



HEALTH & SAFETY MANAGEMENT SYSTEM



First Responders

The workers noted below have been trained and are to be available on worksites as required to respond to foreseeable emergencies. This list shall be kept current and posted or otherwise made available to workers on worksites at all times.

Name	First Aid Expiry Date	Fire Extinguisher Issue Date
Chris French	29 Nov 25	7-May-2015
Kale Mavridis	4 Oct 25	
Keith Freeman	29 Nov 25	
Kendall Snider	29 Nov 25	5-May-2011
Kevin Borzel	21 Mar 26	
Lee Collinge	29 Nov 25	9-May-2012
Levi Harder	18 Mar 25	
Mateo Tracey	2 Nov 24	
Michael Waugh	29 Nov 25	
Richard Park	29 Nov 25	
Rudy Aguilar	3 Feb 24	
Shawn Heatley	29 Nov 25	
Steven Reeves	3 Feb 24	
Tanner Harbin	21 Sep 25	
Vance Webb	29 Nov 25	9-May-2012

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

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SENIOR MANAGEMENT ACKNOWLEDGMENT

Skyline Refrigeration (2010) Ltd. (Skyline) senior management has reviewed and approved the content of the Health and Safety Management System (HSMS) as documented below and acknowledges that the content as listed in the Table of Contents (**dated April 19, 2023**), has been reviewed by the managers, supervisors and workers as well as the Health and Safety Committee OR Representative (as applicable) and is approved for use. Continuous implementation, further development, review, and use of the system is ongoing and reviewed every three years or more frequently as indicated by individual policies.

Skyline Refrigeration (2010) Ltd. acknowledges **Keith Freeman** has the authority to sign the policies and related documents use in the HSMS.

The signature(s) below indicates that the entire manual and its’ directives, policies, practices, procedures, etc. have been reviewed and accepted as of the date noted and that the specific items noted below reflect current company requirements and practices. Later dates on individual documents may supersede this acknowledgement for those specific documents.

Each time this document is re-signed, it will be highlighted at a safety meeting and a copy will be posted in a conspicuous area of operations.

<u>Document Title</u>	<u>Original Date</u>	<u>Latest Revision</u>
Safety Leadership and Commitment	Apr 19/23	n/a
Rules and Corrective Action Policy	Apr 19/23	n/a
Personal Protective Equipment Policy	Apr 19/23	n/a
Safety Training	Apr 19/23	n/a
Investigation Policy	Apr 19/23	n/a
Emergency Preparedness	Apr 19/23	n/a
Safe Driving Policy	Apr 19/23	n/a
Environmental Policy	Apr 19/23	n/a
Fit For Duty Policy	Apr 19/23	n/a
Workplace Violence & Harassment	Apr 19/23	n/a
Ground Disturbance Policy	Apr 19/23	n/a
Journey Management	Apr 19/23	n/a

LIST OF SIGNATORIES

_____ Keith Freeman, President / Safety Manager	_____ Date	_____ Kevin Borzel, Secretary	_____ Date
_____ Michael Waugh, Shop Manager	_____ Date	_____ Vance Webb, Field Supervisor	_____ Date



1. Safety Leadership and Commitment

Skyline Refrigeration (2010) Ltd. (Skyline, Company, etc) senior managers / managers (same position defined for four persons) are responsible for, and committed to the prevention of loss, injury or illness, and maintenance of the physical, psychological, and social well-being of all personnel as well as subcontractors, visitors, and the public. Our goal is zero lost time and medical aid incidents. While we may not reach that goal, by working towards it, we can minimize the severity and number of incidents.

In fulfilling this commitment to protect people, property and process capacity, management is responsible to provide and maintain a safe and healthy work environment by following industry standards and legislative requirements.

Supervisors are responsible for ensuring that all workplace parties under their control including themselves, workers, subcontractors and their workers, and other employers follow all safety program requirements and their specific legislated responsibilities. Supervisors also ensure these parties receive applicable health and safety information regarding hazards on site, applicable controls, OHS responsibilities and changes as they occur on site.

Workers and supervisors are responsible for minimizing incidents and performing their jobs following established practices, procedures and applicable legislation.

Skyline will honor and promote all party's health and safety rights, including the:

- Right to know
- Right to participate and
- Right to refuse dangerous work

By providing all parties with relevant and current information, opportunities to participate in building a strong safety culture and clearly supporting the dangerous work refusal process we can meet these objectives and continuously improve our performance in health, safety, quality and customer service.

Injury, illness, property and process loss caused by incidents can be controlled through good management in combination with active involvement of all personnel. Safety is the responsibility of all workplace parties and they must cooperate with officers, committee members, representatives, or other persons to protect the health and safety of the workers

I trust that all of you will join me in a personal commitment to make safety a way of life.

* Reference to Skyline Refrigeration (2010) Ltd. (Skyline) "senior managers", "managers", or "supervisors" in most cases refers to the four company owners. In rare cases, or when sub-contractors are involved the sub-contractor or other person may be considered the "manager" or "supervisor". Supervisors duties must, in all cases, be performed.



K. Freeman, President / Safety Supervisor

April 19, 2023
Date

1.1 ASSIGNMENT OF RESPONSIBILITY AND ACCOUNTABILITY FOR SAFETY

1.1.1 RESPONSIBILITIES OF ALL PARTIES

Employers, supervisors, workers, contracted employers, suppliers, service providers and visitors will:

- Cooperate with any person exercising a duty imposed by the OHS Act, Regulation, and Code;
- Be familiar with and comply with the OHS Act, Regulation, and Code, and any other requirements of the authority having jurisdiction and any site policies, procedures, and Codes of Practice.
- Ensure that neither they nor any person over whom they have control participates in or is subjected to violence or harassment.

1.1.2 PRIME CONTRACTOR'S RESPONSIBILITIES:

Skyline usually operates UNDER the owner or a Prime Contractor. If Skyline is the designated Prime Contractor, we will:

- Establish and maintain a system to ensure OHS compliance at a work site with 2 or more employers.
- Coordinate, organize and oversee the performance of all work at a worksite with 2 or more employers.
- Designate (in writing) an individual responsible for health and safety at the worksite.
- Determine the requirements for, and ensure the provision of, the required first aid: personnel, supplies, equipment, kits, etc. as required by current OHS legislation.
- Clearly post signage identifying first aiders for the site, how to contact them, and where first aid kits, equipment, supplies, etc. are located. If this is not practicable ensure that personnel on site are advised of this information and document this.
- Ensure plans are in place and implemented to transport ill or injured workers from the worksite to the nearest health care facility. This is generally done by verifying the availability of ambulance services, other methods may be needed.
- Maintain a log of reported illnesses or injuries of all employers at the work site and report as required to appropriate authorities.

1.1.3 SENIOR MANAGER / MANAGER'S RESPONSIBILITIES:

- Understand and enforce Company Policy and rules as well as the Occupational Health & Safety (OHS) legislation and provide information, instructions, and assistance to all supervisory staff to protect the health and safety of the workers.
- Provide competent supervisors and train all supervisors in incident prevention as well as relevant OHS legislation.
- Provide supervisors and workers with resources like correct and maintained tools and equipment, personal protective equipment, time to complete duties, etc.
- Ensure workers are trained and competent, follow company rules, OHS and site requirements and provide or arrange for ongoing safety education programs and approved first aid training courses as required.
- Monitor all personnel and hold them accountable for their safety performance.
- Ensure that neither they nor any person over whom they have control (employees, sub-contractors, visitors, etc.) participates in or is subjected to violence or harassment.

- Visibly demonstrate their commitment to the program by periodically: attending safety meetings; conducting site inspections; cooperating with the health and safety representative to resolve issues in a timely manner; ensuring corrective actions; reviewing and commenting on hazard assessments or other safety docs or topics.
- Provide all personnel with needed health and safety information and proper, well maintained tools and equipment, including personal protective equipment.
- If a Prime contractor does not fulfill their OHS duties under legislation, Skyline will fulfill these duties towards Skyline personnel, contracted employers and others under Skyline control. The duties towards these parties include but are not limited to: determining requirements and providing first aid personnel, supplies, equipment, and approved first aid kits; advising of the first aiders for the site, how to contact them, and where first aid items are located; having plans in place to transport ill or injured workers to the nearest health care facility; having reasonable emergency response plans and trained personnel in place; any other occupational health and safety duty within the control of Skyline that does not result in unnecessary duplication of effort and expense.

1.1.4 SUPERVISOR'S RESPONSIBILITIES:

- Take all necessary precautions to protect workers.
- Know the hazards of the tasks, appropriate controls, and advise workers of these.
- Know the parts of legislation that apply to their work and inform workers of these.
- Ensure workers know which PPE is needed, how to inspect it, when to discard and/or how to maintain the PPE.
- Ensure workers use appropriate PPE and that it is in good condition.
- Ensure there is no violence or harassment on the site. Know the definitions, how to deal with it and do not participate or allow others to do it.
- Report hazards and unsafe conditions to the employer.
- Cooperate with officers, committee members, safety reps., or other persons to protect the health and safety of the workers.
- Comply with the legislation themselves and make sure others do too.
- Prepare for potential injury or illness and arrange for appropriate medical treatment, including transportation to treatment if and when necessary.
- Report all work related illnesses and incidents immediately to the employer and Prime Contractor (if applicable); investigate all incidents; and advise management on how to prevent similar incidents in the future.
- Carry out regular inspections of the work place to ensure a safe and healthy environment.

1.1.5 WORKER'S RESPONSIBILITIES:

- Read, understand, and comply with the Company's safety program.
- Understand and use the workers three rights as applicable and as needed to protect your own and others health and safety. These Rights are the right to refuse unsafe work, the right to know about hazards and controls, and the right to participate in health and safety activities such as safety meetings, hazardous assessments, etc.
- Wear / use equipment, PPE and clothing required by legislation and your employer and site requirements.
- Notify their supervisor(s) of any unsafe conditions or acts or work for which they have not been adequately trained or are not competent to perform and do not perform these tasks until competent or supervised by a competent person.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar and follow. ◆

- Do your part to make sure that no person is subjected to or participates in violence/harassment.
- Report all work related illnesses, incidents and injuries to their supervisor(s) and the Prime Contractor (if applicable) as soon as possible.
- Take reasonable precautions to protect the safety of others and themselves.
- Cooperate with your supervisor, employer and/or others to work towards a safe and healthy workplace.
- Participate in health and safety training as provided by the employer, prime contractor, or other parties. Use this training to the best of your ability to protect yourselves and others present in the workplace.

1.2 SAFETY MANAGEMENT OF CONTRACTORS

1.2.1 CONTRACTOR SAFETY SYSTEM REQUIREMENTS & RESPONSIBILITIES

We look forward to working with you, your company and/or your workers and to the safe, efficient and quality execution of your contract. Skyline Refrigeration (2010) Ltd. has a moral and legal responsibility to ensure the safety of persons on and around the worksite including Contracted Employers that Skyline Refrigeration (2010) Ltd. hires (Subs/Others). Visitors must also be protected. It is your obligation when performing work for Skyline Refrigeration (2010) Ltd. that your work activities will be performed following the most current OH&S Legislation, our Health and Safety Management System (HSMS), and Prime Contractor and/or client requirements. In case of conflict between these systems the highest standard will apply.

This policy applies to all employers, sub-contractors, 3rd party Contractors (sub-subs) under Skyline Refrigeration (2010) Ltd. control - all referred to as “Subs” or “Others”. It is the sole responsibility of the **subs/others** working for Skyline Refrigeration (2010) Ltd., to ensure compliance of themselves, their employees and **subs/others** as applicable.

Subs/Others will ensure that they and/or their workers are trained and competent to perform their work activities in a safe manner, are equipped with all the PPE, safety equipment and information they will require during their activities, will correctly use the information, equipment and PPE, and cooperate with all personnel on site to maintain an incident free workplace. Following the Skyline Short Service Worker Program is also required, if applicable.

In the interest of the health and safety of all persons on our projects, we trust that you will ensure you and your workers are prepared and cooperative prior to arrival on site.

1.2.2 SELECTION, EVALUATION, NON-COMPLIANCE OF SUB-CONTRACTORS / OTHERS

These parties are subject to selection/evaluation that may include any or all of:

- WCB premium rate statements
- Discipline/corrective action records
- Participation in safety drills, meetings, tailgates, etc.
- Quality, accuracy & findings of inspections
- Standard indicators (TRIF, LTC, etc.)
- Training records
- Other processes used by Skyline Refrigeration (2010) Ltd. at their sole discretion
- Review of Safety, QA/QC, etc.

Non-compliance will be addressed on a case-by-case basis depending on severity and foreseeable outcome and may include removal from site or termination of contract/employment.

If a **Sub/Other** does not have a health and safety management system, they may be considered for work. However, to ensure safety of all personnel on site, they must follow the Skyline Refrigeration (2010) Ltd. program as if they were an employee of Skyline. The **sub** will add to the Skyline information any required assessments, documents, procedures, plans, training requirements, etc. as required and inform Skyline Refrigeration (2010) Ltd. management of the added information. We strongly encourage all **subs** to have a safety program that applies to their specific operations.

If selected for work, the **sub** will be advised of, and must follow the hiring client’s drug and alcohol policy.

Post job performance reviews are part of the contractor management process.

1.2.3 CONTRACTED EMPLOYERS REQUIREMENTS:

- Comply with current OH&S and WCB Legislation for the jurisdiction having authority and they have read and understand the Skyline Refrigeration (2010) Ltd. Health and Safety Policy and will fully comply with the Safety Management System.
- Be fully covered by the appropriate Workers' Compensation Insurance.
- Report all Reportable Incidents to Skyline Refrigeration (2010) Ltd., Prime Contractor (if applicable) and the appropriate government departments as required by current legislation and perform/assist in the investigation process as required by Skyline Refrigeration (2010) Ltd. or the Prime Contractor.
- Report and provide documentation to the Skyline Refrigeration (2010) Ltd. supervisor, and the Prime Contractor (if applicable) for all incidents, injuries, near misses and reported or observed unsafe conditions and practices, and they investigate these incidents. All subcontractor incidents will be reported to the "hiring client" which is usually the prime contractor or site owner.
- No worker under their control encourages or participates in workplace violence or harassment as defined by current OH&S legislation.
- Provide copies of all incident reports, investigations and required governmental reports to Skyline Refrigeration (2010) Ltd. supervisor within 24 hours of the occurrence.
- Comply with WHMIS regulations and provide SDS's to Skyline Refrigeration (2010) Ltd. supervisor on site and emailed/faxed to the main office before the material is brought to the site or when it is brought to site.
- Attend the project orientation (if provided by the Prime Contractor) and Skyline Refrigeration (2010) Ltd. general and site orientations.
- Conduct and document hazard assessments as required by OH&S legislation and provide copies to Skyline Refrigeration (2010) Ltd. supervisor daily or as conditions change and they provide and enforce the use of adequate personal protective equipment as required by the hazard assessment and the applicable legislation.
- Hold scheduled toolbox safety meetings (at the start of their work on site and monthly minimum thereafter) for all their workers at this site and provide Skyline Refrigeration (2010) Ltd. supervisor with documentation of these meetings.
- Actively participate in site safety meetings and training as required.
- Comply with Alberta Environmental Enhancement and Protection Legislation and immediately report all observed or known spills and environmental damage to the project supervisor.
- All their workers comply with all the above.

Be advised that Skyline Refrigeration (2010) Ltd. site inspections and corrective actions will include monitoring and follow up of your work activities and conditions in your work area. Thank you for your support in helping us to maintain an incident free workplace.

Keith Freeman - Skyline Refrigeration (2010) Ltd.

Date (mmm/dd/yyyy)

Sub-contractor - Name, TITLE

Date (mmm/dd/yyyy)

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar and follow. ◆

1.3 SAFETY MANAGEMENT OF VISITORS AND THE PUBLIC

1.3.1 VISITOR'S RESPONSIBILITIES:

- Receive an orientation matching the level of hazard they are exposed to. Typically, this would involve knowing the evacuation route, muster point location, emergency warnings (alarms), emergency contact and sign in/out of the facility.
- Be assigned to and follow the directions of their site escort.
- Never be left alone on site.
- Comply with all signs, warnings, and site requirements, including evacuation.
- Wear / use equipment, PPE and clothing required by the legislation and employer,
- Immediately report to their escort all work-related illnesses, incidents, injuries, unsafe conditions, unsafe acts or work for which they have not been trained.
- Do not participate, encourage or condone workplace violence, harassment, bullying, etc.
- Any person observing or receiving first hand reports (not hearsay or rumours) of workplace violence, harassment, bullying etc. who do not report it are viewed as supporting it or taking part in it.
- Take reasonable precautions to protect the safety of others and themselves.

1.3.2 PUBLIC

Skyline Refrigeration (2010) Ltd. will take steps to prevent public access and to protect the public on worksites under their control. If the site is not under their control, Skyline Refrigeration (2010) Ltd. will report to the person in control any concerns regarding preservation of public safety.

Skyline Refrigeration (2010) Ltd. will also ensure as far as reasonably practicable, that hazards resulting from their own work on site do not negatively affect members of the public and will take steps to identify and control these hazards as part of the pre-job evaluation and the hazard assessment and control processes.

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2. Hazard Assessment / Control

2.1 GENERAL INFORMATION

Hazard Assessments (HAs) of all types have some elements in common. OHS and company requirements require that hazard assessments:

- Involve all levels of personnel including contracted personnel and are performed by persons trained in the applicable HA process.
- Consider Safety (immediate injury/damage) AND Health (condition, illness or disease) hazards and hazards involving: People, Equipment, Materials and Environment (**PEME**).
- Consider Severity and Probability , evaluating the *hazard*, not the *task*.
- Result in a risk ranked “score” ie: *Severity/Probability = Risk ranking*.
- Are performed prior to work beginning and are always available to the worker (right to know).
- Are reviewed, updated and monitored to ensure they continue to provide accurate information to prevent the development of unsafe or unhealthy conditions. This can be as often as several times a day for Field level HA, or at a minimum annually for Formal HA.

2.2 FIELD LEVEL HAZARD ASSESSMENT

Typically completed by trained supervisors and workers, just prior to each job or task and revised if conditions change. A change could involve weather, new personnel, more people, different trades, different equipment, etc.

All Hazard Assessments are reviewed by management. Administrative sites may perform an HA as little as once per year (but must update if tasks/conditions change).

2.3 FORMAL HAZARD ASSESSMENT

Are typically conducted by trained managers, supervisors and selected, knowledgeable (not all) workers. Supervisors ensure that workers and contractors follow the requirements and use the controls in the formal HA.

A formal hazard assessment is performed starting with a list of positions or jobs held by all personnel. Each position is broken down into the various tasks and minimum qualifications for the work performed in these positions. Personnel in these roles must provide documentation (trade tickets) verifying their qualifications. This is a general hazard assessment which looks at all jobs and associated tasks and hazards and provides insight to start the process of designing/maintaining the company’s health and safety program.

The highest ranked hazards (and the related task) are “Critical Tasks” (CTs). CTs may be further analyzed though the Job Hazard Analysis (JHA) to help identify hazards associated with each specific step of that task. For each critical task, at least one administrative control (Safe Work Practice, Safe Job Procedure, Job Hazard Analysis, or Code of Practice) must be developed.

A documented review of the formal Hazard Assessment is completed annually at a minimum or when:

- new operations, work processes, equipment, materials or products are introduced.
- operations work-related processes or equipment are modified?
- site-specific hazard assessments, inspections, or investigations identify a previously unrecognized hazard?

This process and the information from it, is to be discussed during orientations, and may be used during task and job specific training, either formally or informally.

2.4 HAZARD REPORTING

A system for reporting hazards is also required. At Skyline, hazards that fall outside the scope of the task, but may still affect the workers involved in the task or other workers on site must be reported and addressed. These may be revealed during HAs, inspections, investigations, etc. All personnel are to be aware of these hazards and use the hazard report form as well as other communications (phone, text, verbal, etc.) to document and report these occurrences. The site owner or prime contractor is responsible to address these hazards that are outside the employer's scope, but the employer's workers must not be exposed to these hazards without appropriate precautions in place.

2.5 PROCESS

All personnel must be involved in the identification and control of health and safety hazards. This process involves evaluating the severity of a possible incident/injury AND the likelihood of its occurrence. New hire orientation process ensures all employees are provided training in Hazard Assessments.

These factors help determine the type of controls to put in place as well as the order in which jobs will be assessed for potential hazards. All hazard evaluation results are to be documented and forwarded to the office.

Once a hazard has been identified, the risk(s) associated with that hazard must be assessed. Risk is made up of two factors; the probability that an event may occur and the severity of the consequences as a result of the event. Severity is rated as Catastrophic, Critical, Moderate or Low (1, 2, 3 or 4 respectively) as follows:

1. Catastrophic - potential of fatality, permanent disability or loss of body part, occupational illness and/or major material, quality, production, environmental or other property loss exceeding \$100,000;
2. Critical - likely potential for serious injury/illness or property loss/damage; A lost-time injury or illness without permanent disability or disruptive property damage; a quality, production, environmental or other loss between \$25,000 and \$100,000.
3. Moderate - Minor injury or illness without lost time; non-disruptive property damage, environmental or a quality, production or other loss of \$1,000 to \$25,000.
4. Minor (Low) - possibility of a minor injury requiring first aid or minor property loss less than \$1,000

Severity ranking may be based on a past loss incurred or the loss most likely to be incurred as a result of an incorrectly performed task.

Probability is a ranking of how likely something may happen and is rated on a scale of "A to D". "A" being very likely or certain and "D" being very unlikely.

2.5.1 HAZARD CATEGORIES

Occupational health hazards are generally categorized into one of five groups:

Chemical: are materials that come into contact with the human body and cause harm. These chemicals may be in the form of a mist, vapor, gas, dust and/or liquid form.

Physical: includes hazards that could cause harm and/or adverse effects to the human body include radiation, noise, lamination, vibration and extremes of temperature or humidity.

Biological: includes mold, viruses, bacteria, fungus, parasites, insects, plants and animals that may cause adverse effects to the human body.

Ergonomic: are physical disorders and stress that cause harm to the human body, resulting from poor posture, improper manual handling of material and/or equipment, improper seating support, fatigue, monotony and improper work/rest cycles.

Psychological / Psychosocial: are factors which cause stress to a worker affecting his/her well-being and can impact the decision-making process. These factors may be work related or come from outside the workplace.

2.5.2 PROCEDURE FOR CONDUCTING A HAZARD ASSESSMENT

To conduct a hazard assessment, proceed as follows:

- Assemble all personnel involved and prior to starting, discuss possible hazards;
- Tour any parts of the operation that may affect the work area and look for possible hazards originating with environmental, material, equipment and people;
- Keep asking - What if?
- Take immediate action to control any and/or all hazard(s) which present imminent danger to personnel;
- Record all relevant information about the task on the assessment form;
- Review the findings with all affected personnel;
- Prioritize the items on a worst first basis;
- All personnel should sign the hazard assessment;
- Develop a plan to control the identified hazards and put the plan into action;
- Monitor the plan to ensure it is effective and is achieving the desired result – Control of the Hazard(s).

During the observation tour asking the following questions - and many others - can help identify potential hazards:

- Is it possible for any part of the body to be caught in or between objects? ~ Do tools, machines, or equipment present any hazards?
- Can a person be harmed if there is contact with the machine?
- Can a person slip, trip, or fall?
- Can a person suffer strain from lifting, pushing or pulling?
- Can a person be exposed to extreme heat or cold?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic, or corrosive substances?
- Are there fumes, vapours, dusts, or mists in the air?

2.5.3 IDENTIFYING SAFETY-SENSITIVE JOB SITES.

Daily Hazard Assessments address the safety-sensitivity of the job site. The severity and probability of identified hazards (activities and conditions) are listed on every Hazard Assessment; level of severity is 1 through 4 and probability is A through D.

- | | |
|-------------|---|
| Probability | A. Probable - likely to occur immediately or soon |
| | B. Reasonably probable - likely to occur eventually |
| | C. Remote - could occur at some point |
| | D. Extremely remote - unlikely to occur |
| Severity | 1. Imminent Danger - serious injury/death, major damage |
| | 2. Serious - broken bones, hospital stay, minor damage |
| | 3. Minor - minor cuts, bruises, sprains – no treatment |
| | 4. Not Applicable - N/A |

2.6 DANGEROUS WORK REFUSAL

A worker has a legal right to refuse to perform work involving an “undue hazard” that may endanger the worker or other workers.

An undue hazard includes a serious and immediate threat to health and safety that the refusing worker actually observes or experiences at their work site. An undue hazard is a danger that would stop work, such as broken or damaged tools/equipment, or a gas leak. A competent iron worker with appropriate fall protection PPE, training, fall protection plan, etc. asked to perform their work at heights would not be an undue hazard - this is a normal part of their occupation, but for a janitor (for example) this would be an undue hazard and right to refuse could be used. General health and safety concerns are not dealt with under the work refusal process as they are not considered undue hazards.

The following is a summary of the steps the worker, supervisor and employer must take. See the applicable OH&S legislation for full details. All work refusals must be fully documented, inspected and addressed. Steps to be followed (based on Alberta Legislation)

1. The worker immediately notifies the supervisor that they are refusing to perform dangerous work, verbal notice is enough. Upon giving notice to the supervisor (regardless of that supervisor’s job title), the worker has notified all levels of management and that specific task (the reported dangerous work) must immediately stop and not resume until the concern is addressed.
2. As much as possible, the worker must ensure the refusal does not endanger the health and safety of others. For example, if safe to do so, place barriers around the danger to prevent others from being hurt.
3. Discuss the report with the employer as requested.
4. The employer must:
 - a. not discipline/reprimand the worker;
 - b. pay the worker their full wage while the issue is being resolved; but may re-assign the worker to another task with no loss in pay.
 - c. Inform the HSC/HSR as soon as possible
5. The employer can remedy the undue hazard, document the complaint/corrective action, or:
 - a. If not remedied, inspect/investigate the complaint with the worker,
 - b. Provide a copy of the inspection report documented to the refusing worker
 - c. Do not assign other workers to the task unless the undue hazard(s) is/are controlled. It is suggested, but not required, that the employer provide a copy of the work refusal inspection to any other worker assigned to do the task that has now been deemed safe to complete.
6. If the worker is still of the opinion that the work is still “dangerous”, the worker or another person involved in the report/inspection/investigation may notify an OH&S officer. At this time the employer must provide a copy of the inspection to the HSC/HSR if applicable, to other workers if no HSC/HSR, and to any other person that has been assigned to do the task that was refused.
7. The officer notified will investigate, prepare a written record of the investigation and findings, and give a copy to the worker, the employer, and the HSC/HSR.

The steps above are based upon Alberta OH&S Act Section 31 – 36. The Saskatchewan OH&S Act Section 23 – 29 carries similar requirements, however, in the event of a work refusal, the legislation for the province in which the worksite resides will govern the actions of the worker and the employer

2.7 FORMAL HAZARD ASSESSMENT

[INSERT COPY OF CURRENT FORMAL HAZARD ASSESSMENT HERE]

◆ This safety information does not take precedence over applicable government legislation
with which all workers should be familiar and follow. ◆

3. Safe Work Practices

Safe Work Practices are general guidelines describing how to perform a task safely. They are a set of “Do’s and Don’ts”. Safe Work Practices are not task specific and do not include the environmental and/or site specific conditions applicable to where the task(s) are being performed. They are GENERAL how-to guidelines. To reduce risks associated with the workplace, Skyline Refrigeration (2010) Ltd. will have a set of written Safe Work Practices. Management has reviewed these Safe Work Practices and fully endorses them. Management will also ensure:

- They are in writing.
- They are related to the scope of work.
- All workers understand the Safe Work Practices which apply to them.
- Supervisors ensure all Safe Work Practices are followed.
- Workers follow the Safe Work Practices.
- They are reviewed annually by a group of Skyline personnel including supervisors, workers and the Safety Rep.
- New practices are added as equipment and procedures change and evolve over time.

3.1 **PREPARATION AND SELECTION OF SAFE WORK PRACTICES**

Care must be taken when preparing or customizing Safe Work Practices to ensure they meet or exceed all applicable legislation and industry standards. Therefore, it is essential to refer to the applicable OH&S legislation, as well as any manufacturer's operating manuals when you select, develop and customize your Safe Work Practices.

A committee of workers and supervisors with the Safety Rep will, as a group, perform the annual review and revisions of all Safe Work Practices that are in place at the time of review. A dated list of the reviewed practices and procedures will be filed and available for review by any personnel or auditor

SAFE WORK PRACTICES – General Instructions

The Safe Work Practices in this manual are designed to be used with the instructions below.

1. Prior to performing any task, workers should be competent (adequately qualified, suitably trained and with sufficient experience) to perform the task or be supervised by a competent worker.
2. Prior to performing a task, workers should conduct a thorough, written hazard assessment.
3. From the results of the hazard assessment workers will determine the correct controls to be used to protect themselves from the hazards. The types of controls which can be applied are listed below. It is the workers responsibility to protect themselves from the hazards.
4. Controls must be applied in the following order:
 - a. Eliminate the hazard or substitute a less hazardous procedure/product.
 - b. Engineered controls (guards, ventilators, etc.).
 - c. Administrative controls (rules, SJP's, SWP's, hazard assessments, emergency response plans, SDS, etc.).
 - d. PPE (hard hats, gloves, glasses, fall protection).
 - e. Combination of these.
5. Remember there are other protective mechanisms available for your use, such as:
 - a. Manufacturer's recommendations (owner's manual, etc.)
 - b. Standards (CSA, ANSI, ULC, etc.).
 - c. OH&S and other legislation (Highway traffic Act, TDG Act, etc.).
 - d. Lockout devices and policies, barricades, warning signs.
6. Supervisors and managers are responsible to:
 - a. To facilitate and/or provide proper instruction to their workers on protection requirements and training
 - b. Ensure that a correct, current and thorough hazard assessment has been completed and ALL hazards are controlled to an acceptable level.
 - c. Ensure that workers are properly trained to perform the task by providing thorough and correct instruction.
 - d. To follow up the training with observations and corrections to ensure the worker is properly applying the training.
 - e. Ensure that workers have the proper tools and materials available to them
 - f. Provide correction when required and enforce the use of policies, regulations, rules, etc.
 - g. Consistently provide disciplinary action, if required.
7. Workers are responsible to:
 - a. Follow the instructions given by the supervisor and as noted on the Safe Work Practices and Procedures
 - b. Refuse to perform unsafe work or work for which you have not received adequate training

3.2 SAFE WORK PRACTICES – INDEX

The Safe Work Practices listed have been reviewed by workers and management and are adopted for use	Mo/yr reviewed Other records of review may exist	The Safe Work Practices listed have been reviewed by workers and management and are adopted for use	Mo/yr reviewed Other records of review may exist
<i>Aerial Work Platforms</i>	Aug 19/21	Housekeeping	Aug 19/21
<i>Biohazards (hantavirus, etc. 4 pages)</i>	Aug 19/21	<i>Ladders, Portable</i>	Aug 19/21
Circular Saw (Skill-Saw)	Aug 19/21	<i>Manual Lifting and Carrying</i>	Aug 19/21
Cleaning Solvents	Aug 19/21	Noise Awareness	Apr 18/23
Compressed Air	Aug 19/21	Office Safety	Aug 19/21
<i>Cooler/Freezer cabinets (Phosgene)</i>	Aug 19/21	<i>Overhead Powerlines, working near</i>	Aug 19/21
Crane, Hoist & Lift Capacity	Aug 19/21	<i>Power & Hand Tool Use</i>	Aug 19/21
<i>Cutting with Asst'd Hand & Power Tools</i>	Aug 19/21	<i>Power Mobile Equipment/Aerial Lifts</i>	Aug 19/21
Cylinders - Use, Handling - Flammables	Aug 19/21	Restricted Space Entry	Aug 19/21
Cylinders - Use, Handling - Refrigerant	Aug 19/21	<i>Rigging and Hoisting</i>	Aug 19/21
Defective Tools/Equipment	Aug 19/21	Scaffolding	Aug 19/21
<i>Driving</i>	Aug 19/21	<i>Torches, Use of</i>	Aug 19/21
<i>Driving (Winter)</i>	Aug 19/21	Vehicle Breakdown	Aug 19/21
<i>Electrical Safety (2 pages)</i>	Aug 19/21	<i>Welding, Cutting, Burning</i>	Aug 19/21
Extension Cords	Aug 19/21	Working Overhead / Dropped objects	Mar 13/23
Explosive/Powder Actuated Tools	Aug 19/21	Thermal Stress Prevention	Jul 15/24
<i>Fall Protection</i>	Aug 19/21		
Fire Extinguishers, Portable	Aug 19/21		
<i>Grinding, Bench Grinder</i>	Aug 19/21		
<i>Grinding – Portable Disc Grinder (Angle Grinder)</i>	Aug 19/21		
<i>Hazardous Energy, Control of (Lockout/Tagout)</i>	Aug 19/21		
<i>Hazardous Energy (Electrical), Control of</i>	Aug 19/21		
Hazardous Locations, Classification of	Aug 19/21		

Critical Tasks in ***bold/italics*** are determined in the Formal Hazard Assessment process

This safety information does not take precedence over applicable government legislation with which all workers should be familiar and follow.

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Title
AERIAL WORK PLATFORMS - SAFE USE & OPERATION

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with operation of aerial work platforms, personnel lifts and scissor lifts (referred to as AWP)

Application

- No person shall operate an AWP until they are competent to operate, in accordance with legislated standards and manufacturer's specifications.

Protective Mechanisms

- Safe Work Practices – General Instructions
- Other Safe Work Practices / Safe Job Procedures
- Manufacturer's specifications & applicable legislation
- P.P.E.
- Barricades and warning signs

Supervisor Responsibility

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Do not use hand-held devices (cell phone, two-way radio etc.) while operating the lift.
- Only workers with current, machine specific Powered Mobile Equipment (PME) training are to operate this PME.
- Erect barricades and warning signs as needed if others are in the work area.
- Ensure you have the correct lift (size, capacity, fuel, drive capability, etc.) for the task.
- Ensure you have been trained in the correct operation and limitations of the particular lift you are using.
- Review the operator's manual, follow manufacturer's inspection, operating and maintenance procedures at all times.
- Perform job site inspection and walk around inspection of the equipment. Ensure ground is firm and level. Be aware of power line proximity.
- Fall arrest protection in place and used as required.
- Do not overload the machine at any time.
- No platform is to be made higher by the use of a scaffold, boxes, or ladders.
- Get on and off the platform when it is in the lowered position.
- Watch for obstructions during:
 - Lateral movement – holes, cords, pipes, uneven terrain.
 - Vertical movement – projections above or below the lift, beams, pipes, etc.
 - Keep hands inside lift, ensure they cannot be pinched between the handrails and any obstructions the handrails may contact.

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Title
BIO-HAZARDS (HANTAVIRUS, PIGEON DROPPINGS)

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

PROPERLY CLEAN AND DISINFECT RODENT-INFESTED WORK AREAS. SIGNS OF INFESTATION INCLUDE THE RODENTS THEMSELVES, DROPPINGS, URINE STAINS, GNAWING DAMAGE, BURROWS, RODENT SOUNDS, ODOURS, NESTS OR TRACKS ON DUSTY SURFACES.

REFER ALSO TO HANTAVIRUS BROCHURE 2009 PROVIDED BY HEALTH CANADA
WWW.HC-SC.GC.CA/HL-VS/ALT_FORMATS/PDF/IYH-VSV/DISEASES-MALADIES/HANTAVIRUS-ENG.PDF

Supervisor Responsibility

- As Per Safe Work Practices - General Instructions

Worker Responsibility

- Ventilate closed buildings or areas for 30 minutes before the start of cleaning.
- Wear a proper, well-fitting filter mask. Refer to guidelines attached for information on selecting and using masks.
- Spray or soak dead rodents in a disinfectant solution before placing them in double plastic bags for disposal.
- Spray debris with a disinfectant solution (such as a 1:10 dilution of Javex™ or another household bleach) and scoop it into double-bagged plastic bags. Close the bags with a twist-tie and put them in the regular garbage.
- Clean the area using wet methods wherever possible (such as wet-wiping, mopping or using a water hose). Use the disinfectant solution for cleaning.
- Avoid using dry methods (such as dusting, sweeping, vacuuming or air-hosing). Vacuum machines equipped with a high efficiency particulate air (HEPA) filter, can be used. For carpets, use a commercially available carpet disinfectant. Add the disinfectant to your regular carpet shampoo, according to the manufacturer's instructions.
- Wear eye goggles when cleaning dusts overhead or when it is necessary to clean heavily contaminated areas using dry methods (such as dusting, sweeping, vacuuming or air hosing).
- Wear plastic or rubber disposable gloves where skin contamination is unavoidable. For severe infestations or for prolonged periods of cleaning, consider using disposable coveralls, head covers and rubber boots or disposable shoe covers.
- Disinfect and clean gloves before removing them. Disinfect eye goggles and rubber boots. Launder or dispose of potentially contaminated garments immediately after use. Use gloves when handling heavily contaminated laundry.
- Wash your hands and exposed skin surfaces thoroughly with soap and water.

Title

HANTA-VIRUS PRECAUTIONS

How to select the appropriate filter or filter mask

- Select HEPA filter cartridges or filter masks that carry the National Institute for Occupational Safety and Health (NIOSH) approval number beginning with the digits TC-2 IC and are rated as a high efficiency particulate air (HEPA) filter. Look on the box or enclosures for this rating.
- New models of HEPA filter cartridges and filter masks carry the NIOSH label and one of the following ratings on the filter or the mask itself: N100; R100; or P100.

Types of filter masks

- disposable filter masks
- half-face cartridge masks with replaceable filter cartridges
- powered air-purifying respirators: supplied-air pumped through a filter
- If you have been using a pesticide half-face mask respirator, you need to replace the prefilter and carbon filter No. TC-23C with one of the HEPA filter cartridges described above.

How to use the filter mask

- For occasional cleaning, a disposable mask should be adequate in most cases.
- The mask must be tight-fitting. Facial hair prevents an adequate seal.
- Test the fitting of the respirator using the manufacturer's instructions.
- A disposable mask can be reused a few times if it is not contaminated or dirty and if its structural integrity is maintained.
- A HEPA cartridge should be replaced according to supplier recommendations; otherwise, it should be replaced when the user notices difficulty breathing through it.
- After use, remove the cartridge, clean the respirator with detergent and water, disinfect with a mild disinfectant (such as a quaternary ammonium compound), then rinse and air dry. Tape the inlet opening of the cartridge and swab cartridge surfaces with a disinfectant-soaked wipe. Store it in a plastic bag, in an area free from contamination.
- The user must be trained how to use, clean and maintain the respiratory protective device and be informed about its limitations.

Use additional protective measures and equipment (such as gloves, eye goggles, coveralls, head covering and boots) if extensive exposure to dusts is expected. Extensive exposure may be unavoidable because of the nature of the workplace or the work to be done, or where severe infestation is suspected.

Information provided by the Public Health Agency of Canada.

Hantaviruses (Hantaviruses Original August 2009)

The Issue

Hantaviruses are found in the droppings, urine and saliva of infected rodents and humans can contract the virus from breathing in airborne particles or from by being bitten. In Canada, a Hantavirus capable of causing disease in humans —named Sin Nombre virus —has been identified in deer mice.

Although the risk of exposure in Canada is low, when it happens, the disease can be very severe. So, it is important to be aware of how you can minimize your risk of exposure.

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Background

Hantaviruses are part of a group of viruses called the *Bunyaviridae*. Exposure to Hantaviruses can cause a rare, but often fatal, disease called Hantavirus pulmonary syndrome (HPS).

Humans are most often exposed to the virus by breathing in contaminated airborne particles. This can occur after sweeping or vacuuming infected areas. It is also possible to be exposed to the virus through rodent bites, if the skin is broken, or through ingestion.

The earliest documented case of HPS in Canada was contracted in Alberta in 1989. Since then, there have been over 70 confirmed cases. Most of the cases occurred in western Canada (Manitoba, Saskatchewan, Alberta and British Columbia), except for one case in Quebec. Hantavirus infections contracted by Canadians outside the country have also been recognized, including two fatal cases from South America.

Risk Factors of Hantaviruses

Hantavirus is typically transmitted by breathing in particles in the air from the droppings, urine and saliva of infected rodents. However, there have been a small number of reported cases of HPS believed to have been contracted through rodent bites.

Rodents, themselves, neither get sick nor can they pass along the infection to other animals. Transmission of the virus from person-to-person has not been reported in North America.

Symptoms of HPS

The following flu-like symptoms can result from Hantavirus pulmonary syndrome (HPS):

- fever
- chills
- muscle aches
- headaches
- nausea
- stomach problems

Symptoms can appear within 3 to 60 days after exposure. However, the average time it takes for symptoms to appear is 14 to 30 days after exposure. HPS is extremely serious since approximately 30–40% of cases result in death, usually within a few days of the initial symptoms appearing. Those who recover do so rapidly and regain full functioning of their lungs, but long term effects such as fatigue are common.

HPS can progress rapidly into serious lung complications and include the following symptoms:

- abnormal fall in blood pressure
- lungs will fill with fluid
- severe respiratory failure

Treating Hantavirus Pulmonary Syndrome

There is no vaccine, treatment or cure for HPS. However, early detection and medical care is extremely important and can save lives. Those who are infected may be given medication for fever and pain, as well as oxygen therapy.

Minimizing Your Risk

All rodent droppings should be treated as potentially harmful. The primary strategy for minimizing your risk is to ensure rodent control in the home.

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There are things you can do to reduce your risk of being exposed:

- Keep mice out of your home. Block openings that might allow rodents from entering;
- Store human and animal food, water and garbage in containers with tightly fitted lids;
- Keep your yard clean, and store woodpiles above the ground and away from the home;
- When cleaning your home or community, be aware of animal droppings and nesting materials. If you find any, clean them up safely.
- Do not sweep or vacuum rodent droppings,; this will release particles into the air where they can be breathed in.

How to Properly Clean Animal Droppings:

- Wear rubber or plastic gloves.
- Spray droppings with a general purpose household disinfectant or a mixture of bleach and water (1 part bleach, 9 parts water).
- Make sure you get the droppings very wet. Let the area soak for ten minutes.
- Use a paper towel to wipe up the droppings. Dispose of the paper towel immediately.
- Wash gloves in disinfectant and hot soapy water before removing them from your hands, and thoroughly wash your hands after removing gloves.
- When cleaning areas contaminated by droppings in a confined space, consider wearing a high efficiency particulate air (HEPA) filtered respirator.

Need More Info?

Contact:

National Microbiology Laboratory

Telephone: (204)-789-2000

Also, see the following: Health Canada’s What you should know about Hantavirus at:

www.hc-sc.gc.ca/fniah-spnia/promotion/public-publique/anima_health-sante-eng.php#a2

http://www.hc-sc.gc.ca/hl-vs/alt_formats/pdf/iyh-vsv/diseases-maladies/hantavirus-eng.pdf

The Public Health Agency of Canada’s Material Safety Data Sheet on Hantavirus at:

www.phac-aspc.gc.ca/msds-ftss/msds74e-eng.php

The Canadian Centre of Occupational Health and Safety’s factsheet on Hantavirus at:

www.ccohs.ca/oshanswers/diseases/hantavir.html

For additional articles on health and safety issues go to the *It’s Your Health* Web section at

www.healthcanada.gc.ca/iyh

Title
CIRCULAR SAW (SKILL-SAW) USE OF

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with the use of power circular saw

Application

- Power tools and hand tools to be used and maintained in compliance with manufacturer's guidelines.

Protective Mechanisms

- PPE (gloves, safety glasses)
- Manufacturer's recommendations
- SJP
- Hazard Assessment

Supervisor Responsibility

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Approved safety equipment such as safety glasses or a face shield are to be worn.
- Where harmful vapors or dusts are created, approved breathing protection is to be used.
- The proper sharp blade designed for the work to be done must be selected and used.
- The power supply must be disconnected before making any adjustments to the saw or changing the blade.
- Before the saw is set down be sure the retracting guard has fully returned to its down position.
- Both hands must be used to hold the saw while ripping.
- Maintenance is to be done according to the manufacturer's specifications.
- Ensure all cords are clear of the cutting area before starting to cut.
- Before cutting, check the stock for foreign objects or any other obstruction which could cause the saw to "kick back".
- When ripping, make sure the stock is held securely in place. Use a wedge to keep the stock from closing and causing the saw to bind.

Title
CLEANING SOLVENTS

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with the use of cleaning solvents.

Application

- Cleaning solvents are used in construction work to clean tools, equipment and within shop, for general cleaning.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- WHMIS
- MSDS in place & current
- PPE
- Respiratory protection (if required)
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Supervisors should be aware of all solvents/flammables that are used on the job and are responsible to secure or provide proper instruction to their workers on protection requirements.

Worker Responsibility

- Ensure all WHMIS requirements are met.
- Review MSDS prior to use, paying special attention to the requirements for PPE (goggles, gloves, face shields, respiratory protection) First Aid, Emergency Response (first aid, fire, explosion, spills, etc.)
- Check toxic hazards of all solvents before use.
- When breathing hazards exists, use the appropriate respiratory protection.
- Use non-flammable solvents for general cleaning.
- Store flammables and solvents in appropriate containers and storage areas.
- Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
- Do not use solvents in areas where food may be contaminated.
- Provide adequate ventilation where all solvents and flammables are being used.
- Use goggles or face shields to protect the face and eyes from splashes or sprays.
- Use rubber gloves to protect the hands.
- Wear protective clothing to prevent contamination of worker's clothes.
- Never leave solvents in open tubs or vats - return them to storage drums or tanks.
- Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.

Title
COMPRESSED AIR

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with the use of compressed air.

Application

- Air powered tools in construction range from stapling guns to jack hammers. If not treated with respect, these tools can become a powerful enemy rather than a servant.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- PPE

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements.

Worker Responsibility

- Compressed air must not be used to blow debris or to clear dirt from any worker's clothes.
- Ensure that the air pressure has been turned off and the line pressure relieved before disconnecting the hose or changing tools.
- All hose connectors must be of the quick disconnect pressure release type with a "safety chain/cable".
- Wear personal protective equipment such as eye protection and face shields, and ensure other workers in the area are made aware of or have restricted access to the hazard area.
- Prior to use, hoses must be checked for cuts, bulges, or other damage. Ensure that defective hoses are taken out of service and repaired or replaced.
- A proper pressure regulator and relief device must be in the system to ensure that correct and desired pressures are maintained.
- The correct air supply hoses must be used for the tool/equipment being used.
- All equipment (compressor, regulator, connections, hoses and tools) must be properly maintained according to the manufacturer's requirements.
- Follow manufacturer's general instruction and comply with legislated safety requirements.

Title

COOLER/FREEZER CABINETS, WORKING IN (PHOSGENE HAZARDS)

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

General

Protecting workers from health hazards of Phosgene exposure

Application

- Phosgene is a highly toxic and corrosive gas that is produced when refrigerant gases are burned off (by soldering/welding)
- Refrigerant gases are heavier than air and may be present in the base of cabinets.
- The workers breathing plane may cross into these areas while servicing equipment.
- At 100% concentration Phosgene has an OEL of .1 PPM or 1/100 (1 one hundredth) of that allowed for hydrogen sulphide and its effects are delayed for several hours.
- Like H₂S it deadens the sense of smell, so human detection is not a reliable method

Protective Mechanisms

- Ventilation (fans, fanning)
- PPE (neoprene gloves, RPE)
- SEE MSDS

Supervisor Responsibility

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Cabinet bases should be ventilated with a fan or other means before working in them or allowing your breathing plane to cross into them.
- Approved respiratory protective equipment should be considered if the area cannot be ventilated
- Remove lower cabinet parts to allow ventilation when possible
- Use a fan to blow into that area or wave cabinet parts to provide air movement to ventilate area and allow several minutes for gases to dissipate.

Title
CRANE, HOIST AND LIFT CAPACITY

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with the misuse of these devices.

Application

- These lifting aids represent all types of lifting devices designed to assist workers to lift and place items rated at 2,000 kg or more as per AB OHS Code s.59

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- PPE
- Manufacturer's specifications

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on loading requirements.
- Ensure the equipment's load capacity exceeds the loading requirements and that only competent operators are permitted to operate the lift and/or use any associated rigging.

Worker Responsibility

- Never use motorized or manual materials handling equipment, a lifting device or piece of rigging unless the load capacity is clearly labelled.
- No motorized or manual materials handling equipment may be used with a load that exceeds its safe working load.
- If an operator's view of the lift or load is obstructed or not clear, the operator must not operate the motorized materials handling equipment unless the operator is directed by a signaller.
- Workers must not stand or pass under suspended loads and these loads must not be passed over workers.
- Log books must be maintained for lifting devices as per OB OHS Code s.59 (capacity of 2,000 kg or greater)

Title

CUTTING WITH ASSORTED HAND AND POWER TOOLS

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

Application

General recommendations to keep in mind while using hand and power tools

Protective Mechanisms

- SJP
- Manufacturer’s Recommendations
- Hazard Assessment
- PPE (Gloves, Safety Glasses, etc)

Supervisor Responsibility

- To ensure workers are provided proper instruction in the correct use of hand and power tools

Worker Responsibility

- Use the correct tool in the proper manner on the proper material
- Ensure the tool selected is in working order, sharpened and all guards in place
- Set out a safe work area appropriate for the material and tool selected
- Use the tool in a manner that will not place yourself or other workers in danger
 - Cut away from yourself
 - Do not cut or direct shavings towards other workers
 - If procedures generate sparks, ensure there are no flammables in the area and that the sparks do not come to rest in flammables (rags, shavings, paper, etc.)
- If possible, secure the work in a vice or pliers so you do not risk cutting the hand holding the object being cut

Title

Date Developed: **Feb 15, 2019**

CYLINDERS - USE, CARE AND HANDLING OF FLAMMABLE GAS CYLINDERS

Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with cylinders of flammable gases

Application

- No person shall handle these cylinders or use flammable gases until they are fully aware of the potential hazards and the precautions necessary to do so safely.

Protective Mechanisms

- Safe Work Practices – General Instructions
- Other Safe Work Practices / Safe Job Procedures
- WHMIS & TDG Legislation
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements
- WHMIS TDG compliance

Worker Responsibility

- Cylinders with valve guards (“Tulip” or other) must be used whenever possible.
- While in use cylinders must be secured from falling over and have a valve handle (if no permanent handle is installed) nearby at all times.
- Some gases are heavier than air and invisible, therefore they are a special concern.
- These cylinders will not be stored inside buildings or more than one carried in closed vehicles. Ensure applicable WHMIS and TDG labels are attached and visible.
- Cylinders are never to be stored, carried or transported in the cab of a vehicle.
- When checking for leaks use a soapy water solution.
- Cylinder to be secured in upright position at all times during storage, use and transport.
- Cylinders should not be used if shoulder label/stamp is not legible.
- Cylinder not to be painted over in any fashion.
- All trucks, cranes or equipment used to handle these cylinders must be equipped with a fire extinguisher appropriate for the size and type of tank being handled.
- "Lifting lugs" provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank in a “choker” fashion when loading, off-loading or lifting.
- Tanks are not to be hooked up and used without proper regulators or heated to increase flow.
- When not in use and/or when moving valves are to be closed, regulator removed and a plug or cap used to seal opening of valve.
- Except in an emergency, any movement or repositioning of tanks shall be performed by a competent worker.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Title

Date Developed: **Feb 15, 2019**

CYLINDERS - USE, CARE AND HANDLING OF REFRIGERANT GAS CYLINDERS Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with cylinders of refrigerant gases

Application

- No person shall handle these cylinders or use these gases until they are fully aware of the potential hazards and the precautions necessary to do so safely.

Protective Mechanisms

- Safe Work Practices – General Instructions
- Other Safe Work Practices / Safe Job Procedures
- WHMIS & TDG Legislation
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements
- WHMIS TDG compliance

Worker Responsibility

- **Phosgene, a product of burnt refrigerant, is a serious health hazard and is to be treated with great respect. SEE COOLER / FREEZER CABINETS, WORKING IN, SWP**
- Appropriate measures must be taken regarding high pressure/temperature vapors (which may be mixed with oil in systems) as well as pressurized liquid refrigerants as per trade training.
- Appropriate training to ensure worker competency must be provided before accessing refrigeration/AC Systems internally.
- Some gases are heavier than air and invisible, therefore they are a special concern.
- Ensure applicable WHMIS and TDG labels are attached and visible.
- Care must be taken to not overheat these cylinders
- Workers must be trained in the dangers and correct use of all aspects of refrigerant gases prior to using them
- Cylinders are never to be stored, carried or transported in the cab of a vehicle.
- When checking for leaks use a soapy water solution.
- Cylinder to be secured in upright position at all times during storage, use and transport.
- Cylinders should not be used if shoulder label/stamp is not legible.
- Cylinder not to be painted over in any fashion.
- "Lifting lugs" provided on tanks are not to be used. Slings are to be wrapped around the shell of the tank in a "choker" fashion when loading, off-loading or lifting.

Title
DEFECTIVE TOOLS / EQUIPMENT (MACHINERY)

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with working using defective tools, equipment and/or machinery

Application

- Equipment and Machinery are included in this safe work practice and referenced as “tools”
- Defective tools must be taken out of service as per the Maintenance Policy

Protective Mechanisms

- Maintenance Policy
- Operator’s manual
- SWP / SJP

Supervisor Responsibility

- To ensure workers do not use defective tools
- If defective tools are found in use, immediately cease operations, remove from service and tag as defective
- Ensure defective tools are serviced by competent personnel

Worker Responsibility

- Inspect tools prior to removal from shop or tool box
- If any defects are found prior to use, immediately tag and remove from service
- If defective tools are found in use, immediately cease operations, remove from service and tag as defective. Do not use them and give the defective tool to supervisor for replacement or repair.
- Workers may repair the tool if they are competent to do so.
- Watch for things like
 - Grounding faults
 - Inoperative guards or on/off switch or brake not working
 - Tool blade cracked or incorrectly rated grinder wheel
 - Damaged handles or wrenches with worn out jaws
 - Dull or broken cutting edges on drill bits, knives, saw blades, etc.
 - Not operational and/or will not perform as intended by manufacturer
- Tools shall not be used if they are defective in any way
- Prior to performing repairs on tools, equipment and machinery, they are to be tagged, locked out and de-energized. This may be as simple as unplugging and controlling the cord end, removing a key and safely bleeding off pressure or as complex as the complex lock and tag process and bleeding, testing, etc.

Title
DRIVING

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with driving operations.

Application

- Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer’s recommended operating guidelines.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- Highway Safety Act
- Company Rules
- Manufacturers Recommendations

Supervisor Responsibility

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Compliance
- Enforcement

Worker Responsibility

- Ensure you have a valid operator’s license.
- Be conversant with traffic laws and applicable regulations.
- Drive defensively.
- Back in when practical.
- Ensure the vehicle has an emergency road kit.
- Ensure you are not under the influence of alcohol or drugs.
- Avoid driving when fatigued.
- Ensure seatbelts are worn at all times when the vehicle is being operated.
- Be familiar with the vehicle and its’ capabilities.
- Offering rides to strangers or hitchhikers is prohibited.
- Perform a “walk around” inspection prior to traveling.
- Use good judgment and understand basic recovery skills appropriate to the vehicle you are driving.
- Do not operate a cell phone while driving.
- Refer to Working Alone procedure when driving in isolated areas.

Title
DRIVING (WINTER)

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with winter driving

Application

- Operation of motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer’s recommended operating guidelines.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- Highway Safety Act
- Company Rules
- Manufacturers Recommendations

Supervisor Responsibility

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Compliance
- Enforcement

Worker Responsibility

In addition to Driving SWP...

- Ensure the vehicle has an emergency road kit.
- Clear snow from all windows, lights and mirrors, when required.
- Avoid using cruise control in slippery conditions (ice, snow, gravel, heavy rain).
- Accelerate and use brakes gently to reduce skids or spinouts.
- Ensure winter clothing does not restrict movement, vision or hearing.
- Ensure fuel tank is full when possible.
- Ensure you are familiar with the installation of snow chains, if applicable.
- Monitor weather reports, road conditions.

Title

ELECTRICAL SAFETY – DESIGN AND CODE REQUIREMENTS (2 PAGES)

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

General

THESE REQUIREMENTS GENERALLY APPLY TO WORK WITH AND AROUND ELECTRICAL INSTALLATIONS. THESE ARE GENERAL GUIDELINES. REFER TO APPLICABLE REGULATIONS FOR FULL DETAILS

Protective Mechanisms

- Safe Work Practices - General Instructions
- Applicable Safe Job Procedure(s)
- Personal Protective Equipment (PPE)
- Manufacturer instructions
- ERP (Emergency Response Plan)

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements
- Ensure that only competent personnel work on electrical equipment or enter electrical rooms containing exposed conductors

Worker Responsibility

Electrical Safety - Equipment

- All equipment purchased and/or used in any electrical installation shall be approved by management, meet the appropriate CSA and/or Canadian Electrical Code (CEC) requirement and shall be of the kind, type and rating approved for the specific purpose for which it is to be employed.
- Portable electrical equipment that is operated in a wet or damp location must be equipped with ground fault circuit interrupters
- All electrical equipment including extension cords shall be kept in safe and proper working condition.
- Electrical equipment maintained for emergency service shall be inspected and tested annually to ensure its fitness for service.
- Infrequently used electrical equipment shall be thoroughly inspected before use to determine its fitness for service.

Electrical Safety – Tools

- The employer shall tag as unsafe and immediately remove any defective electrical equipment.
- No equipment or tool that could be a source of ignition can be used in a fire hazardous area. All fire hazard areas will be identified with signage prohibiting ignition source activity.

Electrical Safety – Code

- Where a fire separation is pierced by a raceway or cable, any openings around the raceway or cable shall be properly closed or sealed in compliance with the National Building Code of Canada.
- All electrical equipment shall be installed and guarded in a manner that adequately protects the safety of persons and property, and adequately protects the electrical equipment from mechanical or other damage to which it is likely to be exposed.
- All bare live parts shall be guarded against accidental contact by means of approved cabinets or other forms of approved enclosures.
- All extension cords and electrical cords are to be kept in good condition.
- In locations where flammable materials or gases are present, repairs shall not be made on any live equipment. Fittings and/or seals on enclosures shall be maintained in their original safe condition.
- Electrical equipment such as switchboards, panel boards, industrial control panels, meter socket enclosures and motor control centers shall be marked to warn persons of potential electrical shock and arc flash hazards. The markings shall be located so that it is clearly visible to persons before examination, adjustment, servicing, or maintenance of the equipment.
- Flammable material shall not be placed or stored in dangerous proximity to electrical equipment.
- Passageways and working space around electrical equipment shall not be used for storage. A minimum working space, with secure footing, of one meter must be maintained around switchboards, panel boards, control panels and motor control centers that are enclosed in metal except that working space is not required behind such equipment where there are no renewable parts such as fuses or switches on the back and where all connections are accessible from locations other than the back. Each room containing electrical equipment and each working space around equipment shall have suitable means of egress, which shall be kept clear of all obstructions.
- Adequate illumination shall be provided to allow for proper operation and maintenance of all electrical equipment.
- Adequate ventilation shall be provided to ensure that ambient air temperature around electrical equipment does not rise above that normally permissible for such equipment.
- When installed outdoors, arc-producing electrical equipment shall not be used or installed within one meter of the discharge of a combustible gas relief device or vent.
- The path to ground from circuits, equipment, or conductor enclosures shall be continuous, shall have ample capacity to conduct safely the currents liable to be imposed on it, and shall have impedance sufficiently low to limit the voltage above ground and to facilitate the operation of the over current devices in the circuit.
- Arc flash precautions compliant to CSA Z462 must be utilized as needed when working with electrical equipment where Arc Flash hazards are or may be present.

Title

EXPLOSIVE / POWDER ACTUATED TOOLS (HILTI GUN)

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

General

These tools utilize an explosive charge to drive fasteners. The manufacturers of these devices provide detailed instructions regarding their use and maintenance. These instructions, along with the legislation specifically set out for their use, shall be closely adhered to at all times. The following general recommendations apply to all explosive/powder actuated tools.

Protecting workers from injuries associated with use of aerial work platforms

Protective Mechanisms

- Safe Work Practices - General Instructions
- Personal Protective Equipment (PPE)
- Manufacturer instructions

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Only properly trained and competent persons are to use this tool. The user shall possess proof of training issued by the manufacturer, authorized dealer/distributor, or other competent source.
- The tool must meet the current CSA standard for "Explosive Actuated Fastening Tools".
- The tool should be loaded just prior to use with the correct load for the job anticipated.
- Tools should never be loaded and left to sit or be moved to an alternate work site after being loaded.
- The tool should never be pointed at anyone, whether loaded or unloaded. Hands should be kept clear of the muzzle end at all times.
- Explosive/powder actuated tools should always be stored in their proper lockable boxes.
- Explosive/powder actuated tools must never be used in an explosive atmosphere,
- When used, the tool must be held firmly and at right angles to the surface being driven into.
- Eye protection must be worn by the operator. Where there is a danger of spalling, full face protection must be worn. Hearing protection is also to be worn in confined areas.
- To prevent free-flying studs, ensure that the material being driven into will not allow the stud to completely pass through it (ie. glass block, hollow tile etc.).
- Manufacturers' recommendations should be consulted and followed whenever there is a doubt about the material being driven into, maintenance procedures, or load strength to be used.
- Always be aware of the other workers. Where a hazard to other workers is created by this operation, signs and barricades identifying the hazard area are mandatory.
- Read and follow manufacturer operator's instructions.

Title

EXTENSION CORDS

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

APPLICATION

Extension cords are used extensively on the construction site and are subject to misuse, over-loading, damage from heavy equipment, wet service, etc.

PROTECTIVE MECHANISMS

- Continuous vigilance and inspection each time you connect

SUPERVISOR RESPONSIBILITY

- To facilitate and/or provide proper instruction to their workers on proper selection, use and inspection of extension cords

WORKER RESPONSIBILITY

- Select the correct length and gauge for the application
- Check overall condition of sheath
- Look for flat spots being an indicator of a break inside the sheath
- Check the ends, ensure they are secure and intact
- Insert plugs fully so that no part of the prongs are exposed
- When disconnecting cords, pull the plug rather than the cord itself
- Check the plug and the body of the extension cord while in use. Noticeable warming is expected when cords are being used at their maximum rating, however, if the cord feels hot or if there is a softening of the plastic, this is a warning that the plug wires or connections may be failing and that it should be discarded and replaced.
- Don't overload extension cords by plugging in appliances that draw a total of more watts than the rating of the cord.
- Protect cords from being subjected to vehicle traffic
- Keep cords out of standing water
- Cords that are defective should be immediately removed from service
- Do not remove the ground prong

Title
FALL PROTECTION

Date Developed: **Jul 14, 2021**
Last Rev: **Aug 19, 2021**

General

Protect workers from injuries associated with work at heights or when other fall hazards are present. PROTECTION IS REQUIRED WHEN ABOVE 8' OR AT LOWER HEIGHTS IF AN UNUSUAL FALL DANGER IS PRESENT. (8' distance Cenovus / ISN requirement only. All others 10' or unusual hazard...)

Protective Mechanisms

- Guardrails whenever possible. If not possible or practicable, complete Fall protection plan and equipment certified to the applicable CSA standard to be used
- Manufacturers specifications
- Barricades and warning signs
- Fall protection plan appropriate to the environment and system used.

Selection And Use

- Guardrails must be used whenever practicable, they are the first line of defence.
- If using fall protection other than guardrails, a current and accurate fall protection and rescue plan must be in place
- Client requirements
- Manufacturer's specifications

Supervisor Responsibility

- To facilitate and/or provide proper instruction to their workers on fall protection systems
- Hazard analysis
- Work site inspection
- Determine type of equipment required

Worker Responsibility

- Guardrails are to be used whenever possible. No training is required to use them. Only competent personnel may install railings.
- No person shall use fall protection devices until they have received adequate training. Be fully conversant and competent regarding Fall Protection Systems.
- Know the capabilities of your Fall Protection Equipment and inspect equipment daily and before each use, remove from service and dispose of defective equipment.
- Ensure barricades, ribbons and signs identify restricted areas.
- Ensure you understand the procedures for rescue of workers who may be unable to rescue themselves from an elevated work area.
- Ensure you know your anchor points.
- Ensure you do not wrap the lanyards and/or rope around beams, girders, pipes, etc.
- Utilize buddy system and continually check each other's harness and D ring to ensure that the harness is not too loose and or the D ring has not slipped down the back.
- Consider the use of fall protection PPE or other fall protection methods when hoisting material by hand from the ground up to the roof at the roof edge.
- Client requirements may exceed these and must be followed.

Title
FIRE EXTINGUISHERS, PORTABLE

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with IMPROPER use of fire extinguishers.

Protective Mechanisms

- Provincial Fire Code
- Manufacturer's recommendations

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Tip and Tap... the contents of an extinguisher stored in a vehicle may settle and compact. Prior to approaching the fire, TIP the extinguisher and TAP against a heavy object to loosen the extinguishing agent.
- Pull the pin and use a short burst prior to approaching the fire to ensure the extinguisher is functional.
- Approach from upwind.
- Use short bursts directed at the base of the flames in a sweeping side to side motion.
- Watch for flare ups.
- Be close enough to reach the fuel but far enough to remain safe from the fire.
- Ensure you are fully trained on this topic and use the correct size and type of extinguisher.
- **Class A fires** consist of wood, paper, rags, rubbish and other ordinary combustibles. The recommended extinguisher may be water from various sources.
- Fighting the Fire - Soak the fire completely - even the smoking embers.
- **Class B fires** are Flammable liquids, oil and grease. The recommended extinguishers are ABC units, dry chemical, foam and carbon dioxide extinguishers.
- Fighting the Fire - Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.
- **Class C fires - Electrical equipment.** The recommended extinguishers are carbon dioxide and dry chemical (ABC units) extinguishers.
- Fighting the Fire - Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire have been ignited.

Title

GRINDING, BENCH GRINDER

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with grinding

Application

- Bench grinder is useful for those jobs where fixed grinder is best suited to remove material.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements.

Worker Responsibility

- Check the tool rest for the correct distance from the abrasive wheel, maximum 1/8" or 3mm.
- Replace the grindstone when adjustment of the rest cannot provide 1/8" or 3mm clearance.
- If the face of the wheel has been abused and ground to an angle or grooved, reface the wheel with the appropriate surfacing tool.
- If the side of the wheel has been abused, grooved or shows any other signs of fatigue, damage, etc. replace the wheel with a new wheel of the correct specifications. (diameter, arbor, speed rating, etc.)
- Protect your eyes with goggles and face shield at all times when grinding.
- Ensure that the grinding wheel is not operated at peripheral speed exceeding the manufacturer's recommendation.
- Ensure that the flanges supporting the grinding wheel should be a maximum of 1/3 the diameter of the wheel, and must fit the shaft rotating speed according to the manufacturers recommendation.
- Do not stand directly in front of the grinding wheel when it is first started.

Title
GRINDING – PORTABLE DISC GRINDER (“ANGLE GRINDER”)

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with grinding.

Application

- Disc grinders are used for a wide variety of tasks and must be properly considered when reviewing completing a task safely.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements.

Worker Responsibility

- Always use proper guard with grinding wheel. A guard protects operator from broken wheel fragments.
- Accessories must be rated for at least the speed recommended on the tool warning label. Wheels and other accessories running over rated speed can fly apart and cause injury.
- Hold tool by only by manufacturers approved areas / handles. Contact with a “live” wire will make exposed metal parts of the tool “live” and shock the operator.
- When using depressed center grinding wheels, be sure to use only fiberglass-reinforced wheels.
- Protect your eyes with goggles AND a face shield at all times when grinding.
- Check the wheel carefully for cracks or damage before operation. Replace cracked or damaged wheel immediately. Run the tool (with guard) at no load for about a minute, holding it in a manner that will protect yourself and other workers from debris flying off the wheel. If wheel is flawed, it will likely separate during the test.
- Use only flanges specified for this tool.
- Be careful not to damage the spindle, the flange (especially the installing surface) or the lock nut. Damage to these parts could result in wheel breakage.
- Hold the tool firmly.
- Keep hands away from rotating parts.
- Make sure the cord is clear of wheel. Do not wrap cord around your arm or wrist.
- Make sure the wheel is not contacting the work piece before the switch is turned on.
- Use the specified surface of the wheel to perform the grinding
- Also see Owner/Instruction Manual

Title
HAZARDOUS ENERGY, CONTROL OF (LOCKOUT / TAGOUT)

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated in working with energized equipment

Application

- Before machinery, equipment or powered mobile equipment is to be serviced, repaired, tested adjusted, or inspected, it must be completely stopped and in a zero energy state (de-energized). It must be locked out and tagged or otherwise isolated in a manner that renders it inoperative. All workers must personally verify that this has been completed before work commences.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- PPE
- Lockout devices (padlocks, multiple lock hasps, tags)
- ERP (Emergency Response Plan)

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements

Worker Responsibility

- All servicing, repairs, testing, maintenance, adjusting, or inspection of machinery, equipment, or powered mobile equipment shall be completed by a competently trained and authorized worker.
- Once all energy isolating devices have been activated to control hazardous energy, a worker must secure the device with a personal lock and tag. The tag affixed to the lock must state the person's name, work being completed, and date of installation. Where more than one worker is involved in the work being completed, each worker shall install their own personal lock and tag.
- Only the person who installs a personal lock and tag may remove it. In an emergency, or if the person who installed the lockout is not available, management may designate another worker to remove the lockout after ensuring - each involved worker is accounted for; all other personal locks and tags have been removed; and the removal of the lockout will not place any worker in danger.
- Where manufacturer's specifications dictate, or if there are no manufacturers specifications, and it is not reasonably practical to stop or render the machinery, equipment, or powered mobile equipment inoperative - a hazard assessment shall be conducted and special procedures developed to ensure the job can be completed safely. At no time may a worker be at risk of injury.
- If piping, a pipeline or a process system is to be serviced, repaired, tested, adjusted, or inspected, the flow must be stopped. The flow must be isolated by line disconnect, blinding or double block and bleed before work commences.

Title

HAZARDOUS ENERGY (ELECTRICAL), CONTROL OF

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated in working with electrical systems

Application

- Where there is or may be a danger to a worker from the inadvertent operation of electrical equipment then that equipment must be switched off, de-energized, locked out and tagged and tested by a competent worker prior to commencing work.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- Hazardous Energy Code of Practice
- Permit system
- Lockout procedure
- PPE
- Lockout devices {padlocks, multiple lock hasps, tags}
- ERP (Emergency Response Plan)

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements
- To ensure that electrical work is only performed by competent workers.

Worker Responsibility

To follow the Code of Practice for the Control of Hazardous Energy summarized as follows:

- Switch off all appropriate devices (MCC, Distribution Panel, and Disconnect).
- Lock and tag out the Electrical Supply devices in the “OFF” position.
- Ensure all systems have been rendered safe from hazardous conditions and all energy sources have been isolated or placed in a zero energy state prior to starting any work.
- Ensure any stored energy has been bled off.
- Recording or logging of the tagged or locked out equipment according to client’s procedure.
- Ensure tags are properly dated, signed with directions for start-up or operating.
- Always maintain a clean and safe work area.
- If Trained to do so, use a volt meter to be sure electrical equipment is de-energized.
- Test to be sure the equipment cannot be operated at the STOP-START switch.
- After completion of task, in cooperation with owner’s representative, safely ensure that equipment and personnel are in a state allowing safe restarting of the equipment, remove padlocks and other lockout devices, test and re-start equipment and destroy tags.

Note: Lock out devices can only be removed by the person that installed them.

Title
HAZARDOUS LOCATIONS, CLASSIFICATION OF

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Activities in Hazardous Locations must be carried out according to the applicable regulations. When working in environments noted below, be aware of, and comply with these requirements.

Protective Mechanisms

- Safe Work Practices - General Instructions
- Applicable Safe Job Procedure(s)
- Personal Protective Equipment (PPE)
- Manufacturer instructions
- ERP (Emergency Response Plan)

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Read and follow manufacturer operator's instructions.

Classification of Hazardous Locations

- Class I: Locations in which flammable gases or vapors are or may be present in the air in quantities sufficient to produce explosive gas atmospheres.
- Class II: Locations which are hazardous because of the presence of combustible or electrically conductive combustible dusts.
- Class III: Locations which are hazardous because of the presence of easily ignitable fibers or flyings, but in which such fibres or flyings are not likely to be in suspension in air in quantities sufficient to produce ignitable mixtures.
- Service equipment, panel boards, switchboards, and similar electrical equipment shall, where practicable, be located in rooms or sections of the building in which hazardous conditions do not exist.
- No equipment shall be used in a hazardous location, unless the equipment is essential to the process being carried on there in.
- All equipment used in hazardous locations shall be approved for use in the class of hazardous location in which it will be used and also approved for the specific gas, vapor, mist or dust that will be present.

Title
HOUSEKEEPING

Date Developed: **Feb 15, 2019**
LAST REV: **AUG 19, 2021**

General

Lack of Housekeeping (a clean and tidy work area) is a leading cause of workplace injury. Although workers may not be in control of Overall Site housekeeping and cleanliness, they can be affected (injured, etc.) by the lack of it. Workers are responsible for the tidiness of their own immediate work area.

Protective Mechanisms

- Safe Work Practices - General Instructions
- OH&S Act, Regs and Code

Supervisor Responsibility

- As per Safe Work Practices - General Instructions
- Applicable Safe Job Procedure(s)
- To facilitate and/or provide proper instruction to their workers on the need and value of a clean, organized work area.
- Set a good example by keeping your own work area and vehicle neat and organized
- Provide time and resources (garbage cans, laydown areas) to workers

Worker Responsibility

- Where site conditions (including housekeeping and cleanliness) are such that a worker's personal health and safety may be negatively impacted, the worker must report this to the person in charge of the site and if corrective action is not carried out, the worker(s) should stay away from the area in question, or as a last resort, leave the work area.
- Do not work in an area that is unsafe (due to poor housekeeping or any other reason).
- Tripping hazards and slippery conditions must be reasonably controlled or eliminated.
- Aisles and access ways must be kept reasonably clear of obstructions and well lit.
- Company vehicles are a reflection of our corporate image and should be left in a clean and safe condition.
- Cooperate with supervisors and other workers in keeping your work area clean
- Clean up as you make a mess, don't save it all to the end of the day
- Don't take excessive amounts of material to the job and return material to stock ASAP
- Clean up work is an important part of our work, it carries the same importance as providing quality workmanship, it also sends an important message to our clients.
- Keep your work area clean and free of oil, grease, mud, and unnecessary tools. Clean up spills promptly and properly.
- Place garbage and waste materials in appropriate containers.
- Keep outdoor floors and stairways free from snow, ice and water.
- Remove materials and tools obstructing the movement of vehicles or people.
- Watch for hazards such as boards with nails, pieces of pipe, electrical wires, grease, and oil.

Title
LADDERS, PORTABLE

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with the use of portable ladders.

Application

- Portable ladders must be CSA approved and should only be used when there are no permanent or temporary stairways or work platforms available for the task.

Protective Mechanisms

- Safe Work Practices - General Instructions
- Manufacturers specifications
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements
- Worksite inspection
- Selection of equipment

Worker Responsibility

- All ladders shall be inspected prior to performing a task.
- Wooden ladders shall not be painted.
- Conductive metal ladders or wire reinforced wooden ladders shall not be permitted in energized areas.
- Ensure surface is clean, stable, level and firm. The step ladder is only to be used in the fully opened position with the spreader bars locked.
- Ensure ladder is tied off and set at the proper angle. The incline of the front step section is set by the design of the ladder. An extension ladder should be set at the proper angle of one (1) horizontal to every four (4) vertical.
- When setting up a ladder, secure the base and "walk" the ladder up into place.
- Ladders should not be climbed higher than the third step from the top.
- Three points of contact should always be maintained when climbing up or down.
- Ladders should not be erected on boxes, tables, scaffold platforms, man lift platforms or on vehicles.
- A ladder shall not be placed against an unsafe support and shall be secured in place and against tipping.
- When in position, an extension ladder should protrude one (1) metre above the intended landing point.
- Don't overreach while on a ladder. It is safer to climb down and move the ladder over to a new position.
- The minimum overlap on an extension ladder should be one (1) metre unless the manufacturer specifies the overlap.

Title
MANUAL LIFTING AND CARRYING

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with material lifting and carrying.

Application

- Mechanical lifting equipment should be utilized whenever possible
- Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.

Protective Mechanisms

- Safe Work Practices - General Instructions
- Applicable Safe Job Procedure(s)
- PPE

Supervisor Responsibility

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of lifting equipment

Worker Responsibility

- Perform a hazard assessment before manually lifting or handling a load
- Ensure that you know your physical limitations and the approximate weight of materials. When moving heavy or bulky loads, move in stages and rest between moves.
- The use of power equipment or mechanical lifting devices should be considered and employed where practical. Obtain assistance in lifting heavy objects when needed.
- Avoid reaching out and be aware of hazardous and unsafe conditions.
- Pipes, conduit, reinforcing rods and other conductive materials should not be carried on the shoulder near exposed live electrical equipment or conductors.
- Know your route and clear objects from the path prior to carrying the load.
- To lift an object, place one foot behind the object and the other alongside of it. With your knee's bent, grip the object firmly with both hands.
- Keep your back straight and vertical (if possible) and your chin, elbows, and arms tucked in tight. Then, with your body weight vertically over your feet, lift with your legs.
- In some cases, the back must be bent to lift. If so, ensure to maintain the natural "S" curve in the back. In all cases – NEVER TWIST AND LIFT.
- When placing the load on the ground or surface, be sure that your feet are out of the way and lower the load in one motion. Lower the load by bending at the knees and keeping the back straight (not twisting, maintain the "S" curve).
- When two or more people are carrying a heavy object, be sure to have a signal prearranged before lowering or releasing of the load. If you lose your balance or cannot maintain the load, try to push the load out and away from your body.
- When two or more people are carrying an object, especially long objects, over a long distance, every person shall face the same direction in which the object is moving.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Title
NOISE AWARENESS

Date Developed: **Feb 15, 2019**
Last Rev: **Apr 18, 2023**

General

Protecting workers from injuries associated with excess noise

Protective Mechanisms

- Safe Work Practices - General Instructions
- Applicable Safe Job Procedure(s)
- Personal Protective Equipment (PPE)

Supervisor Responsibility

- To secure or provide proper instruction to their workers on protection requirements

Worker Responsibility

- During normal working conditions in the shop and office noise levels are well below the Occupational Exposure Limit (OEL) of 85 dba. Certain actions performed and powered tools used by workers may cause noise levels to exceed this limit for short periods of duration.
- Before work commences that may cause noise levels to exceed the OEL a worker must warn all personnel in the shop/office. Hearing protection must be worn that meets current CSA Standards.
- In areas where noise levels may exceed 82dBa management will ensure that a noise exposure assessment is conducted, in an approved method and by a competent person.
- The assessment will be updated if a change in equipment or process or any other thing that affects the noise level or the length of time a worker is exposed to noise.
- The dates of measurements, the workers or occupations evaluated, the type of measuring equipment used, the sound level readings measured, and the work location evaluated, must be recorded as per OH&S requirements.
- Signs must be posted outside the entrance of the shop indicating that “Only Authorized Personnel Wearing Approved Hearing Protection May Enter”.
- When working at customer work sites, employees must obey all posted signs regarding the use of hearing protection.
- All workers will be trained in the proper selection, use and maintenance of hearing protection.

Title
OFFICE SAFETY

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

Application

To ensure workers are aware of the potential hazards in the office environment

Protective Mechanisms

- ERP (Emergency Response Plan)
- Manufacturer’s recommendations
- Alberta Fire Code
- Local Legislation
- MSDS
- Working Alone Policy

Supervisor Responsibility

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Ensure you are conversant with emergency evacuation.
- Ensure that all electrical cords are in good condition and are not overloaded.
- Ensure that computer monitors are adjusted to correct height and kept clean.
- Ensure fans/space heaters are used to manufacturer specifications and turned off when not in use.
- Ensure floors and aisles are kept clear and not cluttered.
- Ensure that only one drawer of filing is open at one time and that drawers are closed when not in use.
- Ensure proper type of fire extinguisher is available.
- When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.
- Ensure microwave & coffee makers are used according to manufacturer specifications.
- Ensure photocopier is maintained according to manufacturer’s specifications.
- Ensure chairs are in good repair.
- Ensure rugs are kept clean and in good repair – free of tripping hazard.
- Ensure paper cutter blade is placed in closed lock position.
- Ensure all loose clothing is tied back when using paper shredder.

Title

Date Developed: **Feb 15, 2019**

OVERHEAD POWER LINES, WORKING NEAR / EQUIPMENT ACTIVITIES NEAR Last Rev: **Aug 19, 2021**

General

Protecting workers from the hazards of Power Line Contact

Application

- Workers must review and adhere to the following practice and applicable procedures when planning and performing work near overhead power lines.

Protective Mechanisms

- Safe Work Practices - General Instructions
- Permit system, Barricades warning signs
- PPE
- Crossing agreement
- ERP (Emergency Response Plan)

Supervisor Responsibility

- As per Safe Work Practices - General Instructions

Work Responsibility

- Before work begins, examine the work area to establish that the safe limits of approach distances to overhead power lines contained can be maintained.
- Contact the operator of the power line to determine the operating voltage of the line and confirm the safe approach distance / clearances required.
- Install warning devices and signs such as telescopic non-conductive posts and at the minimum allowable clearance as allowed by regulations for the line voltage. Position signs or other devices to identify the “Danger Zone”.
- Do not allow equipment or objects to approach the overhead power line closer than the safe limit of approach specified.
- If work is being carried out near the safe limit of approach, assign a worker to act as an observer to ensure that the required distance is maintained.
- Request assistance from the power line operator if the work must be performed at a distance less than that specified in Safe Approach Distance Tables of the OH&S legislation.
- Do not place materials under or adjacent to the overhead power line if it reduces the clearance required by the regulations.
- Beware of atmospheric conditions such as temperature, humidity and wind, which may dictate more stringent safety procedures.

Title

POWER AND HAND TOOL USE

Date Developed: Jul 14, 2021

Last Rev: Aug 19, 2021

Application

Power tools and hand tools to be used and maintained in compliance with manufacturer’s guidelines, inspected prior to use and removed from service if defective.

Protective Mechanisms

- PPE
- Manufacturer’s specifications
- ERP (Emergency Response Plan)

Selection And Use

- As per manufacturer’s instructions

Supervisor Responsibility

- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
- Provide proper tools for the task.

Worker Responsibility

- Hand and power tools may only be used/operated by competent personnel and only for the purpose for which they were designed
- Selection of hand and power tools should take into account ergonomics to properly fit the person, to the tool, to the task
- Hand and power tools must only be used with the manufacturer specified and PPE and as per a current and thorough hazard assessment.
- Defective equipment, power and hand tools are to be removed from service, tagged and set aside for disposition by management. Most of these are thrown away (cheaper to buy new than repair), and maintenance logs are not kept. Tools and equipment that ARE repaired are to be tracked in the maintenance logbooks in the shop.
- Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.
- Saw blades, grinder discs, buffers and stones to be used only for designed application and at rated speed with O.E.M. guards in place and functional.
- Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
- Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
- On/off switches must be functional and positioned so Operator has access.
- Accessories can only be used that are designed for use with the tools specified.
- Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
- Chisels, punches, screwdrivers, etc. to have tips properly dressed.
- Cracked and/or splintered handles to be replaced prior to use
- All tools must be cleaned after use and repairs made before being properly stored.
- Tools to be used for designed purpose only.
- Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
- Follow tool Safe Job Procedure step by step.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Title

Date Developed: **Feb 15, 2019**

POWER MOBILE EQUIPMENT (PME) & AERIAL WORK PLATFORMS (AWP) Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with working on, with or near PME or AWP. Collectively referred to as PME.

Protective Mechanisms

- Safe Work Practices - General Instructions
- Applicable Safe Job Procedure(s)
- Personal Protective Equipment (PPE)

Supervisor Responsibility

- For each type of PME operated, the supervisor will ensure workers are competent, secure, and/or provide proper instruction on
 - Inspection,
 - Fueling,
 - Basic operator maintenance,
 - Safe and Proper use
 - All other areas of training required by legislated standard
 - Not exceeding the load limits of the equipment

Worker Responsibility

- Use all aspects of all training received to protect yourself and others.
- Inspect the PME prior to use and during use.
- Perform maintenance on the PME as per legislated and manufacturer's standards and your own level of competency.
- If the PME requires repairs that you are not competent to perform, remove it from service, disable it by removing keys or other equally effective method, tag it out of service and report this to your supervisor or management.
- Do not operate the PME with defects that may or do affect the safe operation of it.
- Wear seatbelts provided by manufacturer including in PME with rollover protection.
- Secure the PME from unintentional movement when not in use (set the brake, block the wheels, lower the load, etc.)
- Do not use or load the PME beyond its limits.

Title

RESTRICTED SPACE ENTRY

Date Developed: **Feb 15, 2019**

Last Rev: **Aug 19, 2021**

Application

- Primary function is something other than human occupancy,
- Has restricted entry and exit,
- Does NOT contain and will not develop dangerous atmosphere.

Protective Mechanisms

- Safe Job Procedure
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- To facilitate and/or provide proper instruction to their workers on protection requirements including Restricted Space Entry and Emergency Egress procedures

Worker Responsibility

- Must be competent in Restricted Space entry to identify the work procedures required to enter the space.
- Ensure there is reasonable means exit from all parts of the restricted space.
- Establish method of communication to allow immediate contact with necessary personnel if rescue or assistance is required, confirm alarm system.
- Before entry, the restricted space should be evaluated for toxic or hazardous atmosphere. If any doubt, it must be tested by a competent worker wearing breathing apparatus, for oxygen content, combustible gas (L.E.L.) and hydrogen sulfide.
- Must be conversant with Rescue Procedures.
- Review ERP and emergency phone numbers

Title
RIGGING AND HOISTING

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with rigging operations.

Application

- Rigging of equipment, piping and valves is an integral part of construction operations.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- Rigging regulations
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- As per Safe Work Practices - General Instructions
- Facilitate and/or provide proper instruction to their workers on protection requirements and training.
- Hazard analysis
- Worksite inspection

Worker Responsibility

- 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, don't use it.
- Ensure that safety latches on hooks are in good working condition.
- Only fully trained and competent workers shall perform rigging operations.
- Be conversant with hand signals.
- Be aware of pinch points.
- Ensure you are in view of operator.
- Utilize a tag line.
- Ensure load is centered.
- Never stand or walk under a load.
- Ensure wire chokers, slings and other equipment is in good condition.
- Use slings of proper reach. Never shorten a line by twisting or knotting
- With chain slings, never use bolts or nuts.
- Be aware of the direction of the swing and roll of load.
- Look over the place where the load is to be set. Remove unnecessary blocks or other objects that might fly up if struck by load.
- Identify the designated signalman by the use of distinctive vests, armlets, etc.

Title

Date Developed: **Feb 15, 2019**

SCAFFOLDING

Last Rev: **Aug 19, 2021**

(ANOTHER FORM OF AERIAL WORK PLATFORM OR TEMPORARY WORK PLATFORM)

Application

- All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufacturer’s specifications and regulations.

Protective Mechanisms

- Manufacturers specifications
- Fall protection devices
- Other Safe Work Practices / Safe Job Procedures
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- As per Safe Work Practices - General Instructions
- Facilitate and/or provide proper instruction to their workers on protection requirements.
- Worksite inspection, determine the type of scaffold required.

Worker Responsibility

- Temporary work platforms are visually inspected before each use, and are not used if a fault or defect are found. This may include tagging and removing the defective component, and informing a supervisor or foreman.
- Scaffolds must be able to support four times the weight to be placed on it and these load limits must not be exceeded.
- Ensure scaffolds are located on a firm and level base and planks are secured against movement with the use of cleats or wiring down.
- Maintain the established minimum clearances from all power lines.
- Provide a safe access ladder.
- Ensure scaffold has a platform perimeter top and mid rail.
- Toe boards must be used on all platforms where objects may fall onto workers below.
- Planks must be secured against movement / dislodging.
- Tower or free standing scaffolds have correct width to height ratio or outriggers or guy wires are used and all component parts area secured in place (i.e. cross braces, pins, lateral braces);
- Ensure that levelling adjustment screws are not over-extended.
- Ensure tube and clamp or modular scaffold systems are utilized. Wood construction is to be used only when absolutely necessary.
- Ensure scaffolds are inspected as per OHS (every 21 days maximum) by competent erectors and the proper safe scaffold tags (red, yellow or green) are installed and maintained.
- Utilize a tag line for hoisting material and a tool bag for tools is utilized.
- Minimize tools, material and debris on the platform
- Do not carry items on access ladders and do not throw or drop tools or materials.
- Scaffold end users are to be trained in the color-coded scaffold tagging system and must follow the requirements of that system. Only qualified erectors are permitted on red tagged or untagged scaffolds.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Title
TORCHES, USE OF

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from injuries associated with the use of torches.

Application

- The primary function of the acetylene (or similar fuel) torch is to heat piping systems for welding or soldering.

Protective Mechanisms

- Other Safe Work Practices / Safe Job Procedures
- Manufacturer’s specifications
- PPE
- Fire Extinguisher nearby
- ERP (Emergency Response Plan)

Supervisor Responsibility

- Facilitate and/or provide proper instruction to their workers on protection requirements

Worker Responsibility

- Ensure you are conversant with the operation of equipment.
- Follow proper manufacturer’s or trade trained procedures for lighting the torch.
- Ensure fuel lines, valves, controls, etc. are in good working condition and the bottle(s) is(are) secured in an upright position.
- Ensure proper cylinders are used and secured with regulators in place.
- When not in use, shut torch off.
- Torches are not to be used for heating or thawing of lines.
- When a torch is used, an adequate fire extinguisher must be present.
- Ensure that the fuel tanks (bottles) are properly shut off when finished.

Title
VEHICLE BREAKDOWN

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

Protecting workers from the dangers of a vehicle breakdown on the road

Application

- Vehicle breakdowns include such things as mechanical failure, collision and tire failure.

Protective Mechanisms

- Other Safe Work Practices/Safe Job Procedures
- Highway Safety Act
- Company Rules
- Vehicle Owner’s Manual

Supervisor Responsibility

- To provide proper instruction to their workers on protection requirements
- Compliance & Enforcement

Worker Responsibility

Prior to Driving

- Perform a ‘walk around’ inspection of vehicle (and load if applicable) prior to driving.
- If any defects or concerns are found that could pose a danger while driving report them to your supervisor immediately and do not drive the vehicle.

While Driving

- In all cases, immediately activate four way flashers and if possible, drive/coast to a location out of traffic, preferably on the right side, off of and away from, the main roadway. Avoid using the emergency lane where passing vehicles or loads may strike you or your vehicle.
- Call the office to advise of the issue. If applicable, call the client to inform them you may be late.
- If vehicle breaks down and cannot be driven:
 - If you cannot get completely off the road, e.g. on to the shoulder only, then call (or call the office and have a supervisor call) to have a tow truck dispatched to your location.
 - Stay in your vehicle or get out and go directly to a safe location off the roadway.
- If the vehicle still runs, e.g. a flat tire, etc:
 - Drive slowly to a location where you can get off the road. An exit, rest area or sideroad is safer area than emergency lane. Pull in to that safe area.
 - Proceed to change the tire, or do minor repairs, as per the owner’s manual.
 - Once repairs complete or temporary repairs applied and before continuing journey, call in to inform office you are travelling again.
 - Proceed at an appropriate speed to your destination or if needed a repair facility
- If needed, once back at shop, have repairs checked and finalized by competent personnel.

Title
WELDING, CUTTING, BURNING

Date Developed: **Feb 15, 2019**
Last Rev: **Aug 19, 2021**

General

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

Protective Mechanisms

- Safe Work Practices – General Instructions
- Applicable Safe Job Procedures(s)
- Permit system (HOT)
- Welding procedures
- PPE
- ERP (Emergency Response Plan)

Supervisor Responsibility

- As per Safe Work Practices - General Instructions
- Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements
- Hazard Assessment
- Site inspection

Worker Responsibility

- Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
- 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".
- Never start work without proper authorization.
- Always have firefighting equipment on hand before starting welding, cutting or burning.
- Check the work area for combustible material and flammable vapors before starting.
- A welder should never work alone. A fire or spark watch should be maintained.
- Check cables and hoses to protect them from slag or sparks.
- 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.
- Never enter, weld or cut in a confined space without proper gas tests and a required safety lookout.
- When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
- Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders (move all cylinders away to one side).
- 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.

Title
WORKING OVERHEAD / DROPPED OBJECTS

Date Developed: **Feb 15, 2019**
Last Rev: **Mar 13, 2023**

Application

Workers are often required to work on fixtures and perform other work where accumulated materials can fall on them. These materials are generally light and pose no serious risk of injury but may enter the eyes causing discomfort and eye irritation. On some occasions, these items may be heavier and larger posing serious risk to workers below

Protective Mechanisms

- P.P.E
- Correct work positioning
- Flagging / barriers
- Pework hazard assessment

Supervisor Responsibility

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Ensure that dropped object risk is evaluated in the FLHA and that these hazards are controlled

Worker Responsibility

- Perform a hazard assessment and also consider the hazard of falling and dropped objects that may affect other persons that may be in or near the work areas.
- If other persons are, or may be in the area, flag off the area to keep them out of the falling items area – create a “no-go / no entry zone”
- Where there is a risk of falling or dropped objects, controls such as toe boards on scaffolds, other physical barriers (guards, etc), or physically securing tools and objects by placing them in pails, or tool boxes shall be considered and used where possible. If possible lanyards on tools may be used, but these may not increase risk to the workers using them.
- Wear appropriate PPE including safety glasses or face shield.
- Check room/work area and ensure it has clear access for ladder, scaffold, personnel lift, etc.
- Check ladder, scaffold, personnel lift, etc. and ensure it is in good operating condition.
- Check that you have appropriate tools, they are in good working condition and that required materials are at hand.
- Set up ladder, scaffold, personnel lift, etc. using appropriate SWP/SJP and other procedures as required.
- If on a ladder, ensure the ladder is positioned correctly to eliminate reaching and so that you can maintain position between the ladder rails. Rule of thumb is that the belt buckle must remain between the ladder rails.
- Prepare the work area by removing panels, tiles, fixtures, grilles, access hatches. When doing this, tip panel away from yourself first (use the panel as a shield) to let debris fall off the side furthest from you. If needed, then turn the panel towards yourself to read instructions on equipment panels, etc.
- When removing ceiling tile, it is best to position yourself directly underneath and with clean hands, remove the tile as per step above. Use the back of your hands to dislodge and lift the tile (they’re likely cleaner than the palms).
- Upon completion, check ceiling space for forgotten tools, material, etc.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Title

THERMAL STRESS PREVENTION

Date Developed: Jul 15, 2024

Last Rev: n/a

Application / Information

- Cold illnesses include health injuries such as freezing injuries, non-freezing injuries, and hypothermia. Examples of "freezing" injuries include frostnip and frostbite (damaged tissues) versus "non-freezing" injuries with reversible effects. Hypothermia occurs when the body's core temperature falls below 33°C and the body is unable to compensate for heat loss. Warning signs include nausea, fatigue, pain in extremities, and shivering
- Heat stress occurs when the working environment overwhelms the body's ability to deal with heat. Heat illnesses include heat cramps, heat exhaustion, and heat stroke. Heat cramps are sharp pains in the muscles that occur from the body's loss of salt from sweat. Heat exhaustion is the loss of body water through sweating. Heat stroke occurs when the body's temperature reaches 41°C. Warning signs include muscle weakness, nausea, dizziness, and flu-like symptoms.

Protective Mechanisms

- Fans, cooling, heating devices
- Work cycles (warm up / cool down cycles)
- P.P.E. (appropriate clothing as applicable)

Employer / Supervisor Responsibility

- To facilitate and/or provide proper instruction in orientation (and refreshed as needed depending on weather and work conditions) to their workers on thermal stress hazards and prevention/control methods
- Provide appropriate controls / breaks as noted
- When a workplace or work process exposes a worker to conditions that may create a risk to the worker's safety or health because of heat or cold, the employer will, in orientation and periodically as needed (weather and work dependent), provide information, instruction and training in the symptoms of thermal stress and the precautions to be taken to avoid injury from thermal stress.
- If a worker is or may be exposed to thermal stress, the employer will use hazard management strategies (Eliminate, Engineering, Administrative, PPE – as per hazard controls section) to manage these hazards using ALARA principles (As Low As Reasonably Achievable).
- If a worker is exposed to extreme hot/cold conditions and shows signs of thermal stress or injury, the worker will be removed from further exposure and treated by an appropriate first aid attendant. Basic first aid measures includes removing or adding clothing to restore the body's natural temperature, providing water, and using props (fans, heat, etc. as per first aid protocols) to provide additional comfort to the victim.
- The employer shall provide appropriate and suitable monitoring equipment in a workplace where the thermal environment is likely to pose a hazard to a worker. For most outdoor workplaces, a thermometer, radio weather reports, etc. may be used. For indoor workspaces these monitoring requirements may need to include more formal monitoring of humidity, temperature, etc.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

4. SAFE JOB PROCEDURES

A Safe Job Procedure is a written, specific, step-by-step description of how to complete a job safely and efficiently from start to finish.

One way to increase knowledge of hazards is to conduct a Job Hazard Analysis (JHA) for an individual job or task, This is usually reserved for Critical Tasks. A JHA is a procedure which integrates accepted health and safety principles and practices into a particular operation. In conducting a JHA, each basic step of the job is examined to identify potential health and/or safety hazards and to determine the safest way to do that job.

JHAs should always be team efforts. By involving others in the process, the possibility of overlooking an individual job step or a potential hazard is reduced. The likelihood of identifying the most appropriate measures for eliminating or controlling hazards is increased by using the team approach. Skyline Refrigeration (2010) Ltd. will form JHA teams composed of:

- The supervisor
- The worker(s) most familiar with how the job is done and its related hazards
- Other workers who perform the job
- Others who may be required such as, but not limited to maintenance personnel, associated trades and design engineers, etc.

Skyline Refrigeration (2010) Ltd. may perform JHA's on tasks in the following order:

1. the most critical high risk tasks,
2. those which have caused injuries,
3. tasks which are done infrequently.

4.1 **PREPARATION AND SELECTION OF SAFE JOB PROCEDURES / JHAS**

Each JHA will be prepared by management designate and Safety Rep, reviewed by workers (usually at a safety meeting) and finalized and signed off by management familiar with the work required to safely complete the procedure in question.

Every member of the JHA team must become familiar with the JHA Process.

A committee of workers and supervisors, with the Safety Rep will, as a group, perform the annual review and revisions of all Safe Job Procedures that are in place at the time of review. A dated list of the reviewed practices and procedures will be filed and available for review by any personnel or auditor.

SAFE JOB PROCEDURES – General Instructions

The Safe Job Procedures in this manual are to be used with the instructions below.

1. Prior to performing any task, workers should be competent (adequately qualified, suitably trained and with sufficient experience) to perform the task or be supervised by a competent worker.
2. Prior to performing a task, workers should conduct a thorough, written hazard assessment.
3. From the results of the hazard assessment workers will determine the correct controls to be used to protect themselves from the hazards. The types of controls which can be applied are listed below. It is the workers responsibility to protect themselves from the hazards.
4. Controls must be applied in the following order:
 - a. Eliminate the hazard or substitute a less hazardous procedure/product.
 - b. Engineered controls (guards, ventilators, etc.).
 - c. Administrative controls (rules, SJP's, SWP's, hazard assessments, emergency response plans, SDS, etc.).
 - d. PPE (hard hats, gloves, glasses, fall protection).
 - e. Combination of these.
5. Remember there are many types of protective mechanisms available for your use, such as:
 - a. Manufacturer's recommendations (owner's manual, etc.)
 - b. Standards (CSA, ANSI, ULC, etc.).
 - c. OH&S and other legislation (Highway traffic Act, TDG Act, etc.).
 - d. Lockout devices and policies, barricades, warning signs.
6. Supervisors and managers are responsible to:
 - a. To facilitate and/or provide proper instruction to their workers on protection requirements and training.
 - b. Ensure that a correct, current and thorough hazard assessment has been completed and ALL hazards are controlled to an acceptable level.
 - c. Ensure that workers are properly trained to perform the task by providing thorough and correct instruction.
 - d. To follow up with observations and corrections to ensure the worker is properly applying the training.
 - e. Ensure that workers have the proper tools and materials available to them
 - f. Provide correction when required and enforce the use of policies, regulations, rules, etc.
 - g. Consistently provide disciplinary action, if required.
7. Workers are responsible to:
 - a. Follow the instructions given by the supervisor and adhere to the requirements of the Health and Safety Management System and applicable legislation.
 - b. Refuse to perform unsafe work or work for which you have not received adequate training

4.1 SAFE JOB PROCEDURES / CODES OF PRACTICE - INDEX

The Safe Job Procedures and Codes of Practice listed have been reviewed by workers and management and are adopted for use	Date
<i>Codes of Practice</i>	Aug 19/21
H₂S	Aug 19/21
Confined Space	Aug 19/21
Respiratory Protection (RPE)	Aug 19/21
RPE Fit Testing	Aug 19/21
Workplace Violence	Aug 19/21
Working / Traveling Alone	Aug 19/21
Complex Lockout/Tagout	Aug 19/21
<i>Safe Job Procedures</i>	
Band Saw	Aug 19/21
Cutting – Angle Grinder	Aug 19/21
Cutting – Chop Saw (Cut-off saw)	Aug 19/21
Electric Pressure Washer	Aug 23/24
Equipment Tagging	Sep 24/21
Hi-Jack (lift/lower equip.)	Aug 19/21
Honeywell Microclip XL operating procedure	Sep 19/23
Lockout/Tagout – Simple (All)	Aug 19/21
Lockout/Tagout – Testing (Electrical)	Aug 19/21
Natural Gas (opening systems)	Aug 19/21
Portable Fire Extinguisher Use	Aug 19/21
Portable Ladders, Extension – setting up and using	Aug 19/21
Portable Ladders, Step – setting up and using	Aug 19/21
Refrig. Systems - Pump Down/Open	Aug 19/21
Refrigerant Recovery	Aug 19/21
Rigid Pipe Threader	Aug 19/21
Roof Top Unit – Hoist and Place	Aug 19/21
Rogers Access Key	Sep 24/21
Scissor Lift, Loading/transporting	Aug 19/21
Trailer Connection	Aug 19/21
Welding (Sweating) connections	Aug 19/21
Zoom Lock use	Aug 19/21

Critical Tasks in ***bold/italics*** are determined in the Formal Hazard Assessment process

This safety information does not take precedence over applicable government legislation with which all workers should be familiar and follow.

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HYDROGEN SULPHIDE CODE OF PRACTICE (H₂S COP)

POLICY

Skyline Refrigeration (2010) Ltd. workers that are or may be working in an H₂S environment must possess current and valid H₂S Alive training. The workers must follow this Code of Practice (COP), all applicable work practices and procedures, current legislation and where applicable the client’s H₂S program. In case of conflict, the most restrictive of these will apply. Management is responsible to maintain the COP to current standards.

HAZARDS OF H₂S

Acute Health Hazards

Hydrogen sulphide has a rotten egg odour. This odour cannot be used to detect H₂S because people rapidly lose their sense of smell when H₂S level are above 100 ppm.

Hydrogen sulphide (H₂S) is extremely toxic at very low concentrations. More than 100 parts of H₂S per million parts of air (100 ppm) is Immediately Dangerous to Life and Health (IDLH) for exposures of 30 minutes or more. Exposure to more than 10 ppm for eight hours, or more than 15 ppm for 15 minutes, may irritate the eyes, nose and throat. Workers must not be exposed to a concentration of H₂S exceeding 10 ppm over an 8-hour time period or 15 ppm at any time.

Long Term Health Hazards

Human studies have found no direct link between exposure to low H₂S concentrations (less than 10 ppm) and long-term health effects. Some research studies have suggested that low level health effects can be produced at hydrogen sulphide concentrations down to 1 ppm. However, these results have not been confirmed to date. One animal study has found some evidence of neurological symptoms such as memory loss after long-term exposure to 50 ppm H₂S but this finding has not been confirmed by other studies.

Concentrations	Effect
10 ppm or less	No known short-term effects from 8 hr. exposures.
20 – 50 ppm	Eye, nose, throat and lung irritation.
50 – 100 ppm	Marked eye, nose, throat and lung irritation.
100 – 150 ppm	Severe eye, nose, throat and lung irritation. Loss of smell. Exposure duration of 8 hours or more may be fatal.
200 – 300 ppm	Headaches, drowsiness. Prolonged exposures of several hours may cause the lungs to fill with fluids.
300 – 500 ppm	May cause unconsciousness and death in 1 to 4 hours.
500 – 700 ppm	Knockdown (may be fatal) with 1-hour exposure.
Greater than 700 ppm	Immediate knockdown (may be fatal).

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

PHYSICAL PROPERTIES

Pure hydrogen sulphide is slightly heavier than air and may collect in low spots under certain conditions, but mixed with some light hydrocarbons such as methane, the mixture can be lighter than air. When mixed with heavier hydrocarbons, such as NGL, the mixture is much heavier than air. It is almost impossible to predict where H₂S may concentrate in outdoor areas or buildings, so it is important to be aware of H₂S in all locations.

Spills or releases of sour liquids may also release hazardous concentrations of H₂S. Pure hydrogen sulphide is flammable in air at 40,000 ppm (4 per cent) or higher.

OCCUPATIONAL EXPOSURE LIMITS

Occupational Exposure Limits are set by provincial occupational health and safety agencies. Alberta’s Occupational Exposure Limits (OELs) are listed in the Chemical Hazards Regulation. British Columbia and Saskatchewan have developed their own exposure limits. Manitoba follows exposure limits recommended by the American Conference of Governmental Industrial Hygienist (ACIH). Skyline will ensure that the applicable provincial Occupational Exposure Limits

Table 2-1: Occupational Exposure Limits for H₂S shown in Table Two (below)

HYDROGEN SULPHIDE SOURCES

	8 hour TWA ¹ (ppm)	15 STEL ² (ppm)	Ceiling ³ (ppm)
Alberta	10	-	15
British Columbia	-	-	10
Saskatchewan	10	15	-
Canada	10	15	20
ACGIH TLV4	5	-	-

- 8 hour TWA – Time Weighted Average. The average exposure based on an eight-hour exposure period.
- 15 STEL – Short Term Exposure Limit. The average exposure based on a 15-minute exposure period. No more than four STEL are permitted during an eight-hour shift and the 8 hour TWA cannot be exceeded.
- Ceiling – The maximum concentration to which a worker can be exposed to even instantaneously.
- The American Conference of Governmental Industrial Hygienists recommends occupational exposure limits called Threshold Limit Values (TLVs). Although widely referenced, they are recommended values only except where formally adopted into legislation.

A thorough risk assessment of the work operation should be performed, taking into account the H₂S content of the process products including steam; previous exposure monitoring results; operation factors (e.g. purging, degassing, temperature/pressure of process steam), and; ventilation.

DETECTION

H₂S detection should be conducted using chemical sensing instruments or detector tubes. Operators should be aware of the potential limitations of the equipment.

4.1 Chemical Sensors

Chemical sensors are the superior and recommended method of H₂S monitoring. There are three types: personal, hand held and remote monitors. All provide accurate and reliable readings, but only if properly calibrated and maintained. They should be calibrated by qualified personnel at least once per month, or as recommended by the manufacturer. Calibration should be performed at the

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

temperature at which the instruments will be used. Calibration at room temperature for use in cold conditions can cause inaccurate readings.

Workers carry personal monitors. These are the only monitoring solutions addressed in this COP. They provide continuous readings and sound an alarm if H₂S levels exceed 10 ppm or any other predetermined concentration.

All chemical sensors have a response time from when the monitor is placed in an H₂S atmosphere to when the sensor reaches the actual reading. Some sensors may take up to one minute to respond to H₂S concentrations of 10 ppm. However, in atmospheres exceeding 100 ppm, the response time to the alarm concentration (10 ppm) is almost instantaneous. Operation of sensors at temperatures below –20 degrees Centigrade may cause lengthened response times.

Carbon monoxide and other gases may cause interference with H₂S readings. The interference of the instrument being used should be known.

Monitoring

All areas where H₂S is present and may exceed 10 ppm must be checked to ensure H₂S concentrations are below 10 ppm. Concentrations above 10 ppm require communication with other personnel to warn of an H₂S hazard and to ensure that further testing is performed. Further testing shall be conducted while wearing pressure-demand self-contained breathing apparatus (SCBA) or supplied air-breathing apparatus (SABA).

All personal and remote monitors shall be set to alarm at 10 ppm. Consideration should be given to wearing personal monitors in all areas where H₂S may be encountered, even where remote sensing is present.

PERSONAL PROTECTIVE EQUIPMENT

Respiratory protection is required when entering areas where H₂S concentrations are above 10 ppm; there is any indication of equipment failure or product leak; or entering a confined space containing sour liquids. The respiratory protection shall be a full-face positive pressure self-contained breathing apparatus (SCBA); or a full-face positive pressure supplied air breathing apparatus (SABA) equipped with a 5 minutes escapes air bottle.

Competent rescue personnel are required when entering an IDLH atmosphere. Refer also to the Respiratory Protection Code of Practice for proper care and use.

TRAINING

All workers, prior to entering an area where H₂S is present or may be encountered, shall receive orientation on the site rules and procedures; receive rescue and evacuation procedures; and possess current H₂S Alive training. At least one work crew member must hold a current First Aid certificate.

EMERGENCY RESPONSE

Pre-Job Planning

Before starting a job, the following points should be reviewed with personnel on the site:

- H₂S hazards and where they may be found;
- Backup personnel requirements;
- Safety watch requirements;
- Muster Point location
- Alarms; and
- Communication procedures

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

First Aid

First aid can only begin after the rescue personnel have left the H2S area, sounded the alarm, donned breathing apparatus, and brought the victim to a safe area.

Mouth to mouth or rescue breathing is a quick and effective technique that should be used until qualified medical help arrives on the scene.

Only qualified personnel may use mechanical resuscitators or oxygen.

Rescue

There are seven steps to take during an H2S emergency:

Step 1: Evacuate immediately - An H2S alarm indicates that there may be hazardous concentrations in the building or area. Get to a safe area immediately by moving upwind or crosswind from the release. Move to higher ground if possible.

Step 2: Sound the alarm - Immediately notify someone that there is an H2S release, relay any information you may have and that you may require assistance.

Step 3: Assess the situation - Do a head count and consider other hazards.

Step 4: Protect rescue personnel - Put on SCBA/SABA to protect rescue personnel. If necessary, shut down the facility.

Step 5: Rescue Casualty - If indoors, start by ventilating the building with fans and opening doors. If safe, you may perform the rescue by yourself with backup or with assistance. Enter the area and remove the casualty to fresh air (upwind if possible).

Step 6: Revive victim - Apply artificial respiration (if trained) or CPR on the casualty until the victim revives or until help arrives. Only qualified personnel may use mechanical resuscitators or oxygen.

Step 7: Get medical aid - All H2S victims require medical attention. Even if they revive quickly, there is still a possibility that the lungs may collect fluid some hours after exposure. Arrange a transport of the victim to medical aid and provide the necessary information to Emergency Medical Services.

CONFINED SPACE - CODE OF PRACTICE

Skyline Refrigeration Ltd. will conduct all confined space entries under this code of practice.

IDENTIFICATION AND PERMITS

Prior to entry, all confined spaces that are to be entered will have signage placed in the front of the entrance warning workers of the nature of the danger and shall have permits completed and in place. All confined space that Skyline enters is under the control of client's procedures and processes. Client permits will and must be obtained prior to entry.

QUALIFICATION AND TRAINING FOR WORKERS

All workers who are required to enter a confined space will be trained in pre-entry and rescue procedures and provide proof of training before entry. A competent attendant will be stationed outside the space at all times there are workers in the confined space.

ISOLATION

Before entering a confined space, all possible hazard energy and substances shall be isolated from entering the vessel using the following techniques:

- Blinding of flanges
- Disconnection and blanking off of all lines
- Locking out, tagging and depletion of all energy sources.
- Utilizing a double block and bleed method if blinding or disconnection cannot be utilized

TESTING OF THE VESSEL

Pre-entry and periodic atmospheric testing must be conducted by competent workers who will use equipment calibrated as scheduled, and to, manufacturer's standards. Tests will determine oxygen levels, toxic gases or lower explosive limits. Acceptable levels for entry without respiratory protection will be 19.5% - 23.0% Oxygen level, 10% Lower Explosive Limit and less than 10 PPM H₂S. Depending on the nature of the toxic gas, the chemical and biological substances regulations will be consulted for other workplace contamination limits. Workers who are required to test inside the vessel will be under the direction of a safety watch at the manway door. All readings from the test equipment will be recorded on the confined space entry permit which must be signed by everyone entering the space. Hot work that will be conducted inside the vessel will not be done unless the LEL level is 0 (zero).

All hot work requires testing of the atmosphere for combustible gases before work starting and continuous monitoring during the work. If hot work is being performed within a confined space, testing must be done again before re-entry to a work site.

Workers will not enter or remain in a confined space if the lower explosive limit (LEL) of an explosive substance is present in the confined space atmosphere at a concentration greater than 20%.

**Remember - some combustible gas detectors require air or oxygen for analysis of the sample.
An inaccurate reading is possible if the test area is oxygen deficient.**

VENTILATION

Ventilation is the preferred method of hazard control. Purging of toxic or flammable fluids will be done utilizing inert gases or water. Methods of purging may include mechanical venturi systems for gases along with natural ventilation.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Workers working inside a confined space entry will wear the following equipment as a minimum. All PPE will be maintained and inspected before use.

- CSA approved hard-hats and headgear
- CSA approved foot protection
- CSA approved eye protection
- CSA approved hand protection
- CSA approved safety harness
- CSA approved hearing protection as required
- Fire retardant coveralls
- Additionally, if ventilation alone cannot adequately control the respiratory hazards, entrants must wear supplied air respiratory devices.

RESCUE PROCEDURES

All workers who will work in confined space will be trained in rescue procedures. A plan of the confined space will be made available so that rescue scenarios may be discussed and understood, and rescue personnel and equipment are readily available before the entry begins. Rescue personnel will be designated and recorded on the confined space entry permit. Rescue equipment will be inventoried and made adequate before an entry will begin. If there is an individual down situation, the safety watch will raise the alarm and notify the rescue team. The rescue team will enter the vessel and rescue the casualty when safe to do so. The number one priority of the rescue is to the rescuer. The number two priority is the rescue team. The number three priority will be the casualty. The victim will be taken to a safe area and first aid will be administered as required.

IDENTIFICATION OF OTHER HAZARDS

Workers who enter a confined space must consider all hazards inside the vessel. They will participate in a pre-job safety meeting and ensure their own safety by refusing to do work that may be immediately dangerous to life or health. Other hazards that may be present in the confined space:

- Slipping and tripping hazards
- Falling hazards
- Moving parts
- Heat
- Hypothermia
- Unidentified traps
- Chemical poisoning by skin absorption
- Airborne contaminants (dust, asbestos, silica, etc.)

1.0 POLICY

This program applies to workers of Skyline Refrigeration (2010)Ltd. (Skyline) who may be exposed to respiratory hazards. These hazards have been assessed as exposure to various particulates of dust, including silica and phosgene. The purpose of this program is to ensure that all workers are protected from exposure to these hazards. Mechanical ventilation is preferable, but for dusts not feasible due to the location of the work area. Therefore, where natural or mechanical ventilation does not provide adequate protection, Respiratory Protective Equipment (RPE) must be used.

2.0 RESPONSIBILITIES:

Management is ultimately responsible for all aspects of health and safety, including this Code of Practice.

Keith Freeman is the company designated Program Administrator and is responsible for overseeing the respiratory protection program as well as ensuring that all requirements of the program are fully implemented. Some of these duties may be designated to others.

Supervisors are responsible for ensuring that the respiratory protection program is used in the workplace. In addition to being knowledgeable about the program requirements for their own protection, they must also ensure that the program is understood and followed by the workers under their charge.

Each worker has the responsibility to wear RPE when and where required and in how they were trained. Workers are required to participate in training, properly use and care for the equipment, report any health or other problems which may affect their ability to use a respirator and inform their supervisor of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns they may have regarding the program.

3.0 TRAINING

Each person required to use a respirator will be adequately trained prior to initial use and provided with refresher training as required. This training is provided as part of the mandatory spring orientation process. Records of this training will be tracked digitally. A review of the Skyline Formal Hazard Assessment reveals that silica and nuisance dusts are the principle hazards for which RPE is required. Other work may create hazards which require RPE.

4.0 CARE, MAINTENANCE, INSPECTION AND STORAGE

Each user will inspect, clean and store their assigned unit as discussed in training courses. Defective units will be removed from service and will not be used under ANY circumstance. All units shall be stored in clean condition, in their containers, ready for use.

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

A. Person Responsible for Selecting and Providing Respiratory Protective Equipment:
 Name: **Keith Freeman** Telephone: **office (780) 875-5000** Cell: **(780) 871-1552** Position: **Supervisor/Safety coord.**

- B. Conditions for Use of RPE:**
- 1. Health Surveillance:** Workers must be medically fit to wear a respirator.
 - 2. Fit-Testing:** RPE that depends on an effective seal for its safe use must be properly fit-tested by a competent (trained) person.
 - 3. NIOSH Approval:** RPE required at the worksite must be NIOSH approved
 - 4. Clean-Shaven:** Workers must be clean shaven where the respirator contacts the face.

C. RPE Selection Chart

Task (e.g. Spray Painting)	Airborne Hazard (Type of solvent, dust etc.)	Type of Respirator (e.g. half mask)	Respirator Make/Model	Type of Cartridge (e.g. P100)	Cartridge Make/Model	Mandatory Use? Y/N
A review of the Skyline Formal Hazard Assessment reveals that silica and nuisance dusts are the principle hazards for which RPE is required.						
Concrete drilling, saw cutting, jack hammering.	Silica dust	N, R or P95 or 100 disposable (no cartridge)	varies	NIOSH N/R/P 95 or 100	varies	YES – if exposed more than 30 days per year (2.5 days/month)
Phosgene (included in list for awareness only. Skyline personnel will use mechanical ventilation prior to entering cabinets or areas where phosgene may collect)	Airborne chemical hazard. Gathers in low lying areas (inside cabinets, basements, crawlspaces) and may displace breathing air	SCBA	varies	n/a	n/a	YES - If concentrations above OEL (0.1 ppm)

D. Maintenance / Cleaning / Storage of Respiratory Protective Equipment:
Maintenance and Cleaning: Disposable masks are used for one shift and discarded – no maintenance.
Storage: RPE must be stored in the sealed bags or cases provided to prevent contamination (eg: *sealed case*)

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RESPIRATORY PROTECTIVE EQUIPMENT - FIT TESTING PROCEDURE

OBJECTIVE:

To ensure the safety of workers who wear breathing apparatus by property fit testing their SCBA or SABA masks.

COMPANY POLICY:

All workers will be trained in the use of respiratory protective equipment and be fit tested to a particular mask before entering an area that may contain potential respiratory hazards.

PROCEDURE:

1. All workers will read and understood the applicable legislation concerning respiratory protective equipment.
1. Select a specific model of SCBA or SABA that the worker may be using and train them on the effective use and limitations of that particular equipment. Use a professional trainer for this purpose.
2. The worker shall first do a negative pressure test. The wearer can perform this test by himself. Ensure that there is no hair between the mask seal and the wearer's face. Tighten the straps so that the mask is firmly fixed to the face. Take the palm of the hand and cup it over the end of the face breathing tube. Suck in air gently. This will create a vacuum and will immediately pull the face piece towards the wearer's face. If there is a leak, it will be indicated at this point.
3. Once a negative pressure test has been completed, connect the breathing tube to the SCBA manifold and turn on the air supply. Direct a smoke irritant around the face mask. By breathing normally, they will be able to smell the smoke irritant if there is any leak around the seal. Generally, because the face mask is a positive pressure mask, this test may not be totally effective.
4. Have the wearer go through an exercise routine wearing the SCBA. The intent is to have the wearer breathe harder than normal. Use the smoke irritant once again testing around the face mask.
5. Have the wearer read a passage from any book, making the jaw move vigorously against the face seal. You may also have the wearer open their mouth wide and move it from side to side to obtain the same effect. Use the smoke irritant around the face seal during this procedure.
6. If there is any leak during the procedure, re-do the test to ascertain why the leak occurred. Because of the angulation of the jaw lines and cheek bones, sealing of a face mask may prove difficult.
7. If a sealed test cannot be done effectively, re-do these tests with a different brand of SCBA or SABA.
8. Fit testing should be done periodically and any time there has been a marked change in facial structure or equipment used.

WORKPLACE VIOLENCE REPORTING PROCEDURES

Violence is dealt with differently depending on the provincial jurisdiction having authority and the nature of the incident.

Saskatchewan OH&S uses a broader definition of violence to include the act of physical violence as well as, threats, intimidation, harassment and discrimination of all sorts. In simple terms - bullying. Depending on the type of discrimination, human rights issues **may** come into play.

Alberta OH&S defines violence only as actual physical violence on a person. Not the attempts, threats, discriminations (bullying) that may be a part of and/or lead up to the violent act. In Alberta all these other actions are covered under Human Rights.

Therefore, Saskatchewan OH&S legislation is far more descriptive and prescriptive. Alberta legislation essentially states that Violence is a hazard to be assessed and controlled under Part 2.

1. Any worker who feels they have been a victim of workplace violence must report the incident to Management immediately.
2. The victim must make his/her feelings known verbally to the alleged offender, directly or with the assistance of a manager/co-worker.
3. The victim must record the details of the incident including the date and time, nature of the violence and the names of any persons who may have witnessed the violence. A copy of this record shall be provided to management.
4. No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds. An individual who is found to have acted maliciously will be subject to disciplinary action up to and including dismissal.
5. Management will immediately investigate any complaint submitted and will not disclose the details of the incident to others without prior consultation with the victim.
6. Any worker who has been a victim of workplace violence or reports an injury or symptom due to workplace violence will be advised to consult a health care professional for treatment or referral.
7. Individuals found to have committed an act of workplace violence will be subject to disciplinary action up to and including dismissal.
8. No record of an unsubstantiated complaint will be kept on a worker's file (alleged victim or alleged offender).
9. Any worker who does not agree with the resolution of their complaint by management has the right to contact OH&S for further assistance.

WORKING/TRAVELING ALONE CHECK-IN PROCEDURE

PURPOSE

This document describes the procedures to be followed to ensure workers working alone have some way of communicating with individuals who can respond appropriately to an emergency. Workers must not work alone if electronic communication is not possible.

SCOPE

This policy applies to all company workers. In the service industry workers are frequently traveling and/or working alone. An effective system of communication is essential to ensure the continual well-being of these workers.

Situations faced by these workers may include Injury/illness, H₂S or other toxic gas release, motor vehicle accident, severe weather conditions and/or poor road conditions, fire/explosion, acts of violence and spills and/or leaks. All workers working and traveling alone must take a radio/cell phone with them to make the periodic contacts required in this procedure. Please ensure cell phone is charged, kept warm, and that a charger is accessible.

DURING NORMAL BUSINESS HOURS

Each worker will check in at 8:00am, 1:00pm and 5:00pm and the office will record this on the dispatch log sheet. Trucks will be tracked with GPS in the event that if a worker does not check in at the required interval, the missing/out of contact procedure will come into effect.

If changes to the job task, delays, problems or other situations occur, the worker will immediately contact the manager. If weather conditions are harsh and if travelling with another employee, the check in procedure remains in effect.

PROCEDURE AFTER NORMAL BUSINESS HOURS

The answering service will assume the duties and responsibilities of the manager, after normal business hours. After checking in at 5:00pm, the worker will then notify Answering Service to initiate the afterhours call in procedure.

The normal business hours procedures will be followed with the exception that the worker will contact the answering service at a minimum of two (2) hour intervals and the answering service will initiate contact with the worker if the interval exceeds two hours. Answering Service: (844) 882-5136 [call/text]

MISSING/OUT OF CONTACT WORKER

When a worker fails to contact the office/answering service in accordance with Working/Travelling Alone Policy the following response plan will be initiated:

- The manager/answering service will immediately attempt to contact the worker by cell phone. If contact is made, a record of the contact shall be placed on the dispatch log sheet.
- When the worker cannot be contacted, the manager/answering service shall initiate the appropriate following response procedure while continually attempting to contact the missing/out-of-contact worker:
 - Notify appropriate Company representative(s) of situation.
 - Travel to (send designate) location while attempting to contact missing/out-of-contact worker continuously.
 - Upon arrival at destination, the owner or designate will assess the situation. **DO NOT PUT YOURSELF AT RISK TO ATTEMPT A RESCUE.**
 - Secure the location. Perform any First Aid/ Hazard Control measures possible according to your level of training and experience. **DO NOT MOVE/ALTER ANYTHING ON LOCATION UNLESS IT POSES AN IMMEDIATE THREAT TO LIFE/PROPERTY/ENVIRONMENT.**

Management:

Keith Freeman (780) 871-1552

Kevin Borzel (306)-821-4668

Mike Waugh (306) 821-3180

Vance Webb (780) 872-6553

Answering Service: (844) 882-5136 [call/text]

Office Contacts:

Skyline Shop/Office: (780) 875-5000

Marcie Brennan (780) 871-4930

Sheila Christiansen (306) 830-4701

Wendy Walker (780) 808-9025

Complex Lockout / Tagout & Control of Hazardous Energy

Log Book

Project Name: _____

Project Contact and Phone: _____

Project contact is defined as the person to whom Skyline Refrigeration reports to. In most cases this will be the main contact designated by the Owner or Prime Contractor

Area: _____

Skyline Refrigeration Supervisor in charge: _____

Lock Out Procedures Log Book - Instructions for Use

This book is meant to be used in conjunction with the Skyline Refrigeration (2010) Ltd. Lock-Out policy and procedures.

This record book is to be kept by the Skyline Refrigeration supervisor in a secure location and entries are to be made only by him/her or their specific designate.

Although a loose leaf binder is used, the pages are consecutively numbered by the Safety Department and are to remain in the book at all times. Entries are to be made in ink and printed.

Where for any reason an incorrect entry is made, a line is to be drawn through that entry and a re-entry put on the next line down.

Do not try to erase or make a correction over any existing writing.

Do not, for any reason remove a spoiled page. It is to remain in the book to ensure the consecutive numbering stays intact.

Keep one copy of the "Lock out Policy and Procedures" inside the front cover of the log book

1. Lock-Out/Tag-Out Policy and Procedures

This lock-out/tag-out policy has been adopted for the protection of workers in the performance of their work on refrigeration equipment and systems and related systems which may be energized during any stage of the following activities:

- construction;
- alterations to existing facilities;
- commissioning of electrical or process systems; and
- maintenance of electrical equipment and process systems.

Lock-out/tag-out procedures become an important requirement during any of the foregoing activities when the potential and stored energy in any piece of equipment or system represent a potential hazard to life and property. These procedures are intended to supplement but not replace any requirements dictated by Occupational Health and Safety or any contractual obligations. Under no circumstance will procedures be adopted which are in contravention with current Occupational Health and Safety Regulations.

In some instances, an owner may insist their existing lock-out procedures be used, in which event the supervisor and/or the safety coordinator shall examine the Owner's procedures and ensure they are at least equal to the Skyline Refrigeration standards before complying with this request. There may be variances in certain procedures for specific equipment on various sites which then requires absolute cooperation from the Owner, Skyline Refrigeration and workers, to formulate safe lock-out procedures needed for special activities.

This policy places full responsibility on management and project supervisors to fully enforce lock-out procedure requirements and does not expect employees to work under procedures sub-standard to those in this manual.

1.1 LOCK-OUT

Lock-out requirements come into effect when a system or pieces of equipment are energized, and their accidental operation poses a potential hazard to life and property. Lock-out/tag-out requirements are applicable to all energy sources, i.e.; electricity, compressed gasses or air, hydraulics, steam, piping and vessels associated with specific electrical installations.

1.2 LOCK-OUT/TAG-OUT SYSTEM COMPONENTS

- Scissor type "ganglock" (to be used wherever possible)
- Lock-out tags
- Keyed locks (identified by number for issue to individual workers). Combination locks are not to be issued or used.
- Master key (issued only to project supervisors or appointed designates). Master keys are to remain in strict custody of the recipient during the course of a project
- Lock-out log book.

1.3 LOCK-OUT/TAG-OUT PROCEDURES

1. Owner and Skyline supervisor to determine which equipment items require lock out procedures to be applied and workers are not to work on any equipment or system that represents a safety hazard until the hazard is resolved by locking out.
2. The owner and contractor shall cooperate in locating the necessary switches, breakers, relays, including fuses that have to be locked-out, blocked or removed.
3. A pre-job meeting with all workers involved and including the owner / principal contractors to review a job plan for purposes of establishing awareness of individual responsibilities. Written meeting minutes will be distributed to all attendees prior to execution of work.
4. The Contractor's supervisor shall install either a scissor type ganglock or tag on the isolating device.
5. Skyline Refrigeration supervisor shall satisfy themselves that the equipment or system is correctly and fully locked out, stored energy is discharged (zero energy attained) and the equipment recorded as inoperative.
6. Workers who will be working on the equipment shall, in addition to the supervisor, place their own individual locks on the isolating device(s). Keyed locks to be used, combination locks are not to be issued or used.
7. Tag-out of equipment or control devices are to be done on a non-conductive material and to contain the following in written information:
 - a. words directing persons not to start or operate the equipment
 - b. the date when the tag was installed; and
 - c. the workers' or supervisors name and signature.
8. Workers are to remove their own individual locks when they are no longer working on that equipment.
9. When the work is completed and after all personal locks have been removed, Skyline supervisor is to make a final check of the equipment before removing his/her lock to ensure that it is safe to operate before proceeding with clearing the lock-out.
10. No worker shall remove any personal lock other than his/her own except for Lock Removal By Others Procedure. Unauthorized removal of a lock is cause for immediate dismissal.
11. If a worker has left the job site (quit, discharged, or injured) the personal locks must be removed from service using the Lock Removal by Others Procedure.
12. Double Shift - workers leaving the job site will remove their personal locks which are to be immediately replaced by personal locks issued to workers coming on shift.

A master key for personal locks shall be kept by the supervisor in a secure location and shall only be used by that supervisor or his/her designate exercising the following procedures.

1.3.1 LOCK REMOVAL BY OTHERS

Before a personal lock is removed by others the following conditions MUST be satisfied.

1. The workers or person owning the personal lock must be positively identified.
2. All reasonable efforts must be made to contact the worker who installed the lock (in camp, home, etc.) and have him/her come to site and remove the lock.
3. If the worker cannot be contacted or is incapable of removing his/her lock, the supervisor of that worker, the owner and the principal contractor together must ensure that no other workers will be endangered if the lock is removed and that no equipment or machinery will be damaged.
4. A representative from the Contractor's Safety Committee shall be present when locks are removed in the absence of the lock owner. Should an investigation determine the particular lock is still essential to eliminating a potential hazard then the lock removed shall be immediately replaced by a lock owned by another worker on site who would be appointed to take over from the absentee.
5. Lock removal should be done with the master key, with cutting the lock off being the last resort.
6. That all information regarding the personal lock removal is documented on the Lock Removal Form.

Page# _____

Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:

◆ ————— ◆
 This safety information does not take precedence over applicable government legislation
 with which all workers should be familiar.

Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:
Equipment Tag #	Date Locked:	Date Unlocked:
Lock #	Worker:	Worker:

Locks issued to an individual worker shall be operable only by that worker’s key and by a master key, held by the supervisor and for emergency use only.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Job Procedure: **BAND SAW**

Date Developed: **May 11, 2020**

Developed by: **Keith Freeman/Jason Roznowski**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Band saw

as required for work Gloves, safety glasses, hearing protection

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Set the tool on a firm surface with adequate support for the tool and stock on both sides of the tool
2. Check condition of cord, be aware of grounding issues.
3. Ensure the saw and blade is in good condition. Test run the saw before cutting to ensure blade alignment is correct.
4. Check that the safety switch is in correct operating condition.
5. Set up saw in such a way that your work will not cause a hazard for other workers.
 - a. Be aware of fire hazards.
 - b. Will the saw and stand be out of the way of the public?
6. Be sure to secure stock in saw before work begins.
7. Be sure saw is working properly, then begin by setting running saw blade gently against stock.
8. Do not apply excessive pressure. Let the saw do the work.
9. Once stock is cut to proper length, turn off power and let blade come to a stop.
10. Release stock and file off any burrs as needed.
11. Be careful not to grab the end of the stock as it may be hot or have burrs.

Job Procedure: **CUTTING – ANGLE GRINDER**

Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Angle grinder, vice

as required for work

Gloves, safety glasses, face shield

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Workers are to be trained and competent prior to working with this equipment and using the correct PPE. Perform Hazard Assessment addressing equipment, site conditions, etc. and re-assess as conditions change
2. Ensure the power tool is in good condition, wheel held securely in the tool, not chipped or cracked. Correct type of grinding/cutting wheel for the material being cut and correct rating for the tool being used.
3. Ensure factory provided guards are in place and properly adjusted for the work at hand
4. The side of a grinding wheel is NEVER to be used for grinding, except in an angle grinder equipped with the CORRECT wheel for this purpose.
5. Check for grooves on the side of the grinding /cutting wheel. Wheels with grooves, burn marks or other evidence of side grinding shall be immediately discarded. They are NOT TO BE USED.
6. Check condition of cord, be aware of grounding issues.
7. Plan your work. Adjust the guard as required before you start cutting and consider the following:
 - a. What will happen as your cut gets deeper (binding, guard interference, etc.)?
 - b. Plan your direction of entry into the cut to avoid binding.
 - c. Where will the sparks go? Be aware of fire hazards.
 - d. If a wheel disintegrates, will the pieces fly towards yourself or other workers?
 - e. Where will the cut off piece go, fall on your feet? Down a floor drain?
8. Grasp the grinder firmly as per the manufacturers design intention.
9. Stand firmly, be prepared for the kickback when the tool starts and when it contacts the material and be prepared for kickback if the tool binds in the cut.
10. Keep all body parts out of the path of kickback.
11. Use the main and secondary handle, avoid holding the tool by the body, unless tool design is intended to allow this.
12. Start the grinder, let it come up to speed and begin the cut by GENTLY setting it against the piece to be cut.
13. Let the speed of the tool do the work, do not apply excessive pressure against the piece to be cut
14. As you get to the end of the cut be prepared for the tool to slip through the last little bit of cut, ease up on the pressure to avoid losing your balance
15. Once the cut is complete, let the tool come to a complete stop then set it down, ensuring the power switch isn't activated in the process.
16. Cut pieces will be sharp and hot, use caution when picking them up.

Job Procedure: **CUTTING – CHOP SAW (Cut-off Saw)**

Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Chop Saw

as required for work

Gloves, safety glasses, face shield

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

12. Perform Hazard Assessment addressing equipment, site conditions, etc. and re-assess as conditions change
13. Workers are to be trained and competent prior to working with this equipment
14. Set the tool on a firm surface with adequate support for the tool and stock on both sides of the tool
15. Ensure the power tool is in good condition. Check that the safety switch is in correct operating condition, the wheel is held securely in the tool and that the wheel is not chipped or cracked.
16. Direct sparks away from flammable or damageable surfaces. Protect these surfaces with a non-flammable cover (piece of drywall)
17. The side of a cut-off wheel is NEVER to be used for grinding, not even to “just take off the burr” (unistrut, threaded rod, conduit).
18. Check for grooves on the side of the cutting wheel. Wheels with grooves, burn marks or other evidence of side grinding shall be immediately discarded. They are NOT TO BE USED.
19. Check condition of cord, be aware of grounding issues.
20. Set up in such a way that your work will not cause a hazard for other workers.
 - a. Be aware of fire hazards.
 - b. If a wheel disintegrates, will the pieces fly towards other workers?
21. Set the stock in the tool, clamping it securely with the tool clamp.
22. Start the saw, let it come up to speed and begin the cut by GENTLY setting it against the piece to be cut
23. Let the speed of the tool do the work, do not apply excessive pressure against the piece to be cut
24. As you get to the end of the cut be prepared for the tool to slip through the last little bit of cut
25. Once the cut is complete, let the tool come to a complete stop before removing the piece from the vice.
26. Cut pieces will be sharp and hot, use caution when picking them up.

Job Procedure: **Electric Pressure washer**

Date Developed: **Aug 12,2024**

Developed by: **Keith Freeman/Sheila Christiansen**

Date: **Aug 23, 2024**

Equipment Required

Material Required

PPE Required

Simonize Pressure Washer

as required for work

Safety glasses, gloves

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Connect the pressure hose to the pump outlet and gun connector. Hand tight only
2. Check the filter screen on the inlet adaptor then connect the garden hose to the inlet adaptor using clean, cool water (>40C) and turn on the water tap
3. Release the safety trigger if it is locked
4. Purge air from the water hose, pump, hi pressure hose by squeezing the trigger on the gun until there is a steady stream of water coming from the end. Removing the spray nozzle tip helps relieve the air faster. Once a steady stream of water is coming out, the system is clear of air. Re-install nozzle tip
5. Plug unit into a 120V power source
6. Push the on/off button, LED indicator will turn red color and the machine is ready to operate.
7. Pressure wash equipment. Do not point the wand at yourself or any other person. Take care not to spray soft surfaces, seals, etc as this could damage if sprayed to close to the surfaces
8. Careful not to bend the coil fins when washing evaporator or condenser coils
9. Push the on /off button again to set the machine to off mode once the job is complete.
10. Unplug the power cord
11. Turn off the water supply and release the pressure in the hose by pulling the trigger on the pressure washing gun before disconnecting the lines.
12. It is recommended to take a 5 minute break for every 1/2hr of use to let the pump cool down.
13. If storing the unit for the winter months, turn off the water and plug in and turn on the unit, then pull the trigger until the water stops. Quickly turn off the pump. Add antifreeze into the unit to prevent freeze up

Job Procedure: **EQUIPMENT TAGGING**

Date Developed: **May 10,2021**

Developed by: **Keith Freeman**

Equipment Required

Material Required

PPE Required

The equipment being tagged

as required for work

as needed

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

This procedure is used for making all technicians onsite aware of the current status of the equipment.

Units are to be tagged when the work has not been completed and will be left for a period of time.

Tagging can also be used for service inspection which will have the date of inspection and who the inspection was done by.

The tech will also leave any comments or safety precautions that should be considered for future inspections

Tags will be used for any equipment lock out with information due to the status of the unit

Job Steps

1. Before leaving the area or the site, clarify the status of equipment.
2. Retrieve a tag from toolbox or document folder.
3. On the tag enter the date with day, month and year, the technicians name, an equipment ID# if applicable.
4. The technician will note the current status of equipment. i.e.: waiting for parts, repair / install complete not charged, system closed charged waiting for controls, etc.
5. Add any other needed information as noted above, use additional tags if needed.
6. Install the tag(s) where it/they can be readily seen, near controls or disconnect.

Job Procedure: **HI-JACK (lifting / lowering equipment)**

Date Developed: **Feb 15, 2019**

Developed by: Darrel Frisken

Last Review: **Aug 19, 2021**

Equipment Required

PPE Required

Hi Jack (base, lift platform, vertical and platform extensions

Gloves, Safety Glasses

Plywood for base, jack handle)

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Check weight of unit against load capacity of Hi-Jack. Do not use if over-weight.
2. Load all parts of Hi-jack into truck, using care not to get fingers or hands pinched.
3. Drive to site.
4. If removing unit, check weight of unit against load capacity of Hi-Jack. Do not use if over-weight.
5. Haul all required parts into work area and set up, again being observant of pinch points.
6. Ensure work area is safe for workers and public. Use caution tape or barricades as needed.
7. Set brakes on Hi-Jack.
8. Put equipment to be lifted onto platform (or jack platform up to equipment being taken down).
9. Consider strapping or securing the “piece” to the Hi-Jack platform
10. Taking into account the possibility of uncentered weight of unit to be moved (compressor on one end, etc.) ensure the equipment is balanced properly on platform and does not exceed the lift weight capacity and is not too big.
11. COMMUNICATE! Tell your partner what you’re doing, which direction you’re moving, where the load is going, etc. prior to making any movements to ensure that no unexpected events occur which could destabilize the lift.
12. Jack platform up (or down). No worker shall stand directly under platform.
13. The observing worker should stabilize the Hijack as it is being used and ensure the equipment doesn’t shift and is balanced and stable on platform.
14. The observing worker should also observe that it is not going to hit or bump against any obstructions that could cause damage or could shift the equipment, putting it out of balance.
15. If movement of the Hi-Jack is required to clear obstructions during the lifting/lowering procedure, one worker will stabilize the load on the Hi-Jack and keep it the load and the jack from tipping while the second worker nudges the Hijack in the required direction, communicating all movements prior to moving.
16. If equipment is being moved off the platform one worker shall stabilize the base while other workers carefully slide equipment off.
17. Jack the platform down, being careful not to hit any obstructions.
18. Load all parts of Hi-jack into truck, transport back to shop and unload.

Job Procedure: **Honeywell Microclip XL operating procedure**

Date Developed: **Sep 19-23**

Developed by: Keith Freeman

Last Review: **n/a**

Equipment Required

PPE Required

Honeywell Microclip XL personal monitor

Gloves, Safety Glasses

ONLY CERTIFIED TECHNICIANS MAY USE GAS MONITORS. Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing this work.

Job Steps

1. Always refer to the manufacturer's operation manual for complete operating instructions and initial set up procedures if unsure of any operations.
2. Before turning on, the monitor should be in "fresh air" with no contaminants for which it will be testing. For example, initiating the monitor with the presence of a flammable substance or H₂S will cause the unit to read that level of contamination as "zero" contamination in step #6.
3. To activate the monitor, press the power button. An audible tone will sound indicating that the unit is on and warming up and the monitor will then run through a self diagnostic test to determine if the 4 sensors, battery, visual and audible alarms are operating correctly.
4. The operator MUST allow a two-minute warm up period before the recommended daily bump test is performed on the monitor to operate in normal run mode. The LCD screen will display ambient gas readings.
5. Once operational the monitor begins recording the peak (maximum) gas exposure; calculating the short-term exposure level (STEL); and calculating the time-weighted average (TWA) exposures
6. Once the message screen reads 'TEST OK', the monitor will auto zero the sensors then will be ready for a bump test. Place the monitor in the docking station, lock it into place and press the 'BUMP' button.
7. Once the test is complete, it will show a green pass light. For any test performed, if the unit fails and shows a red light, advise your supervisor as it will need to be sent away for repair.
8. The Micro clip XL monitor must also be calibrated once every 180 days. Once the calibration is due, place the monitor on the dock and lock into place. Press the calibration button and wait for the calibration to fully complete. This procedure could take up to 5 minutes. After the calibration is successful, there will be a green light indicator. A red light will indicate a failed test and the monitor screen will show what has caused the failed status. The unit should not be used. Advise the supervisor if the monitor fails the calibration test.
9. Record the calibration date in the log book.
10. During use in the field, if there is an alarm due to gas detection or low oxygen levels, the monitor will vibrate, audible sound will beep and light will flash letting you know to evacuate the area safely as per site requirements.
11. Contact your field operator / permit issuer to verify when you may return to work. Ensure permits are updated before returning to work.
12. Ensure the monitor is plugged into the charger at the end of each shift so it is ready to go the for the next use. If there are any issues with the monitor during use, tag the monitor 'OUT OF SERVICE' and notify your supervisor.

Job Procedure: **LOCKOUT / TAGOUT – Simple (All energy sources)**

Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required
n/a

Material Required
as required for work

PPE Required
as required for task

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Comments

The simple Lockout / Tagout Procedure is to be used in the case where a worker is working on one piece of equipment and no other workers or trades are involved. If the work involved requires coordination between multiple workers, multiple trades, multiple crews, multiple shifts or any combination of these, the COMPLEX LOCKOUT PROCEDURE AND SYSTEM will take precedence.

Simple Lockout Steps

1. Perform Hazard Assessment and put on appropriate PPE
2. Together with Client or Client's representative, identify equipment to be serviced, power sources and controls
3. Discuss client systems with client to ensure both parties understand the ramifications of the equipment being locked out and have back up plans in place in case repairs are not completed in time for critical need equipment such as emergency generators, sewage/sump pumps, etc.
4. Assemble all required tools and parts to ensure the lockout is as short a duration as possible. Do not start at end of day, unless an emergency.
5. De-energize all power sources (electrical, air, hydraulic, etc.) and isolate as required.
6. Lockout and Tag all energy sources (electrical, air, hydraulic, etc.) as well as controls. Tags should note workers name, cell # and reason for lockout. If applicable the tag should also note the equipment type (pump, actuator, etc.), system (e.g.: cooling tower #1) Location and ID #.
7. If possible, request that the owner or owner's representative also install a lock
8. Combination locks are not to be used.
9. Test equipment to ensure all latent energy (electrical, air, hydraulic, etc.) has been relieved.
10. If desired, physically disconnect the device being serviced at the device and marrette the ends.
11. Repair / maintain equipment as required.
12. If power source is disconnected, confirm locks are still in place and zero energy state is attained, then reconnect.
13. Clean up work area in preparation for a successful startup.
14. Together with Client or Client's representative, remove lock(s) from all sources of energy, re-energize and bump start (test equipment for short duration functionality). TAGS REMAIN IN PLACE.
15. Once systems are started, remove all tags and destroy.

Job Procedure: **LOCKOUT / TAGOUT – (Testing Electrical energy source)** Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required
Meter

Material Required
as required for work

PPE Required
as required for task

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Comments

Precautions and Advisory Comments

- For positively safe conditions it is essential whenever possible to avoid working on live circuits. If you must work live, INSULATE all opposite phases and grounds and ISOLATE yourself from the phase you are working on. Use insulated tools with a minimum exposure of metal materials.
- Never work alone on live circuits. Make your partner aware of your next move, and ensure that inadvertent contact with one another will not create a circuit between phases or to ground.
- Until positive that the circuit is dead, assume it to be live and rated at full voltage. Don't take anyone's word for it - test yourself to assure the circuit in fact is de-energized. Tag or use lock-out locks.
- Don't work on any live electrical apparatus when hands or clothing are damp or wet.
- Don't wear rings, watches, jewelry, or a metallic hard hat. A hard hat with a Class B minimum rating should be worn.
- Wear safety shoes in good condition with neoprene, crepe or rubber soles. Shoes with badly worn soles provide little insulation.
- INSULATING BLANKETS should be used to cover all live components 600 volts and over, as well as grounds and enclosure metal.
- Bare fingers or hand shall not be used to determine whether a circuit is alive.
- Always be sure your portable tools are grounded through a three-prong plug or double insulation. Tools should be checked before using for internal shorts. Circuits used should be protected by a GFCI.
- When working on a circuit be sure to lock open the supply disconnect switch. It should be tagged to make sure nobody tries to close it
- Beware of ungrounded 480-volt circuits. The first ground on such a system will not cause the over-current protection to trip. The second ground will, but at the point of the ground a dangerous flash will occur. Know the voltage of circuit you are working on.
- Be aware of the approachable distances to exposed live parts to protect against shock hazards and arc flash.

Job Steps (Lock and Tag – Electrical – cont'd)

1. Perform Hazard Assessment addressing equipment, site conditions, etc. and re-assess as conditions change
2. Stand on insulating mats if possible
3. Voltage testing shall be performed only with approved test tools or equipment. Improvised or homemade devices (i.e. lamps in series) are items that can expose the user to extremely hazardous conditions and should never be used. Workers should take the following precautions when making voltage tests on low voltage equipment using a portable meter:
 - a. Set the meter to the correct mode and voltage range. If possible check its operation on a 120 volt convenience outlet (i.e. a system with a low available fault current). Multi-range instruments should always be set to their maximum voltage range when not in use.
 - b. Use a single-function meter (volt/ammeter) rather than a multimeter if possible.
 - c. The meter case should be heavy enough to indicate a significant amount of insulation. The case should be large enough to enclose non-arcing 600 v fuses in the current measurement input circuit. Measurement ranges should be unambiguously marked.
 - d. Check that the insulation on the instrument leads is in good condition. If they are not the original leads, make sure that they are rated at 1000 volts or more.
 - e. Use only a minimum amount of exposed metal at the prod tips to avoid short-circuiting closely spaced live parts. Don't use bare alligator clips.
 - f. Where possible, test on the load side of the fuse or circuit breaker having the smallest rating.
 - g. When testing circuits, hang or rest meter if possible and keep one hand in your pocket. This decreases the chance of a closed circuit across your chest and through your heart.
4. When testing live circuits:
 - a. Connect neutral first
 - b. Then hot second.
 - c. After taking the reading, disconnect the hot first, and grounded lead second.
 - d. Do not make or break connections simultaneously as this could result in arc flash

Job Procedure: **NATURAL GAS SYSTEMS, Opening/working on related components** Dev: **Feb 15, 2019**

Developed by: Darrel Frisken

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Hand tools, pipe wrench

Pipe Dope

Gloves, Safety Glasses

Manometer / Pressure gauge

Voltmeter

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Refer to Control of Hazardous Energy COP - Switch unit off, lock and tag and check with meter to make sure there is no power present and unit cannot start.
2. Eliminate any other possible sources of ignition or spark from area.
3. Close manual (hand) gas valve ahead (upstream) of work area, usually located on piping close to unit.
4. Clean dirt and debris from fittings / parts to be loosened, removed or serviced.
5. Crack union closest to work area to loosen just enough to relieve gas pressure and then ensure no pressure remains in piping.
6. Take apart piping to get at and take out component to be worked on.
7. Protect open ends of pipe, etc. to prevent contaminants from entering the system.
8. Make needed repairs, replace parts, etc. as required.
9. Reassemble system using pipe dope on all gas fittings and tighten immediately. Do not leave a fitting loose, or hand tight, thinking to put a wrench on it later.
10. Open manual gas valve. Check for leaks using leak detection soap on all fittings that were taken apart or repositioned as well as adjacent fittings. If it is cold in area of work use appropriate low temperature soap.
11. After ensuring all fittings are tight and secure, follow the Control of Hazardous Energy COP instructions to return power to the unit
12. Restart the unit using the manufacturer's start up procedure / sequence.

Job Procedure: **PORTABLE FIRE EXTINGUISHER USE**

Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Fire Extinguisher

N/A

Gloves, safety glasses, face shield

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Comments

1. Only attempt to fight the fire if:
 - a. You are adequately trained
 - b. You have the right TYPE of extinguisher for the type of fire
 - c. You have the right SIZE of extinguisher for the size of fire
2. Evaluate the situation, plan your attack and safe retreat. Think twice about fighting the fire if you are alone, you have no rescuers available if you are overcome.
3. Ensure you can safely leave the room/area if you are not successful in putting out the fire – keep your back to the door!
4. If help is available, have someone else summon the fire dept. while you fight the fire

Job Steps

1. Retrieve the extinguisher from its location.
2. Check the expiry date, the extinguisher may not work if it is far outdated.
3. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances.
4. TIP / TAP. Turn the extinguisher upside down and tap it to ensure the extinguishing powder is not solidified.
5. Pull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
6. BEFORE APPROACHING THE FIRE, give a short burst to ensure the extinguisher is functional.
7. Fight the fire from upwind of it. Face the fire with your back to the wind and move towards it.
8. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.
9. Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
10. Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
11. Using a sweeping motion, spray side to side, advancing as required, until the fire is completely out.
12. Remember: Aim at the base of the fire, not at the flames!!!!
13. After use return the expended unit for recharging and ensure it is replaced

Job Procedure: **PORTABLE LADDERS, EXTENSION – SETTING UP & USING** Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required
Extension ladder

Material Required
as required for work

PPE Required
as required by Hazard Assessment

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

13. Perform Hazard Assessment addressing equipment, site conditions, etc. and re-assess as conditions change. Evaluate the work you are considering.
 - a. Should it be done with an aerial work platform, scaffold or other device?
 - b. Are there overhead power lines or other obstructions?
14. If a ladder is the correct device to use, select the proper size and type. Remember an access ladder must extend 1 meter above the point of entry / exit and be secured at that point.
15. Check the ladder for defects (missing parts, loose rungs or spreaders, cracks, broken parts). If any are found, remove the ladder from service and tag it as defective.
16. If conditions (wind, terrain, size of ladder) require it, get help to set up the ladder.
17. To set up a large ladder, have one worker hold the feet of the ladder and a second worker “walk” the ladder into an erect position.
18. Be aware of conditions that may cause workers to lose their grip or footing on the ladder.
19. Set both feet of the ladder on a firm, level surface, not subject to shifting due to thawing, settling or other causes. It is better to dig a ladder in than to provide shims or blocks (that may shift and fall out). If shims/blocks are needed, ensure they are large enough to properly distribute the load and that they cannot shift or be knocked over by other workers or site activities.
20. Extend the ladder to the correct height and ensure the BOTH extension locks are secure.
21. Clear material away from the base where workers get on and off the ladder.
22. Once the ladder is set up, face the ladder, grasp with two hands and step onto the lowest rung. With your full body weight on the ladder, give it a light wiggle and shake to test the set-up, adjust if required.
23. To use the ladder, maintain three point contact at all times while on the ladder and always face the ladder. Maintain your center of gravity between the ladder rails (belt buckle between the rails)
24. Do not carry tools or materials up or down the ladder, use a hoist rope or your tool pouch instead.

Job Procedure: **PORTABLE LADDERS, STEP SETTING UP/USING**

Date Developed: **Feb 15, 2019**

Developed by: **Personnel noted in review records**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Extension ladder

as required for work

as required by Hazard Assessment

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Perform Hazard Assessment addressing equipment, site conditions, etc. and re-assess as conditions change. Evaluate the work you are considering.
 - a. Should it be done with an aerial work platform, scaffold or other device?
 - b. Are there overhead power lines or other obstructions?
2. If a ladder is the correct device to use, select the proper size and type.
3. Check the ladder for defects (missing parts, loose rungs or spreaders, cracks, broken parts). If any are found, remove the ladder from service and tag it as defective.
4. If conditions (wind, terrain, size of ladder) require it, get help to set up the ladder.
5. Be aware of conditions that may cause workers to lose their grip or footing on the ladder.
6. To set up a large ladder, have one worker hold the feet of the ladder and a second worker “walk” the ladder into an erect position.
7. Set all four feet of the ladder on a firm, level surface, not subject to shifting due to thawing, settling or other causes. It is better to dig a ladder in than to provide shims or blocks (that may shift and fall out). If shims/blocks are needed, ensure they are large enough to properly distribute the load and that they cannot shift or be knocked over by other workers or site activities.
8. Ensure the ladder braces (spreaders) are fully set and the ladder is level, adjust if required.
9. Clear material away from the base where workers get on and off the ladder.
10. Once the ladder is set up, face the ladder, grasp with two hands and step onto the lowest rung. With your full body weight on the ladder, give it a light wiggle and shake to test the set-up, Adjust if required.
11. To use the ladder, maintain three point contact at all times while on the ladder and always face the ladder. Maintain your center of gravity between the ladder rails (belt buckle between the rails)
12. Do not carry tools or materials up or down the ladder, use a hoist rope or your tool pouch instead.
13. Do not stand on the top of the ladder (the platform) or the next rung down.

Job Procedure: **REFRIGERATION SYSTEMS, PUMP DOWN/OPEN UP**

Date Developed: **Feb 15, 2019**

Developed by: Darrel Frisken

Last Review: **Aug 19, 2021**

Equipment Required

**Ladder, Rope, Pail, Hand tools,
Refrig gauge set, electrical meter**

Material Required

as required for work

PPE Required

**Gloves, Safety Glasses
Knee pads if desired
(Possibly face shield)**

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Load equipment and ladder into truck
2. Drive to site.
3. Assess site and job, set up ladder if needed.
4. Take tools and equipment to work area. If on roof, use rope and pail to haul up equipment and parts. Do not carry these up the ladder to ensure three point contact on ladder.
5. Remove unit panels as needed.
6. Identify all moving parts or other items that may injure, stay clear at all times until powered off.
7. Attach gauges to system.
8. Close proper valves as needed to isolate the part to be serviced.
9. Stay clear of moving parts, such as fans, and electrical power during pump down.
10. Start unit and run until there is no pressure in the part of system to be worked on. Ensure that solenoids are powered as required.
11. Refer to Control of Hazardous Energy COP - Switch unit off, lock and tag and check with meter to make sure there is no power present and unit cannot start and that solenoid valves do not open.
12. Consider use of full face shield if opening up a system that may contain large quantities or unusually high pressures.
13. With gloves on, verify zero pressure in system by loosening the part to be opened up or taken off before taking bolts or fittings right off to ensure there is no pressure.
14. Take part off, keeping head off to the side and wearing safety glasses, gloves, in the event refrigerant pressure and/or oil and/or liquid do come out (eg. If a valve doesn't hold or if a blockage lets go).
15. Change or repair part
16. Pressurize with 20 to 30 psi of...
 - a. Nitrogen if purging to atmosphere
 - b. Refrigerant if not purging
17. Replace refrigerant (if required) bleed, vent, pressurize, and open up system.
18. Follow the Control of Hazardous Energy COP instructions to return power to the unit
19. Restart the unit using the manufacturer's start up procedure / sequence.
20. Check for proper pressures, no leaks and correct cycling of all systems.

Job Procedure: **REFRIGERANT, RECOVERING**

Date Developed: **Feb 15, 2019**

Developed by: Darrel Frisken

Last Review: **Aug 19, 2021**

Equipment Required

Ladder, Rope, Pail, Hand tools,

Refrig gauge set, extension cord, Scale

Voltmeter, recovery unit and cylinder(s)

Material Required

as required for work

PPE Required

Gloves, Safety Glasses

Knee pads if desired

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Load equipment and ladder into truck.
2. Drive to site.
3. Assess site and job, set up ladder if needed.
4. Take tools and equipment to work area. If on roof, use rope and pail to haul up equipment and parts. Do not carry these up the ladder to ensure three point contact on ladder.
5. Refer to Control of Hazardous Energy COP - Switch unit off, lock and tag and check with meter to make sure there is no power present and unit cannot start.
6. Remove unit panels as needed.
7. Attach gauges to system and to recovery unit and attach hose to recovery cylinder. Ensure all hoses are attached as indicated on recovery unit.
8. Locate a plug in and run an extension cord to recovery unit and connect.
9. Open valves on unit being drained as indicated on recovery unit and ensure there are no leaks from hoses or fittings.
10. Start recovery unit and recover all refrigerant from system.
11. Monitor the process to make sure the cylinder does not get overfull, weighing it if necessary.
12. Ensure the system pressure is brought to zero psi.
13. If opening up system, loosen the part to make sure there is no pressure in system before taking it right off.

Job Procedure: **RIGID PIPE THREADER**

Date Developed: **April 24, 2020**

Developed by: **Keith Freeman/Jason Roznowski**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Rigid Pipe Threader

as required for work

**Gloves, safety glasses,
hearing protection**

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Setup threader and stand on a firm surface with adequate support for the tool and stock on both sides of the tool
2. Set up in such a way that your work will not cause a hazard for other workers,
 - a. Be aware of fire hazards.
 - b. Will the thread cutter, cords and material be out of the way of workers and the public? Out of traffic areas?
3. Check condition of cord, be aware of grounding issues.
4. Inspect as per manufacturer's requirements to ensure the threader is in good condition.
5. Check operation of the foot operating switch, ensure it is not sticking and in good condition.
6. Be sure to secure pipe in threader before work begins.
7. Be sure oil feeder is working properly, check for proper die set and for proper size setting. Ensure auto release is set to pipe size. Begin to thread pipe by pressing the foot switch.
8. Once pipe is threaded to proper length, release the foot switch, remove the pipe and check the threads for burrs and quality.

Job Procedure: **ROOF TOP UNIT, Hoist and place**

Date Developed: **Feb 15, 2019**

Developed by: Darrel Frisken

Last Review: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Picker/Crane c/w rigging & tag line

RTU

Gloves, Safety Glasses

Barricades, trade tools

HiVis for signaller

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

BEFORE THE DAY OF THE LIFT

1. Check site for hazards such as power lines or any other issues which may require permits, permissions, other personnel (power company attendance, etc.)
2. Arrange with property owner, authorities (city, town, power, etc. if required) ahead of time.

DAY OF LIFT

3. Load, haul and spot unit on trailer as per applicable SWP/SJPs.
4. Guide crane/picker into place and assist operator to set up barricades, signage etc. if required.
5. Conduct a pre-job meeting with all personnel to confirm that
 - a. Personnel required as per 1 & 2 above are present and all personnel have signed on to the hazard assessment.
 - b. Only the signaller is to signal the crane,
 - c. The crane signals have been confirmed and are understood, and
 - d. Personnel are not to stand under the load nor place body parts between the load and points of contact (curb, ground, etc.)
6. Confirm weight of unit with operator and that all rigging components have been inspected and are of sufficient strength as per the tags on the rigging. No piece of rigging shall be used that does not have a manufacturer's tag or marking with its rated capacity and no piece of rigging shall be used beyond its rated capacity
7. Conduct lift calculations if the lift is over 75% of the lifting unit's capacity.
8. Assist the competent rigger to connect the unit and attach to the crane hook.
9. Attach tag line to the unit to prevent it from swinging and to control it during the lift.
10. Ensure that the public inside the building is protected and take the covering off the roof curb opening.
11. Apply roof curb sealant as required.
12. Ensure competent signaller(s) are in place, with radio communication if required.
13. Lift the unit to the height required to clear obstructions and move it into position
14. Lower the unit down near to the curb and stop.
15. Ensure all people, body parts, tools, etc are out of the way and then continue to lower the unit onto the roof curb. Hands should not be on the lower part of the unit where they may slip under the unit and be caught between it and the curb.
16. Once set in place remove rigging unit and guide operator to retract/lower boom as required.
17. Connect ducting, electrical, gas line and refrigeration piping as required and as per applicable practices, SWP/SJPs.

Job Procedure: **ROGERS ACCESS KEY**

Date Developed: **May 10,2021**

Developed by: **Keith Freeman**

Equipment Required

Material Required

PPE Required

Cell Phone, Rogers eCLIQ Key

as required for work

none

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Turn phone on by using pushing and holding the right-side button
2. Once phone is on, the access password is 550952
3. Open the eCLIQ APP on the home screen
4. Once APP is open, set the key flat on the table, then turn upright on its side for 3 seconds, then back flat on the table. The Key will then beep and turn on.
5. The Key is now discoverable for 2 minutes
6. The APP will then connect to the key
7. Push the 'UPDATE' button on the phone
8. Then push the 'ACTIVATE' button on the phone
9. To use the Key onsite, simply push the key into the handle of the door through the weather proof gromet and turn
10. The Key can only be updated with a WiFi signal to the phone
11. The activation code is good for 7 days then must be reactivated
12. Refer to the troubleshooting manual that is in the Rogers eCLIQ package if having issues with setting up the key or see a manager for assistance

Job Procedure: **SCISSOR LIFT, LOADING AND TRANSPORTING**

Date Developed: **Feb 15, 2019**

Developed by: Darrel Frisken

Last Review: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Chains, chain binders, snipe

n/a

Gloves, Safety Glasses

Correct capacity vehicle & trailer

Fall Protection PPE

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. When backing up, a spotter should be used to guide the driver and to ensure protection of other workers and public. The driver must maintain a constant view of the spotter and follow the agreed upon signals.
2. Back truck up to trailer (spotter)
3. Lower the trailer on to the truck ball ensuring the hitch is seated on the ball, latched and secured properly. Raise the trailer foot as high as it will go. Connect up the safety chains in a crossing fashion, attach the brake cable and trailer plug. Walk around and inspect the trailer and connections. Check the tires and all lights.
4. Drive (or back) the trailer into position to load (and unload), preferably on a flat and level area.
5. Set the truck in park and engage the park brake. This avoids stress on the transmission when the weight of the lift moves the truck back and forth.
6. Disengage the lever to lower the trailer bed. Stand on the end of the bed to lower it, making sure there are no obstructions under it. Check the bed for snow, mud, ice, etc. Correct as required.
7. Perform pre-start inspection for lift. Certified operator will don fall protection PPE and drive the lift, as per training, to trailer.
8. Align the lift parallel to and several feet from the end of trailer. Once aligned, slowly drive the lift straight up the bed and on to trailer, slowing down as bed starts to tilt downward. Drive lift to just before the join where the tilt bed meets the permanent part of the bed, roughly centering the lift on the trailer. Shut down lift and safely exit.
9. Secure the bed by placing the bed lever in proper position and secure with clip.
10. Secure the lift to the trailer with chains through the manufacturer approved tie-downs at the front and back of the lift. Attach chains to the trailer ahead of the lift at the front and behind the lift at the back. Put the hooks down through the trailer then back up to hook on side bracing.
11. Pull chain tight and attach both ends of open binder. Pull binders closed, making sure they are tight. Use a snipe if needed. Put anchors through binders and secure with clips. Wrap excess chain around itself to prevent it from dragging.
12. Do a final inspection of the truck, trailer, trailer hook up and the security of the lift.
13. Depending on the distance to be travelled, periodic inspections of the load may be needed and it may need to be re-secured as per the instructions above.
14. When re-securing or unloading, the binders may be under tension. When releasing them, be aware of the position of your head and other body parts and keep them out of the area where the binder may swing. The binder handle may release very quickly and with great force.
15. Unload in reverse order.

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Job Procedure: **TRAILER CONNECTION**

Date Developed: **May 11, 2020**

Developed by: **Keith Freeman/Kevin Borzel**

Date: **Aug 19, 2021**

Equipment Required

PPE Required

Truck and Trailer with matching ball and hitch

Gloves

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Ensure truck ball and trailer receiver (hitch) are correct and matching size before backing in.
2. Unless the driver is alone, a competent signaler (spotter) must be used to assist with backing in and connecting the trailer.
3. When using a spotter, if the driver loses sight of the spotter for ANY length of time, even momentarily, the driver **MUST IMMEDIATELY STOP** and not proceed until a visual is re-established.
4. Hand signals will be used to guide the driver into the proper position to align the hitch and the trailer. Signals and signaling system must be established prior to using this procedure.
5. **THE GUIDE PERSON MUST NOT STAND BETWEEN THE TRUCK AND TRAILER WHEN GUIDING THE TRUCK INTO PLACE. STAND TO THE SIDE TO AVOID ANY POTENTIAL PINCH POINTS.**
6. Once the hitch ball is properly positioned under the trailer receiver, put the truck in park and using the jack, lower the trailer receiver onto the ball of the hitch.
7. Verify that the ball size matches the trailer hitch. Once the truck ball and trailer hitch are connected, ensure the hitch is fully latched and secured.
8. **PINCH / CRUSH HAZARD - DO NOT DO THIS WITH YOUR FINGER.** Ensure the “tongue” inside the hitch is properly engaged **UNDER** the ball, not above. **VISUAL CHECK IS REQUIRED.**
9. Connect electrical from the trailer to the truck and check brake, signal and clearance lights.
10. Hook up chains (crossed under the hitch) and emergency brake pull cord. Ensure chains have enough slack to allow cornering, but not so much that they drag on the ground.
11. Fully raise trailer jack so it will not make contact with the road when driving.
12. Make sure truck trailer break is set to the proper sensitivity so that the tires won't lock up upon braking. Adjust as needed. This will vary with the load on the trailer.

Job Procedure: **WELDING OR SWEATING OFF CONNECTIONS**

Date Developed: **Feb 15, 2019**

Developed by: Darrel Frisken

Last Review: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Hand tools, gauge set

Silfos Solder, sand cloth

Gloves, Safety Glasses

Acetylene torch, possibly fan

hearing protection

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Pump system down or recover refrigerant using appropriate procedure(s).
2. Ensure there is no pressure in part of system to be repaired. If there is any doubt this can be done by locating a gauge fitting close to the repair point or by partially cracking open a fitting or, if there is no other way to confirm, by drilling a very small hole. The small hole can be sealed up with a screw if there is pressure present and welded over when repair is done. Leave gauges or fitting cracked open to relieve pressure until repair weld is done.
3. If any refrigerant vapor has been released around repair site make sure the area is well ventilated before lighting a torch. Use a fan to clear the air if needed. The refrigerant vapor will become a poisonous gas if burnt by the torch.
4. Open the acetylene tank valve about one turn only and leave valve wrench on tank to enable quick closing of the valve if needed.
5. Open hose valve at the regulator and open the torch valve (at the torch handle).
6. Point torch tip away from you, others, flammables, etc. and light the torch with a sparker or lighter, keeping hand to the side, away from flame. Do not point the flame at yourself or anyone else or any combustible material.
7. Sweat / weld fitting to make repair.
8. When weld is complete, turn off torch at torch handle. If making more connections, the hoses may be left pressurized. If the torch will not be used for some time, turn off main valve on tank, upstream of regulator.

Job Procedure: **ZOOM LOCK**

Date Developed: **May 11, 2020**

Developed by: **Keith Freeman/Vance Webb**

Date: **Aug 19, 2021**

Equipment Required

Material Required

PPE Required

Zoom Lock, Tube cutter

Copper pipe/fittings

Gloves, safety glasses

Reamer, Sand cloth

Prior to using this Procedure, workers are to be trained and competent and shall be familiar with the regulatory standards governing the work set out in this document.

Job Steps

1. Slide battery into charger. Plug charger into a power source. Check to see that the charging light is on. When red light turns off and green light turns on, battery is fully charged. This may take up to 20 min.
2. Inspect tool following manufacturer's requirements, note the inspection on FLHA
3. Press the locking pin on the jaws, then rotate 45 degrees clockwise to release.
4. Slide jaw over Crimping Tool head, then depress locking pin until it clicks.
5. Slide charged battery into base of Crimping tool.
6. Calibration is recommended daily prior to use. Press and hold the trigger on the Crimping tool to calibrate. Hold the trigger until the hammer fully extends and retracts then calibration is complete.
7. Cut the copper tube using the supplied tube cutter. Do NOT use a hacksaw or reciprocating saw. This creates a rough surface area that may damage the O-ring and cause a seal failure.
8. ALL SHARP EDGES NEED TO BE ADDRESSED AS THIS MAY DAMAGE THE O-RING AND PREVENT PROPER SEAL.
9. Use the supplied deburring tool to remove any residual burrs from the outside and inside of the copper tube.
10. Use a heavy-duty scouring pad to clean the ends of the copper tubes to be joined. Tube ends should be free and clear of oxidation, dirt or debris.
11. Inspect the copper tube for deep grooves or markings that may cause leakage beneath the O-ring. Cut pipe with tube cutter, de-burr and smooth with sand cloth to create a clean smooth surface.
12. Use the depth gauge provided or the chart to determine the proper insertion depth. Mark the tube with a permanent marker to indicate proper insertion on every tube.
13. Push the fitting onto the tube. User the mark to assure insertion depth and secure fit.
14. Open jaw clamps of the Zoom Lock crimping tool.
15. Properly place the crimping jaws onto the fitting. Grooves in the jaws make it easy to align.
16. DO NOT CRIMP THE FITTING WITH THE JAW CENTERED ON THE O-RING.
17. Jaw must align between O-ring and outer Flange.
18. Press and hold the trigger on the Zoom Lock Crimping tool to begin the crimping process.
19. Continue to hold the trigger until the Zoom lock Crimping Tool completes its cycle.
20. Open the jaw of the Zoom Lock Crimping tool and remove from the fitting. If the jaws don't open, the crimping cycle was not completed. For manual override, slide the manual release button down located on the handle to open the jaw in case of emergency.

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

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5. Rules & Corrective Action Policy

5.1 GENERAL WORK RULES

1. All work is to be performed following applicable Safe Work Practices, Safe Job Procedures and in accordance with all legislated and industry standards.
2. Only competent workers or workers supervised by competent workers shall perform work for Skyline Refrigeration (2010) Ltd.
3. Running is not permitted, except in the case of extreme emergency.
4. Housekeeping is to be performed as work is executed and as per industry standards and applicable practice or procedure.
5. Incidents, injuries or "near misses," and unsafe acts and/or conditions regardless of their nature, shall be promptly reported to supervisors.
6. PPE must be worn as per the PPE Policy and according to a current and thorough hazard assessment.
7. Clothing shall be appropriate to duties being performed. Where no PPE is needed, long pants, a shirt and sturdy work shoes are the minimum requirements.

5.2 FIRE PREVENTION

8. Smoking is permitted only in designated areas. "Strike Anywhere" matches are prohibited.
9. Storage of flammable material must be as per legislated standards and must be in approved containers.
10. Compressed gas cylinders shall be secured in an upright position.
11. Welding and burning operations shall be carried out only by authorized personnel with appropriate personal protective equipment and firefighting equipment used and/or readily available as applicable.

5.3 PERSONAL SAFETY

12. Riding on any hook, hoist or other equipment not specifically designed to carry riders is prohibited.
13. Horseplay, fighting, gambling, inappropriate comments, discrimination of any nature, bullying are forbidden.
14. Possession of firearms, whether legal or not are strictly forbidden on the job and constitute grounds for dismissal.
15. Possession of intoxicating beverages or unauthorized drugs on the job is strictly forbidden and constitutes grounds for suspension or dismissal.
16. Long hair must be contained where there is danger of entanglement with any moving parts or a fire hazard.
17. Theft and vandalism or any other abuse of company or other person's or company's property is prohibited.
18. Workers will promptly seek first aid / medical aid and report this to management.
19. First aiders will provide assistance to ANY injured worker at the worksite.

5.4 TOOLS & EQUIPMENT

20. Hand tools shall not be used for any purpose other than that intended by the manufacturer. All damaged or worn parts shall be promptly repaired or replaced.
21. Power tools, hand tools and all equipment shall be operated, maintained and stored according to manufacturer's and legislated standards and only used by authorized and

This safety information does not take precedence over applicable government legislation with which all workers should be familiar and follow.

- competent personnel. Tools and equipment must only be used for their intended purpose and be of adequate strength/rating to safely complete the work to be completed.
22. Protective guards furnished by the manufacturer shall be in place and used correctly.
 23. Electrical tools shall be grounded or double-insulated.
 24. Explosive/powder-actuated tools shall be used only by persons who are trained and competent in their safe use.
 25. If contact with moving parts of machinery, electrically energized equipment, or part of a work process and a worker's clothing or jewellery is likely, the worker must ensure that the clothing fits close to the body. All jewelry such as rings, bracelets, dangling neckwear, wristwatches, etc. must be removed prior to work commencing.
 26. Before starting any machinery, the worker must ensure that starting the machinery will not endanger him/her or any other workers.
 27. Prior to performing repairs on tools, equipment and machinery, they are to be de-energized, tagged, and locked out.

5.5 **CORRECTIVE ACTION**

Discipline is defined as teaching a worker what the expected behaviour is, and assisting the person to understand this and to come into compliance with these expectations. It is not, therefore, to be considered a negative experience, but a natural learning experience and part of the learning process.

The management of Skyline Refrigeration (2010) Ltd. is committed to safety excellence. It will endeavour to provide all of its workers an injury and incident free workplace. All workers are to abide by the regulations and safety rules. They will use safe work practices and safe job procedures at all times.

Discipline will be provided in a clear objective and firm manner. Documentation is required at each stage. The process will be administered in the following steps:

First Instance – Written Warning

Second Instance – 60 day probation

Third Instance – 60 day probation, suspension or dismissal

Any measure or combination of measures deemed appropriate to the circumstance may be used. Depending on the circumstances of the incident, and the severity of the risk involved the appropriate measures may involve a verbal warning, time off without pay, dismissal or a combination of these as deemed appropriate by management.



K. Freeman, President / Safety Supervisor

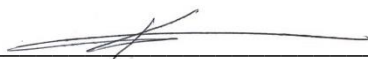
April 19, 2023
Date

This safety information does not take precedence over applicable government legislation with which all workers should be familiar and follow.

6. Personal Protective Equipment (PPE) Policy

The following rules will be adhered to by the company and workers on any job or contract.

- All workers, guests and visitors will wear CSA approved safety glasses, CSA Grade 1 safety boots, long trousers, shirts with sleeves to at least mid-upper arm, CSA approved hard hats, and any other speciality Personal Protective Equipment (PPE) required for the job site.
- Additional PPE as required by a current and thorough hazard assessment will be selected and used correctly by all workers.
- Shop area is exempt from this policy UNLESS a current and thorough hazard assessment indicates the need for controls.
- Elimination, engineering, and administrative controls must be considered and used where effective, prior to using PPE controls.
- All PPE used by this company will meet the requirements of OH&S legislation and applicable standards (CSA, ANSI, etc.).
- All personnel will be trained in the selection of the proper PPE, its correct use, care and maintenance and except for disposable PPE, will maintain the PPE in accordance with manufacturer's instructions.
- All PPE which is of questionable reliability, is damaged, or in need of service or repair, will be removed from service immediately.
- All PPE which has been removed from service will be tagged "OUT OF SERVICE" except for safety glasses, gloves, and other disposable PPE which will be discarded and immediately replaced.
- Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.
- Company-issued PPE will be inspected by the worker at the time of issue and all PPE will be inspected before each use.
- The company will maintain appropriate inspection and service records for speciality PPE.
- No piece of PPE will be modified or changed contrary to its manufacturer's instructions or specifications, or OH&S Legislation.
- PPE contaminated with a flammable, combustible or otherwise hazardous substance should be removed at the earliest possible opportunity. Workers wearing clothing contaminated with a flammable substance are required to avoid activities where a spark or open flame may ignite the clothing.



K. Freeman, President / Safety Supervisor

April 19, 2023
Date

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Personal Protective Equipment Information & Maintenance Requirements

Type of PPE: (all types may not be required by this company)	When Required:	Maintenance Schedule/Care (Considerations for inspection and/or replacement):
Hardhats	When in the field and outside of a vehicle and when the potential for an overhead hazard exists.	Cracks or discoloration. Resiliency of materials. Avoid petroleum products or insect repellent contact.
Gloves	Anytime injury to hands is a foreseeable occurrence, EXCEPT where the use of gloves may increase the likelihood of injury (risk of entanglement in moving parts)	Discard and replace when holes, fraying, etc. will leave areas unprotected OR increase hazards
High visibility vests	On any setting where machinery or vehicle traffic may be encountered – in locations where being able to locate a co-worker by sight is essential.	Fading loss of reflective properties – keep clean.
Hearing protection (ear muffs / plugs)	When a risk exists of injury to the ear or hearing loss through excessive noise levels.	Loss of function or no longer sanitary.
Eye protection (glasses, face shields / screens)	Where there is a risk of heavy objects to strike or penetrate the face or eye. Recommended for use at all times.	Eye protection that is cracked, broken, or scratched.
Safety footwear	When there is a risk of heavy objects falling or impacting the feet or lower legs or where assessment shows the need for this PPE.	Visible indicators of wear that could render the footwear ineffective.
Fire Retardant Coveralls	When in the field – must have reflective stripes when working around PME, if not wearing a Hi-Vis safety vest.	Keep clean by washing as per manufacturer's instructions, hang to dry.
Fall Protection	As per fall protection policy and plan	Inspect before each use, remove from service if any defects
Gas Monitors	As per H2S Code of Practice; monitors required when entering area's where H2S concentrations may be or are above 10ppm.	Calibration to be performed at least once per month by qualified personnel.
Respiratory Equipment (Includes disposable Dust Masks which have no maintenance)	Mandatory for environments where airborne particles, substances, or atmospheric conditions may cause harm.	Following manufacturer's specifications, inspected before each use. Disposed of after use. See RPE COP.
Skin protection from harmful substances (type will vary with the hazard)	If a harmful substance may injure the skin on contact or may negatively impact a worker's health absorbed through the skin.	As per the specific PPE and applicable label/SDS

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Fall Protection Plan – Aerial Lifts, Ladders, Scaffolds, or Other Elevated Work Platforms ONLY (not Roofs)

The fall protection plan that follows has been preformatted to contain the information required to help ensure a worker's safety while working at heights. It is based on the legislated requirements and the employer's usual work at heights in these specific environments. If work conditions fall outside these guidelines, additional steps may need to be taken and further descriptions provided. If required – use the information below as a guide to complete the blank Fall Protection Plan and Clearance distance calculation at the end of this section. Note, fall protection on a ladder would rarely be required or used and is included only to cover the remote possibility of this occurring.

Fall Hazard(s) at the Site. An employer must develop procedures to avoid or control a fall in a fall protection plan (FPP). The FPP must outline the specific situation where fall protection is required and consider what objects are below the worker and how far they are below. **Write a brief description of your situation. Examples:** “heights up to sixteen feet in AWP”, “Extended work on Ladder with fall height of 14’”, “work on RTU platform/scaffold, etc.”)

The FPP must describe the type of Fall Protection System to be used: (Harness & lanyard, anchor point, etc.) All workers are to be protected against falls by the correct use of guard rails, travel restraint, or personal fall arrest. Where a personal fall arrest / travel restraint system is used, the worker shall correctly use the system ensuring it is properly adjusted to the worker's physique and connected to a suitable anchor. Various applications follow, check off all that apply:

- 1. **In addition to the situations listed below** when work at any height is next to an opening with guard rails (like the edge of a mezzanine) where due to working at height above the floor, a worker may fall over the railing, the worker must use fall protection if the work deck is equal to or less than 1.5 times the horizontal distance from the opening to the worker. ie: worker's feet 4' from grade but closer than 6' to opening requires that fall arrest PPE be worn)
- 2. For **Ladders** – if a worker's feet are greater than 3 meters above grade or at any height if an unusual fall hazard exists - workers are to use a personal fall arrest system. EXCEPTION – In Alberta workers are permitted to perform **light duty tasks** of short duration (less than 15 minutes) from a ladder (at any height) without fall protection BUT following the ladder manufacturer's & company requirements.
- 3. For **Scaffolds** – Scaffold shall be inspected and green or yellow tagged by a competent worker. Red tag or no tag means no use. Workers shall obey the directions on the tag. If the distance from worker's feet to adjacent grade are greater than 3 meters or at any height if an unusual fall hazard exists - guard rails are to be installed as per OH&S. If guardrails are not installed and the working deck is above 3 meters, the worker shall use a personal fall arrest system.
- 4. Workers in **AWPs** shall use a personal fall arrest system when the lift is in use and shall be tied off to the manufacturer's recommended anchor point. Workers in **AWPs** shall use the shortest possible shock absorbing lanyard that is of practicable length to allow the work to be performed. (No longer than 6' lanyard with shock absorber or a self-retracting lanyard).

Anchors – For AWP's the appropriate anchor is determined by the Manufacturer of the AWP and workers must tie off to that point. For all other situations, the worker shall determine a suitable anchor point (if required) and ensure to their own satisfaction that the point selected will support the following loads: Travel Restraint approx. 800 lbs / Fall Protection approx. 3,600 pounds. One worker, per anchor point.

Cross off the anchor that is NOT being used.

List the Fall Hazards: (height, rebar below, hard surface, etc.) Fall hazards for AWP's are in the range of 6' up to the height of the AWP and are generally limited to contact with the AWP the worker is using and adjacent or lower objects. Other environments fall hazards are usually contact with grade or other surfaces below the work platform.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Clearance distances: AWP's - In some cases, the required clearance distance cannot be maintained while still allowing for worker movement (6' lanyard). Contact with the floor/ground may be experienced by workers in AWP's due to the required length of lanyard to allow free movement and the (sometimes) low work platform height. However, it would be quite unusual for an AWP to tip or worker to be ejected at this lower height, therefore fall and floor contact is not expected.

See attached diagram to calculate this distance for all other situations **and record this information here.**

Clearance Distance calculation: _____

Procedures used to assemble, maintain, etc.: Workers using the Personal Fall Arrest / Travel Restraint systems are to use the training they have received to correctly inspect and document this inspection of their personal Fall Arrest system. Then they will don the PPE as per manufacturer's instructions, adjust it to properly fit their own body and tie off to the anchor points noted above. Workers are to perform a hazard assessment for the tasks they are performing IN ADDITION TO this procedure.

Is a **Control Zone** used and marked: not applicable.

Worker Training: As required by SASK OH&S 116.1 and AB OH&S part 9. Proof of training must be available at the worksite

Review the Standard Rescue Procedure. If conditions on site require it, enter any required deviations from the Standard Rescue Procedure below.

In most cases a specialized rescue is not expected to be needed. For AWP's, the expected fall distance of 16' to 24' will place the suspended worker at or near grade. If suspended, either a short ladder rescue may be performed or the lift can be mechanically lowered to the ground, ensuring the worker does not become tangled in the lift mechanism. At that point, standard worker rescue procedures will govern.

For a worker falling from an elevated work platform, scaffold or ladder (typically 10'-20' above grade), the same applies - a ladder rescue.

All workers who will be exposed to fall hazards are informed of those hazards, and are instructed in the fall protection system to be used and the procedures to be followed. All contents of this program have been conveyed to the workers. All necessary equipment has been provided.

Supervisor Signature _____ **Date** _____

Workers signing below have reviewed this Fall Protection Plan as well as the Rescue Procedures and Emergency Response plans and acknowledge that their activities are guided by these documents and the requirements of applicable legislation.

Worker Name	Signature	Worker Name	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fall Protection Plan – Roofs, Flat or up to a 4° (approx. 1/12) slope

The fall protection plan that follows has been preformatted to contain the information required to help ensure a worker’s safety while working at heights. It is based on the legislated requirements and the employer’s usual work at heights work requirements in these specific environments. If work conditions fall outside these guidelines, additional steps may need to be taken and further descriptions provided. If required – use the information below as a guide to complete the blank Fall Protection Plan and Clearance distance calculation at the end of this section

Fall Hazard(s) at the Site. An employer must develop procedures to avoid or control a fall in a fall protection plan (FPP). The FPP must outline the specific situation where fall protection is required and consider what objects are below the worker and how far they are below. **Write a brief description of your situation. Examples:** "flat roof, eave or other leading edge at 3.5 metres above ground" or "hoisting material with rope at flat roof edge – fall ht approx. 16’"

The FPP must describe the type of Fall Protection System to be used: (Control Zone, Harness & lanyard, anchor point, etc.) All workers are to be protected against falls by the correct use of a control zone complete with barricades, guard rails, travel restraint or personal fall arrest. Where a personal fall arrest / travel restraint system are used the worker shall correctly use the system ensuring it is properly adjusted to the worker’s physique and connected to a suitable anchor. Various applications follow, check off all that apply:

- 1. **In addition to the situations listed below** when work at any height is next to an opening with guard rails (like the edge of a mezzanine or elevator shaft) where due to working at height above the floor, a worker may fall over the railing, the worker must use fall protection if the work deck is equal to or less than 1.5 times the horizontal distance from the opening to the worker. Ie: worker’s feet 4’ from grade but closer than 6’ to opening requires that fall arrest PPE be worn)
- 2. **Parapet or other roof edge barrier / railing is in place** that meets the requirements of a guardrail as per OH&S legislation - no other precautions need to be taken.
- 3. For **Work more than 4 meters from the leading edge** – no other precautions need to be taken.
- 4. For **Work within 2-4 meters of the leading edge** – Workers shall erect a physical barricade (rope with min. 500 lb breaking strength supported so that no portion hangs below 34” or above 45” from the working surface) no closer than 2 meters from the leading edge or other place a worker may fall.

The area between the leading edge and the barrier is the CONTROL ZONE and no worker is permitted in the CONTROL ZONE without fall protection EXCEPT to cross it to get to the work area outside the control zone - no other precautions need to be taken.
- 5. For **Work within 0-2 meters of the leading edge** – Fall arrest or travel restraint systems must be in place and used

List the Fall Hazards: (height, water below, rebar below, hard surface, etc.)

Fall hazard is a fall of _____ feet onto _____ (surface).

Clearance distances: See attached diagram to calculate this distance **and record this information here.**

Clearance Distance calculation: _____

Procedures used to assemble, maintain, etc.: Workers using the Personal Fall Arrest / Travel Restraint systems are to use the training they have received to correctly inspect and document this inspection of their personal Fall Arrest system. Then they will don the PPE as per manufacturer’s instructions, adjust it

to properly fit their own body and tie off to the anchor points noted above. Workers are to perform a hazard assessment for the tasks they are performing IN ADDITION TO this procedure.

Is a **Control Zone** used and marked: AS NOTED ABOVE. **IF USED CHECK YES** If not NO

Worker Training: As required by SASK OH&S 116.1 and AB OH&S part 9. Proof of training must be available at the worksite

Review the Standard Rescue Procedure. If conditions on site require it, enter any required deviations from the Standard Rescue Procedure below.

In most cases a specialized rescue is not expected to be needed. For a worker falling from a typical one or two storey roof, a ladder rescue will be all that is needed. At that point, standard worker rescue (first aid) procedures will govern.

All workers who will be exposed to fall hazards are informed of those hazards, and are instructed in the fall protection system to be used and the procedures to be followed. All contents of this program have been conveyed to the workers. All necessary equipment has been provided.

Supervisor Signature _____ **Date** _____

Workers signing below have reviewed this Fall Protection Plan as well as the Rescue Procedures and Emergency Response plans and acknowledge that their activities are guided by these documents and the requirements of applicable legislation.

Worker Name	Signature	Worker Name	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Fall Protection Plan – Roofs, Sloped OVER 4° (OVER approx. 1/12) slope

The fall protection plan that follows has been preformatted to contain the information required to help ensure a worker's safety while working at heights. It is based on the legislated requirements and the employer's usual work at heights work requirements in these specific environments. If work conditions fall outside these guidelines, additional steps may need to be taken and further descriptions provided. If required – use the information below as a guide to complete the blank Fall Protection Plan and Clearance distance calculation at the end of this section

Fall Hazard(s) at the Site. An employer must develop procedures to avoid or control a fall in a fall protection plan (FPP). The FPP must outline the specific situation where fall protection is required and consider what objects are below the worker and how far they are below. **Write a brief description of your situation. Examples:** "sloped roof with eave or other leading edge at 3.5 metres above ground" or "hoisting material with rope roof edge – fall ht approx. 16'"

The FPP must describe the type of Fall Protection System to be used: (Travel Restraint OR Fall Arrest - Harness & lanyard, anchor point, etc.) All workers are to be protected against falls by the correct use of guard rails, travel restraint or personal fall arrest. Where a personal fall arrest / travel restraint system is used the worker shall correctly use the system ensuring it is properly adjusted to the worker's physique and connected to a suitable anchor. Various applications follow, check off all that apply:

- 1. **In addition to the situations listed below** when work at any height is next to an opening with guard rails (like the edge of a mezzanine or elevator shaft) where due to working at height above the floor, a worker may fall over the railing, the worker must use fall protection if the work deck is equal to or less than 1.5 times the horizontal distance from the opening to the worker. (ie: worker's feet 4' from grade but closer than 6' to opening requires that fall arrest PPE be worn)
- 2. **Parapet or other roof edge barrier / railing is in place** that meets the requirements of a guardrail as per OH&S legislation - no other precautions need to be taken.
- 3. On **Roofs or other elevated work areas** guard rails as per OH&S are preferred. Where this is not available or practicable, appropriate fall protection must be used. Preferred method is TRAVEL RESTRAINT (harness (shock absorber optional), lifeline with rope grab and suitable anchor point). As a last resort a personal fall arrest harness, shock absorbing lanyard, (possibly a self-retracting lanyard without shock absorber) secured to a suitable anchor point must be used.

List the Fall Hazards: (height, water below, rebar below, hard surface, etc.)

Fall hazard is a fall of _____ feet onto _____ (surface).

Clearance distances: See attached diagram to calculate this distance **and record this information here.**

Clearance Distance calculation: _____

Procedures used to assemble, maintain, etc.: Workers using the Personal Fall Arrest / Travel Restraint systems are to use the training they have received to correctly inspect and document this inspection of their personal Fall Arrest system. Then they will don the PPE as per manufacturer's instructions, adjust it to properly fit their own body and tie off to the anchor points noted above. Workers are to perform a hazard assessment for the tasks they are performing IN ADDITION TO this procedure.

Is a **Control Zone** used and marked: not applicable.

Worker Training: As required by SASK OH&S 116.1 and AB OH&S part 9. Proof of training must be available at the worksite

Review the Standard Rescue Procedure. If conditions on site require it, enter any required deviations from the Standard Rescue Procedure below.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

In most cases a specialized rescue is not expected to be needed. For a worker falling from a typical one or two storey roof, a ladder rescue will be all that is needed. At that point, standard worker rescue (first aid) procedures will govern.

All workers who will be exposed to fall hazards are informed of those hazards, and are instructed in the fall protection system to be used and the procedures to be followed. All contents of this program have been conveyed to the workers. All necessary equipment has been provided.

Supervisor Signature _____ **Date** _____

Workers signing below have reviewed this Fall Protection Plan as well as the Rescue Procedures and Emergency Response plans and acknowledge that their activities are guided by these documents and the requirements of applicable legislation.

Worker Name	Signature	Worker Name	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Fall Protection Plan for Date: _____

Company / Site: _____

Site Address: _____

Lloydminster, AB

Fall Hazard(s) at the Site

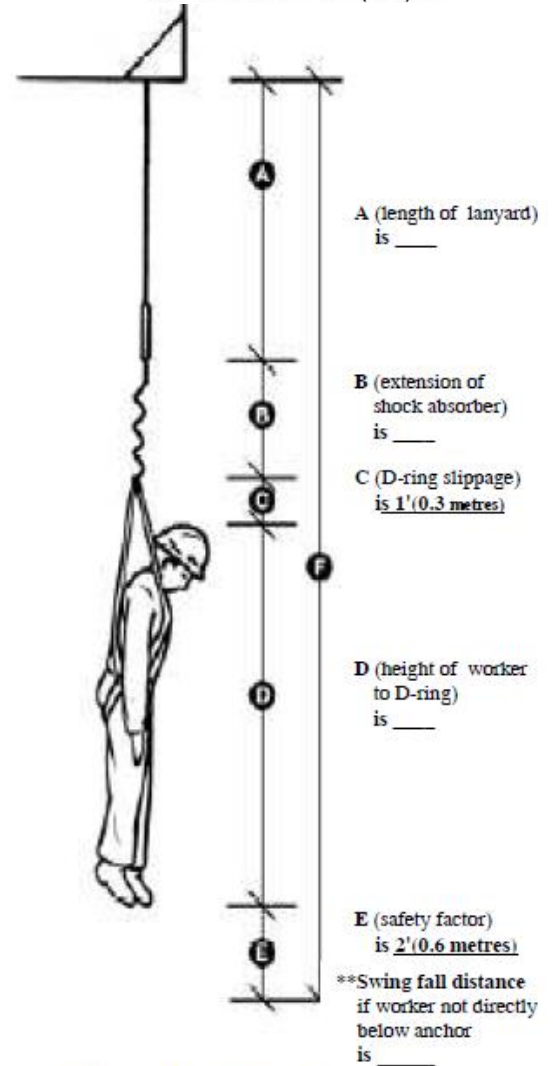
Fall Protection System to be used: (Cross out the components that are NOT being used.)

- | | | | |
|-------------------------|--------------------------|--------------------------------|--------------------------|
| Harness | <input type="checkbox"/> | 6' lanyard with shock absorber | <input type="checkbox"/> |
| Shorter lanyard | <input type="checkbox"/> | Shock absorber only | <input type="checkbox"/> |
| Self-Retracting Lanyard | <input type="checkbox"/> | Lifeline and Rope Grab | <input type="checkbox"/> |
- (Add below any other components)
- _____

Anchor(s) to be used: (Cross out the anchors that are NOT being used.)

Anchor point (3,600 lb fall arrest/787 lb travel restraint) What is the anchor point? Where in relation to worker? Example "AWP anchor point at my feet" or "Lifting lug on RTU on top far corner"

Workers sign below



Clearance Requirement = _____

Calculating Clearance Requirement

Add A + B + C + D + E + **, to determine minimum distance from anchor point to nearest surface below worker.

Clearance requirement = Distance to surface below

Clearance requirement must be less than the distance from the worker to the nearest surface below the worker.

Note: If your clearance distance is **greater** than the distance to the next surface below, you will need to change your anchor point, or your type of fall protection equipment. You should also calculate Free Fall Distance.

Calculating Free Fall Distance This must not be greater than 1.2 m (4') if there is no shock absorber. It must not be greater than that permitted by fall protection manufacturer.

Calculate by adding:

Length of lanyard & connecting hardware _____

Height of D-ring from the worker's feet _____

and subtracting:

Distance between anchor point & unguarded edge _____

Free Fall Distance =

Note: If your free fall distance is greater than noted above, you will have to change your anchor point or your type of fall protection equipment

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with which all workers should be familiar. ◆

7. Inspections and Maintenance

7.1 INSPECTIONS DIRECTIVE

To help control losses of human and material resources this company will maintain a program of safety inspections at all facilities and job sites to identify and correct unsafe acts and conditions. Inspections should address aspects of operations including People, Equipment, Materials and the Environment (PEME).

Inspections will include formal documented observations of any sub-contractors, employers, etc. under Skyline Refrigeration (2010) Ltd. Control.

7.1.1 RESPONSIBILITIES

- Manager and supervisor at Skyline is usually the same person. If someone other than a manager is performing supervisor duties, they will perform the duties of a supervisor regarding inspections.
- Managers are responsible for the overall operation of the program.
- At least one manager will review and sign corrective actions reports for each inspection cycle.
- Managers will participate in a minimum of two field inspections/year (one approx. every 6 months)
- Supervisors are responsible for completing formal inspections for their job sites and for involving at least one worker in each inspection.
- Supervisors are also responsible for conducting ongoing informal inspections of areas where their crews are working and for logging informal corrective actions.
- Workers are responsible for participating in and contributing to the Inspection Program and for reporting unsafe acts and conditions to their immediate supervisor.
- Corrective actions will be assigned to individuals as applicable and recorded with target and completion dates.
- **Subs** are also responsible to participate in the inspection program, provide commentary and feedback and complete corrective actions for any deficiencies in their operations and scope of work

7.1.2 PROCESS

- The nature of Skyline's field work is such that jobs are usually less than one day in duration, many times, less than an hour. Additionally, field workers are usually dispatched singly, in which case an inspection (which is supposed to be conducted by workers and supervisors together) cannot be performed and if performed is only a hazard assessment.
- Considering these facts, one workplace field inspection will be performed each month with inspection duties rotating amongst non-administrative personnel.
- A shop/office inspection will be performed each quarter.
- Manager and supervisor responsibilities apply as noted in the previous section
- Formal inspections will be documented on forms designed for that purpose.

7.2 **PREVENTATIVE MAINTENANCE**

Tools, vehicles, equipment and certain aspects of facilities must be properly maintained to legislated requirements and manufacturer's specifications to reduce the risk of injuries to workers or damage to property.

Overseen by management, all personnel involved must ensure that preventative maintenance is carried out by qualified personnel according to established schedules and that records are maintained.

7.2.1 **PROCEDURE**

All personnel must regularly check the tools, vehicles, and equipment they are working with, and must take out of service any tools, vehicles, or equipment which pose a hazard for any reason.

Management must ensure that facilities equipment such as sprinkler systems, overhead cranes and fire extinguishers are included in this system.

This maintenance system requires that two sets of records are kept. The first being an overall list of equipment requiring maintenance (an inventory) with indicators of WHEN the item should be inspected AND that the required periodic maintenance has been performed.

The second set is a detailed record of the inspection and any required maintenance for the piece of equipment and that it is documented. This second record will vary dramatically from one piece of equipment to another. In some cases, manufacturers do not specify a maintenance schedule, but for other equipment it is quite detailed and specific. Even similar pieces of equipment may have different maintenance requirements.

7.3 **RENTAL EQUIPMENT**

Equipment which is rented/leased must also be inspected and maintained. Various workplace party's responsibilities are listed below.

The supplier must ensure that the machine:

- Is in good condition upon delivery
- Complies with regulations
- Is maintained in good condition (when service is needed or requested)
- Includes the correct load rating charts if required

The employer/supervisor must ensure:

- the operator is competent (trained when, what and how to inspect),
- the machine has the correct load rating capacity for the job,
- the equipment and all its protective devices is inspected as required,
- basic maintenance (fluid levels, etc) is performed and request it if needed,
- a log book is maintained, if required, for each unit,
- that the workers use appropriate personal protective equipment,
- to keep the manufacturer's operating manual onsite and available to the operator,

The worker or operator of the equipment must:

- receive adequate training to be fully competent,
- only operate the machine when competent,
- operate the machine in a safe manner and as prescribed by the manufacturer and the company's health and safety policy,

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

- inspect the equipment daily before use,
- perform function tests before use,
- report any defects to the supervisor,
- read, understand and obey the manufacturer's safety rules, including the operating manual and warning decals.
- When a defect is detected and/or reported, the equipment must be taken out of service until the repairs are completed and the equipment is inspected and approved for use.

7.4 OWNED EQUIPMENT

Vehicles, tools and equipment must be properly maintained to legislated requirements and manufacturer's specifications to reduce the risk of injuries to workers or damage to property. This is done by identifying the items requiring inspection and maintenance, and the frequencies at which this should occur based on those requirements. The program will identify the:

- Type of Equipment
- Manufacturer
- Model
- Frequency of inspection / Maintenance
- Last inspection date
- Serial # or ID number

Examples of equipment to be inspected and maintained includes but is not limited to:

- Trucks
- Gas Monitors
- Personal Protective Equipment
- Aerial Work Platforms (scissor / boom / articulated lifts)
- Emergency equipment (fire extinguishers, first aid kits, etc.)
- Power Mobile Equipment (skidsteers, tractors, trenchers, etc)

Forms specific to equipment types are required to confirm maintenance & inspection and to guide inspectors to ensure consistent inspection frequencies and correct servicing.

All workers are responsible for inspecting the equipment they use according to the schedule, taking any defective pieces out of service and reporting any deficiencies to their supervisor.

During inspection or maintenance of equipment, hazards may be identified where workers may become injured either through the operation of or by contact with the equipment. It is the responsibility of all personnel to ensure that the proper guards are in place on all equipment.

It is the responsibility of management to ensure that those who perform the inspection or maintenance are competent in that task and that it is completed as per manufacturer's requirements.

Tasks such as wheel repair, hub greasing, brake repairs, etc., are best performed by certified technicians.

Inspection frequency (frequencies on forms specific to various pieces of equipment may take precedence over this list/schedule):

- Vehicles
 - Daily walk around noted on HA form
 - Monthly inspection on Vehicle Inspection form
 - Monthly inspections are logged on a summary sheet
- Scissor lift(s)
 - Daily documented inspection guided by provided checklist and training
 - Logged on log sheet

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- Periodic (monthly, quarterly, etc. as required by manufacturer) inspections performed and documented as per manufacturer
- Annual certification
 - Forklift / Bobcat
- Pre-start inspection logged on summary form
- Periodic (monthly, quarterly, etc.) inspections performed and documented as per manufacturer.
 - Fire Extinguishers
- On or in vehicles are recorded on the monthly vehicle log sheet
- In shop / office recorded on the monthly inspection sheet
 - Personal Protective Equipment (disposable – hardhats, safety glasses, etc.)
- Inspect daily / prior to use
- If not in useable condition, remove from service, discard and replace
 - Personal Protective Equipment (non-disposable – fall protection, FRC, etc.)
- Inspect daily / prior to use
- If not in useable condition, return to warehouse as per instruction

7.5 **DEFECTIVE TOOLS/EQUIPMENT**

Workers shall check all tools/equipment they are working with prior to use and if defective they will be removed from service until repaired or disposed. This process involves:

- the inspection,
- reporting the defect to a supervisor when possible,
- tagging “out of service” or “defective” and
- make the item inoperative by disconnecting the power source, removing keys, etc.

8. Safety Training Policy

8.1 PURPOSE

The purpose of this policy is to outline the training requirements for Skyline Refrigeration (2010) Ltd. personnel and to ensure a system is in place to address worker competency prior to allowing them to perform tasks unsupervised.

8.2 POLICY

The company will provide, and workers will participate in safety and related training to minimize losses of human and material resources of the company and minimize risk to others and the public. This training includes basic safety responsibilities of all personnel. Records are kept for all training and included in each worker's file or recorded digitally.

In addition to formal training, the ongoing monitoring and coaching of the worker is a major duty and responsibility of the immediate supervisor.

Training may be classroom, field or combination of these and will include, but not be limited to:

- Certification by outside bodies
- Task, job, and trade-specific training and certification (if applicable).
- Refresher and update training.
- Safety training for supervisors and management.

8.3 CERTIFICATIONS

Various certifications may be required depending on a certain worker's job duties. If a new worker does not have these certifications, they must be attained prior to performing tasks for which the certifications are needed. Basic certifications for personnel may include:

- Driver's License of appropriate class and endorsements (if driving company vehicle or personal vehicle for work purposes), (this is the only PRE-HIRE certification required)
- WHMIS (for all personnel)
- Appropriate trade tickets for the level of that worker (apprentice, journeyman, master, etc.)

8.4 ORIENTATIONS

Basic Company Safety Orientation for all personnel will include (as applicable to their tasks, position and anticipated hazard exposure):

- Worker's rights (right to refuse, right to know, right to participate), and refusal procedure
- Health and safety policies and procedures,
- Health and safety responsibilities,
- Task specific hazards that may affect the worker and the required controls (review of formal Hazard Assessment for the position) and Thermal Stress Prevention SWP
- Hazard assessment and control processes and reporting of hazards,
- Use, care and maintenance of basic and specialized PPE,
- Discipline/enforcement policies and procedures,
- Violence and harassment prevention plans, and associated training
- Emergency response procedures (including alert/alarm systems if applicable),
- Incident and near miss reporting.
- Fit for Duty / Fatigue Management policy and processes

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- Job-specific training prior to performing the job (review responsibilities, applicable practices, procedures, formal hazard assessment for that position).
- Applicable regulatory requirements (e.g., OHS legislation, WCB requirements etc.),
- Work (Behaviour Based) Observations (why and how to)

The process for orientation is for the new worker to complete all required documentation (governmental forms, tax forms, benefit forms as applicable), and the full orientation prior to or on the first day of work.

8.5 **MINIMUM TRAINING REQUIREMENTS**

Specific training to be refreshed prior to expiry (*in italics if applicable*) or that may be required before performing certain tasks (as required by task and position):

- Electrical Safety Training System (if not a registered JM or apprentice electrician)
- Employer specific WHMIS and TDG training – 3 years
- H₂S training (for those working in areas where H₂S is or may be present) – 3 years
- Basic or Intermediate first aid – 3 years
- Safe use of equipment including PME and AWP (temporary work platforms – 3 years)
- Confined space entry (if entry in confined space is required) – 3 years

8.6 **ORIENTATION REFRESHER**

Personnel that have been orientated in one position and are moving to a position with different tasks / hazards than what they have received training on, will receive a new orientation covering the new tasks, hazards, controls and any other information that is new to that worker moving into the new position. Items that are not new should also be refreshed. This is unlikely to occur at Skyline, field personnel all perform the same duties. However, this should be considered for new/apprentices who may need refresher training more often than experienced journeymen.

8.7 **COMPETENCY AND JOB SPECIFIC TRAINING**

Job-specific *training* makes sure each worker can do the task, knows about the hazards and applicable controls, and has demonstrated that they know these things and can do the task safely. Employers are responsible to ensure workers are “trained”. Training materials must meet the applicable legislative requirements and include manufacturer’s requirements and recommendations.

Employers must ensure workers are **competent** to conduct their work safely.

It is the responsibility of supervisors to verify that workers are trained and competent or that they are supervised by a competent person. This supervising person can be the supervisor or another competent worker. Workers must also be informed of hazards and controls and must use the practices, procedures, instructions, tools, equipment, materials, etc. safely and in a way that will prevent incident and/or illness.

Job specific training is conducted as needed and may be performed:

- At the time of hire (part of orientation, as noted above),
- When a worker is assigned new or different work,
- When a worker is moved to a new site or location,
- Whenever new tools or equipment or processes are introduced on the job.

Depending on the complexity of the task and the worker's skill/experience level, this training and attaining competency may take a few minutes or several weeks to achieve. Training may be needed and provided based on the specific tasks and hazards:

- Specialized safety and related training (ie: fall protection, H₂S, TDG, WHMIS, etc.),
- Refresher and update training (WHMIS, First Aid, etc.),
- Familiarization, operation and basic maintenance of equipment a worker is required to operate, including hazards of operation and safety precautions,
- Working alone procedures,
- Training on Health and Safety Committees and Representatives responsibilities if these are part of the person's job duties. A maximum of the greater of 16 hours or two regular shifts paid time at the persons normal wage is allowed.
- Training on Musculoskeletal injuries and prevention of them, safe lifting and handling of loads including safe methods of lifting and carrying the loads that will minimize the stress on the body and assuring that personnel are physically capable of performing their job.
- Job Observations (Behavior Based Safety).

8.7.1 COMPETENCY POLICY

A competency policy and process has been established based on the employer specific tasks in the Formal Hazard Assessment. Competency training must include a review of related Practices & Procedures and must be documented.

The worker's immediate supervisor often conducts on the job / competency training. Determine, by discussing and observing, the initial competency level of the worker. Provide all information that is necessary for the worker to do the job safely and correctly. When doing so reviewed with the worker(s) any relevant SWP, SJP, JHA, COP, manufacturer's recommendations for the equipment, tool, parts or materials involved or any other information that applies to the job.

Whoever performs the competency training and assessment (the trainer) is required to document this training on the "Worker Trade Training Records" or the "Competency Tracking Record" which may be used for group or single training sessions. Only one of these forms is required to be completed. The supervisor may perform this training, or another competent person may do so. Competency process details are contained outside of this manual, however the basic set-up of the system involves:

- Review of FHA to determine the required competencies and observation of workers initial competency level. For a new and inexperienced worker, this level is usually very low and "zero competency" is often the case. For workers with experience at the trade or specific task, one might ASSUME competency. However, the competency level should still be assessed to verify that what the worker says they know, matches the skill level required for the task, conditions and employer requirements.
- Critical tasks listed in the FHA are mandatory in the competency process but may not be immediately required. Some critical tasks may only be performed infrequently (once or twice per year) and are not included in the basic competency assessment process. Personnel must be documented competent or be supervised (in training) by a competent person prior to performing ANY CRITICAL task.
- Basic competencies will be determined for all positions and all personnel must have a competency review for these processes within 3 months of hire or re-hire.

- Advanced / infrequent task competencies will be assigned as needed and not all personnel will require these competencies, there is no set time frame because they are specialized “as needed” competencies for individuals, not positions.

The training process applied to the individual worker(s) is as follows:

- Each new hire will be evaluated against the position / task specific competency profile and will review applicable P&Ps prior to evaluation.
- If applicable, the employer, trainer or designate (trainer) will review the workers training records to ensure any required tickets or other formal training has been successfully completed. Examples of these would include aerial work platform (scissor lift / boom lift) training, fall protection training, WHMIS, appropriate driver’s license, etc.
- The trainer will review the P&P briefly, ask if the worker in training (worker) has any questions and address any questions fully.
- The trainer will demonstrate the task, following the P&P and the principles of any other relevant requirements, knowledge base, or training that applies (i.e: OHS, AWP, fall protection, WHMIS, etc.).
- While being observed by the trainer, the worker will perform the task, possibly at a slower rate, possibly in a less hazardous area, etc. to demonstrate and verify that the knowledge acquired has been properly paired with the required skills, to safely complete the task.
- The trainer will address any deficiencies, respond to any questions and if required have the worker re-perform the task to the trainer’s satisfaction.
- Once the trainer is satisfied that the worker has properly demonstrated awareness of process, hazards, controls, etc. and has successfully completed the task, the worker can be deemed competent for that particular operation.
- Note that to be deemed competent, there may still be minor deficiencies in the quality of work or the speed of the work. These issues will be addressed with experience and ongoing monitoring. This is also part of the supervisor’s or mentor’s job. But at this point the worker may be deemed competent even though they’re not as fast as an experienced worker.

8.8 **MANAGER / SUPERVISOR TRAINING**

ALL Managers / Supervisors require training in:

- Job responsibilities,
- Regulations and legislative requirements,
- Policies and procedures, (generally)
- Supervisory skills (e.g., coaching, mentorship, conflict management, etc.),
- Emergency procedures,
- Training to lead the formal hazard assessment, inspections and investigation processes

8.9 COMMUNICATIONS

8.9.1 TWO WAY COMMUNICATION

Health and safety communications are a critical part of working safely. All parties in the workplace including internal parties such as employers, supervisors, workers; and external parties like sub contractors, other employers, visitors and others must share health and safety information and this information needs to continuously flow from and to all these parties.

8.9.2 INTERNAL COMMUNICATIONS

Three main methods for communication within Skyline Refrigeration (2010) Ltd. involve:

- Safety meetings – a company wide formal meeting held **monthly**
- Tailgate meetings – often conducted with a supervisor and crew
- Hazard assessments – workers and often the supervisor meet and discuss specific tasks, hazards and controls to be aware of for a certain location, task(s) and time period

8.10 OTHER WORKPLACE PARTIES

Orientations will be conducted for sub-contractors and visitors that are appropriate to the length of time on site, hazard exposure and areas these personnel will be in or work in.

8.10.1 SUB-CONTRACTORS

Sub-contractors (subs) will receive a Skyline General Orientation to familiarize them with the requirements of our safety program. If the subs have systems in place that meet or exceed those of Skyline, they may use those systems and submit documentation of same to SKYLINE on a monthly basis. These documents may be requested and must be provided at any reasonable time.

It is the **subs** responsibility to pass on this information to their own employees or sub-trades (sub-subs). At the **subs** request, Skyline Refrigeration (2010) Ltd. may provide the site orientation to the **subs** personnel.

See Section 1 - Sub-Contractor Safety Policy for further information.

8.10.2 VISITORS

There is no statutory definition of a visitor. PIR defines a visitor as: Any person at a worksite not under the direct control of an employer.

Following that definition, visitors are NOT employees, subtrades, or “others” as defined in section 1.

For purposes of this HSMS a visitor is: a person not employed or contractually bound to the employer, coming to the site for a short duration (less than one hour / day and one day in total over the project life), performing low risk activities (including observation of activities). Visitors must not use power tools, chemicals or expose themselves to significant hazards. Examples of visitors include:

- Persons not under the control of the employer,
- Courier or letter carriers delivering mail/small parcels (less than 20 lbs),
- Service personnel in office or site trailer for a short period (less than one hour),
- Delivery personnel REMAINING IN THEIR VEHICLE (not unloading or directing).
- A person reporting for delivery, returning to vehicle, driving into site, remaining in vehicle while unloading is a visitor.

Examples of workers (these are often incorrectly defined as “visitors”):

- Persons involved in sampling (concrete tests, ground density tests, etc.),
- Project owners or representatives,
- Engineers, project managers not embedded on site,
- Auditors,
- Surveyors and similar personnel,
- Delivery personnel outside their vehicle while on the site (not at the job shack or admin areas). Untying and load removal is done by workers (not visitors). Unloading or supervising unloading from outside the vehicle is the job of a worker;
- And the helpers of any of these persons.
- An employee of the prime contractor or employer would be a worker.

Short term work visitors (30-60 minutes for office / equipment repair, material delivery, etc.) will receive an orientation appropriate to the length of time on site, hazard exposure and areas these personnel will attend or work in. This may consist of a review of the safety sign information and signing of visitor's log. Depending on scope of work, a hazard assessment may be required.

Visitors that are always accompanied by a staff member or are on premises for less than 30 minutes (copier service, mail, courier, etc) will not receive an orientation and will not sign the visitor log. The staff member who requested the visit or person the visitor is meeting with is responsible for this person while on site.

8.11 WORK OBSERVATIONS

Work Observations (WOs, also known as Behaviour Based Observations or BBOs) are used to identify unsafe behavior or quality control issues by providing direct and timely feedback on work practices. Work observations are not used to discipline workers, rather they are intended to help identify the undesirable patterns of work and safer ways to perform the work.

Such observations shall be performed and documented whenever the opportunity arises to mentor another worker. These opportunities are often seen as part of the mentoring process where experience is passed from a more senior worker to a less experienced one. This process can be documented on the hazard assessment form in the appropriate area. Management will review the documented WOs and monitor for patterns to increase safe behaviour, work quality, and consistency. Management will also provide summarized feedback via safety meetings, of these encounters, to all workers.

8.11.1 OBSERVATION PROCESS

The preferred way to perform a Work Observation is to ask questions. This would usually be done with a more experienced worker, observing a less experienced one and then questioning the individual (or group) and helping the worker come to a wise conclusion about the matter at hand.

But there are also learning opportunities for senior workers to learn from those with less experience. When this is the case, the same type of observation may be performed with the less experienced worker asking questions and having the more experienced worker share their thoughts and wisdom. For example:

New worker (John - in a questioning tone): "hmm, Joe. When I was shown how to do this last week (or "at my last job.") I was told to do it this way (explanation...). But you're doing it like this. How come?"

Experienced Worker (Joe – non-defensive): "Oh that is normally the proper procedure, but in this case..." OR

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Experienced Worker (Joe – non-defensive): “You know, that’s a good question. I wasn’t really thinking before I started this...” OR

Experienced Worker (Joe – non-defensive): “You may have misunderstood the original explanation, tell me about it... Were you shown some other method? ...”

This is the pattern to follow in most cases - there is simply an exchange of positive information and energy. No egos involved, no accusing, no fault finding. Just an opportunity to prevent an “at risk behaviour” and an opportunity for two people to learn something from each other.

8.12 **SHORT SERVICE WORKER PROGRAM (SSWP)**

8.12.1 **PURPOSE**

The purpose of the Short Service Worker Program (SSWP) is to ensure that new workers (less than 6 months’ term) are given the tools and opportunity to maximize their ability to understand and manage risk and hazards in their new work environment.

A more senior worker/advisor will be provided to each SSW to monitor, coach, and mentor the SSW for compliance to the company’s health and safety management system during the learning period. The owner/clients will be notified when a SSW is to be assigned to their worksite.

8.12.2 **SCOPE**

A “Short Service Worker” is defined as, “A worker (less than 6 months’ term) just entering the workforce or any worker new to the industry in which Skyline Refrigeration (2010) Ltd. conducts business”. The SSWP does not apply to administrative staff.

Skyline Refrigeration does not employ “young” (under 18) personnel and new personnel may be aged 18 or older. Owner/clients will be notified when a New / Short Service Worker (SSW) is to be assigned to their worksite.

8.12.3 **RESPONSIBILITIES**

In addition to the responsibilities noted in section 1 for managers, supervisors, and workers, the Short Service Worker (New Worker) is responsible for:

- Acknowledging he/she understands the Short Service Worker Program
- Being accountable to his/her “Mentor “
- Understanding what tasks he/she is allowed to perform
- Ensuring his/her training is recorded
- Not performing tasks alone unless training has been received and documented
- Not performing unsupervised tasks where he/she has no experience
- Ensuring the SSW identifier is placed on his/her hardhat and remains in place until the employer has deemed the SSW competent in the tasks which he/she may be assigned.

Remember: "Learning continues for a lifetime."



K. Freeman, President / Safety Supervisor

April 19, 2023
Date

9. Inspections Policy

Moved to section 7 Inspections and Preventative Maintenance

10. Investigation Policy

10.1 PURPOSE

To ensure all personnel understand the need to report incidents and illnesses so they can be investigated to prevent reoccurrence. Investigations are not conducted to lay blame.

10.2 POLICY

All incidents and illnesses (collectively referred to here as incidents) will be investigated and documented. The written incident investigation report shall include an explanation of the contributing factor (factors). These factors shall include direct, indirect (basic), and root causes of the incident, as applicable. Immediate and long term corrective actions shall be determined and documented in the investigation and implemented as soon as possible, even before the investigation has concluded, if appropriate, to prevent recurrence. The following types of incidents shall be fully investigated:

- Incidents which result in injuries requiring medical aid.
- Incidents which cause property damage or interrupt operations with potential loss exceeding \$1,500.00.
- Incidents which have the potential to result in either of the above (ie: near miss) situations will be documented with a preliminary incident report and investigation.
- Reportable Incidents as defined below must also be investigated.

Certain incidents must be reported to OH&S (reportable) and may also need to be reported to provincial WCB, client/prime contractor, insurance companies, and/or other bodies.

Skyline will investigate and report to the authority having jurisdiction incidents involving:

1. an injury, illness or incident that results in the death of a worker,
2. an injury, illness or incident that results in a worker being admitted to a hospital,
3. an unplanned or uncontrolled explosion, fire or flood that caused, or could have caused a serious injury,
4. the collapse or upset of a crane, derrick or hoist
5. the structural failure of a structural part of a building or structure,
6. Potentially serious incidents as defined in the OHS Act, (likelihood of causing a serious injury or illness, and reasonable cause to believe that corrective action may need to be taken to prevent recurrence).

Numbers 3-5 above (incidents that did NOT involve injuries or illness) are reportable on line.

Number 6 above is reportable online FOLLOWING an internal investigation.

Incidents to be investigated, but may not need to be reported (depending on severity as required above) are those that resulted or COULD HAVE resulted in:

- personnel receiving medical aid of any kind,
- property damage (including vehicles) or interruption of operations,
- workplace violence and/or harassment as defined in this program,
- occupational illness, and
- Dangerous work refusal (inspected/investigated).

10.3 RESPONSIBILITIES

1. All workers must report all work-related illnesses and incidents immediately to their immediate supervisor and assist in the investigation when requested.
2. Lead Investigators must be trained and others involved should be trained in investigations. *Leadership for Safety Excellence* or *Worksite Investigation Basics* or an equivalent level of training is recommended, but not required.
3. Supervisors must conduct and document an initial investigation for all incidents and submit their report to the Senior Manager/Manager on the day of the incident and to the Prime Contractor on locations controlled by a Prime Contractor. The report (s) are not optional, and must be fully completed and submitted.. For serious incidents, this must be done at the first possible opportunity.
4. Management will determine the need for, and if necessary, will direct that a detailed investigation be conducted. They investigation will determine direct, basic and root causes, recommend corrective action, and report to the senior manager or management team.
5. This investigation should be completed within 72 hours of the incident. A serious and complex incident may take longer, in which case an initial report should be submitted within 24 hours with the final report submitted no later than 4 days after the incident.
6. The senior manager or management team will review all documented reports, determine the corrective action to be taken, and through the supervisor, ensure such action is implemented.

10.4 PROCEDURE FOR INVESTIGATING INCIDENTS

The person or team conducting the investigation should proceed as follows. Some of these steps may occur at several times or in a different order than that noted. A safety committee member or REP must also be involved in the investigation.

1. Protect yourself, conduct a hazard assessment.
2. Take control of the scene. Initiate the Emergency Response Procedure if required.
3. Ensure that injured persons are cared for and no further injury or damage occurs
4. The scene of the incident should not be disturbed except for rescue work and to prevent further failures or injuries. Once the incident has been investigated and released by the authority(ies) having jurisdiction, work activities can be resumed.
5. Get the "big picture" of what happened with initial interviews.
6. Collect and preserve evidence. Focusing on the most time sensitive elements and progressing to the least time sensitive (Position – People – Parts – Paper).
7. Examine equipment/materials involved, take photographs of the scene.
8. Complete full witness interviews and obtain written statements where appropriate.
9. Analyze all the available information to determine the causes (direct, basic and root)
10. Determine what corrective action will prevent recurrence – **including a review of any administrative controls (formal HAs, SWP, SJP, etc.) related to the incident.**
11. Write "SMART" corrective actions – Specific, Measurable, Attainable, Relevant, Timebound.
12. Complete the report and present to management ideally within 72 hours of the event.
13. Management reviews and signs off indicating the corrective action to be taken, again ideally within 72 hours of report submission. The investigation is complete at this point. Urgent or temporary corrective action items may need to be approved and applied prior to the completion and acceptance of the investigation.
14. Follow-up to ensure corrective action is completed, effective and remains so.


K. Freeman, President / Safety Supervisor

April 19, 2023
Date

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

10.5 MODIFIED WORK DIRECTIVE

This policy enables workers who have been injured or have become ill, due to their occupation, an opportunity to do meaningful work which will aid and not hinder their recovery. Modified work benefits all parties. These benefits include reduced Worker's Compensation premiums, improved employee morale and retention, and a strengthening of an employer's relationship with workers.

Modified work should be meaningful to the employee and the company and have physical restrictions that align with the healthcare provider's recovery plan for the injured worker.

This program will be discussed during orientation. Supervisors and managers will follow this program and the employer will maintain a list of tasks that, with the healthcare professional's approval, can be performed by persons on modified work.

10.5.1 PROCEDURE

1. Worker is injured while at work, performing work related duties.
2. First aid is administered and medical aid is obtained (Outpatients, Emergency Room, etc.). Company will pay normal wages for the day of the injury.
3. The health care provider must be made aware that the company provides modified work opportunities and the modified work task list must be provided to them.
4. Complete WCB and incident reports with the employer no later than the day after the injury or the next work day. This MUST be done within 72 hours of the injury, no exceptions for any reason.
5. Depending on the nature of the injury, a consultation with an occupational therapist may be requested.
6. Therapist, in consultation with WCB will provide Modified Work Program instructions.
7. The Company will discuss with the individual the scope of work to be performed prior to starting. Duties will then be assigned to the worker and recovery monitored.
8. Worker is required to report for work at normal hours of work (subject to limitations prescribed by the therapist) and attend all prescribed therapy sessions. Sick time not related to the injury will not be paid by Employer or WCB.
9. The worker will only be eligible to return to regular duties after a written release from the Therapist or Doctor is obtained.
10. The employer will maintain all incident related documentation and records will be kept in the worker file of the nature of the injury suffered in case of reoccurrence.
11. All the above steps are monitored by WCB and records kept are accessible only to the worker and those supervisors and managers with a direct need to know. Confidentiality of workers medical records will be respected and kept at all times.

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11. Emergency Preparedness

11.1 PURPOSE

The purpose of this policy is to describe preparations and prepare for foreseeable emergencies on Skyline Refrigeration (2010) Ltd. projects.

11.2 POLICY

Skyline Refrigeration (2010) Ltd. and all personnel must be prepared for reasonably foreseeable emergencies. Appropriate preparations, checklists, etc. are included in this section to deal with reasonably foreseeable emergencies. All workers are to be aware of the action required but should follow the instructions given by their supervisor or client representative.

11.3 EMERGENCY PROCEDURES CHECKLIST

1. Identify types of emergencies your activities or site may experience.
2. Assess the potential for harm to people, property, equipment and the environment.
3. Develop procedures to deal with each emergency and type of harm.
4. Following OHS, company and client requirements, provide emergency training (certification for first aid) to all employees who require it. Collectively referred to as "trained".
5. Post copies of the emergency plan in clearly visible locations or have copies in vehicles, where those responsible for carrying it out can find it easily.
6. Include a list of phone numbers for all emergency response agencies that may have to be contacted.
7. Include evacuation plans in your responses.
8. Establish meeting points where people can be counted and accounted for.
9. Have emergency equipment in place to respond to emergencies, ie, first aid kits and fire extinguishers in shop and vehicles, etc. Include rescue equipment such as first aid kits, communication equipment, etc.
10. Train workers in the use of emergency equipment.
11. Assign emergency duties to staff who have been trained. Ensure everyone knows what jobs they are responsible for.
12. Conduct emergency drills to practice the procedures to be followed and to ensure the procedures are kept up to date and effective.
13. Confirm that Emergency Conveyance (ambulance) is readily available and if not, having a legislatively compliant plan in place to convey an injured worker.
14. Plans for a first aider to accompany an injured / ill worker to hospital if the worker cannot transport themselves.

11.4 FORESEEABLE EMERGENCIES

Skyline Formal Hazard Assessment identified the following foreseeable emergencies:

- Fire
- Injured Worker / First Aid (from various sources including chemicals, heat burns, cuts, etc)
- Violence
- Motor Vehicle Accident
- Rescue at heights (low)
- Other ERPs are included because they are common to constructions sites, but not necessarily Skyline foreseeable emergencies.

11.5 **POLICY FOR FIRE PREVENTION**

It is the policy of Skyline Refrigeration (2010) Ltd. to ensure the safety of its personnel and to ensure damage is kept to a minimum through an effective fire protection and prevention program.

It is understandable fire control is a great concern, due to possible injury, damage, loss of monies, and work, along with loss of reputation.

It is the policy of Skyline Refrigeration (2010) Ltd., therefore, to ensure all personnel are trained in fire prevention techniques. This will allow them to respond to all fires in the correct manner. This company believes the best method of fighting fires is to ensure they do not have a place to start.

11.5.1 **TYPES OF FIRES**

Class A fires consist of wood, paper, rags, rubbish and other ordinary combustibles. The recommended extinguisher may be water from various sources.

Fighting the Fire - Soak the fire completely - even the smoking embers.

Class B fires are Flammable liquids, oil and grease. The recommended extinguishers are ABC units, dry chemical, foam, and carbon dioxide extinguishers.

Fighting the Fire - Start at the base of the fire and use a swinging motion from left to right, always keeping the fire in front of you.

Class C fires - Electrical equipment. The recommended extinguishers are carbon dioxide and dry chemical (ABC units) extinguishers.

Fighting the Fire - Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire have been ignited.

11.6 **COMPLIMENTARY PROGRAMS**

If the project is located within a plant or other work operation which has an existing emergency and evacuation plan, the supervisor must learn it and establish only those procedures necessary to complement that system and ensure a complete Emergency Plan for the project site.

Workers must be trained in the emergency plans appropriate to their activities, locations and foreseeable emergencies. These emergencies may involve Skyline Refrigeration (2010) Ltd. work AND un-related emergencies that the "other" work operation may give rise to.

11.7 **FIRST RESPONDERS LIST**

The list of trained (certified for first aid) personnel will be posted on jobsites and/or in the front of the manual and/or made available electronically for reference in an emergency.

The personnel noted in this list have been trained and are to be available on worksites as required to respond to foreseeable emergencies. This list shall be kept current and posted or otherwise made available to personnel at all times.

11.8 **PLAN TESTING**

The emergency response plan should be tested with a fire/evacuation drill approximately every 6 months (twice per year) to maintain a minimal state of readiness. At the discretion of the supervisor, rehearsals may be held more frequently. A rehearsal may require coordination with other trades and possibly emergency services, a pre-determined all clear signal to allow rapid return to work and should have an evaluation system to determine the effectiveness of the emergency plan. Table top drills are acceptable and in some cases preferable to decrease risk of injury to participants.

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Emergency Response Plan

POTENTIAL EMERGENCIES	FIRE	
EMERGENCY PROCEDURES	<p>In the event of a fire or explosion occurring within or effecting the worksite:</p> <ol style="list-style-type: none"> 1. ALL WORKERS Fall to the floor/ground and take immediate shelter under tables, desks, or other such objects that will offer protection against flying glass or debris. Protect the face and head with your arms. 2. SUPERVISOR ensures the appropriate key steps are taken <ol style="list-style-type: none"> a. Sound Alarm b. Decide – FIGHT FIRE OR EVACUATE. 3. If the decision is EVACUATE, proceed as per EVACUATION Section Page 2 4. If decision is to FIGHT or CONTROL THE FIRE until assistance arrives...IF proper training has been provided, equipment is on site and is appropriate to the size and type of fire then... <ol style="list-style-type: none"> a. UNLESS YOU ARE ABSOLUTELY CERTAIN YOU CAN EXTINGUISH THE FIRE, CALL 911 JUST IN CASE YOU CANNOT CONTROL THE FIRE. Better to summon help and not need it, than to realize too late that you should have called for it. b. If at any time you determine that you cannot extinguish the fire, and have not yet called for help, back out to a safe distance and call for help (911, etc) and then re-attempt fire control if possible. c. Select appropriate firefighting apparatus and PPE. d. Using all appropriate safety measures, training and practiced skills - attempt to extinguish the fire or control the fire until emergency response team arrives. 	
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located: <ul style="list-style-type: none"> • Fire Alarm (N/A) and Fire Extinguisher: IN VEHICLES, etc. • Cell Phones: SUPERVISORS 	
WORKERS TRAINED IN USE OF EMERGENCY EQUIPMENT As per First Responders List Posted and in front of Binders		
EMERGENCY RESPONSE TRAINING REQUIREMENTS	Type of Training	Frequency
	Fire Extinguisher Training	At promotion to supervisor
LOCATION AND USE OF EMERGENCY FACILITIES		
	The nearest emergency services are located: <ul style="list-style-type: none"> • Fire Station: Lloydminster OR Britannia/Wilton OR Blackfoot • Ambulance: Lloydminster • Hospital: Lloydminster 	

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Emergency Response Plan For FIRE – Page 2

FIRE PROTECTION REQUIREMENTS	All Skyline worksites are buildings that are built to National Building Code and are therefore compliant to regulated standards.
ALARM/EMERGENCY COMMUNICATION REQUIREMENTS	CELL PHONES are located WITH SUPERVISORS or in VEHICLES
FIRST AID	<p>First Aid Supplies are located at:</p> <ul style="list-style-type: none"> • First Aid Kit Intermediate Small Location VEHICLES • First Aiders are as noted on FIRST RESPONDERS LIST in manual • Transportation by: LOCAL AMBULANCE or Company Vehicle • Call: 911
SAFETY DATA SHEETS (SDS)	Safety Data Sheets are located: IN SAFETY MANUALS IN ALL VEHICLES
PROCEDURES FOR RESCUE AND EVACUATION	<p>Only Trained Firefighters shall perform rescue from a live fire situation. For first Aid of burns, etc. once the victim is safely away from the fire, the standard first aid Protocols will apply</p> <p>Evacuation Procedure</p> <ol style="list-style-type: none"> a. Summon Emergency Services (911, etc. as noted below) b. Evacuate to pre-determined (during HA) muster point - upwind from fire c. Take a head count and prepare for arrival of Emergency Services d. Assist injured or ill workers to evacuate e. Provide First Aid to injured or ill workers f. Once evacuated, no worker shall re-enter until clearance is given by a person authorized to do so
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>The following workers are trained in rescue and evacuation: RESCUE NOT APPLICABLE All workers are trained in evacuation protocol</p>

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Emergency Response Plan

POTENTIAL EMERGENCIES	INJURED WORKER (First Aid / Medical Aid – includes WHMIS emergency)	
EMERGENCY PROCEDURES	<p>In the event a worker is injured within the worksite the FIRST AIDER ensures their own personal safety, then makes the following decisions and ensures the appropriate key steps are taken:</p> <ol style="list-style-type: none"> 1. Using the training and skills provided in First Aid Training courses, evaluate the workers’ injuries to determine if medical aid or advanced first aid (EMT/ambulance) is needed. 2. If medical aid or advanced first aid is required or if multiple workers are injured, call 911. 3. Treat any injuries you are capable of treating, treat for shock and keep casualty comfortable while awaiting arrival of advanced first aid services. 4. If basic first aid is all that is required, provide those services as needed and transport or secure transport for casualty to medical services if required. 5. If the injuries or conditions require it, a trained first aider will accompany the ill/injured worker. A supervisor or manager (who may be the trained first aider) will accompany the injured worker(s) or meet the worker at the medical facility (if coming from the field). 6. Document treatment provided and specifics of the incident and report to supervisor/manager and refill first aid kit. 	
LOCATION OF EMERGENCY EQUIPMENT	<p>Emergency equipment is located:</p> <ul style="list-style-type: none"> • First Aid Kits: IN CLEAN, SECURE, and MARKED STORAGE CASES IN VEHICLES • Cell Phones: SUPERVISORS 	
<p>WORKERS TRAINED IN USE OF EMERGENCY EQUIPMENT As per First Responders List Posted and in front of Binders</p>		
EMERGENCY RESPONSE TRAINING REQUIREMENTS	Type of Training	Frequency
	Basic First Aid	Within 6 months of hire
	Intermediate First Aid	At promotion to supervisor
		Renewed prior to expiry
LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> • Fire Station: Lloydminster OR Britannia/Wilton OR • Ambulance: Lloydminster • Police: RCMP • Hospital: Lloydminster • Other: 	

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**Emergency Response Plan
FOR INJURED WORKER - Page 2**

FIRE PROTECTION REQUIREMENTS	N/A
ALARM & EMERGENCY COMMUNICATION REQUIREMENTS	CELL PHONES are located WITH SUPERVISORS or in VEHICLES
FIRST AID	<p>First Aid Supplies are located at:</p> <ul style="list-style-type: none"> • First Aid Kit Intermediate Small Location VEHICLES • First Aiders are as noted on FIRST RESPONDERS LIST posted and in manual • Transportation by: LOCAL AMBULANCE or Company Vehicle • Call: 911
SAFETY DATA SHEETS (SDS)	Safety Data Sheets are located: IN SAFETY MANUALS IN SHOP AND ALL VEHICLES
PROCEDURES FOR RESCUE AND EVACUATION	<p>Most company activities are in open areas, where special rescue techniques are not expected to be required.</p> <p>Evacuation Procedure</p> <ol style="list-style-type: none"> a. If required, summon Emergency Services (911, etc. as noted above) b. Evacuate to pre-determined (during HA) muster point c. Take a head count and prepare for arrival of Emergency Services. d. Assist ill or injured workers to evacuate e. Provide first aid to injured or ill persons as required f. Once evacuated, no worker shall re-enter until clearance is given by a person authorized to do so
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: RESCUE NOT APPLICABLE All workers are trained in evacuation protocol

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Response Plan

POTENTIAL EMERGENCIES	Motor vehicle Accident (MVA)
EMERGENCY PROCEDURES	<ol style="list-style-type: none"> 1. Stop - If you're involved in a collision and you don't stop, you may be subject to demerit points or criminal prosecution. 2. If anyone is seriously injured; any driver does not have driver's licence, registration or insurance; one or more of the vehicles isn't drivable; total damage to all the vehicles and property appears to be more than \$2,000 or If you suspect any other driver may be guilty of a Criminal Code offence, such as impaired driving. CALL 911 3. Do not move anyone injured in the collision — you may aggravate their injuries and do not stand in between 2 vehicles or behind the vehicle to inspect damage, as your safety could be jeopardized. 4. If your vehicle is drivable, there are no serious injuries and the area is safe, move your vehicle to the side of the road, out of traffic. BUT - if there is a serious injury or a suspected impaired driver, vehicles need to remain where they are so the collision scene can be investigated. 5. If your vehicle is not drivable, turn on your hazard lights, or use cones, warning triangles or flares. 6. All passengers who are not seriously injured should get out of the vehicle and walk to a safe place. 7. Contact and insurance information should be exchanged with all parties involved. Collect information about the collision 8. Take pictures. 9. if the driver is incapable of making the report, a passenger should file the report, or the owner of the vehicle upon learning about the collision
LOCATION OF EQUIPMENT	Emergency equipment is located: <ul style="list-style-type: none"> • Cell Phones: SUPERVISORS
WORKERS TRAINED IN USE OF EMERGENCY EQUIPMENT	No Emergency Equipment or training other than this protocol is applicable to this situation. If first aid is required, refer to injured worker protocol.
LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: <ul style="list-style-type: none"> • Fire Station: Lloydminster OR Britannia/Wilton OR Blackfoot • Ambulance: Lloydminster • Police: RCMP • Hospital: Lloydminster • Other:

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Response Plan Motor Vehicle Accident – Page 2

FIRE PROTECTION REQUIREMENTS	Turn off ignition, observe for leaking flammables
ALARM & EMERGENCY COMMUNICATION REQUIREMENTS	CELL PHONES are located WITH SUPERVISORS or in VEHICLES
FIRST AID	<p>First Aid Supplies are located at:</p> <ul style="list-style-type: none"> • First Aid Kit Intermediate Small Location VEHICLES • First Aiders are as noted on FIRST RESPONDERS LIST posted and in manual • Transportation by: LOCAL AMBULANCE or Company Vehicle • Call: 911
SAFETY DATA SHEETS (SDS)	Safety Data Sheets are located: N/A
PROCEDURES FOR RESCUE AND EVACUATION	<p>Rescue is not to be performed by un-trained (Skyline Refrigeration (2010) Ltd.) Personnel</p> <p>Evacuation Procedure</p> <ul style="list-style-type: none"> a) leave victims in vehicles if possible b) if victims must be moved, follow First Aid Training c) DO NOT MOVE VICTIMS unless absolutely necessary
DESIGNATED RESCUE AND EVACUATION WORKERS	<p>The following workers are trained in rescue and evacuation: RESCUE NOT APPLICABLE All workers are trained in evacuation protocol</p>

Other notes for MVAs

1. Do not voluntarily assume liability, take responsibility, or sign statements regarding fault.
2. Do not pay, or promise to pay, for damages at the scene of the collision.
3. Do not agree to forget about the collision.
4. Do not accept money or discuss any settlement.

Emergency Response Plan

POTENTIAL EMERGENCIES	Contact with Natural Gas or Other Flammable Product Pipelines
EMERGENCY PROCEDURES	<p>In case of GAS LINE CONTACT IMMEDIATELY Stop work in the area of the contact.</p> <ul style="list-style-type: none"> • Extinguish all ignition sources (shut down vehicles and equipment, extinguish cigarettes) • Clear all workers and other persons from the area • In case of a large leak • Evacuate the area including buildings, moving people upwind if possible • Notify people in nearby buildings, as gas might enter through drains if the break or leak is underground or through fresh air intakes and windows if gas leak is in the air. • Prevent people and vehicles from moving into the area • Contact utility owner / company IMMEDIATELY • Alberta utilities via ALBERTA ONE CALL at 1-800-242-3447 • Sask Gas 1-888-700-0427 • Sask First Call 1-866-828-4888 • Others as required • Inform supervisor and main office and follow instructions • Do not re-enter the area until instructed safe to do so by Utility owner personnel authorized to do so. • DO NOT Turn electrical switches on or off. • DO NOT Attempt to repair the leak or stop the flow of gas
LOCATION OF EQUIPMENT	<p>Emergency equipment is located:</p> <ul style="list-style-type: none"> • Cell Phones: SUPERVISORS
WORKERS TRAINED IN USE OF EMERGENCY EQUIPMENT	<p>N/A ofr this emergency if first aid is required, refer to injured worker protocol.</p>
LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> • Fire Station: Lloydminster OR Britannia/Wilton OR Blackfoot • Ambulance: Lloydminster • Police: RCMP • Hospital: Lloydminster • Other:

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Response Plan
Contact with Natural Gas or Other Flammable Product Pipeline – Page 2

FIRE PROTECTION REQUIREMENTS	Shut down equipment, use no spark producing equipment such as cell phones, 2 way radios, etc. in the vicinity of the leak
ALARM & EMERGENCY COMMUNICATION REQUIREMENTS	AIR HORNS are located in BOBCATS and VEHICLES CELL PHONES are located WITH SUPERVISORS or in VEHICLES
FIRST AID	First Aid Supplies are located at: <ul style="list-style-type: none"> • First Aid Kit Intermediate Small Location VEHICLES • First Aiders are as noted on FIRST RESPONDERS LIST posted and in manual • Transportation by: LOCAL AMBULANCE or Company Vehicle • Call: 911
SAFETY DATA SHEETS (SDS)	Safety Data Sheets are located: IN SAFETY MANUALS IN ALL VEHICLES
PROCEDURES FOR RESCUE AND EVACUATION	Rescue is not to be performed by un-trained (Skyline Refrigeration (2010) Ltd.) Personnel Evacuation Procedure a) If required, summon Emergency Services (911, etc.) b) Evacuate to pre-determined (during HA) muster point c) Take a head count and prepare for arrival of Emergency Services. d) Assist ill or injured workers to evacuate e) Provide first aid to injured or ill persons as required f) Once evacuated, no worker shall re-enter until clearance is given by a person authorized to do so
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: RESCUE NOT APPLICABLE All workers are trained in evacuation protocol

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Response Plan

POTENTIAL EMERGENCIES	Contact with Electrical Source
EMERGENCY PROCEDURES	<p>In case of ELECTRICAL UTILITY CONTACT</p> <ul style="list-style-type: none"> • Stop work and clear all workers from the area of the contact. • If operator is on a machine, remain on-board. Remember the area around the strike may be energized. Do not leave the vehicle due to risk of electrical shock. If exit is required, follow the “Shuffle or Hop, Don’t Step” rule. • IF THE OPERATOR ON BOARD CAN DO SO - Move the vehicle/equipment, etc. out of contact with the lines. DO NOT MOVE THE LINES THEMSELVES. Untrained workers are not to touch the lines. • If the machine can’t be moved, keep workers 10 meters or 33 feet away and have the operator remain on the vehicle. (Risk of Shock) • Contact utility company IMMEDIATELY • MOST Alberta utilities contact ALBERTA ONE CALL at 1-800-242-3447 • Shaw Cable 1-866-Dig Shaw (344-7429) • SASK POWER • In Sask 310-2220 • Out of province call 1-888-355-5589 • Others as required and noted on ground disturbance documents • Inform supervisor and main office and follow instructions
LOCATION OF EQUIPMENT	<p>Emergency equipment is located:</p> <ul style="list-style-type: none"> • Cell Phones: SUPERVISORS
WORKERS TRAINED IN USE OF EMERGENCY EQUIPMENT	<p>No Emergency Equipment or training other than this protocol is applicable to this situation, if first aid is required, refer to injured worker protocol</p>
LOCATION AND USE OF EMERGENCY FACILITIES	<p>The nearest emergency services are located:</p> <ul style="list-style-type: none"> • Fire Station: Lloydminster OR Britannia/Wilton OR Blackfoot
	<ul style="list-style-type: none"> • Ambulance: Lloydminster
	<ul style="list-style-type: none"> • Police: RCMP
	<ul style="list-style-type: none"> • Hospital: Lloydminster • Other:

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

**Emergency Response Plan
Contact with Electrical Utility – Page 2**

FIRE PROTECTION REQUIREMENTS	Shut down equipment
ALARM & EMERGENCY COMMUNICATION REQUIREMENTS	CELL PHONES are located WITH SUPERVISORS or in VEHICLES
FIRST AID	First Aid Supplies are located at: <ul style="list-style-type: none"> • First Aid Kit Intermediate Small Location VEHICLES • First Aiders are as noted on FIRST RESPONDERS LIST posted and in manual • Transportation by: LOCAL AMBULANCE or Company Vehicle • Call: 911
SAFETY DATA SHEETS (SDS)	Safety Data Sheets are located: IN SAFETY MANUALS IN ALL VEHICLES
PROCEDURES FOR RESCUE AND EVACUATION	<p>Rescue is not to be performed by un-trained (Skyline Refrigeration (2010) Ltd.) Personnel</p> <p>Evacuation Procedure</p> <ol style="list-style-type: none"> a) If required, summon Emergency Services (911, etc.) b) Evacuate to pre-determined (during HA) muster point c) Take a head count and prepare for arrival of Emergency Services. d) Assist ill or injured workers to evacuate e) Provide first aid to injured or ill persons as required f) Once evacuated, no worker shall re-enter until clearance is given by a person authorized to do so
DESIGNATED RESCUE AND EVACUATION WORKERS	The following workers are trained in rescue and evacuation: RESCUE NOT APPLICABLE All workers are trained in evacuation protocol

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Response Plan (1 page)

POTENTIAL EMERGENCIES	Workplace Violence
EMERGENCY PROCEDURES	<ol style="list-style-type: none"> 1. If you think someone may hurt you or someone else, you must report this to your employer directly or via your safety committee member or Rep. They must take action. Use your right to refuse if needed. 2. Consider notifying the police and discussing the situation with a healthcare worker. You have been injured, even if its not visible. 3. If the threat is immediate but not active – GET AWAY. Leave the area and get to a safer location. 4. If the threat is active (assault or violence in progress). Scream as loud and as long as possible. 5. Defend yourself with whatever reasonable means is available and appropriate to the attack. As soon as possible, get somewhere safe and call for help (police, employer, etc.)
LOCATION OF EQUIPMENT	Emergency equipment is located: <ul style="list-style-type: none"> • Phones: office or adjacent business, cell phone
WORKERS TRAINED TO USE EQUIPMENT	No Emergency Equipment or training other than this protocol is applicable to this situation, if first aid is required, refer to injured worker protocol.
LOCATION / USE OF EMERGENCY FACILITIES	The nearest emergency services are located:
	<ul style="list-style-type: none"> • Ambulance / Hospital: Lloydminster • Police: Lloydminster RCMP
ALARM & EMERGENCY COMMUNICATION	<p>PHONES In office or with workers</p>
FIRST AID	First Aid Supplies are located at: <ul style="list-style-type: none"> • First Aid Kit Intermediate Small Location VEHICLES • First Aiders are as noted on FIRST RESPONDERS LIST posted and in manual • Transportation by: LOCAL AMBULANCE or Company Vehicle • Call: 911
PROCEDURES FOR RESCUE / EVACUATION	<p>Evacuation Procedure When the risk of workplace violence is present, use any means available to evacuate to any location where the violence potential is decreased</p>
DESIGNATED RESCUE / EVACUATION	The following workers are trained in rescue and evacuation: RESCUE EVAC NOT APPLICABLE except as noted above

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

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12. Records and Statistics

12.1 STATISTICS

Skyline Refrigeration (2010) Ltd. will track and annually summarize and analyze the performance of the health and safety management system. Using raw data gathered throughout the year, the company will compare year to year safety performance to analyze trends and use this information to give further direction to management.

Safety records of all kinds will be retained three years or longer as defined by legislation. The following safety records will be retained three years or longer as defined by legislation:

- Formal Hazard assessments (save a static copy once per year),
- Site specific hazard assessments,
- HSC/HSR records (as applicable)
- Training records (a saved copy of a training matrix or similar at least once per year)
- Inspections, (sites, shop, office, as applicable)
- Incident reports and first aid records,
- Incident investigations,
- ERP Drills,
- Statistics,
- Action plans and
- Safety meeting minutes.

A combination of leading and lagging indicators should be kept and review at least annually with specific actions carried out as a result of this activity. Basic records to be recorded and analyzed may include:

- Number and type of treated injuries / first aids (lagging)
- Inspection corrective actions specified (lagging) and acted upon (leading)
- Investigation corrective actions specified (lagging) and acted upon (leading)
- WCB Premium rates (year to year - improving or not? - lagging)
- Actions based on any of these indicators (leading)

12.2 AUDITS

COR health and safety audits will be conducted annually. The audit will be reviewed along with the auditor's recommendations. Corrective actions (using the "SMART" formula) from those sources will be specified and carried out throughout the year. These will be analyzed as part of the following year's audit to determine if they have been fully acted upon or not.

13. SAFE DRIVING POLICY

Motor vehicle incidents continue to be a major contributing factor in occupational injuries and fatalities. As a result, this policy, road safety, and journey management are important components in our company's health and safety program.

In order to prevent vehicle incidents, our company seeks to establish a partnership where the employer and worker adopt a safe approach to the task of driving as they would any other job related activity. This partnership includes providing training on the policy and journey management to all personnel who will be driving company vehicles.

To accomplish on-the-job driving safety, our company will not require any worker to drive under conditions which are considered unsafe or likely to create an unsafe environment and encourages all personnel to limit travel. This can be done by planning ahead to minimize return trips for forgotten materials, combining trips, and considering if the trip is really necessary at that time. If driving alone, or for longer trips, or trips where you are not "expected" (on a service call you are expected) make sure that another person knows your route and estimated arrival time (itinerary).

All drivers are expected to follow and apply defensive driving principles, comply with all legislated requirements and set a good example.

Preventing vehicle incidents has a positive effect on our families, our community and business operations. Be a team player as well as a team member.

13.1 COMPANY DRIVING RULES

Company employees who drive a company owned or leased vehicle must:

- Possess a valid driver's License for the vehicle(s) operated.
- Comply with applicable traffic laws, company policies, practices and procedures.
- Inspect the vehicle before use and immediately report any vehicle deficiencies, unsafe conditions or incidents. Have the vehicle maintained according to the manufacturer's and company standards.
- Not drive while under the influence of alcohol or drugs.
- Not drive an unsafe vehicle.
- Not engage in Distracted Driving (hand held cell phone) activities.

13.2 ASSIGNMENT OF DRIVER RESPONSIBILITIES

All personnel who operate a company owned or leased vehicle are expected to:

- Attend all education/training courses as deemed necessary by the company.
- Check for required equipment in/on the vehicle (i.e., first aid kit, fire extinguisher, warning triangles, booster cables, cell phone, or 2 way radio).
- Provide a drivers abstract prior to or upon hiring and advise the employer of any change in driver's license status (suspension, etc.)
- Be physically fit to operate the vehicle, avoid driving when overtired, in poor weather or at night if possible. Take rest stops as needed.
- Maintain your vehicle in safe operating condition, perform daily pre-trip inspection and secure cargo to prevent movement and/or dislodgement under normal operating conditions.
- Use the seat belt, buckle up - require passenger(s) to use their seat belt(s).
- Use signal lights when turning or changing lanes.

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

- Refrain from tailgating, displaying, reacting to or engaging in road rage.
- Drive defensively and according to weather and highway conditions, courteously and with due care and attention at all times.
- Get clear driving directions (map, etc) and program GPS before starting out.
- Use pull-through parking techniques whenever possible. If this is not possible, use back in techniques with a spotter if possible, as required for the situation.
- Pass other vehicles with care and caution and only when legal and safe to do so

13.3 JOURNEY MANAGEMENT

In addition to the driving requirements noted above, Skyline journey management plans are in place to ensure that personnel, whether travelling alone or together, have identified the risks of travel. These risks can be minimized by using appropriate vehicles, sharing travel plans and routes, including maps if necessary (ie: GPS map on mobile device and forward to travel coordinator), and have considered loads, vehicles, driving conditions and other variables; personal factors such as hours of work, fatigue, etc.; as well as contingency plans for emergencies, or unwelcome events.

Before traveling, a journey management form must be fully completed. Cell phone communications must be in place and the working alone processes must be followed whether travelling alone or not. During regular business hours, the travel coordinator must review and sign the journey management form. If after hours, the traveling workers will take a photo of the completed journey management form, email it to the coordinator on call, and not depart until the coordinator has approved the submitted form. In both cases, the journey management form will be reviewed with the driver and the travel coordinator for discussion regarding route of travel, hazards (weather etc.), loads and load securement, as well as contingency plans for enroute emergencies.

The travel details section of the form must be completed as accurately as possible and the traveling personnel must pull over at safe locations and call in at a minimum every 60 minutes during travel, on arrival at, and departure from site and arrival at end of journey. If travelling more than 2 hours, every second call in (every 2 hours) the call in will include a rest stop in a safe location. Progress will be monitored via the GPS systems, and if a worker fails to call in, the travel coordinator will attempt to contact, and using GPS verify location and progress. If contact cannot be made, GPS location will be passed to the nearest RCMP detachment and a driver in distress report will be made.

Refer to the Vehicle Breakdown SWP and the Working / Travelling Alone Procedure for information if needed.



K. Freeman, President / Safety Supervisor

February 8, 2022
Date

JOURNEY MANAGEMENT FORM

Traveler Details

Name: _____ Phone Number: _____
 Vehicle Make: _____ Model: _____
 Colour: _____ License Plate: _____

Other Personnel Travelling

Name	Cell Number	Emergency Contact (Name and Number)

Reason for Journey

Travel Details

Trip Stage	Checkpoints (include rest breaks)	Departing	Arriving
1			
2			
3			
4			
5			
6			
7			
8			
9			

Description of Route to and from Destination

Traveler Emergency Contacts

Name: _____ Phone Number: _____
 Name: _____ Phone Number: _____

Travel Coordinator Approval

Name: _____ Phone Number: _____
 Signature: _____ Date: _____

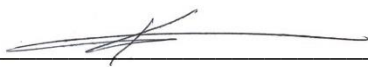
◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

14. Company Environmental Policy

Skyline Refrigeration (2010) Ltd. considers environmental protection to be an important and integral part of conducting business and recognizes that the protection of the environment is an essential element of its day to day company operations. Environmental conservation and effective waste management will be practiced in all operations and at all company facilities and managed by all personnel as appropriate to the activities. Waste will be handled properly, according to the type of waste by personnel wearing appropriate PPE.

In considering these objectives and recognizing that our maintenance work generates “zero” waste (small pieces of pipe/tubing and hand towels that are taken back to the main shop) and our commercial construction jobs generate minimal waste such as packing material as well as small pieces of pipe/tubing and hand towels none of which are stored on site. Projects are managed by Prime Contractors or clients who provide waste disposal bins. Skyline refrigeration does not perform pre-job assessments of waste containers and volumes of waste. To attain our objectives in environmental protection, the company will:

- Assess potential environmental risks;
- Train employees in environmental protection and their responsibilities, including the recycling of materials whenever and wherever possible;
- Employees will use the training and facilities provided by the employer at the shop, or on site by the client/Prime Contractor to recycle the materials whenever and wherever possible;
- Maintain an effective reporting and communications system;
- Minimize hazards to public health;
- Protect the environment from any adverse effects of our operations by following good environmental operating practices and comply with the guidelines, standards and regulations regarding environmental protection as they apply to our operations;
- Communicate with workers, clients, the public and regulatory agencies on environmental issues arising from company operations;
- Direct prompt action to minimize any environmental damage caused by company activities and report spills to appropriate authorities (client and regulatory) as required.
- Chemical substances are to be stored in proper containers to minimize spill potential. Whenever possible, chemicals should be kept in closed containers and stored so they are not exposed to stormwater.
- Skyline will provide and train workers in the use of spill kits with appropriate supplies for materials used by Skyline that may be spilled (spillable products).
- Supplies must be kept near the work area when spillable products are used, and must be in a type and quantity appropriate to the spill potential. These materials must be included in the monthly inspections to verify adequate types, supplies and inventory of spill containment materials.
- Project wastes, trash, and/or scrap materials will be taken into consideration before work begins and needs for proper handling, disposal processes, storage, bins, containers, etc. will be discussed with the client / prime contractor prior to start of work.



K. Freeman, President / Safety Supervisor

April 19, 2023
Date

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

15. WHMIS & Chemical / Biological Hazards

15.1 **OBJECTIVE**

To ensure workers are trained and understand the Workplace Hazardous Materials Information System and similar hazards such as harmful substances and biological hazards and that they apply the principles of protection in their daily work activities.

15.2 **POLICY**

All workers, supervisors, and managers shall comply with the elements of the WHMIS program and all legislation governing WHMIS. They will ensure that workers are not exposed to a harmful substance(s) at concentrations that exceed those defined in AB OHS *Schedule 1 Table 2 Occupational Exposure Limits for chemical substances*.

15.3 **RESPONSIBILITIES**

Management shall train workers and provide background and relevant information to workers. Management will also attempt to source the least hazardous material that is commonly available for use in the workplace and will undertake to gather air samples as required to properly assess and control this hazard.

Supervisors have the responsibility to ensure the workers use products and the WHMIS system as intended.

Workers shall be trained in the WHMIS, and the contents of this policy, and will follow the guidelines and rules contained in it. Supplier labels must be affixed to the original containers of all hazardous products and in the event of transferred hazardous products from the original container into another container workplace labels will be affixed on the new container.

Skyline does not use products of the type, or in quantities, that require shower facilities. If a hazard for skin or eye injury from a hazardous substance exists in the workplace, appropriate facilities to wash the skin and eyewash facilities to irrigate the eyes are available and provided for immediate use.

15.4 **PROCEDURES**

Any work involving WHMIS hazardous products will include reference to and knowledge of the SDS sheets for that product and workers will use appropriate PPE as listed on the SDS sheets and other appropriate information as available to the worker. Safety Data Sheets are readily available to all employees.

Products found and used in the workplace that are not listed are to be removed from the workplace and brought to the attention of management.

16. TDG

16.1 REQUIREMENTS

Regulated goods are carried under the 150 kg Gross mass exemption which exempts Skyline from TDG requirements as noted below.

Additionally, Skyline carries small quantities of UN3264 Nu-Calgon nickel safe ice machine cleaner in PG III. The Limited Quantity exemption for this product at this concentration is 5 liters.

Excerpt from TDG Regulations

Special Cases

1.15 150 kg Gross Mass Exemption

(1) Part 3 (Documentation), Part 4 (Dangerous Goods Safety Marks), Part 5 (Means of Containment), Part 6 (Training) and Part 8 (Accidental Release and Imminent Accidental Release Report Requirements) do not apply to the handling, offering for transport or transporting of dangerous goods on a road vehicle, a railway vehicle or a ship on a domestic voyage if

(a) in the case of

(i) dangerous goods included in Class 2, Gases, they are in one or more small means of containment in compliance with the requirements for transporting gases in Part 5, Means of Containment, except that, in the case of dangerous goods that are UN1950, AEROSOLS, the requirement in subsection 5.11(6) for aerosol containers to be tightly packed in a wood, fibreboard or plastic box does not apply to a user or purchaser who transports no more than six aerosol containers, or

Note that subsection 5.11(6) includes two requirements, one for a valve protection cap and one for containment, and that the exemption for aerosol containers in subparagraph (i) applies only to the containment requirement in that subsection; the requirement for a valve protection cap continues to apply.

(ii) dangerous goods not included in Class 2, Gases, they are in one or more small means of containment designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of the dangerous goods that could endanger public safety;

17. Workplace Violence & Harassment

17.1 DEFINITION

“Violence”, whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual Violence.

“Harassment” means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker’s health and safety, and includes: (a) conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and (b) a sexual solicitation or advance, but (c) excludes any reasonable conduct of an employer or supervisor in respect of the management and direction of workers at a work site.

In case of conflict, the definition appropriate to the authority having jurisdiction will be used. *Violence* and *Harassment* are defined by both Alberta and Saskatchewan statutes and are referred to in this document as “Violence”.

17.2 POLICY

Skyline Refrigeration (2010) Ltd. believes that every person is entitled to employment free of Violence; in the prevention of Violence; and promotes a Violence-free environment in which all persons respect one another and work together to achieve common goals. Any act of Violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

This policy includes Harassment and Violence, and includes domestic Violence occurring in, or overflowing into, the workplace and applies to all persons both inside and outside the company. In implementing this policy, the company is guided by legislation that requires employers to identify and control these hazards and to provide a safe and healthy work environment. The goal is to both reduce the effects of Violence on victims and provide consequences to those who perpetrate Violence.

Management’s commitment to this goal includes:

- Ensuring workers are not exposed to the hazard of Violence. If the elimination of exposure is not reasonably practicable, controlling¹ Violence is required;
- Investigating all reported incidents of Violence in an objective and timely manner and keeping the investigation and results confidential;
- Confidentiality. The identity of the persons involved, and the circumstances of the complaint will be disclosed only where necessary for investigating or taking action in relation to the complaint, or to inform workers of a specific or general threat, or where law requires disclosure and if required, only the minimum amount of personal

¹ Examples of control measures include, but are not limited to posted signage, restricted access to work areas, locked doors, keycards, security cameras / procedures, alarms, fencing, lighting, personal protective devices, security guards, background checks, emergency response procedures, working alone procedures, and time-lock safes and other robbery prevention measures.

information will be disclosed to inform workers of the threat of violence or potential violence;

- Taking necessary and appropriate corrective action; and
- Providing appropriate support for victims.

This policy and accompanying processes, forms, etc. will be developed/reviewed by the safety committee or safety rep and reviewed every three years at a minimum or if requested by the committee or rep and after any reported incident of Violence. If no committee or rep are required, the employer will work with the workers in the development and review of this program.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Skyline expects all personnel and contractors to assist in maintaining a work environment that is free from Violence. Supervisors will not allow persons under their control to participate in or be subjected to Violence. Workers shall refrain from Violence as a condition of employment. All complaints of Violence will be taken seriously, and the rights of all concerned will be respected. Reported or observed actions contrary to this policy shall be reviewed and investigated immediately and attention to protection of workers will be handled individually and confidentially.

17.3 PROCESS / PROCEDURE

If a worker feels they have been subjected to Violence the first step, if possible, is to clearly and firmly make known to the offender that his/her behavior is objectionable and must stop. The incident must be reported to management using the forms provided in the program and privacy of all parties must be maintained. Management will notify the alleged offender and undertake a confidential investigation.

The preliminary investigation should be completed within 7 days and finalized within 21 days of the report of the incident. The process will include interviews of all parties involved including witnesses, collection of relevant documents, and a response to the allegations by the accused.

Upon completion of the investigation, it will be reviewed by management, final determinations made and both parties will be informed of the results of the investigation. If the harassment is substantiated, management will take appropriate corrective action. If harassment is not substantiated, no action will be taken against the worker who has made the complaint in good faith.

Personnel are advised to consult a health care professional of their choice for consultation, treatment or referral if exposed to workplace Violence. The employer will pay the worker's full wages and benefits while the worker does so. The complainant should file a formal complaint with the jurisdictional police if appropriate.

Workplace Violence is a hazard, so during orientations all workers will be instructed in:

- Definition of, and how to recognize the hazard of workplace Violence,
- The policy, procedures and workplace arrangements to minimize workplace Violence,
- The appropriate response to workplace Violence, including how to obtain assistance, and
- Procedures for reporting, investigating and documenting incidents of workplace Violence.
- This training will be supplemented by refresher training as needed during safety meetings.

Workers are encouraged to use the internal justice system to resolve Violence issues. Every worker retains the right to refer such complaints to the authority having jurisdiction including Occupational Health & Safety, Human Rights Commissions or any other legal avenues available.



K. Freeman, President / Safety Supervisor

April 19, 2023
Date

18. Fit for Duty / Fatigue Management

18.1 OVERVIEW

This section deals with evaluating a worker's ability to safely perform their tasks from the perspective of mental clarity. Worker competency is dealt with in Section 8, Training. This section deals with issues such as:

- Fatigue (being over-tired),
- Personal stress caused by issues off the job,
- Emotional factors presented through workplace or personal stressors / issues,
- Drug or Alcohol use or abuse,
- Medical issues.

Any or all of the above may lead to a workers *impaired* ability to perform their job safely. In this context, *impaired* or *impairment* refers not just to drug or alcohol use, but ANY factor that may lead to anything other than the best of decision making processes being executed. None of these factors involving passing judgment on a worker's moral or social compass. It is simply an evaluation of whether a worker is mentally prepared for the activities that he or she must perform. Physical indicators such as behavior, stumbling, odor, slurred speech, lack of focus, etc. may suggest a cause for concern that the individual or their co-worker's safety is at risk. These factors may have several causes, not simply from drug or alcohol use/abuse.

18.2 FATIGUE

Skyline's hours of work and job rotation schedules will be set to control fatigue, allow for sufficient sleep, and increase mental fitness and will take into consideration the amount of rest between workdays, on-call time, etc. (shift work and travel do not apply to Skyline activities).

Personnel must take periodic breaks to minimize fatigue, must never operate motor vehicles and/or heavy equipment while excessively fatigued and must report fatigue to supervisors.

18.3 POLICY AND PROCEDURES

All personnel have a duty to comply with this policy and to monitor those around them for physical signs of *impairment*. On noticing these, a supervisor, manager or client representative should be notified to deal with this situation using the guidelines provided by the COAA Model. While the model specifically addresses drug and alcohol use. The guidelines contained in it can be applied to all manners of *impairment* and are suitable for use. Notification numbers may be found in the contacts section of the Emergency Response Plans section. Anonymity requests will be honored.

It is critical that at no time does a person pass judgment on another. Fitness for Duty is simply a matter of noting when a worker, co-worker, supervisor or employer may have an impaired ability to perform to reasonable expectations and taking simple caring steps to have that person evaluate their mental state or if required, respectfully removing the person from harm's way.

18.4 ROLES AND RESPONSIBILITIES

The successful implementation of these guidelines and the alcohol and drug work rule is the shared responsibility of owner companies, contractors, workers and labor providers.

18.4.1 WORKERS MUST:

- Have an understanding of the alcohol and drug work rule
- Take responsibility for ensuring their own safety and the safety of others
- Ensure they comply with work standards as part of their obligation to perform work activities in a safe manner
- Comply with the alcohol and drug work rule and follow appropriate treatment if deemed necessary
- Use medications responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable, and
- Encourage their peers or co-workers to seek help before there is a potential breach or breach of policy.

18.4.2 SUPERVISORS OR LEADERS MUST:

- Be knowledgeable about and comply with the company's alcohol and drug work rule and procedures
- Ensure they comply with work standards as part of their responsibility to perform their work-related activities in an effective and safe manner
- Be knowledgeable about the use of alcohol and drugs and be able to recognize the symptoms of the use of alcohol and drugs
- Understand their company's performance management policy and how this Canadian Model is integral to that policy
- Take action on performance deviations
- Take action on reported or suspected alcohol or drug use by workers, and
- Complete supervisor awareness training in accordance with the minimum criteria set by the United States Department of Transportation (U.S. DOT) — Employer Guidelines.

18.4.3 OWNERS AND CONTRACTORS MUST:

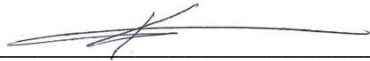
- Provide a safe workplace
- Provide prevention programs that emphasize awareness, education and training with respect to the use of alcohol and drugs
- Ensure the guidelines and the alcohol and drug work rule support other performance management systems
- Ensure effective employee assistance services are available to workers
- Assist workers in obtaining confidential assessment, counselling, referral and rehabilitation services
- Actively support and encourage rehabilitation activities and re-employment opportunities where applicable
- Provide supervisory training and awareness in dealing with the use of alcohol and drugs in the workplace in accordance with the minimum criteria set by the U.S. DOT — Employer Guidelines
- Participate with unions, worker associations and employers' organizations to assist in the provision of rehabilitating opportunities for persons who have problems with the use of alcohol and drugs

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

- Ensure that all employees understand the existence of and content of the guidelines and the alcohol and drug work rule as part of the employee's orientation to that company
- Ensure that the alcohol and drug testing is performed according to the standards set out in this document, and
- Decide which form of drug testing (urinalysis or oral fluid analysis) works in the context of their own work environment. Urinalysis is contemplated for all forms of drug testing in the Canadian Model. Oral fluid analysis is contemplated only for those forms of drug testing set out in section 4.8.2.

18.5 **COAA CANADIAN MODEL**

The following pages contain a condensed version of the full document which should be consulted should the need arise. Reference in the COAA model to Drugs or Alcohol may be read to also apply to *impairment* from other causes noted in the Overview section.



K. Freeman, President / Safety Supervisor

April 19, 2023
Date

ALCOHOL AND DRUG POLICY - Canadian Model for Providing a Safe Workplace

1. PURPOSES OF THE ALCOHOL AND DRUG POLICY

1.1 The alcohol and drug policy is established

- (a) to provide a safe workplace for all workers and those whose safety may be affected by the conduct of workers, and
- (b) to ensure that all workers are treated fairly and with respect

2. THE ALCOHOL AND DRUG POLICY IS IMPORTANT

2.1 – A safety-sensitive position is one in which an individual has a key and direct role where incapacity due to drug or alcohol impairment could result in a significant incident affecting the health and safety of oneself, others, or the environment. All positions that are required to visit or work either on client sites or in Skyline operating facilities will be deemed safety sensitive. The use of alcohol and drugs adversely affects the ability of a person to work in a safe manner. Workers at construction workplaces are often working independently or with equipment or material in an environment that poses a threat to the safety of themselves, the workforce, the workplace and the property at the workplace, if handled without proper care and attention. In setting the requirements in the Work Rule it is acknowledged that assessments of risks relating to work activities, equipment and processes may lead to a workplace adopting more rigorous requirements in relation to the risks faced in particular work. This Policy will remind workers of the risks associated with the use of alcohol and other drugs and provide understandable and predictable responses when a worker's conduct jeopardizes the safety of the workplace.

2.2 By pursuing the purposes of this alcohol and drug policy, the company promotes the safety and dignity of its workers, the welfare of its workers and their families, and the best interests of the company, the owner, the construction industry and the public.

2.3 There are no other reasonable alternatives available to the company that impose a smaller burden on any rights a worker may have under the Alberta Human Rights Act and at the same time are equally effective in promoting the purposes of this alcohol and drug policy.

3. ALCOHOL AND DRUG WORK RULE

3.1 A worker shall not

- (a) use, possess or offer for sale alcohol and drugs or any product or device that may be used to attempt to tamper with any sample for a drug and alcohol test while on company property or at a company workplace,
- (b) report to work or work with an alcohol level equal to or in excess of 0.040 grams per 210 liters of breath, with a drug level for the drugs set out below equal to or in excess of the concentrations set out in the chart below or while unfit for work on account of the use of a prescription or nonprescription drug, or for any other reason.
- (c) refuse to comply with a request made by a representative of the company, a request to submit to an alcohol and drug test or provide a sample for an alcohol and drug test under 4.8,
- (d) tamper with a sample for an alcohol and drug test given under 4.8.

3.2 A worker complies the alcohol and drug work rule if he or she is in possession of a prescription drug prescribed for him or her or a nonprescription drug and the worker is using the prescription or nonprescription drug for its intended purpose and in the manner directed by the worker's physician

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or pharmacist or the manufacturer of the drug, and the use of the prescription or nonprescription drug does not adversely affect the worker's ability to safely perform his or her duties, and the worker has notified his or her supervisor or manager before starting work, of any potentially unsafe side effects associated with the use of the prescription or nonprescription drug.

3.3 The supervisor or manager who has received a notification under 3.2 may not disclose any information to any person other than a person who, under statutory or common law, needs to know this information.

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 metabolite	50	15
Cocaine metabolite	150	100
Opiates	2000	—
• Codeine	—	2000
• Morphine	—	2000
6-Acetylmorphine	10	10
Phencyclidine	25	25
Amphetamines	500	—
• Amphetamine	—	250
• Methamphetamine	—	250
MDMA ¹	500	—
• MDMA	—	250
• MDA ²	—	250
• MDEA ³	—	250

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 (THC)	4	2
Cocaine metabolite	20	—
• Cocaine or Benzoyllecgonine	—	8
Opiates	40	—
• Codeine	—	40
• Morphine	—	40
• 6-Acetylmorphine	—	4
Phencyclidine	10	10
Amphetamines	50	—
• Amphetamine	—	50
• Methamphetamine	—	50
• MDMA ¹	—	50
• MDA ²	—	50
• MDEA ³	—	50

1 Methylendioxyamphetamine
 2 Methylendioxyamphetamine
 3 Methylendioxyethylamphetamine

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

4. IMPLEMENTATION OF THE ALCOHOL AND DRUG WORK RULE

4.1 Education

4.1.1 The company is committed to informing workers of the existence of this alcohol and drug policy and to taking such other steps as are reasonable to inform its workers of the safety risks associated with the use of alcohol and drugs and the assistance available.

4.1.2 The likelihood that a worker will comply with the alcohol and drug work rule is increased if he or she knows the safety risks associated with the use of alcohol and drugs and the assistance available under the EAP.

4.2 Self-help

4.2.1 This policy encourages workers who believe that they may require the help provided by substance abuse experts (SAEs) and Employee Assistance Programs (EAPs) to voluntarily request that help. A worker requesting help will not be disciplined unless he or she fails to comply with the drug and alcohol rule; has been requested to confirm compliance under 4.3; has been requested to submit to a drug and alcohol test under 4.4, 4.6, or 4.7; or is involved in an incident under 4.5

4.2.2 A worker who believes that he or she may be unable to comply with the alcohol and drug work rule must seek help by taking such steps as are necessary to ensure that he or she presents no safety risk to himself or herself or to others at the workplace, and seek help through a company's EAP program; informing a family member, friend, co-worker, supervisor manager or owner

4.2.3 In responding to a worker's request for help, a coworker must inform a person in authority of the workers request for help.

4.2.4 In responding to a worker's request for help, a foreman, supervisor, manager or person in authority to whom the request was made known must:

- (a) take steps to ensure that the worker is fit for duty and presents no risk to himself or herself or to others at the workplace, and
- (b) inform the worker of the assistance available under the EAP
- (c) encourage the worker to utilize the EAP which may assist the worker, and
- (d) inform the worker that if he or she fails to utilize the EAP the company may insist that the worker submit to 1) a medical assessment conducted by a physician; 2) an alcohol and drug testing as set out in 4.8; and 3) an assessment conducted by a substance abuse expert. The worker must provide confirmation to the employer that they did these things. Failure to do these things may result in the termination of the worker's employment.

A person providing assistance under an EAP in respect to a worker's use of alcohol or drugs, including a case manager, shall advise the worker that should he or she become aware of a failure of the worker to comply with the terms and conditions of a program established to help the worker and/ or that the worker presents a serious and imminent risk to himself or herself or to others at the workplace, he or she must inform the employer of the failure to comply with the terms and conditions and/or of the safety risk.

4.2.5 A worker who receives assistance from the EAP on account of his or her use of alcohol and drugs must comply with the terms and conditions of any program established to help the worker as a condition of his or her continued employment.

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

4.2.6 A worker who is at work and enrolled in the EAP must comply with the alcohol and drug work rule.

4.3 Possession of alcohol and drugs

4.3.1 A representative of the company or the owner who has reasonable grounds to believe a worker may not be in compliance, must request that worker to confirm that he or she is in compliance with the alcohol and drug work rule, or request the assistance of appropriate authorities to confirm the worker's compliance with the alcohol and drug work rule.

4.3.2 A representative of the company or the owner must provide to the worker the reason for the request.

4.4 Observation of worker conduct

4.4.1 A supervisor / manager of a worker must request a worker to submit to an alcohol and drug test if the supervisor / manager and the next level of management present at the company workplace, if any, have reasonable grounds to believe that a worker is or may be unable to work in a safe manner because of the use of alcohol and drugs.

4.4.2 A supervisor or manager of a worker must provide to the worker the reason for the request.

4.5 Incidents and near misses

4.5.1 A supervisor or manager of a worker must request a worker to submit to an alcohol and drug test if the supervisor or manager and the next level of management present at the company workplace, if any, have reasonable grounds to believe that a worker was involved in an incident or near miss.

4.5.2 A supervisor or manager of a worker must provide to the worker the reason for the request.

4.5.3 A supervisor or manager must make a request under 4.5.1 immediately following an incident or near miss unless it is not practicable or reasonable to do so until a later time.

4.5.4 A supervisor or a manager of a worker need not request the worker to submit to an alcohol and drug test if the supervisor or manager and the next level of management present at the company workplace, if any, conclude that there is objective evidence to believe that the use of alcohol and drugs did not contribute to the cause of the incident or near miss.

4.6 Random Testing

4.6.1 At work sites where the employer has confirmed in writing that each worker is covered by a worker assistance services program, the employer may implement a lawful computer-generated random alcohol and drug testing program in accordance with the procedures set out in the United States Department of Transportation Workplace Drug and Alcohol Testing Programs in force as of the date of this publication. In the event a lawful random alcohol and drug testing program is to be adopted by an employer, a written notice shall be delivered to each worker and a written notice shall be provided to any bargaining agent of affected workers of the implementation of random alcohol and drug testing at least 30 days prior to implementation of that program at the work site.

4.6.2 Where an owner directly or by contract requires random alcohol and drug testing, such a random testing program must be applicable to all companies and workers at the work site.

4.6.3 Where an employer, in accordance with the Guidance Document for the Occupational Health and Safety Pilot Project: Reducing Safety Risks Related to the Use of Alcohol and Other Drugs, requires random alcohol and drug testing, such a random testing program must adhere to all of the terms of the approved application for participation in the Pilot Project.

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

4.7 Site access testing

4.7.1 When an owner directly or by contract requires site access testing, an employer may require alcohol and drug testing under 4.8 of any worker as a condition of access to the owner's property.

4.8 Alcohol and drug Testing

4.8.1 The company agrees to have alcohol and/or drug testing conducted by personnel in a certified lab in accordance with approved standards and procedures as they relate to the testing.

4.8.2 The company agrees to conduct oral fluid testing for incident and near miss (post incident), observation of worker conduct (reasonable cause). Oral fluid testing is not permitted for site access or any testing that is included in conditions established pursuant to 5.2.2(b) or 5.4.2.

4.8.3 A summary of the features of the alcohol and drug tests is set out in Appendix A of the COAA Manual.

4.8.4 By continuing his or her employment with the company the worker accepts the terms of this alcohol and drug policy and authorizes the laboratory to provide the test results to the company or any person with legal authority to require the disclosure of the test results, subject to 4.9.7. Further, the worker authorizes the medical review officer to provide the test results to a substance abuse expert to whom the worker has been referred under the provisions of this policy.

4.9 Alcohol and Drug Testing Results

4.9.1 Alcohol and drug test results can be negative, positive, refusal to test or cancelled with additional comments as required. A negative test result means the employee is in compliance, a positive test result means non-compliance, a refusal to test result means non-compliance, and a cancelled test result cannot be relied upon to determine compliance or non-compliance. All test results will be provided in a confidential written report from the medical review officer to the designated company representative with explanation and direction when required.

4.9.2 A report from the medical review officer to the designated company representative that the employee's sample produced a negative test result without a safety advisory means that the employee complied with 3.1(b) of the alcohol and drug work rule. The designated company representative must notify the employee of the negative test result and that no other steps under this alcohol and drug policy will be taken. If a safety advisory is issued by a medical review officer then a fitness for work assessment should be conducted to ensure the safety of the employee and others at the workplace, and because there may have been a failure to comply with 3.2. It may be appropriate to pursue procedures under other policies or take other steps, including a medical assessment, in order to assist the employee to perform at a satisfactory level.

4.9.3 A confidential written report from the medical review officer to the designated company representative that the employee's sample produced a positive test result means that the employee failed to comply with 3.1(b) of the alcohol and drug work rule.

4.9.4 A confidential written report from the medical review officer to the designated company representative that the employee refused to test means that the employee failed to comply with 3.1(d) of the alcohol and drug work rule.

4.9.5 A confidential written report from the medical review officer to the designated company representative that the employee's sample is cancelled means that the test cannot be relied upon for the purposes of this work rule.

4.9.6 Where a person is referred to testing required under 4.7 by the bargaining agent or labor provider of that person, a confidential written report from the medical review officer shall be issued to the designated representative of that agent or provider.

4.9.7 In order to preserve the confidentiality of test results, the designated company representative and any person to whom disclosure is permitted under this alcohol and drug policy must not disclose the test results to any person other than a person who needs to know the test results to discharge an obligation under this alcohol and drug policy.

4.10 Refers to bargaining units and their agents (Union reps) and does not apply

5. CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ALCOHOL AND DRUG WORK RULE

5.1 Company responses to violations

The company may discipline, or terminate for cause, the employment of a worker who fails to comply with the alcohol and drug work rule. The appropriate consequence depends on the facts of the case, including the nature of violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

5.2 Violation of 3.1(b) of the alcohol and drug work rule

5.2.1 Prior to the company making a final decision with regard to disciplining or terminating the employment of a worker, who has failed to comply with 3 1 (b) of the alcohol and drug work rule, the company shall direct the worker to and the worker shall meet with a substance abuse expert. The substance abuse expert shall make an initial assessment of the worker and make appropriate recommendations. The assessment by the substance abuse expert shall be applied utilizing the processes and approaches set out in Appendix B. The worker shall, through the substance abuse expert, provide to the company a confidential report of his or her initial assessment and recommendations. The company then shall make the final decision under 5.1. The initial assessment is to be completed as soon as possible, and the report shall be delivered to the company within two days of completion. Failure by the worker to attend the assessment or follow the course of corrective or rehabilitation action shall be cause for termination of the worker. During the period of assessment and corrective rehabilitative programs recommended by the substance abuse expert the worker shall be deemed to be suspended from his or her employment without pay.

5.2.2 In addition to disciplining or terminating for cause the employment of a worker who fails to comply with 3 1 (b) of the alcohol and drug work rule, the company may give written notice to that person that the person will not be re-employed again by the company unless the person provides the company with the following

(a) a certificate issued

(i) by the rehabilitation program service provider certifying that the person who was terminated has successfully completed its rehabilitation program and continues to comply with all the requirements of the rehabilitation program, or

(ii) by a licensed physician with knowledge of substance abuse disorders certifying that the person who was terminated is able to safely perform the duties he or she will be required to perform if employed by the company, and

(b) a statement signed by the person and, if represented by a bargaining agent or laborer provider, by the bargaining agent or labor provider acknowledging that the person agrees to any conditions imposed as part of a corrective rehabilitative program and such other

reasonable conditions set by the employer. The employer may terminate the employment of the worker who fails to comply with the conditions set out in such statement.

5.3 Violation of 3.1 (a), (c) or (d) of the alcohol and drug work rule

If a company decides to discipline or terminate for cause the employment of a worker who fails to comply with 3.1 (a) or (c) or (d) of the alcohol and drug work rule, the company shall refer such worker to a substance abuse expert and shall notify the bargaining agent or labor provider, if the worker has one, of such referral.

5.4 Owner responses to violations

5.4.1 The owner of a site where a person was working when he or she failed to comply with the alcohol and drug work rule may give the person who failed to comply with the alcohol and drug work rule written notice that he or she shall not enter the owner's site.

5.4.2 The owner of a site where a person was working when he or she failed to comply with the alcohol and drug work rule may give that person who has been denied permission to enter its site under 5.4.1 written notice that the person may enter the owner's site if

- a) a company engaged in work at the owner's site, or
- (b) the bargaining agent or labor provider of that person, if the person is represented by a bargaining agent or labor provider, or
- (c) a company engaged in work at the owner's site and the bargaining agent or labor provider of that person provides the owner with a written statement by the person who has been denied permission to enter the owner's work site under 5.4.1 acknowledging that that person agrees to reasonable conditions imposed by the owner or the contractor or the bargaining agent or labor provider or a part of a corrective or rehabilitative program.

5.4.3 The owner may withdraw permission given under 5.4.2 if the person given permission to enter the owner's work site under 5.4. 2 fails to comply with the alcohol and drug work rule or any condition imposed under 5.4.2.

5.4.4 The owner is not obliged to give a person who has been denied permission to enter the owner's site under 5.4.3 another opportunity to work on the owner's site.

5.5 Bargaining agent or labor provider responses to violations A bargaining agent or labor provider shall decline to dispatch a person to a company until that organization has reviewed the initial assessment, referred to in Article 5.2 or 5.3, and until the conditions set out therein for the person have been met.

6.0 DEFINITIONS

6.1 In this alcohol and drug policy, the following definitions apply:

- (a) Alcohol: Any substance that may be consumed and that has an alcoholic content in excess of 0.5 per cent by volume.
- (b) Alcohol and drugs: Alcohol or drugs or both.
- (c) Alcohol and drug test: A test administered in accordance with 4.8.1 of this alcohol and drug policy.
- (d) Alcohol and drug work rule: The alcohol and drug work rule set out in 3.1 of this alcohol and drug policy.
- (e) Case manager: A professional with training, knowledge and experience in case management and substance abuse disorders. The case manager facilitates and confirms compliance with treatment recommendations, and provides supportive and objective case management services, including aftercare and return to work conditions recommended by the substance abuse expert, to support the worker and maintain the safety of the worker and those around him or her on a safety-sensitive work site.
- (f) Company: A corporation, partnership, association, joint venture, trust or organizational group of persons whether incorporated or not.
- (g) Company workplace: Includes all real or personal property, facilities, land, buildings, equipment, containers, vehicles, vessels, boats and aircraft whether owned, leased or used by the company and wherever it may be located.
- (h) Drug paraphernalia: Includes any personal property which is associated with the use of any drug, substance, chemical or agent the possession of which is unlawful in Canada.
- (i) Drugs: Includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription or authorization from a licensed treating physician, any nonprescription medication lawfully sold in Canada and drug paraphernalia.
- (j) Employee: Any person engaged in work on a work site where this policy applies.
- (k) Employee assistance services program: Services that are designed to help employees who are experiencing personal problems such as alcohol and drug abuse.
- (l) Employer: A person who controls and directs the activities of an employee under an express or implied contract of employment.
- (m) Incident: An occurrence, circumstance or condition that caused or had the potential to cause damage to person, property, reputation, security or the environment.
- (n) Laboratory: A laboratory providing urine-based drug testing services or oral fluid-based drug testing services must be certified by the United States Department of Health and Human Services under the National Laboratory Certification Program. A laboratory providing oral fluid-based drug testing services must ensure that the oral fluid testing be performed in such a manner that: (1) acceptable forensic practices and quality systems are maintained; (2) specimen validity testing is deployed; (3) regular independent audits occur; and (4) proficiency test samples are included.
- (o) Manager: Includes team leaders and other persons in authority.
- (p) Medical review officer (MRO): A licensed physician, currently certified with the American Association of Medical Review Officers or Medical Review Officer Certification Council, with knowledge of substance abuse disorders and the ability to evaluate an employee's positive test results who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

- (q) Negative test result: A report from the medical review officer that the employee who provided a specimen for alcohol and drug testing (laboratory based) did not have an alcohol and drug concentration level equal to or in excess of that set out in 3.1(b).
- (r) Owner: The person in legal possession of a site.
- (s) Positive test result: A report from the medical review officer that the employee who provided a specimen for alcohol and drug testing (laboratory-based) did have an alcohol or drug concentration level equal to or in excess of that set out in 3.1(b).
- (t) Reasonable grounds: Includes information established by the direct observation of the employee's conduct or other indicators, such as the physical appearance of the employee, the smell associated with the use of alcohol or drugs on his or her person or in the vicinity of his or her person, his or her attendance record, circumstances surrounding an incident or near miss and the presence of alcohol, drugs or drug paraphernalia in the vicinity of the employee or the area where the employee worked.
- (u) Rehabilitation program: A program tailored to the needs of an individual which may include education, counselling and residential care offered to assist a person to comply with the alcohol and drug work rule.
- (v) Substance abuse expert (SAE): A licensed physician; a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance expert; or an alcohol and drug abuse counsellor. He or she has received training specific to the SAE roles and responsibilities, has knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders, and has an understanding of the safety implications of substance use and abuse.
- (w) Supervisor: The person who directs the work of others and may, depending on the nature of the company's structure, include the foreman, general foreman, supervisor, superintendent and team leader.
- (x) Tamper: To alter, meddle, interfere, substitute or change.
- (y) Work: Includes training and any other breaks from work while at a company workplace.
- (z) Work site: A place at which a person performs work for an owner or employer.

19. Health and Safety Representative

Skyline Refrigeration *regularly employs* 5 – 19 persons which requires a Health and Safety REPRESENTATIVE (REP) This section addresses the current requirement to appoint a REP. Note that current legislation (AB OHS Code s.197) requires a Terms of Reference only for Committees, not representatives, therefore, this section of the HSMS has no legislative standing, but is provided for clarity and to facilitate communication processes.

If numbers of permanently employed persons rise above 19, a Joint Health and Safety COMMITTEE (COM) shall be formed with a new Terms of Reference following requirements of the authority having jurisdiction.

19.1 DEFINITIONS

- GoA - Government of Alberta.
- HSR - Health and Safety Representative (HSR or REP) - An individual worker representative selected by the employer from the worker group to represent workers and who works with the employer to address health and safety concerns. A REP's duties are the same as those of the committee, modified as appropriate.
- *Regularly Employed* - the number of personnel from all levels of the company (worker to most senior manager/owner) that have been employed for over six (6) months. For the purpose of determining if an HSC or HS representative is required, the OHS Regulation states unwaged workers (volunteers) are not included in the count of regularly employed workers. Volunteers are permitted to serve as a member or Rep and if serving must be trained.

19.2 PURPOSE

The purpose of the REP is to identify and resolve safety concerns as well as promote health and safety at the work site.

The REP also aids in increasing two-way communication between workers and employers as well as promoting a healthy and safe working environment.

19.3 DUTIES AND FUNCTIONS

The legislated duties and functions of a REP are to be performed during normal working hours, and include the items below (*suggestion added*):

- the receipt, consideration and disposition of concerns respecting the health and safety of workers;
- participation in the employer's hazard assessment, *including periodic review of formal hazard assessments (frequency as per FHA policy)*;
- review of the employer's worksite inspection documents *and other hazard ID processes such as informal inspections, hazard reports, investigations, etc. as applicable to the employer's operations* and
- making of recommendations to the employer respecting the health and safety in the workplace;

19.4 NON-PERFORMANCE OF DUTIES

In the event that a REP is not performing their duties, management will investigate and address any valid concerns brought forward by any party. If the concerns are found to be substantiated, the non-performing REP will be given an opportunity to refresh their training and meet those duties, or step down and a new REP will be appointed.

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19.5 ENTITLEMENT TO PAY

A REP is deemed to be at work during the times the worker is performing HSC/HSR duties or attending training in connection with these duties.

19.6 RECORDS

The employer will ensure accurate records of activities conducted by the REP are retained for three years or longer.

Records may include meeting agendas, meeting minutes, recommendations to the employer or any other documentation related to the duties and functions of the REP.

19.7 MEETINGS

The REP and employer will formally meet at least annually to discuss health and safety matters. Meetings may be held at any time at the request of either the REP or management. A requested meeting must have documented content and any meeting that results in any findings, decisions, resolutions, changes needed, etc. must be documented. Meetings whether formal or informal will be documented at the following safety meeting, and the detailed meeting minutes of the safety meeting will include content of the REP / management discussion. If there were no resolutions, etc., only a record of the fact that the meeting was held is discussed at the safety meeting. Meeting minutes of formal meetings (as noted above) must be kept by the employer.

A health and safety representative may call a special meeting with an employer which the employer must attend.

19.8 AGENDA AND MEETING MINUTES

Formal meeting agendas and minutes are not required. Records of meetings as noted above must be recorded. The templates provided may be used. If the REP makes a formal recommendation, it should use the provided templates for effective tracking and follow up.

Meeting minutes will be retained by the employer for a minimum of three years.

19.9 TERMS OF OFFICE

- Normally not less than one year
- May be longer than one year until a successor is selected or appointed

19.10 REPLACING A REP

If a REP must be replaced for any reason, the employer chooses the successor. This may be based on request or recommendations from the workers and is recommended, but not mandatory.

19.11 RECOMMENDATIONS TO THE EMPLOYER

If formal recommendations to the employer are made, they may be provided using the provided template, this is recommended, not required. They should be directly related to health and safety; reasonably capable of being done; and clear and complete. The employer shouldn't need more information to make a decision.

19.12 RESOLUTION OF DISAGREEMENTS

If a matter cannot be resolved, the issue should be documented, and reviewed by both parties. Following this review and after written reasons are given by the employer, the employer or the REP may refer the concern to an external consultant or OHS officer.

19.13 DISCLOSURE OF INFORMATION

The REP must not disclose a worker's personal health information or the personal information of an identifiable individual unless the disclosure is required by law.

19.14 TRAINING

An employer must ensure that all REPs are trained. At a minimum, an in-house training course is provided. It is recommended that REPS participate in external training, for example the Alberta Construction Safety Association's Joint HSC/HSR training. Either course includes the following required components:

- Roles and responsibilities of committee members and health and safety representatives;
- The obligations of work site parties;
- The rights of workers.

19.15 DOCUMENTS AND FORMS

The following items are available in the forms section (paper version) though some apply to Committees, there is value in all of them for REPs.

- HSC Formation Checklist (2 pgs)
- HSC Member training checklist (1 pg)
- HSC Meeting Agenda (1 pg)
- HSC Meeting Minutes (2 pgs)
- HSC Recommendation form (1 pg)

20. Forms

The following forms are used for documentation of information.

- Daily Hazard Assessment Form (2 sided)
- Formal HA (current version printed and inserted)
- Dangerous Work Refusal Form (Inspection/Investigation)
- Worker Corrective Action Record
- Safety / Tool Box Meeting
- Scissor Lift Inspection Form and Log (2 sided)
- Monthly Vehicle Inspection Form
- Safety Meeting Sign in Sheet
- Worker Training Summary
- Site Inspection Form
- Worker Trade Training Records
- Competency Tracking Record
- Initial Incident Report
- Accident/Incident/Near Miss Investigation Report
- Incident Witness Statement
- First Responders
- Emergency Response Telephone Numbers
- Emergency Information (Generic)
- Emergency Evacuation Procedures (Generic)
- Emergency Evacuation Procedures (Leaks, Explosions)
- Emergency Evacuation Procedures (Spills)
- Emergency Contacts (Generic - Blank)
- Emergency Response Plan (Blank – 2 pages)
- Emergency Response Drill (Blank)
- Nature of Injury Summary Form (forms not used, tracked in spreadsheet)
- Year End Injury Summary Form (forms not used, tracked in spreadsheet)
- Workplace Violence Incident Form (2 pages)
- JWSHSC / REP docs – 7 pages



**Daily
Hazard
Assessment**

Client:	Date/Time:
Site Information:	
Task Description:	

Severity 1. Imminent Danger - serious injury/death, major damage 2. Serious - broken bones, hospital stay, minor damage 3. Minor - minor cuts, bruises, sprains – no treatment 4. Not Applicable - N/A	*Probability A. Probable - likely to occur immediately or soon B. Reasonably probable - likely to occur eventually C. Remote - could occur at some point D. Extremely remote - unlikely to occur
---	---

ITEM #	IDENTIFIED HAZARDS (Activities And Conditions)	*Severity/ Probability	Corrective Action Needed
1	Safe Operation of Motor Vehicles		
2	Access/Egress (ramps, ladders, ground cond.)		
3	Housekeeping		
4	Moving Equipment		
5	Electrical Hazards		
6	Working From Height		
7	Working Alone		
8	Extreme Temperatures (cold/hot)		
9	Power Tools		
10	Hazardous Material (WHMIS)		
11	Ventilation/Lighting		
12	Ladder Use		
13	Lifting		
14	Pressurized Gasses		
15	Gas Burners		
16	Aerial Lift Operation		
17	Hazardous Atmosphere (H ₂ S)		
18			
20			
21			
22			

Check lists

HAS EQUIPMENT BEEN:	HOT WORK?
Disconnected <input type="checkbox"/> Locked/Tagged <input type="checkbox"/> Valves Closed <input type="checkbox"/> Depressurized <input type="checkbox"/> Drained <input type="checkbox"/> Cooled <input type="checkbox"/> Purged <input type="checkbox"/>	Fire Extinguishing Means <input type="checkbox"/> _____ Atmosphere Tested <input type="checkbox"/> Fire Detection bypassed <input type="checkbox"/> Spark watch <input type="checkbox"/> Wet Down Area <input type="checkbox"/>
CLEAN UP	OTHER ITEMS
Guards on, cabinets closed	
Work Area cleaned up, Controls checked	

In the box at right, check off the PPE used while performing the tasks covered by this Hazard Assessment. Workers initials in the PPE box below verify that inspections and maintenance of the PPE have been performed as per legislated and manufacturer's standards and ERP is known

Basic PPE (H. hat, S.Glasses, S.Toed Boots, FR Coveralls)	<input type="checkbox"/>
Fall Protection	<input type="checkbox"/>
Hearing Protection	<input type="checkbox"/>
Gas Monitor	<input type="checkbox"/>
Hi Vis PPE	<input type="checkbox"/>

Name (Legible)	HA Signature	PPE	Name (Legible)	HA Signature	PPE
1.			2.		

*Client Rep (print name and sign):

Dangerous Work Refusal (Undue Hazard) Report



Reported by name:		Reported to name/position:	
Date:	Time:	Location (specific):	
INFORM HSC/HSR – Document the date and time they were informed, who was informed, how where they informed (verbal, phone, text, etc).			
Describe the situation including circumstances, equipment, training needed, training not provided, etc.			
What is the result of the inspection of the circumstances? Was it fixed or addressed? How?			
If the refusing worker’s concerns are addressed the next sections are marked “N/A” both parties sign and date at bottom			
If the situation is NOT fixed, an INSPECTION is conducted			
Discuss with the refusing worker what else needs to be done and document these considerations:			
What action is taken to remedy the situation? (training, new/repared tool, guardrails installed, etc.)			
Same worker back to work? Other worker to complete task? All parties write down names and sign below			
Worker		Supervisor/employer:	
If the refusing worker believes the undue hazard still exists and reports to OHS, the employer must provide a copy of this report to another worker assigned to the task and that worker will print name, sign and date below			

Worker Corrective Action Record



Worker's Name / Project Name: _____

Date of Action: _____ Date of Correction: _____

Correction Issued by (print/sign): _____ / _____

Correction/Dismissal: First Second Suspension Dismissal

Type of Correction: Safety Other _____

Company Statement (Supervisor's Report):

Worker Statement (check the appropriate box)

- I **do / do not** want a copy of this statement for my records. (cross out **do or do not**)
- I agree with the company's statement.
- I disagree with the company's statement for the following reasons. (State below)

I have entered my statement of the above matter and I acknowledge that this report will be kept on file and may be discussed at a H&S meeting in the future and that I have received a copy of this report if I requested it above.

Worker Signature: _____ Date: _____

Safety / Tool Box Meeting



Date:	Person Leading:	
Number in Crew:	Number Attending:	Each Attendee NEATLY Sign on reverse
Review Last Meeting:		
Topic(s) Discussed:		
BBO Items discussed		
HSR Communications:		
Suggestions Offered:		
Action to be Taken:		
Date/Time: _____ By Whom: _____		
Injuries/Incidents Reviewed:		
Leader's Signature		
Manager's Remarks:		
Signature:	Date:	

Scissor Lift - Pre-use Inspection Checklist

LIFT INSPECTION INSTRUCTIONS. If all results are Yes or NA, just log the inspection on the log sheet – do not fill out this form. If any lift inspection results are NO, complete this form fully, noting deficiencies, notify the main office, tag out, remove keys and remove from service.

FOR WORKPLACE deficiencies, note the hazard & control on the daily HA.

Operator				Date			
Unit Make/Model				Unit no.			
Pre Start-up Walk-around	Status			Workplace Inspection	Status		
	OK	NO	N/A		OK	NO	N/A
Structural damage/welds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drop-offs or holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheels, tires and axles - condition/inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bumps and floor/ground obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheel Bearings and Kingpins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine - fluids/filters/belts/hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overhead obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railings, Entry Chains, Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energized power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Platform - guard rails/toe board/anchorage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All controls - clearly marked/hold to run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground surface and support conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weather resistant storage compartment - appropriate manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian/vehicle traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Wind and weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bolts, Fasteners (secure, not damaged/worn)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other possible hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery tray and Cover Panels - opens/closes easily, latches shut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Powered Checks	Status		
					OK	NO	N/A
Scissor System Snap Rings in Place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engine - starts/oil pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Platform Extension Secured and Operates Easily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Park & service brake ok. Free-wheeling valve closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering Cylinder / Tie rods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gauges / hour meter / warning lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alarms (FWD, REV, platform, tilt, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guides, Rollers, Pads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ground and platform controls:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batteries - clean/dry/secure/caps-cables/level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Platform raise/lower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cords, Wiring, Static Strap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Drive - forward and reverse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery terminals – clean, charger functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Steer - left and right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel / Battery / Hydraulic fluid levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Horn Sounds / Emergency Stop works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic components - condition/leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Outriggers/stabilizers/pothole protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lowering System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Function-enable (deadman) devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data plate - accurate/legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Control Switches function correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual inspection certification - valid/legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Limit Switches function (* see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labels and Manual in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Lights and strobes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic Cylinders / pins / locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual/auxiliary controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Under platform - leaks, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performed required and permitted maintenance (weekly / monthly) or do not use if not competent to maintain					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* To test park brake (all) and tilt indicator (some) – park on slope, set brake. Brake should hold, tilt limit switch should function							
Comment on any “NO” results. These must be repaired by a competent worker or the lift must be tagged out and removed from service.							
Alternative operator's signature:				Operator's signature:			

MONTHLY VEHICLE INSPECTION FORM



DATE: _____ UNIT# _____ KILOMETRES: _____

OPERATOR _____

Item	
General Body Condition	
Glass & Mirrors	
Engine Oil Level	
Engine Coolant Level	
Fuel Level	
Belts & Hoses	
Tires	
Spare Tire/Jack	
Windshield Wipers/Fluid	
Headlights	
Turn Signal Lights	
Tail Lights	
Brake Lights	
Parking Lights	
Back-up Lights	
Gauges	
Horn	
Parking Brake	
Back Up Beeper	
Service Brake	
Seat Belts	
Fire Extinguisher	
First Aid Kit	
Flares	
License Plate	
Registration	
Insurance	
Fuel Card	
Tools	
Tie Downs	
Personal Protective Equipment	

Additional Comments: _____

Form Reviewed by: _____ Date: _____



Safety Meeting Sign in Sheet

Date: _____

Worker Name if your name is not listed, please print it NEATLY and sign in right hand column	Signature
Brent Smithson	
Chris French	
Jason Roznowski	
Josie Halko	
Justin Vadasz	
Keith Freeman	
Kendall Snider	
Kevin Borzel	
Lee Collinge	
Michael Waugh	
Ruel Guerta	
Shawn Heatley	
Tobi Cameron	
Vance Webb	

Competency Tracking Record

This form is to be printed on the back side of the procedure, JHA, or COP (training topic) that is part of the training topic. The goal is to assess the trainee's ability to take the printed and verbal explanation and with the trainer's demonstration, apply it successfully to the task at hand and deem the trainee competent to perform the task safely with little or no supervision.

Instructions:

1. The trainee reads the training topic. This may be done prior to training day.
2. Ask if the trainee has any questions and address these before beginning.
3. Explain the task and hazards associated with it and how it fits in with other tasks and the overall scope of work.
4. Using the document on the reverse and the trainer's experience as a guide, the trainer explains the topic fully, demonstrating each step as follows:
 - a. Explain each step and any specific hazards and controls needed for each step (if applicable)
 - b. SLOWLY (as applicable) demonstrate that step and ask for / allow questions along the way.
 - c. Repeat for each step.
 - d. Once the demonstration is complete, ask if the trainee is ready to demonstrate the task slowly.
 - e. Observe the trainee demonstrate the task. On critical or higher risk tasks, have the trainee talk about the step and intended actions prior to performing.
 - f. Check off each step or topic on the reverse as it is completed successfully.
 - g. If correction is required, stop the process, correct, lightly document this correction on the reverse then continue.
 - h. If the trainee completes the task in a safe manner (which may be at a slower pace) and the trainer is confident that they are able to safely able to perform the task with little to no supervision, the trainer may sign the competency declaration below.
 - i. If the trainee is not yet able to show competent completion of the task repeat this process. Use different words and methods to help the trainee understand. Do not just repeat the exact same thing you did the first time. Change the explanation. IT may be of benefit for another trainer to conduct the training.

Procedure, etc. used to train is on the reverse. If there are related practices, procedures, etc., review these and note them below or write "n/a".

On _____ **Date** _____, the trainer noted below conducted a hands-on training session of the topic on the reverse of this form, including the additional topics noted above, if applicable. The trainee noted above successfully demonstrated safe and efficient completion of the task to the satisfaction of the trainer and as of the date noted, is deemed competent to perform this task. **Please print names neatly**

Trainee Name: _____ Signature: _____

Trainer Name: _____ Signature: _____



Hazard / Near Miss Report

No Loss report of: Unsafe Act Unsafe Condition Near miss
 Loss report of: Property Loss Process Loss **FOR FIRST AID USE OTHER FORM**

Name: _____ Date: _____ Time: _____

Location of incident: _____

Description of Incident/Loss: _____

What actions did you take or are needed? _____

Follow up needed? Who (sign) / When _____

Follow up complete? Confirmed by Who (sign) / When _____

This is a preliminary report to be given to the supervisor, manager or safety department. Depending on the severity or frequency of this incident, further investigation may be performed.
 This incident may be discussed at a future safety meeting.



Injury / Illness Report

Loss report of: Personal Injury Illness Date/Time of loss: _____

Name: _____ Date: _____ Time: _____

Location of incident: _____

Description of Incident/Loss: _____

Cause? _____

First aid provided: _____

By who? _____

Qualifications Basic 1st aid Intermediate First aid EMT/EMR Nurse Emergency Room

When completed, this Injury / Illness Report is a confidential medical record and is to be given to the supervisor, manager, safety department or HR. It will be kept in the employee's personnel file for three years.

Accident/Incident/Near Miss Investigation Report



Last Name:		First Name:		Date of Birth: dd/mmm/yy	
Occupation:		Experience		Supervisor	
Where (address / job name)?		General Contractor (if applicable)			
Date of Injury / Illness: dd/mmm/yy		Time:		Date Reported dd/mmm/yy	
Type of Incident		Nature of Incident			
<input type="checkbox"/> Loss <input type="checkbox"/> No Loss (Near Miss)		<input type="checkbox"/> Injury/Illness <input type="checkbox"/> Vehicle <input type="checkbox"/> Tool Failure <input type="checkbox"/> Security/Theft <input type="checkbox"/> Explosion/Fire <input type="checkbox"/> Property <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Environment <input type="checkbox"/> Violence <input type="checkbox"/> Other (describe below)			
Nature of Injury: (Sprain, Bruise, Cut, etc)			First Aid Required? <input type="checkbox"/> No <input type="checkbox"/> Yes - describe aid given:		
Part of body injured: _____			Who Gave it: _____		
<input type="checkbox"/> Left Side <input type="checkbox"/> Right Side			Their Qualifications:		
Did you see a Health Care Practitioner? <input type="checkbox"/> No <input type="checkbox"/> Yes – If Yes, Who / Where? Name: _____ Location: _____ Where? <input type="checkbox"/> Emergency Room <input type="checkbox"/> Clinic <input type="checkbox"/> Other _____ WCB forms complete? <input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, which Province:				According to the diagnosing physician, the injury requires... <input type="checkbox"/> No change to work duties <input type="checkbox"/> Modified work <input type="checkbox"/> Time off work	
Property – Equipment Damaged:					
Describe Property Involved (if applicable):			Describe Damage:		
Description of incident and Immediate Cause:					
What was the underlying or Basic Cause(s)					
What were the Root Cause(s)					
What could you do differently to prevent this from happening in the future:					
Investigators names				Date This Report was completed	
Signature				and submitted to Employer	

Incident Witness Statement

Name: _____	Company: _____	
Location: _____	Date: _____	Time: _____
Telephone: _____	Cellular: _____	Other: _____
Description of Accident/Incident/Loss: _____		

When completing this statement, be sure to include all events and factors which led to this incident/loss. Include actions taken during and after the event. Please print clearly. Attach all **original** Witness Statements to the incident/loss report. Use the back of this form to include additional information if required.

Description _____

Signature: _____

Office Use Only		
File # _____	Date Received: _____	Job # _____

Auto Accident Report Form

Keep a Copy in the Front of Your Safety Manual

When an accident occurs:

First Steps	Do Not Say	While Still at The Scene
<ul style="list-style-type: none">• Remain calm• Get to a safe place• Check for injuries• Administer First Aid• Call police/EMT	<ul style="list-style-type: none">• It's all my fault, (even if it is)• My insurance will pay for everything.• It's ok, I have full coverage.	<ul style="list-style-type: none">• Get as much information as possible on this report.• Take pictures• When the police arrive, cooperate and tell them what you know.

Accident Details

Day/Date/Time AM/PM	
Weather/Road conditions	
Location of accident	
Accident details	

Damage Descriptions

Your vehicle	Other vehicle
Towing company Name & Phone	Towing company Name & Phone

Other Driver / Vehicle Information

Owner's Name:	
Owner's Address:	
Owner's Phone:	
Vehicle Make:	
Vehicle Model & Year:	
Vehicle Color:	
License Plate Number:	
Insurance Company:	
Agent Name & Phone:	
Other Driver's Name:	
Other Driver's Address:	
Other Driver's Phone:	

◆ ————— ◆
This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Passengers / Injuries

Your Vehicle	Other Vehicle
# Passengers:	# Passengers:

Police Information

Officer Name:	
Department:	
Phone:	
Badge Number:	
Other Info:	

Witness Information

Name:		Name:	
Address:		Address:	
Home Phone:		Home Phone:	
Work Phone:		Work Phone:	

Sketch The Accident Scene

--

◆ ————— ◆
This safety information does not take precedence over applicable government legislation
with which all workers should be familiar.

First Responders

The workers noted below have been trained and are to be available on worksites as required to respond to foreseeable emergencies. This list shall be kept current and posted or otherwise made available to workers on worksites at all times.

Name	First Aid Expiry Date	Fire Extinguisher Issue Date
Chris French	29 Nov 25	7-May-2015
Kale Mavridis	4 Oct 25	
Keith Freeman	29 Nov 25	
Kendall Snider	29 Nov 25	5-May-2011
Kevin Borzel	21 Mar 26	
Lee Collinge	29 Nov 25	9-May-2012
Levi Harder	18 Mar 25	
Mateo Tracey	2 Nov 24	
Michael Waugh	29 Nov 25	
Richard Park	29 Nov 25	
Rudy Aguilar	3 Feb 24	
Shawn Heatley	29 Nov 25	
Steven Reeves	3 Feb 24	
Tanner Harbin	21 Sep 25	
Vance Webb	29 Nov 25	9-May-2012

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Response Telephone Numbers

Lloydminster and Area Emergencies 911
 Lloydminster Hospital (306) 820-6000

RURAL HOSPITALS ALBERTA

Bonnyville..... (780) 826-3311
 Cold Lake (780) 639-3322
 Elk Point (780) 724-3847
 Provost (780) 793-2291
 St Paul (780) 645-3331
 Vermilion..... (780) 853-5305
 Wainwright..... (780) 842-3324

RURAL HOSPITALS SASKATCHEWAN

Maidstone (306) 893-2622
 Paradise Hill..... (306) 344-2255
 Poison Control Center AB 1-800-332-1414
 Poison Control Center SK (306) 766-4545

TDG Emergency (CANUTEC) (613) 996-6666
 or *666 on a cellular phone

COMMON ALBERTA UTILITIES CALL ALBERTA ONE CALL

Alberta One Call..... 1-800-242-3447
 Shaw Cable 1-866-344-7429
 Telus Repairs..... 611
 ATCO Electric 1-800-668-5506
 ATCO Gas (day time 306-825-3336) 1-800-511-3447
 Sask. 1st Call 1-866-828-4888
 Sask. Power (from out of Province) 1-888-355 5589
 Or in Sask 310 2220
 SaskGas 1-888-700-0427
 Sask. Tel Call Sask 1st Call
 AB OH&S Division (Edmonton) 1-866-415-8690
 AB Workplace Health and Safety..... (780) 427-4952
 Saskatchewan OH&S Division (Saskatoon).... 1-800-667-5023

Emergency Numbers

Most Emergencies – Most Areas	911
Fire - Lloydminster	911 OR 306-825-6515
Fire – Britannia/Wilton	306-825-7411
Lloydminster RCMP	911 OR 780-808-8300
Ambulance	911 OR 306-825-7077
County of Vermilion River	780-853-5492
Shop – Lloydminster	780-875-5000
Mike Waugh - Cell	306-821-3180
Keith Freeman – Cell	780-871-1552

Remember that depending where you are (border and Sasktel/Telus issues) some numbers may not work as you expect them to. Remain calm and use an alternate method to secure assistance.

Common Alberta Utilities such as Telus, ATCO Gas, ATCO Electric, and almost 700 others are all contacted via Alberta One Call

◆ This safety information does not take precedence over applicable government legislation with which all workers should be familiar. ◆

Emergency Information (Generic)

Ambulance: 911 or 306-825-7077

Lloydminster Hospital: 306-820-6000

Police: 911 or 780-808-8300 Lloydminster RCMP

Poison Control: ALBERTA 1-800-332-1414 OR SASKATCHEWAN (306) 766-4545

Fire Department: 911 or 306-825-6515 Lloydminster Fire Dept.

Water Utility: Emergency After Hours 780-872-5418 City of Lloydminster 780-875-6184

Electrical Utility: ATCO Electric 1-800-668-5506

Gas Utility: ATCO Gas 1-888-511-3447

Cable Utility: 611 Telus (phone) 310-9900

Occupational Health & Safety: 1-866-415-8690 (in Alberta)

Emergency Response Team

Coordinator: _____

First Aid Attendants: _____ Stretcher Location: _____

Site Location, Address, etc.: _____

Other Contacts

Office

After Hours

Prime Contractor: _____

Electrical Contractor: _____

Mechanical Contractor: _____

Alberta One Call: 1-800-242-3447 _____

Insurance Company: _____

Stars Ambulance: 403-295-1811 Calgary, AB

Nearest Hospital

Is Located at/in (address) 3820 – 43 Avenue Town/City Lloydminster, SK S9V 1Y4

& Their Phone Number is 306-820-6000 _____

Nearest Clinic

Is Located at/in (address) _____ Town/City _____

& Their Phone Number is _____

POST NEAR PHONES / COPY IN VEHICLE

This safety information does not take precedence over applicable government legislation with which all workers should be familiar.

Emergency Evacuation Procedures

Prepared by: _____

Date Prepared: _____

Date Revised: _____

Tools/Equipment Required: Aerosol-Powered Horn

Material Required: _____

Personal Protective Equip.: _____

STEPS

1. Evacuation procedures shall be initiated by the Site Superintendent or other Person In Control (PIC) of the site.
2. The PIC instigating the site evacuation shall order the aerosol-powered horn be sounded in three (3) sharp blasts, followed by a five (5) second delay, then three (3) more sharp blasts. This shall be repeated several times to ensure all workers on site have heard the signal.
3. Having sounded the alarm, the PIC will ensure the appropriate emergency response procedure is activated and all workers are evacuating or have evacuated.
4. ALL workers are to leave the site upon hearing the evacuation signal and assemble at the designated muster point.
5. Each supervisor will be responsible for taking a roll call following the evacuation, to ensure all their workers are accounted for.
6. Each supervisor shall report the results of the roll call to management or the Prime Contractor as required in the Site Safety Plan.
7. The Superintendent shall determine if the site is safe to reoccupy following an evacuation. No one is to enter the site without authorization from the supervisor or other authority having jurisdiction.

PLEASE POST

◆—————◆
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Emergency Evacuation Procedures

A. FOR LEAKING GASES, LIQUIDS

Prior to performing these steps, workers are to be trained in the correct application of them.

BEFORE AN EMERGENCY OCCURS

1. **Know the location** of all extinguishers and how to use them.
2. **Know where each of the exits are**, and be sure they are not locked or blocked off.

WHEN THE EMERGENCY OCCURS

3. **Stop** - Turn off all equipment.
- a. **CALL 9-1-1** (for Emergency and Rescue) or Ph # _____ (Fire Emergency back-up number).
4. **Protect yourself first, then others.** Try to shut off leaking gases or fluids. If on fire, attempt to contain the blaze with a fire extinguisher.
5. **Evacuate the site** if the fire cannot be put out, or gases/liquids cannot be contained.
6. **Do a personnel count (roll call).**
7. **If you must rescue victims:**
 - **Keep upwind** in the event of hazardous goods, spills, leaks or fire.
 - **Administer First Aid to maintain life.**
 - **Keep unnecessary people away.**

NOTE: Keep out of low areas.

Do not feel compelled to control the hazard.

Use your powers of observation and hearing to detect:

- | | | |
|------------------|------------------------------|--------------------|
| ■ Hazards | ■ Hissing Sounds Of Gases | ■ Warning Placards |
| ■ Leaking Fluids | ■ Flames, Smoke, Steam, Etc. | ■ Downed Wires |

B. ACTION IN CASE OF AN EXPLOSION

1. **Fall to the floor/ground** and take immediate shelter under tables, desks, or other such objects (that) which will offer protection against flying glass or debris. Protect your face and head with your arms.
2. **After the effects of an explosion have subsided**, check exits or exit stairways prior to evacuating the building (as in "Emergency Evacuation Procedures") or site, if notified to do so by the supervisor, Fire Emergency Officer or designate.
3. **Operate the nearest fire alarm** (pull station, air horn, vehicle horn) and telephone the Fire Department. Phone No.: _____
4. Do not return to the building or site until the "all clear" signal is given by the supervisor, Fire Emergency Officer or designate.

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Emergency Evacuation Procedures

In the Event of a Spill

When encountering a spill of any nature, it is the responsibility of the **WORKER** to:

1. Warn others in the immediate vicinity that a spill has taken place.
2. Designate a fellow worker to guard the area.
3. Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

1. **Re-assign workers to other areas or order an evacuation if necessary** using the following guidelines:
 - Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.
 - Evacuation procedures shall be as stated in "Emergency Evacuation Procedures."
 - Move crosswind or upwind — never downwind — to avoid toxic gases and vapours.
 - Render first aid if necessary.
2. Cordon off the immediate area.
3. Attempt to identify the spilled substance (placards, labels).
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all workers informed of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

Emergency Phone numbers

Department of the Environment Ph. # _____

Spill Report Centre - 24 Hr. Toll Free Ph. # _____

City Report Centre - 24 Hr. Toll Free Ph. # _____

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Emergency Contacts

Ambulance: _____

Police: _____

Poison Control: _____

Fire Department: _____

Water Utility: _____

Electrical Utility: _____

Gas Utility: _____

Cable Utility: _____

Occupational Health & Safety: _____

Emergency Response Team

Coordinator: _____

First Aid Attendants: _____ Stretcher Location: _____

Site Location, Address, etc.: _____

Other Contacts

Office

After Hours

Prime Contractor: _____

Electrical Contractor: _____

Mechanical Contractor: _____

Alberta First Call: _____

Nearest Hospital

Located at (address) _____ Town/City _____

Phone Number _____

Nearest Clinic

Located at (address) _____ Town/City _____

Phone Number _____

POST NEAR PHONES / COPY IN VEHICLE

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Emergency Response Plan (Page 1 of 2)

POTENTIAL EMERGENCY FOR: (job name and location) _____	Based on a Hazard Assessment the POTENTIAL EMERGENCY IS: _____	
EMERGENCY PROCEDURES	In the event of this emergency occurring within or effecting the worksite the _____ (designated person) makes the following decisions and ensures the appropriate key steps are taken: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	
LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located at: <ul style="list-style-type: none"> • Fire Alarm: • Fire Extinguisher: • Fire Hose: • Other: • Other: 	
WORKERS TRAINED IN THE USE OF EMERGENCY EQUIPMENT	The List of workers trained and equipment trained on is located in front of manual	
EMERGENCY RESPONSE TRAINING REQUIREMENTS	Type of Training	Frequency
LOCATION AND USE OF EMERGENCY FACILITIES	The nearest emergency services are located: <ul style="list-style-type: none"> • Fire Station: • Ambulance: • Police: • Hospital: • Other: 	

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Emergency Response Drill

Date / Time of Drill: _____ Location: _____

In attendance:

Describe the type of emergency drill conducted:

Flammable (or other) Gas Release - Shop Other

Fire Drill - Shop Other

Fatality - Shop Other

Other Emergency

Summary of completed drill (i.e. what worked well, what needs improvement, etc.):

Follow-up action required (description, target date, assigned to...):

Follow-up action completed (completed date):

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Nature of Injury Summary

YEAR	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Yearly Total
Nature of Injury													
Head Injuries													
Eye Injuries													
Neck Injuries													
Shoulder Injuries													
Back Injuries													
Rib Injuries													
Arm Injuries													
Elbow Injuries													
Wrist Injuries													
Hand Injuries													
Leg Injuries													
Knee Injuries													
Ankle Injuries													
Foot Punctures													
Foot Bruises & Crushes													
Hernia													
Other Sprains & Crushes													
Fractures (except hand/foot)													
Burns													
Infections													
Chemical Exposure													
Misc. Cuts and Bruises													
Misc Strains/Sprains													
Miscellaneous													
Fatalities													

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Year-End Injury Summary

Month	Injury (No Lost Time)	Lost Time Cases	Days Lost
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total			
Manager's Signature: _____ Date: _____			Average:

WORKPLACE VIOLENCE INCIDENT REPORT

Place of Incident: _____

Date of Incident: _____

TYPE OF INCIDENT: (Check one or more)

Threat:

- Communicated directly to victim
- Communicated to another person
- Other (Specify) _____

How?

- Verbal
- Mail
- E - mail
- Visual

Intimidation:

- Stalking
- Engaging in actions intended to frighten, coerce, or induce duress
- Other (Specify) _____

Physical Attack:

- Hitting, fighting, pushing, or shoving
- Use of object as weapon
- Use of weapon such as gun or knife
- Other (Specify) _____

VICTIM(s) Information:

- Physical injury
- Medical care required
- Workers' Compensation claim(s) filed

Property Damage:

- Damage to Company property _____
- Damage to personal property _____
- Other (Specify) _____

Sex:

- Male
- Female

Race:

- White
- Black
- Native Canadian
- Hispanic
- Asian Canadian
- Other (Specify) _____

Age:

- 18-21
- 22-29
- 30-39
- 40-55
- Over 55

Perpetrator Information: (If known)

- Worker
- Supervisor
- Former Worker
- Spouse/Family Member
- Customer/Client
- Stranger

Sex:

- Male
- Female

Race: (if known and/or assumed)

- White
- Black
- Native Canadian
- Hispanic
- Asian Canadian
- Other

Age:

- 18-21
- 22-29
- 30-39
- 40-55
- Over 55

Reason for Incident: (If known, check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Conflict with co-worker(s) | <input type="checkbox"/> Alcohol/drugs in the workplace |
| <input type="checkbox"/> Conflict with supervisor | <input type="checkbox"/> Mental health problems |
| <input type="checkbox"/> Family/domestic dispute | <input type="checkbox"/> Reduction in force |
| <input type="checkbox"/> Receiving a poor performance appraisal | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Receiving disciplinary action | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Racial tension | |

INITIAL RESPONSE: (Check all that apply)

- Situation defused
- Management called
- Police called
- Other (Specify) _____

ACTION TAKEN: (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Written warning | <input type="checkbox"/> Dismissal |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Restraining order |
| <input type="checkbox"/> Transferred worker | <input type="checkbox"/> Charges filed |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Other action taken: (Specify below) |
| <input type="checkbox"/> No action taken (why) _____ | |

Information above will be used to investigate this incident. While the questions may appear to be discriminatory, they are to be taken as information gathering questions to help determine factors that must be taken into account in this investigation.

Report Submitted By: _____ **Date:** _____

Title: _____ **Telephone:** _____

HSC Formation Checklist			
Item	Target Date	Assigned To	Completed
<p>Determine the size of the committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum membership (at least 4 persons) <input type="checkbox"/> 50% worker representatives <p>Co-Chair Requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Worker Co-Chair <input type="checkbox"/> Employer Co-Chair <p>Considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total number of regularly employed personnel <input type="checkbox"/> Degree of hazard at the work site <input type="checkbox"/> Types of positions / tasks <input type="checkbox"/> Number of worker groups, departments <input type="checkbox"/> Shifts (day & night) 			
<p>Terms of Reference (REVIEW BY COM)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Definitions <input type="checkbox"/> Purpose <input type="checkbox"/> Duties and functions <input type="checkbox"/> Non-Performance of Duties <input type="checkbox"/> Entitlement to pay <input type="checkbox"/> Constituency, Composition and Selection <input type="checkbox"/> Records <input type="checkbox"/> Meetings <input type="checkbox"/> Agenda and meeting minutes <input type="checkbox"/> Co-Chairs <input type="checkbox"/> Quorum <input type="checkbox"/> Terms of Office <input type="checkbox"/> Replacing a member <input type="checkbox"/> Recommendations to the employer <input type="checkbox"/> Resolution of disagreements <input type="checkbox"/> Disclosure <input type="checkbox"/> Amendments <input type="checkbox"/> Training 			

Item	Target Date	Assigned To	Completed
Selection of Employer Representatives <ul style="list-style-type: none"> <input type="checkbox"/> Management and Supervisors (different levels of authority) <input type="checkbox"/> Determine number of representatives <input type="checkbox"/> Number is representative of the work groups at the work site and level of risk of their work 			
Posting of Contact Information <ul style="list-style-type: none"> <input type="checkbox"/> Locations <input type="checkbox"/> Names <input type="checkbox"/> Email/Phone number 			
First Meeting Set-Up <ul style="list-style-type: none"> <input type="checkbox"/> Date <input type="checkbox"/> Time <input type="checkbox"/> Location 			
Agenda Items <ul style="list-style-type: none"> <input type="checkbox"/> Selection co-chairs (1 worker, 1 employer) <input type="checkbox"/> Review terms of reference (revisions required?) <input type="checkbox"/> Training <input type="checkbox"/> Review of sample agenda and meeting report (revisions required?) 			

HSC Meeting Agenda	
Work Site:	
Date	Time: to
Location:	
Agenda Prepared By:	
Item	Allotted Time (min)
Call to order and attendance	
Acceptance of previous meeting minutes	
Outstanding items from previous meeting	
Review of inspection report(s)	
Review of incident report(s) (if applicable)	
New Items	
Recommendations to employer	
Training and communication	
Other items	
Adjourn	
Total Time	

HSC Meeting Minutes		
Work Site:		
Date: MM/DD/YYYY	Time: 00:00 am/pm – 00:00 am/pm	
Location:		
In attendance:	Absent:	
Co-Chairs:	Resource person:	
	Guests:	
Item	Follow up	
	Assigned to	Target date
1. Acceptance of previous meeting minutes 1.1 Accepted/Not Accepted 1.2 Adjustment Required: <i>Comments</i>		
2. Outstanding items from previous meeting 2.1 First outstanding item <i>Comments</i>		
3. Review of inspection report(s) 3.1 Review of Inspection report MM/DD/YYYY <i>Comments</i>		
4. Review of incident report(s) 4.1 Review of near miss report MM/DD/YYYY <i>Comments</i> 4.2 Review of incident report MM/DD/YYYY <i>Comments</i>		
5. New Items 5.1 First new item		

HSC Recommendation		
To: cc:		
Work Site:	Date: MM/DD/YYYY	
From: Joint Health and Safety Committee / REP		
_____ (Co-chair Signature – Worker Representative) or REP (Co-chair Signature – Employer Representative)		
Please respond by: MM/DD/YYYY		
Health and Safety Issue: <i>Provide a short, clear, and complete description of the issue. Include what, where, why, when, and who (if applicable).</i>		
HSC Recommendations: <i>Provide a clear and complete description of the recommendation to resolve the health and safety issue outlines above. Provide justification for the recommendations, other possible options, steps involved, and suggested time frames for completion. Attach a separate sheet if necessary.</i>		
Employer Response: <i>Provide a time frame for completion of accepted recommendations. Provide reasons for rejected recommendations. Attach a separate sheet if necessary.</i>		
_____ Name – Employer	_____ Signature – Employer	_____ Date Returned
Committee Comments: <i>Note any follow-up or additional actions that may be required.</i>		