, Reflectors, Fire Extinguisher, Spill Kit, Emerg Equip			
12) Communication (Phone, Radio, GPS)			
13) Vehicle Registration Papers, Permits, Documents			
CIRCLE CHECK			
14) Body Condition, Bumper, Whistles, Doors			
15) Licence Plate(s), Inspection Decals			
16) Turn Signals, Brake Lights, Head Lights: Low/High			
17) Lights: Tail, Clearance, Markers, Reflectors			
18) Tires, Rims, Wheels, Fasteners, Hubs			
19) Brake: Adjustment, Connections, Stroke Indicators, Compressor			
20) Air Tanks, Air Lines, Air Leaks, Tractor Protection			
21) Suspension, Springs, Airbags, Axles			
22) Fifth Wheel, Frame, Crossmembers, Mud Flaps			
23) Fuel & Exhaust System			
24) Clutch, Transmission, Driveline & Guards, PTO, Pump			
25) Batteries, Starter, Alternator			
26) Coupling Devices			

Unit #_____ Make:_____ Date:_____

Licence Plate #:_____ Odometer Reading:_____

Remarks:_____

Location of Inspection:_____

☐ Defects Corrected_____ ☐ No Defects_____

Any vehicle defects, record the #	Pre-Trip		Pre-Trip		Pre-Trip	
	Y	N	Y	N	Y	N
Initial						
Time						

For Mechanic to Fill Out

Indicate defective Item #						
INITIAL: Defects corrected						
INITIAL: Defects need not be corrected for safe operation						

Mechanic Only

Name:_____ Date:_____

Mechanic's Signature:_____

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1 and / or jurisdiction legislation.

Inspector / Driver (Print Name)_____ Inspector / Driver's Signature_____

WHITE - Dispatch YELLOW - Driver

SMASH & SONS CONTRACTING LTD.
R.R.2, Grande Prairie, AB T8V 2Z9
Phone: 780-538-3665 • Fax: 780-538-2536

DRIVER VEHICLE INSPECTION REPORT - TRAILER

To Be Handed In Daily

01601

Indicate defects with an "X"

	Pre-Trip	En Route	Post-Trip
FRAME AND RUNNING GEAR			
1) Licence Plate(s), Registration, Inspection Decals			
2) Bumper Underride Protection			
3) Turn Signals, Brake Lights			
4) Lights: Tail, Clearance, Markers, Reflectors			
5) Tires, Rims, Wheels, Fasteners			
6) Brakes: Parking, Service (Tractor Charged)			
7) Brake Adjustment, Connections, Brake Stroke Indicators			
8) Air Tanks, Air Lines, Air Leaks, Glad hands			
9) Frame, Suspension, Axles, Springs, Air Bags, Dust Covers			
10) Fifth Wheel, Pintle Hooks, Cables			
11) Towing & Coupling Devices, Chains, Cables			
12) Landing Gear			
13) Load Securement, Rub Rails, Winches			
14) Decking			
15) Live Rolls			
16) Pin Pockets			
17) Axle Site Glasses, Seals			
18) Air Lines, Air Gauges			
19) Placards, Placard Holders (If Required)			

Unit #_____ Make:_____ Date:_____

Licence Plate #:_____ Hubometer Reading:_____

Remarks:_____

Location of Inspection:_____

☐ Defects Corrected_____ ☐ No Defects_____

Any vehicle defects, record the #	Pre-Trip		Pre-Trip		Pre-Trip	
	Y	N	Y	N	Y	N
Initial						
Time						

For Mechanic to Fill Out

Indicate defective Item #						
INITIAL: Defects corrected						
INITIAL: Defects need not be corrected for safe operation						

Mechanic Only

Name:_____ Date:_____

Mechanic's Signature:_____

I declare that the vehicle(s) shown above has (have) been inspected in accordance with the applicable requirements of Schedule 1 and / or jurisdiction legislation.

Inspector / Driver (Print Name)_____ Inspector / Driver's Signature_____

WHITE - Dispatch YELLOW - Driver

Time off Request Form

SMASH & SONS CONTRACTING LTD.

Time Off Request Form

Name: _____ **Date:** _____

Requested Time Off:

* Inclusive Dates From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

Employee Signature: _____

Supervisor Signature: _____

***NOTE* Time off is not Approved until signed off by Randy Smashnuk or Dwayne Doll**

SMASH & SONS CONTRACTING LTD.

Time Off Request Form

Name: _____ **Date:** _____

Requested Time Off:

* Inclusive Dates From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

Employee Signature: _____

Supervisor Signature: _____

***NOTE* Time off is not Approved until signed off by Randy Smashnuk or Dwayne Doll**

SMASH & SONS CONTRACTING LTD.

Time Off Request Form

Name: _____ **Date:** _____

Requested Time Off:

* Inclusive Dates From: _____ To: _____

From: _____ To: _____

From: _____ To: _____

Employee Signature: _____

Supervisor Signature: _____

***NOTE* Time off is not Approved until signed off by Randy Smashnuk or Dwayne Doll**

Personnel Orientation Checklist

SMASH & SONS CONTRACTING LTD.	Personnel Orientation Checklist		
Employee:		**Review Date:**	**Reviewed By:**
Administrative/ Accounting Orientation			
	Review of Hiring Documentation and Signature(TD1 ect)		
	Copy of Drivers License and Signed Abstract Consent Form		
	Introduction to Key Personnel (Payroll, benefits, Safety Supervisor, Dispatch, Supervisor, ect.)		
	Review of Accounting/ Administrative Expectations (Timesheets, ect.)		
	Copy of Necessary Forms (Timesheets, Application form, Contact Information, ect.)		
Safety Orientation			
	Copy of ALL Required Tickets (H_2S, TDG, WHIMIS, First Aid, Ground Disturance, ect.)		
	Review Saftey Manual/ Company Safety Policy		
	Review Safety Responsibilities with Safety Supervisor (Mgtm Employees, Contractors)		
	Dispatch Orientation		
	Review Proper PPE for the Location		
	Muster Station-Emergency Response		
	Location and Use of MSDS Sheets		
	Introduction to Safety Supervisor		
	Introduction to Job Hazards and Reporting		
	Indtroduction to Safety Board		
	General Facility Familiarization		
Company Rules and Enforcement			
	Company Health and Safety Policy		
	Environmental Protection and Enhancement Policy		
	Hazard Assessment Policy		
	Company Vehicle Driving Policy		
	Working Alone Policy		
	Drug and Alcohol Policy		
	Discipline Policy		
	Employee Assistance Program Policy		
	Non-Disclosure of Company Information Policy		
	Journey Management Policy		
	Industry Guiding Principals		
	OH&S Worker Responsibilities (Right to Refuse Unsafe Work)		
	Company Rules and Enforcement		

Employee Signature:		**Date:**	
12 Month Review:		**Date:**	
Employer Signature:		**Date:**	
12 Month Review:		**Date:**	

Hiring Package

Drivers License	WHMIS
TRANSPORTATION OF DANGEROUS GOODS	H_2S
PST with CSTS	FIRST AID
BOB CAT	GROUND DISTURBANCE

Date: _____ Name: _____

Hiring Package

Ice Road	Other
Other	Other
Other	Other
Other	Other

Date: _____ Name: _____

Personnel Orientation Checklist

Employee Name: _____	REVIEW Date:	REVIEWED By:
Administration/Accounting Orientation		
Review of hiring documentation and signature (TD1 Forms, etc.)		
Copy of Driver's License and signed Abstract Consent Form		
Introduction to key personnel (payroll, benefits, safety supervisor, dispatch supervisor etc.)		
Review of accounting/administration expectations (timesheets, etc)		
Copy of necessary forms (timesheets, application form, contact information, etc.)		
Safety Orientation		
Copy of all required tickets (i.e. H2S, TDG, WHMIS, First Aid, Ground Disturbance)		
Review of Safety Manual/Company Safety Policy		
Review of Safety Responsibilities with Safety Supervisor (Mgt, Employees, Contractors).		
Dispatch Orientation.		
Review Proper PPE for Location & Inspection of PPE (including Hearing Protection).		
Muster Station – Emergency Response		
Location and Use of MSDS Sheets		
Introduction to Safety Supervisor		
Introduction to Job Hazards and Reporting		
Introduction to Safety Board (Ticket Log)		
General Facility Familiarization		
Company Rules and Enforcement.		
Company Health and Safety Policy		
Environmental Protection and Enhancement Policy		
Hazard Assessment Policy		
Company Vehicle Driving Policy		
Working Alone Policy		
Drug and Alcohol Policy		
Discipline Policy		
Employee Assistance Program Policy		
Non-Disclosure of Company Information Policy		
Journey Management Policy		
Industry Guiding Principals		
OH&S Worker Responsibility (Right To Refuse Unsafe Work)		
Company Rules and Enforcement		
Entered into ISNetworld – New Employee Training Certificates		

Hire Date:

Employee Signature: Employer Signature:

3 Month Probation Review:

Employee Signature: Employer Signature:

12 Month Review:

Employee Signature: Employer Signature:

Employee Orientation: HIRING POLICY AGREEMENT

Hiring Policy Agreement

The management of Smash and Sons Contracting Ltd is committed to providing you the new hire in all efforts to establish a long term employment.

However, it must be noted that effective your first day of employment ____Date____, you are on a 90 day probationary period.

By Your signature you acknowledge that your employment with Smash & Sons Contracting Ltd. may be terminated without cause during this 90 day probationary period.

_____ _____

Employee Name Date

_____

Signature

_____ _____

Smash Employee Name Date

_____

Signature

EMPLOYEE INFORMATION SHEET

(To be completed by Employee – Please Print Clearly)

Employee Information

Surname _____Name _____Initial _____

Street Address _____

City _____Province_____Postal Code _____

Telephone No. (_____)_____ Cell No.(_____)_____

S.I.N: _____Date of Birth _____(day)_____(month)_____(year)

A.H.C.I. # _____Dependants Including Yourself _____

In Case of Emergency Notify:

Surname _____ First Name _____Initial_____

Street Address _____

City _____ Province _____ PostalCode _____

Telephone No. (_____)_____ Cell No.(___)_____

Relationship to Employee _____

Family Physician _____ Telephone No. (_____)_____

Optional (This information is voluntary. All information is used for medical emergency purposes only. Information is held at the highest confidentiality)

List of Significant Medical Conditions, Medications and Allergies

(i.e., a condition that would impact any emergency medical treatment, such as diabetes, medications etc)

1. _____

2. _____

3. _____

4. _____

SUB CONTRACTOR INFORMATION SHEET

(To be completed by Employee – Please Print Clearly)

Sub Contractor Information

Company Name _____

Surname: _____ First Name: _____ Initial: _____

Street Address _____

City _____Province_____ Postal Code _____

Telephone No. (_____)_____ Cell No.(_____)_____

S.I.N: _____Date of Birth _____(day)_____(month)_____(year)

A.H.C.I. # _____ Dependants Including Yourself _____

In Case of Emergency Notify:

Surname _____ First Name _____ Initial_____

Street Address _____

City _____ Province _____ PostalCode _____

Telephone No. (_____)_____ Cell No.(___)_____

Relationship to Employee _____

Family Physician _____ Telephone No. (_____)_____

Optional (This information is voluntary. All information is used for medical emergency purposes only. Information is held at the highest confidentiality)

List of Significant Medical Conditions, Medications and Allergies

(i.e., a condition that would impact any emergency medical treatment, such as diabetes, medications etc)

1. _____

2. _____

3. _____

4. _____

Consent to Obtain Alberta Driver's Abstract

I, _____ of _____

_____

Driver Licence Number: _____

Date of Birth: _____ day _____ month _____ year

In the Province of Alberta, hereby consent to the disclosure of my driver abstract/record, which is made from personal information in the Motor Vehicle Registry of the Province of Alberta to:

Smash & Sons Contracting Ltd

Who may use this information for the specific purpose of employment screening?

DATED: _____ day of _____, 20_____

Employee signature: _____

Smash & Sons representative (print): _____

Smash & Sons representative (signature): _____

This form will be submitted biannually, commencing on date of hire, for the duration of your tenure with Smash & Sons.

Box 41, 4th Floor, 214 Place
9909 – 102 Street
Grande Prairie, Alberta
T8V 2V4
Telephone: (780) 513-5300
Fax: (780) 513-5302

Phoenix Insurance Brokers

www.hubinternational.com

INSURED: **Smash & Sons Contracting Ltd.**

ADDRESS: RR #2, Grande Prairie, Alberta T8V 2Z9

Driver's Abstract Authorization Form

DRIVER INFORMATION:

DRIVER'S NAME: _____

DRIVER'S ADDRESS: _____

DATE OF BIRTH: (MM/DD/YYYY) _____

DRIVERS LICENSE NO.: _____

PROVINCE OF LICENSE: _____

I _____, hereby authorize ***Smash & Sons Contracting Ltd. and/or Intact Insurance*** *to obtain a copy of my Drivers Abstract. This is being done to verify the details of my Driving Record, including convictions, accidents and suspensions. This authorization is valid for the term of my employment with* ***Smash & Sons Contracting Ltd.***

*X*_____

Signature of Driver

*DATE:*_____

Government of Alberta ■

Driver Abstract Consent

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- **Name**
- **Address**
- **Date of Birth**
- **Height**
- **Weight**
- **Sex**
- **Class**
- **Issue Date**
- **MVID Number**
- **Licence Number**
- **Current Demerit Points**
- **Suspended Status**
- **Expiration Date**
- **Reinstatement conditions *(if any)***
- **List of violations (Descriptions, Demerit / Merit Points and Suspension Term)**
- **A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.**

PART 1

I, _____ of _____,
Full Name — Full Address

declare that my Driver's Licence Number is: _____, my Date of Birth is: _____,
month by name, day, year

and I give consent for my: ☐ 3 Year, ☐ 5 Year, ☐ 10 Year Driver Abstract (SDA),
☐ 3 Year, ☐ 5 Year, ☐ 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to _____ of _____.
Name of the person / organization receiving the driver's abstract — Full Address

In accordance with the Alberta Motor Vehicle Information Regulation (AMVIR) (choose **one** of the following subsections):

☐ **5(1)(a) driver's abstract released to a person known by myself**

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.
NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

☐ **5(1)(b)(iii) driver's abstract released to my employer or prospective employer**

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

☐ **5(1)(b)(v) driver's abstract released to a lawyer representing me**

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

_____ _____
Signature — Date

PART 2 - Declaration for Faxing *(This does not apply to subsection 5(1)(a) above)*

I / We, _____ of _____,
Name of Employer or Lawyer — Address

request the driver's abstract, as mentioned above, to be faxed to _____.
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

_____ _____
Signature of Employer or Lawyer — Date

In accordance with s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

REG3387 (2012/03)

Company Vehicle Drivers Agreement

The agreement made this _____ day of _____, 20_____ between

Smash & Sons Contracting Ltd, hereinafter referred to as COMPANY,

And _____

Hereinafter referred to as DRIVER, as follows:

1. Driver's Responsibility for the Company Vehicle

This agreement sets out the company program for the operation, proper use, and maintenance of your Company vehicle. This program will assure efficient operation and assure a high resale value of the vehicle.

The use of the vehicle is a privilege and a responsibility. Your ability to operate the vehicle economically and free from accident and loss is a measure of your conscientiousness and job efficiency. Failure to assume your responsibilities will result in loss of the Company vehicle and/or termination.

Execution of this agreement affirms that Driver currently holds a valid driver's license:

- That the same is not expired or suspended.
- That Driver is obligated to keep the same in force.
- That Driver is to notify their supervisor of any citations, suspensions or other actions.
- That Driver has no more than 3 moving violations on abstract: getting the third violation puts Driver on probation.
- That, if whole on probation a fourth moving violation is incurred, Driver will be excluded from insurance policy, while driving a Company vehicle, and if operating a vehicle is required for Driver's job, employment is terminated.
- That, if Driver reverts from 4 convictions to back to 3 convictions, Driver is then again eligible to drive a Company vehicle. If at any time thereafter, Driver accumulates a total of 4 convictions again; their employment will then be terminated. They may however apply for positions elsewhere in the company that does not require driving a Company vehicle.

Failure to timely renew Driver's license, or to report citations or suspensions may result in disciplinary action, including immediate termination.

2. Assignment and Use

a) In recognition of the fact that selected company personnel need constant access to a Company vehicle in order to provide around the clock customer service, the Company shall provide Driver with a Company vehicle. Such vehicle shall not be utilized by the Driver for personal purposes other than commuting and minimal personal use. It is not the intent of the Company to furnish a vehicle for the personal use of the Driver and his/her family. It is specifically understood that only Driver shall operate the Company vehicle and the Driver has no authority to extend permission to anyone else to operate the vehicle. No exceptions will be made, as Company insurance will not cover other persons.

b) Towing of light trailers, as necessary in the conduct of Company business, is permitted.

c) Miscellaneous items are to be stored in the glove compartment, briefcase or cartons. Storing in this manner presents a professional business appearance, is not a safety hazard, and protects the interior finish of the vehicle. Items are not to be stored on the sun visor (except registration certificates, if provided), attached to the dashboard, or left hanging from the rear view mirror. No item shall be placed in the vehicle in a manner which could obstruct vision or otherwise present a safety hazard. Application of bumper stickers is prohibited.

d) Permission to install stereo/tape decks, etc. must be obtained, prior to any installation, and it is hereby stipulated that Driver is solely responsible for said stereo or other added systems, and Company and its insurance carrier, shall be held harmless from any loss.

e) Parking and storage expenses are to be kept to a minimum. When storing the vehicle overnight, it may be left out if undercover storage is not readily available. Reimbursement is not made for home storage of the vehicle. During the daytime, avoid parking lot expenses whenever possible; but not at the expense of valuable time.
Vehicles are to be safely and properly parked at all times, in driveways, off narrow or heavily trafficked streets, and in fringe areas of public or business lots to avoid nicks, dents and "fender benders". Accidents involving parking vehicles may be judged as being preventable, depending upon the above circumstances.

f) Use of alcohol or other drugs, while operating a Company vehicle, is
Strictly prohibited, as is transporting open containers of any alcoholic beverage or illegal drugs or paraphernalia in the vehicle.

g) Vehicles are to be locked when unattended to prevent theft.

h) Traffic violations and fines are the responsibility of the Driver. Company will not reimburse Driver, under any circumstances, for such expense.

i) Giving rides to hitchhikers is strictly prohibited. Transportation may be provided for other Company personnel, customers, agents, etc., as the expeditious conduct of Company business may require. However, offering

j) Rides to persons other than members of Driver's immediate family, not connected with Company's business, will not be permitted.

k) Vehicles are not to be used in a foreign country without prior permission in order that insurance coverage may be confirmed.

l) Any additional insurance premiums, levied as a result of the Driver's driving record, will be paid by the Driver.

m) The presence or storing of firearms in a Company vehicle is strictly prohibited.

3. Driver Fatigue Policy

It is a policy of Smash & Sons contracting Ltd. to ensure that employees driving and operating equipment have had adequate rest and are in the proper frame of mind to be in control of the unit. If an employee becomes sleepy or fatigued, should experience nausea or become ill, the employee is required to pull over at the nearest place of rest or as soon as it is safe to do so. Employees shall not proceed until they have had adequate time for recovery.

4. Execution of this Agreement

All drivers of a Company vehicle, whether said vehicle is assigned to that individual or not, shall be required to read this agreement. The signed copy shall be retained in the permanent personnel files in the Corporate Office.

I have read the Company Vehicle Driver's Agreement, understand the same, and agree to operate any Company vehicle assigned to me, or which I may, from time to time, be allowed to drive according to the rules and standards of operation as set forth above.

It is understood that should I fail to strictly abide by the rules and regulations herein, with respect to use and care of the vehicle assigned to me, it shall be cause for my employment and compensation to be terminated, with or without notice, at any time, at the option of the Company. I understand that no supervisor, manager or other representative of Smash & Sons Contracting Ltd, other than the President, has authority to authorize any exception to the rules of this agreement.

_____	_____
Driver Name (print)	Smash & Sons Representative (print)
_____	_____
Driver Name (signature)	Smash & Sons Representative (signature)
_____	_____
Date	Date

Fuel Card Acknowledgement

I, _____ of _____

_____

DATED: _____ day of _____, 20_____

acknowledge my responsibility for the fuel card issued to me by Smash & Sons. Any fuelling of any vehicle other than my issued company vehicle or a vehicle authorized by management is prohibited. Any misuse of this card could lead to immediate dismissal of my employment at Smash & Sons. Included in my responsibilities of this card but, not restricted to, shall be:

- keeping pin number and card separate
- entering all required information at fuelling kiosk at time of fuelling
- reporting missing and / or stolen fuel cards immediately to management
- returning damaged cards for a replacement
- return of fuel card when requested by Smash & Sons

Card type: _____

Card type: _____

Card type: _____

Employee signature: _____

Smash & Sons representative (print): _____

Smash & Sons representative (signature): _____

Safety Training Policy

The management of Smash and Sons Contracting Ltd is committed to the Health and Safety of all employees or sub-contractors and to that, mandatory safety training is required at all times.

Smash & Sons Contracting Ltd. has adopted the following policy which applies to all current and future employees / sub-contractors;

New hire or short term employee/sub-contractors, are 1 year or less of continuous employment. They must have all of the below listed courses prior to hire on specific to the job that the employee / sub-contractor has been hired for.

Should a new hire or short term employee / sub-contractor be with the company and require a renewal of a safety course as listed below, and require financial assistance, the company will advance the cost and a payroll deduction will apply.

Long term employee /sub-contractors, are1 year or more of continuous employment. Smash & Sons Contracting Ltd. will as part of their dedication to the company have all the safety training courses paid for by the company. Current required mandatory safety courses include;
WHMIS, TDG, H2S Alive, PST with CSTS, First Aid, Ground Disturbance. These courses may change and include further mandatory training as required by industry or by company directive. Also please note that not all of these courses will apply to all employee/sub-contractor as for example a truck driver whose sole job duty will not require them to have "Ground Disturbance Training". So job specific safety training applies.

Smash & Sons Contracting Ltd. will not pay hours or wages for any required training courses.

_____ Dated_____

Randy Smashnuk, President
Smash & Sons Contracting Ltd.

Drug and Alcohol Acknowledgement
Consent and Release Form

Acknowledgement

I acknowledge that I have received instruction regarding Smash & Sons
Contracting Ltd's Alcohol and Drug Acknowledgement, and that I have read understand its terms and agree to comply with the requirements of the acknowledgement.

Consent

I hereby give my voluntary consent for the medical representatives or designate of Smash & Sons Contracting Ltd to collect urine, breath and/or saliva samples from me. I also give consent to test the samples of alcohol, drugs and controlled substances, and to conduct any other tests necessary for the implementation and enforcement of Smash & Sons Contracting Ltd's Alcohol and Drug Acknowledgement.

Authorization to Release Information

I authorize approved medical laboratory to release all negative and or positive test results to my employer. I also agree that the company may consult with my personal physician and any other health professional, for information as to whether the positive results are consistent with the non-medical use of drugs.

_____	_____	_____
Employee Name (Print)	Employee's (Signature)	Date
_____	_____	_____
Witnessed By (Print)	Witnessed By (Signature)	Date

To All Employees & Sub-Contractors;

At Smash and Sons Contracting Ltd. we believe that our responsibilities include taking all the appropriate steps to ensure the safety of our employees, their families, the environment and the communities in which we operate. We depend on the health of our employees and therefore are dedicated to enhancing the quality of the work environment.

Clearly it is not acceptable to allow any employee or contract worker to perform their job in an unsafe manner. We recognize that the use of illicit drugs and the inappropriate use of alcohol and medications can adversely affect job performance and can place the integrity and safety of our operations at risk. We believe that our work environment will be healthier, safer, and more productive if it is free from the negative effects of alcohol and/or drug use.

Although this step is consistent with our past practices within the area of substance abuse, we felt it was timely to further clarify and update our approach by introducing a more comprehensive companywide policy on alcohol and drug abuse. Its primary aim is to establish a standard expected of all employees and contractors in the performance of their job. We also want to confirm our understanding that alcohol or drug dependency are treatable conditions and that we encourage any employee with a problem to access the company Employee Assistance Program (EAP), or community resources for assistance. We will support the recovery, rehabilitation and return to work of employees who are prepared to get help for a problem.

We recognize the need for pre-screening for clients, post incident testing and random testing for alcohol and drugs in order to aim for a Zero Tolerant work environment. To that we have included the acceptable testing parameters for Screening / Testing which will be conducted by a 3rd party organization able to perform the required testing via, Urine, Blood or Saliva testing.

It is incumbent on the part of the Employees and Sub-Contractors to recognize prior to testing the possibility of a fail. The Employee or Sub-Contractor must divulge this information prior to testing and seek assistance prior to testing, and prior to performing any work for the company. Below is a graph outlining the permissible concentration levels for alcohol and drug testing, as taken from the Canadian Model for Providing a Safe Work Place – A Best Practice of the Construction Owners Association of Alberta - Alcohol and Drug Guidelines and Work Rule.

If the Employee or Sub-Contractor being tested results in a positive test, then the employee will be given the opportunity to access the Employee Assistance Program and enter a recognized program or agency able to perform the assistance required by the employee willing to correct this situation. Sub-Contractors must access their own internal program/s. After successfully completing a recognized training program with an approved agency the Employee or Sub-Contractor will re-test for alcohol and drugs and must successfully pass these tests prior to returning to work.

The Employee and Sub-Contractor must also recognize that for a minimum of one year period, they may be subjected to random testing and all tests must be negative. Failure to remain clean and or sober may result in possible termination.

I thank you in advance for your support and cooperation as we strive to ensure a higher level of safety for our employees and our customers.

Effective October 1, 2010, urine 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
Marijuana metabolites	50	15
Cocaine metabolites	150	100
Opiates	2000	
• Codeine		2000
• Morphine		2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines/Methamphetamines	500	
• Amphetamine		250
• Methamphetamines		250
	500	
MDMA		250
• MDMA		250
• MDA		250
• MDEA		

Effective October 1, 2010, 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
Marijuana metabolites (THC)	4	2
Cocaine metabolites	20	
• Cocaine or Benzoylecgonine		8
Opiates	40	
• Codeine		40
• Morphine		40
6-Acetylmorphine	4	4
Phencyclidine	10	10
Amphetamines/Methamphetamines	50	
• Amphetamine		50
• Methamphetamines		50
	50	
MDMA		50
• MDMA		50
• MDA		50
• MDEA		

Yours in Safety

_____ Dated_____

Randy Smashnuk, President
Smash & Sons Contracting Ltd.

Company Phone Use Agreement

Smash & Sons agrees to allow employees to use the company phone for personal calls up to a maximum of $10.00 per monthly billing. This allowance is to be used to inform the employee's family of any changes in schedule due to an outcome or procedure of the current or upcoming assignment. Any misuse of the company telephone, cellular phone or company satellite phone will warrant disciplinary action and possible dismissal.

I, _____

agree to allow **Smash & Sons** to deduct from my earnings the appropriate amount that exceeds that amount of 10.00 of personal phones calls I make on the company telephone, company cellular phone and or company satellite phone.

DATED: _____ day of _____, 20_____

Employee signature: _____

Smash & Sons representative (print): _____

Smash & Sons representative (signature): _____

Smash & Sons reserves the right to restrict usage of any company phone in regards to personal usage.

Keys and / or Codes Acknowledgement

I, _____ of _____

_____

DATED: _____ day of _____, 20_____

Acknowledge my responsibility for the codes and keys issued to me by Smash & Sons. Any codes and keys issued to me will be for my knowledge only. Any misuse of these codes of keys could lead to immediate dismissal of my employment at Smash & Sons. Included in my responsibilities of the codes and keys, not restricted to, and shall be:

- placement in a safe place
- not to share keys of code information with anyone
- return keys to Smash & Sons upon termination of employment

I have received the following:

- ❑ code for shop door
- ❑ key for shop door
- ❑ key for front gate
- ❑ key for unit (s) belonging to Smash & Sons

  Unit # _____

  Unit # _____

Employee signature: _____

Smash & Sons representative (print): _____

Smash & Sons representative (signature): _____

Employment Payroll Acknowledgement

Before an offer of employment is made by Smash & Sons Contracting Ltd., I understand, agree and acknowledge the following statements:

1. That I am not to disclose to fellow workers my current rate or increases when they are given. Disclosure is grounds for immediate dismissal.

I understand, agree and acknowledge that the above statements were given voluntarily and not made under duress.

_____

Applicant (Print Name) Signature Date

_____

Smash & Sons Rep.(Print Name) Signature Date

HEALTH & SAFETY POLICY STATEMENT

The management of "Smash & Sons Contracting Ltd" is committed to a Health and Safety program that protects our employees, subcontractors, customers, visitors and the environment.

Management, owners and the employees of "Smash & Sons Contracting Ltd" are responsible and accountable for the Company's Health and Safety performance. Active participation by everyone, everyday and in every job is essential for the achievement of our goals in reducing workplace incidents.

The management of "Smash & Sons Contacting Ltd" will provide leadership by example in our commitment to the Health and Safety program. Management will provide a Health and Safety policy, establish safe work procedures, supply proper equipment and provide effective training. The employees, subcontractors and customers of "Smash & Sons Contracting Ltd" are responsible for following all procedures, working with an awareness of the Health and Safety policy and cooperating, at all times, in working towards our goal of reducing workplace incidents.

"Smash & Sons Contracting Ltd" objective is a healthy, injury free workplace for all employees, subcontractors and clients who enter our workplace. By working together as a team, with respects to all parts of the Health and Safety program, we can achieve our objectives.

This policy does not take precedence over Provincial Act and / or Regulations, nor does it replace any part thereof.

I, _____

have read the above Health & Safety policy for Smash & Sons Contracting Ltd.

Employee Signature: _____

Smash & Sons Representative (print): _____

Smash & Sons Representative (signature): _____

Reference Check List

Name of Employee: _____ **Date:** _____

Name of Company: _____ **# years worked there:** _____

Position: _____ **Contact person & phone #:** _____

- ❑ Work ethics (attitude toward management, fellow employees, safety, equipment etc)

Comments: _____

_____

- ❑ Attendance (to work on time, safety meetings etc)

Comments: _____

_____

- ❑ General information (reason for leaving, personal information etc)

Comments: _____

_____

- ❑ Would you consider re-hiring?

Comments: _____

_____

Safety / Management signature: _____

Date Completed: _____

Payroll Deduction Authorization Form

I _____ do hereby authorize Smash & Sons Contracting Ltd. to deduct from my payroll cheque the fees for the Safety Courses required for employment.

A copy of the safety courses invoice will be supplied if required.

_____

Employee Name (Print)

_____ _____

Employee Name (Signature) Date

Application File Check List

Employee Name _____

Start Date: _____ Job Title / Description: _____

Application Form

- ❑ Information Sheet
- ❑ Certificates and Qualifications Sheet
- ❑ Consent to Obtain Alberta / Other Driver's Abstract Sheet
- ❑ Company Vehicles Drivers Agreement
- ❑ Employment Acknowledgement (Wage)
- ❑ Company Phone Use Agreement Sheet
- ❑ Fuel Card Acknowledgement Sheet
- ❑ Keys and Codes Acknowledgement Sheet
- ❑ Drug and Alcohol Acknowledgement Consent and Release Form
- ❑ Health & Policy Statement
- ❑ Employment Deduction
- ❑ TD 1 Federal & Provincial

Employee Certificates and Qualifications (copies)

- ❑ Driver's Licence
- ❑ First Aid (Alberta)
- ❑ First Aid (BC)
- ❑ First Aid (Other)
- ❑ H2S Certificate
- ❑ TDG
- ❑ WHMIS
- ❑ Ground Disturbance
- ❑ Other _____
- ❑ Other _____
- ❑ Other _____

Operational Form Explanations

- ❑ Required Safety Forms for Oilfield
- ❑ Required Safety Forms for Town
- ❑ Time Sheet Forms
- ❑ Daily Cost Forms
- ❑ Safety Manual
- ❑ Work Alone
- ❑ Two Way Radio Procedures
- ❑ Shop Tour

Completed Date: _____

Smash & Sons Contracting Ltd

Representative (print): _____

Smash & Sons Contracting Ltd

Representative Signature: _____

Canada Revenue Agency | Agence du revenu du Canada

2014 Personal Tax Credits Return

Protected B when completed

TD1

Your employer or payer will use this form to determine the amount of your tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2014, see "More than one employer or payer at the same time" on the next page. If you are a non-resident, see "Non-residents" on the next page. **11,138**

2. Child amount – Either parent (but not both), may claim $2,255 for each child born in 1997 or later, that resides with both parents throughout the year. If the child is **infirm, add $2,058** to the claim for that child. Any unused portion can be transferred to that parent's spouse or common-law partner. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the child amount for that same child.

3. Age amount – If you will be 65 or older on December 31, 2014, and your net income for the year from all sources will be $34,873 or less, enter $6,916. If your net income for the year will be between $34,873 and $80,980 and you want to calculate a partial claim, get Form TD1-WS, *Worksheet for the 2014 Personal Tax Credits Return*, and complete the appropriate section.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $2,000 or your estimated annual pension income, whichever is less.

5. Tuition, education, and textbook amounts (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Human Resources and Skills Development Canada, and you will pay more than $100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $400 for each month that you will be enrolled, plus $65 per month for textbooks. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $120 for each month that you will be enrolled part time, plus $20 per month for textbooks.

6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $7,766.

7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than $11,138 ($13,196 if he or she is **infirm**) enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be $11,138 or more ($13,196 or more if he or she is **infirm**), you cannot claim this amount.

8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you, and whose net income for the year will be less than $11,138 ($13,196 if he or she is **infirm** and you **did not claim the child amount for this dependant**), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be $11,138 or more ($13,196 or more if he or she is **infirm**), you cannot claim this amount.

9. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $15,472 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older), enter $4,530 ($6,588 if he or she is **infirm**); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter $6,588.

If the dependant's net income for the year will be between $15,472 and $20,002 ($15,472 and $22,060 if he or she is **infirm**) and you want to calculate a partial claim, get Form TD1-WS and complete the appropriate section.

10. Amount for infirm dependants age 18 or older – If you support an infirm dependant age 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $6,607 or less, enter $6,589. You cannot claim an amount for a dependant you claimed on line 9. If the dependant's net income for the year will be between $6,607 and $13,196 and you want to calculate a partial claim, get Form TD1-WS and complete the appropriate section.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition, education and textbook amounts, disability amount, or child amount on his or her income tax return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition, education, and textbook amounts** on his or her income tax return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add lines 1 to 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

Continue on the next page ➔

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou en composant le **1-800-959-7775**).

Canada

Completing Form TD1

Complete this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not complete Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

☐ If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2014, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 on the front page, and do not complete lines 2 to 12.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents

Are you a non-resident of Canada who will include 90% or more of your world income when determining your taxable income earned in Canada in 2014? If you are unsure of your residency status, call the International tax and non-resident enquiries line at **1-855-284-5942**.

☐
- If **yes**, complete the previous page.
- If **no**, **check** the box, enter "0" on line 13, and do not complete lines 2 to 12 as you are not entitled to the personal tax credits.

Provincial or territorial personal tax credits return

If your claim amount on line 13 is more than $11,138, you also have to complete a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is $11,138), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2014, you may be able to claim the child amount on Form TD1SK, *2014 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to complete Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2014, you can claim:

- $8.25 for each day that you live in the prescribed northern zone; or
- $16.50 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

$ ____

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, get Form T2222, *Northern Residents Deductions*, and the Publication T4039, *Northern Residents Deductions – Places in Prescribed Zones*.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, complete a new Form TD1.

$ ____

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s)* ____, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Privacy Act, personal information bank number CRA PPU 047

Certification

I certify that the information given on this form is correct and complete.

Signature _____ Date _____

It is a serious offence to make a false return. YYYY/MM/DD

Alberta Government

2014 Alberta Personal Tax Credits Return

TD1AB
Protected B when completed

Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Read the back before completing this form. Complete this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address including postal code		**For non-residents only** – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2014, see "Will you have more than one employer or payer at the same time?" on the next page.	**17,787**
2. Age amount – If you will be 65 or older on December 31, 2014, and your net income from all sources will be $36,898 or less, enter $4,957. If your net income for the year will be between $36,898 and $69,945 and you want to calculate a partial claim, get Form TD1AB-WS, *Worksheet for the 2014 Alberta Personal Tax Credits Return*, and complete the appropriate section.	
3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter $1,370, or your estimated annual pension income, whichever is less.	
4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Human Resources and Skills Development Canada, and you will pay more than $100 per institution in tuition fees, complete this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus $691 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus $207 for each month that you will be enrolled part time.	
5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter $13,720.	
6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than $17,787, enter the difference between $17,787 and his or her estimated net income. If his or her net income for the year will be $17,787 or more, you cannot claim this amount.	
7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than $17,787, enter the difference between $17,787 and his or her estimated net income. If his or her net income for the year will be $17,787 or more, you cannot claim this amount.	
8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be $16,371 or less, and who is either your or your spouse's or common-law partner's: • parent or grandparent (aged 65 or older); or • relative (aged 18 or older) who is dependent on you because of an infirmity, enter $10,296. If the dependant's net income for the year will be between $16,371 and $26,667 and you want to calculate a partial claim, get Form TD1AB-WS and complete the appropriate section.	
9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be $6,802 or less, enter $10,296. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between $6,802 and $17,098 and you want to calculate a partial claim, get Form TD1AB-WS and complete the appropriate section.	
10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.	
11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.	
12. TOTAL CLAIM AMOUNT – Add lines 1 to 11. Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.	

Continue on the next page ➔

(Vous pouvez obtenir ce formulaire en français à **www.arc.gc.ca/formulaires** ou en composant le **1-800-959-7775**.)

Canada

Completing Form TD1AB

Complete this form **only** if you are an employee working in Alberta or a pensioner residing in Alberta and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not complete Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

Will you have more than one employer or payer at the same time?

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2014, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1AB, enter "0" on line 12 on the front page and do not complete lines 2 to 11.

Total income less than total claim amount

☐ Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, complete "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted if on your income tax return you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, and charitable donations). To make this request, complete Form T1213, *Request to Reduce Tax Deductions at Source for Year(s) ____*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to **www.cra.gc.ca/forms** or call **1-800-959-5525**.

Privacy act, personal information bank number CRA PPU 047

Certification

I certify that the information given on this form is correct and complete.

Signature _____ Date _____

It is a serious offence to make a false return.