CONTROLTECH

INSTRUMENTATION + ELECTRICAL

EHS SAFETY MANUAL

GRANDE PRAIRIE, AB 780.539.7114 | FOX CREEK, AB 780.622.3495 | PEACE RIVER, AB 780.624.2408 | DAWSON CREEK , BC 250.782.2924

PREPARATION	AUTHORITY	ISSUING DEPT
Safety Manager	**President**	**Safety**

HEALTH & SAFETY MANAGEMENT SYSTEM CHANGE REGISTER			
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DUE DILIGENCE

DUE DILIGENCE IS DEMONSTRATED BY YOUR ACTIONS BEFORE AN EVENT OCCURS, NOT AFTER

Due Diligence as a legal concept meaning all companies must take all reasonable care and diligence by developing, implementing, and monitoring all situations and to implement them into the Health and Safety Program. Due Diligence is knowing your responsibilities under the law and taking all reasonable steps to carry them out.

All of the elements of a "due diligence" must be in effect before any accident or injury occurs. If employers have questions about due diligence, they should seek legal advice for their jurisdiction to ensure that all appropriate due diligence requirements are in place. Control Tech must ensure that all people who are at the workplace are included, such as contractors, visitors, students/interns and volunteers.

There are **six main elements** that need to be present to ensure due diligence in the workplace:

Hazard Identification

- Examine the activities that occur in the workplace and identify all the hazards
- Rate the risk involved in each job
- Identify which controls are to be used for each step of a task (job) to eliminate/reduce risk
- Both management and employees run the risk of not recognizing hazards because they are so familiar with the job (use experienced employees & employees who are inexperienced to identify the hazards in a job as they both come from different perspectives)
- Management with assist from employees must look at the workplace in some depth to identify hazardous conditions.

Communication of Hazard Information

- New hazards Short Service and Young employees mean that hazard information has to be constantly communicated to employees
- Management must make sure that an employee who has never done a particular task before understands and can deal with the hazard of that task.
- Changes in workplace conditions or equipment have to properly be communicated to employees.
- Ensure Employees have a way to communicate hazards and concerns to management.

Developing Policies and Procedures

- Ensure you and your employees know the OHS Act, Regulations & Code, as well as all other pertinent legislation and keep up to date with legislation changes by actively seeking such information.
- Companies must have written policies and procedures to deal with any hazardous activity in the workplace.
- Specific procedures must be developed for safe performance of any hazardous activities.
- The degree of detail in the procedures varies with the risk and complexity of the task involved.
- Policies, procedures and practices must be kept up to date.

Training

- Hiring appropriate staff and training of all staff
- Employers have an obligation to train both supervisors and employees

Competent persons:

- Are qualified because of their knowledge, training and experience to organize the work and its performance.
- Are familiar with the provisions of the Occupational Health and Safety Act and the regulation that apply to the work that they are supervising
- Have knowledge of any potential or actual danger to health or safety in the workplace.

Monitoring to Ensure Effectiveness of Policies and Procedures

- When hazards have been identified, appropriate policies and procedures developed and communicated training programs developed and in place, employers ensure that the appropriate procedures are actually followed in the workplace.
- Instruct employees about the existence of and the requirements of policies, procedures and practices.
- Routine monitoring in the workplace to ensure compliance
- When policies, procedures, and practices are not followed use of discipline would be necessary to ensure compliance
- Reporting accident and near misses and investigating so that we may learn from future situations.

Documenting Due Diligence

- Documenting the responsibilities of all staff
- Document all actions taken (e.g. staff selection, training, internal auditing, discipline, etc.)
- Documentation of training activities, safety audits, disciplinary actions, health and safety meetings.

TERMS AND DEFINITIONS

Action level - Term used by OHS (Occupational Health & Safety) and NIOSH (The National Institute for Occupational Safety and Health) to express the level of toxicant which requires medical surveillance, usually one half the PEL.

Administrative Controls - Processes developed by the employer to control hazards not eliminated by engineering controls (e.g. safe work policies, practices and procedures, job scheduling or rotation and training).

Air-purifying respirator – Respirators that use filters or sorbents to remove harmful substances from the air.

Air-supplied respirator – Respirator that provides a supply of breathable air from a clean source outside of the contaminated work area.

ANSI – The American National Standards Institute develops consensus standards nationally for a wide variety of devices and procedures.

Asphyxia – Suffocation from the lack of oxygen.

Atmospheric pressure – The pressure exerted in all directions by the atmosphere.

Audible range – The frequency range over which normal ears hear – approximately 20Hz through 20,000 Hz.

Audit - An evaluation of an organization's Health and Safety Management System against an approved standard.

Audit program - A set of one or more audits planned for a specific time frame and directed towards a specific purpose. Note: An audit program includes all activities necessary for planning, organizing and conducting the audits.

Biohazard - Biological hazard. Organisms or products of organisms that present a risk to humans, i.e., blood, body fluids.

Caustic - Something that strongly irritates, burns, corrodes or destroys living tissue.

Chemical cartridge - The type of absorption unit used with a respirator for removal of low concentrations of specific vapors and gases.

Chronic - Persistent, prolonged, repeated.

Combustible liquids - Those liquids having a flash point at or above 37.8C (100F).

Competent Worker - A person who is adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Continual Improvement - Always striving to innovate, implement and improve on current conditions.

Contractor - An individual or employer hired under contract to provide materials or services to another individual or employer.

Corrosive - A substance that causes visible destruction or permanent changes in human skin tissue at the site of contact.

Critical Job - A job with high potential for serious loss or injury.

CSA – Canadian Standards Association

Danger - Any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered.

Decibel (dB) - A unit used to express sound power level.

Document - A medium containing information related to the health and safety management system.

Engineering Controls - Preferred method of hazard control if elimination is not possible; physical controls implemented at the design, installation, or engineering stages (e.g. guards, auto shutoff, etc.).

Flammable limits – The lower flammable limit (LFL or LEL) is the minimum concentration below which propagation of a flame does not occur. The upper flammable limit (UFL or UEL) is the maximum concentration above which propagation of a flame does not occur. Usually expressed in percentages.

Flammable liquid – Any liquid having a flash point below 37.8C (100F).

Flash point – The lowest temperature at which a liquid gives off enough vapor to form an ignitable mixture with air and produce a flame in the presence of an ignition source.

Fume – Airborne particulate formed by the evaporation of solid materials, i.e., metal fume emitted during welding.

Health Hazard - a physical, chemical, biological, or psychological hazard which may cause acute or chronic health effects in exposed workers (e.g. noise, dust, heat, ergonomics, etc.).

Hazard - A situation, condition, or behaviour that has the potential to cause an injury or loss.

Hazard Assessment - A process used to identify and evaluate the health and safety hazards associated with job tasks and provides a method for prioritizing health and safety hazards.

Hazard Control - Method used to eliminate or control loss

Hazard Information – pertaining to a hazardous substance is information on the proper and safe storage, handling, use and disposal of the hazardous substance, including information relating to its toxicological properties

Hazardous material – Any substance or compound that has the capability of producing adverse effects on the health and safety of humans.

Hearing conservation – The prevention or minimizing of noise induced deafness through the use of hearing protection and control methods.

Heat stress – Relative amount of thermal strain from the environment.

IDLH – Immediately Dangerous to Life or Health.

Imminent Danger - danger about to happen, or threatening to happen in relation to an occupation.

Incident (Accident) - A preventable, undesired and unexpected event that results, or has the potential to result, in physical harm to a person or damage to property (loss or no loss).

Inspection - A planned, systematic audit or examination of an activity or work site, checking or testing against established standards.

Inspector - Qualified person designated by Control Tech to conduct inspections.

Job Inventory - A comprehensive list of jobs/tasks produced from a systematic review of all jobs/tasks in the work area.

Legislation - Provincial, federal, or other government standards in the form of written acts, regulations and codes.

Manager - A person who administers and/or supervises the affairs of a business, office, or organization.

Mixture – A combination of two or more substances that may be separated by mechanical means.

Near Miss - An undesired event that under slightly different circumstances could have resulted in personal harm, property damage or loss. Also referred to as an incident.

NIOSH – The National Institute for Occupational Safety and Health is a federal agency. It conducts research on health and safety concerns and trains occupational health and safety professionals.

PEL – Permissible Exposure Limit. An exposure limit that is published and enforced by OHS as a legal standard.

Personal Protective Equipment (PPE) - Equipment used or clothing worn by a person for protection from health or safety hazards associated with conditions at a work site (e.g. hardhat gloves, coveralls, steel toed boots, ear plugs,

safety glasses, fall protection, etc.). Used when engineering or administrative methods cannot fully control the hazards.

Policy - The documented principles by which Control Tech is guided in its management of affairs.

Procedure - A documented method to carry out an activity.

Readily Available - means present in an appropriate place in a physical copy form that can be handled

Record - A document that states results achieved or provides evidence of activities performed.

Risk - The chance of injury, damage or loss.

Root Cause - The underlying or basic factors which contribute to an incident.

Safety Hazard - a substance, process, action, or condition which may endanger the immediate safety of workers (e.g. chemical burns, shear points, slips and falls, etc.).

Safe Work/Safe Job Procedure - A written, step-by-step instruction of how to perform a task from beginning to end.

SDS –Safety Data Sheet.

SLPP-Safety Loss and Prevention Program

System - A set of inter-related or interacting elements.

Unsafe Act - Inappropriate action taken by a person that could result in loss.

Unsafe Condition - A condition that could result in loss.

Violence: the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

Visitor - Any person present at the work site that is not under the direct control of Cobra Inspection (e.g. courier).

Harassment: 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:

- 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
- a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site

Work Refusal – when a worker refuses to complete a task because they feel the task or circumstance to be too dangerous to complete without further controls in place

Work Site - A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

1.0 MANAGEMENT LEADERSHIP AND COMMITMENT

1.1 HEALTH AND SAFETY POLICY

The management of Control Tech declares and commits to the prevention of injury and ill health of our workers and our guiding principles. Our Goal is to have a healthy and safe place to work composed of individuals who choose to make safe decisions, follow requirements and contribute to the process of health and safety. Our documented Health and Safety Management System shall form the basis for all operations undertaken by Control Tech.

- Control Tech management is committed to everyone's health and safety.
- Control Tech and its workers shall comply with applicable government legislation.
- Everyone who works for Control Tech shall comply with our own health and safety standards.

All supervisors, managers and contractors will implement and enforce health and safety rules, regulations, policies, procedures and prescribed instructions in a fair and consistent manner. All employees are trained and held accountable for following policies, procedures, rules and instructions as prescribed by Control Tech.

Supervisors will be trained and held accountable for ensuring that the workers, under their supervision, follow this policy and the documented Health and Safety program in its entirety. They are accountable for ensuring that workers are informed, use safe work practices and receive training to protect their health and safety.

Supervisors also have a general responsibility for ensuring the safety of equipment and facility.

The safety officer is responsible for the management and administration of the safety program, which includes some involvement in the hiring, orientation, training and termination of staff.

Control Tech acknowledges that all employees have the right to work in a safe and healthy environment.

Control Tech is responsible for the health and safety of its workers and will make every effort to provide a healthy and safe work environment.

Control Tech recognizes the workers duty to identify hazards and supports and encourages workers to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program. Control Tech will, where possible, eliminate hazards and, thus, the need for personal protective equipment. If it is not feasible to eliminate the hazards, Control Tech will minimize the risk through engineering, administrative and PPE requirements.

Workers at all levels are responsible and held accountable for Control Tech health and safety. Active participation by everyone, every day and in every job, is necessary for health and safety excellence and is the expectation at Control Tech for every work site.

It is the duty of each worker to report to the supervisor or manager, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace.

Control Tech will ensure this policy is communicated to all workers and/or subcontractors under our control.

This policy as well as our safety management program will be reviewed annually by management and updated as required. All changes will be documented.

The material in this document does not take precedence over applicable government legislation which all employees and subcontractors must follow.

_____	_____	_____
Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

1.2 ENVIRONMENTAL POLICY

Control Tech is committed to complying with all legislation applicable to the operations and activities of Control Tech. Control Tech believes in managing and conducting its operations in a manner which is, in the long-term, in the best interests of Control Tech, their customers, the communities in which it is involved and all employees. Accordingly, Control Tech has adopted the following:

Environmental Policy Dealing With Environmental Matter

- Control Tech, through its operations, will develop, maintain and implement policies, procedures and management systems to monitor its operations with a view to protecting the environment.
- Control Tech, through its operations, will strive to incorporate in its environmental practices the best available technology which is economically achievable.
- Control Tech, through its operations, will consider and, when appropriate, promote energy efficiency to reduce the consumption of non-renewable natural resources and will promote source reduction initiatives as a means of reducing waste.
- To ensure continuous improvement in environmental performance, Control Tech, through its operations, shall review periodically its environmental operating practices and procedures and establish, maintain and monitor environmental objectives and target to measure performance.
- Where appropriate, Control Tech will request its employees to notify customers of this Environment Policy as it relates to how they conduct business.
- Control Tech will promote awareness amongst its employees, to increase their understanding of environmental matters as they relate to Control Tech and will involve them in appropriate environmental protection initiatives from time to time.

All officers and employees are expected to respect Control Tech environmental policies and procedures.

This policy is to be posted in all Control Tech facilities by the site supervisor.

_____
Dustin Richarde
Director

_____
Greg Kjemhus
Director

_____
Tali Hughes
Director

1.3 DISCIPLINARY ENFORCEMENT POLICY STATEMENT

Management is committed to the safety of its workers by providing an injury and incident free workplace. Disciplinary action may be taken when any violation of the company's health and safety rules, policies, and/or procedures occurs. Safety violations will be handled in an objective but firm manner.

Managers are responsible for enforcement of health and safety rules, policies, and procedures. Department Supervisors are responsible for carrying out the disciplinary actions when a violation of the rules, policies, and/or procedures occurs.

_____	_____	_____
Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

1.4 DISCIPLINARY ENFORCEMENT PROCEDURE

The enforcement progression follows the steps outlined below with documentation at each stage:

1.4.1 MISCONDUCT

Employee breaks rules for keeping the work place efficient and safe.

Verbal Warning
- Communicate expectations.
- Gives employee the opportunity to tell his/her story about the misconduct.
- Collection of all the relevant facts surrounding the misconduct.
- Everything is documented.

Written Warning
- Documented details and expectation– placed in personnel file.

Suspension
- Documented details and expectation – placed in personnel file.

Termination
- Documented

1.4.2 INCOMPETENCE

Employee lacks the skills or ability to do the job.

Clarification
- Clear, reasonable job expectations are communicated.
- Unacceptable work promptly communicated to the employee.

Retraining and Supervision
- Reasonable supervision, training and instruction are provided.
- Reasonable warning is given including failure to meet expectations could result in dismissal.
- Allow reasonable time and opportunity to meet the job expectations. (Depends on situation what reasonable time will be)

Termination
- Documented.

1.4.3 MITIGATING AND AGGRAVATING FACTORS

Factors that will be considered in applying the progressive discipline process in cases of either incompetence or misconduct. Examples include:

- Was the misconduct intentional?
- Is the employee accepting responsibility for his/her actions?
- Seriousness and/or frequency of the problem?
- Employee's work history?
- Effect on the organization?

1.4.4 SITUATIONS FOR DISCIPLINARY ACTION

Violation of any of the following rules will not be tolerated on the job and are grounds for immediate discipline up to and including immediate suspension or dismissal:

- Use or possession of alcohol or illegal drugs on company premises on company job-site, is prohibited.
- Acts of violence and/or harassment against a co-worker including but not limited to using physical force to cause injury, threatening statements or other actions to cause a worker to feel they are at risk of injury.
- Failure to follow critical life safety procedures (such as completion of a safe work permit or failure to use fall protection)
- Theft, vandalism or any other abuse or misuse of company property.
- Being in possession of weapons on the jobsite.
- Not reporting all incidents that result in or could create danger or injury to a supervisor immediately.
- Not providing first aid treatment promptly for any injury.
- Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- Not wearing hard hats, safety boots or other required PPE at all times on all job-sites.
- Not carrying out work in accordance with appropriate safe work practices and the supervisor's direction.
- Not using tools that are in good repair, with all guards and safety devices in place.
- Not keeping the work area neat, clean and orderly.

1.4.5 DISCRIMINATORY ACTION

Workers, occupational health committee members and worker health and safety representatives who practice their safety rights are legally protected. The act of disciplining or punishing a worker for exercising their health and safety rights is called discriminatory action.

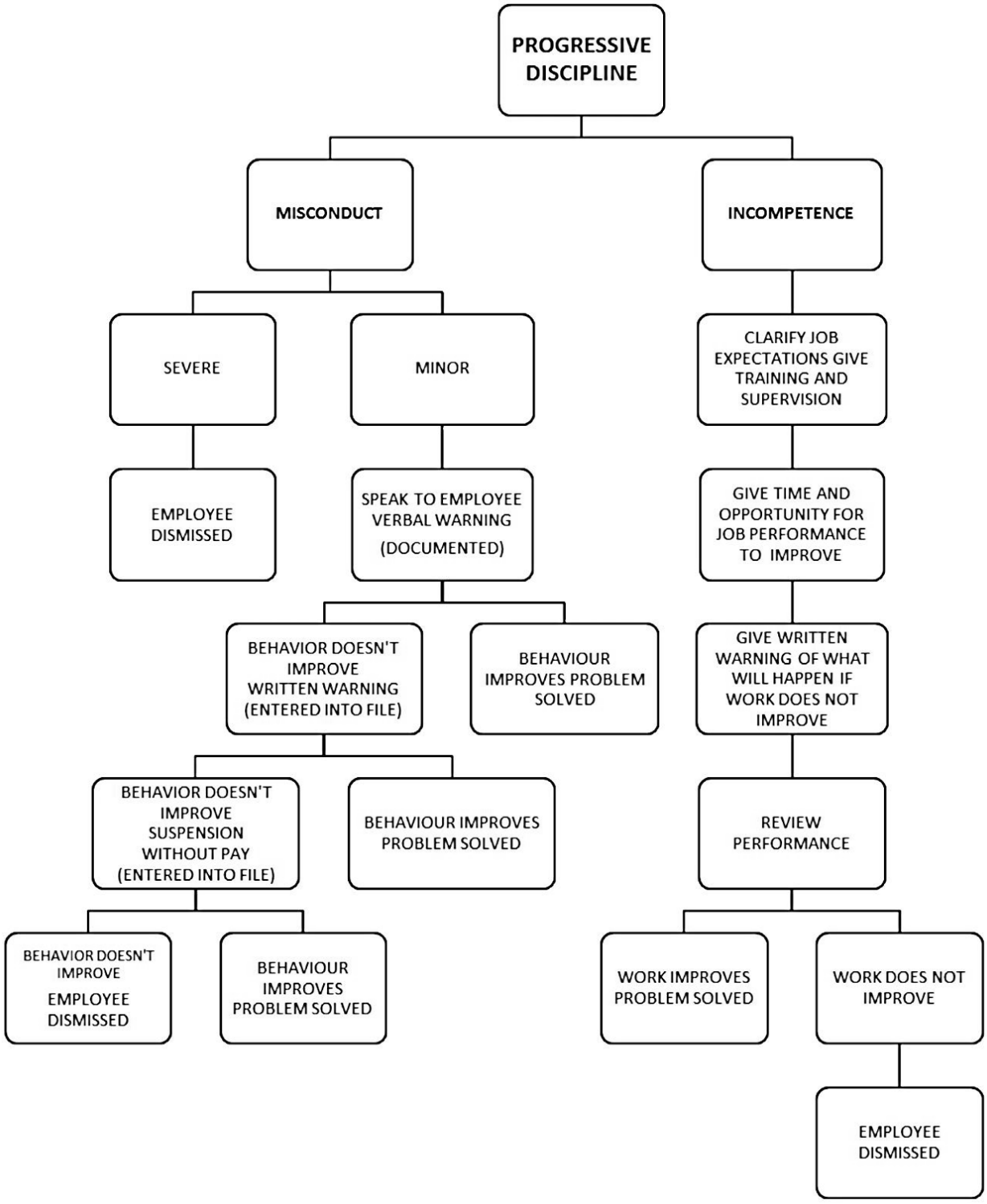
Discriminatory action is an action or threat of action applied to a person seeking to exercise or enforce an OHS right or duty. It could be anything from a firing, verbal warning, written warning, suspension, d, loss of wages or termination of employment.

<u>The Act prohibits an employer from taking discriminatory action when a worker:</u>

- complies with the OHS legislation or a notice of contravention
- tries to have the legislation enforced
- tries to establish an OHC (Occupational Health & Safety Committee) or designate a representative
- helps, gives information to or serves on the workplace's OHC
- refuses to do work when a worker has reasonable grounds to believe that it is unusually dangerous to themselves or others
- seeks to exercise or enforce a right or carry out a duty in accordance with OHS legislation

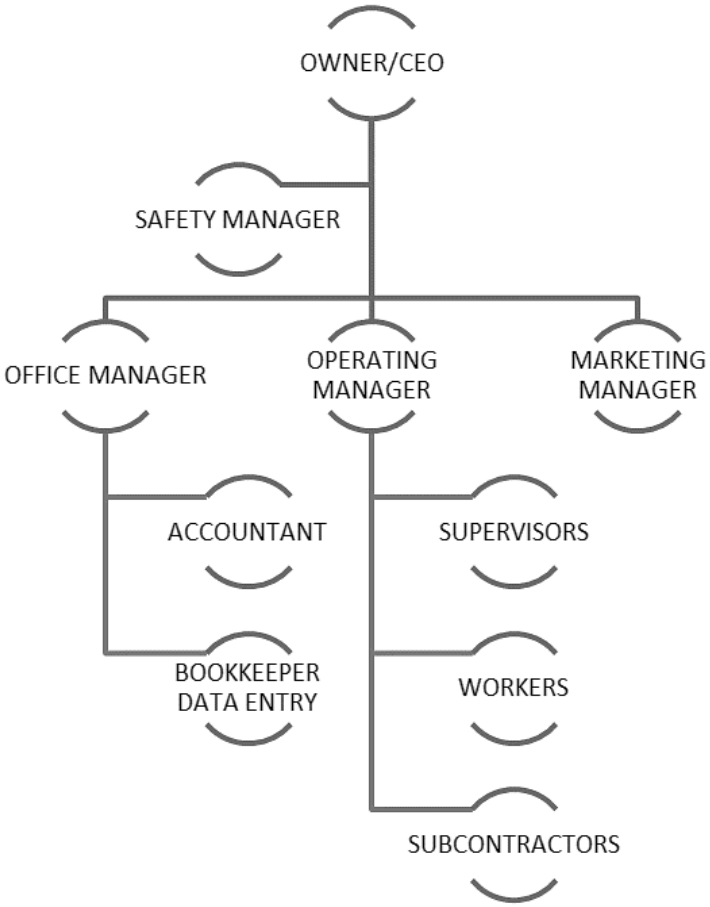
1.4.6 COMMUNICATION

Employees must be informed of the company's Progressive Discipline program. Employees are informed of the program during their initial orientation on the first day of work. New employees are required to read and acknowledge the company's policy. Other methods used to educate employees on the program include but are not limited to, posting of the policy in the Lunch Room or in a conspicuous location at the work site, safety meetings, safety talks and training sessions.


PROGRESSIVE DISCIPLINE
MISCONDUCT
INCOMPETENCE
SEVERE
MINOR
CLARIFY JOB EXPECTATIONS GIVE TRAINING AND SUPERVISION
EMPLOYEE DISMISSED
SPEAK TO EMPLOYEE VERBAL WARNING (DOCUMENTED)
GIVE TIME AND OPPORTUNITY FOR JOB PERFORMANCE TO IMPROVE
BEHAVIOR DOESN'T IMPROVE WRITTEN WARNING (ENTERED INTO FILE)
BEHAVIOUR IMPROVES PROBLEM SOLVED
GIVE WRITTEN WARNING OF WHAT WILL HAPPEN IF WORK DOES NOT IMPROVE
BEHAVIOR DOESN'T IMPROVE SUSPENSION WITHOUT PAY (ENTERED INTO FILE)
BEHAVIOUR IMPROVES PROBLEM SOLVED
REVIEW PERFORMANCE
BEHAVIOR DOESN'T IMPROVE EMPLOYEE DISMISSED
BEHAVIOUR IMPROVES PROBLEM SOLVED
WORK IMPROVES PROBLEM SOLVED
WORK DOES NOT IMPROVE
EMPLOYEE DISMISSED

1.5 STRUCTURE AND ASSIGNMENT OF RIGHTS AND RESPONSIBILITIES

1.5.1 SAFETY AND HEALTH MANAGEMENT SYSTEM ORGANIZATION CHART



1.5.2 WORKER RIGHTS

Right to Refuse

Workers have the right to refuse unsafe work. A worker may refuse to work or to do particular work at a work site if the worker believes, in good faith, that there is a dangerous condition at the work site or that the work is a danger to the worker's health and safety or to the health and safety of another worker or another person.

Workers have the right to refuse unsafe/dangerous work and are protected from reprisal for exercising this right under the legislation. Workers must not be reprimanded for refusing to perform unsafe work.

All workers are provided training on work refusal procedures. For Right to Refuse Reporting Procedures see: Section 9, INCIDENT REPORTING & INVESTIGATION.

Right to Know

Every worker has a right to know what potential dangers/hazards are present on the job and how these hazards can affect them. Workers must have access to basic health and safety information in the workplace. The hazards will be presented to the worker(s) during health and safety training, tailgate meetings, general discussions and also in dispatched jobs.

- Control Tech must inform workers about potential hazards
- all worksite parties must ensure information on health and safety hazards is available onsite

Right to Participate

All workers have the right to participate in health and safety activities. Participation through involvement of Health & safety committees or as a worker health and safety representative, participate in the hazard assessment process, discussions and safety meetings, reporting hazards, incidents and accidents, etc. Workers also have the obligation to alert management of unsafe practices and conditions.

Employee participation is an essential aspect of the HSMS. Control Tech shall provide employees and employee representatives, with time and resources to participate effectively in the development of the health and safety policy and in the process of HSMS planning, implementation, training, evaluation, corrective action and encourage employee participation by providing mechanisms that:

- Supports employee participation, such as identifying and removing barriers to participation.
- Establishes workplace health and safety committees or employee representatives where required by OHS legislation and, where applicable, collective agreements or other requirements.
- Ensures that employees and employee representatives are trained in and consulted on, all aspects of HSMS associated with their work

1.5.3 EMPLOYER RIGHTS

- Expect all workers to follow all safety rules, policies, plans and procedures of Control Tech and our clients.
- Expect all workers to follow required legislation.
- Expect all workers and management to participate in safety program expectations.
- Expect all workers to participate in the hazard identification and reporting process.

1.5.4 EMPLOYER RESPONSIBILITIES

Ensure the health, safety and welfare of workers and the public

Provide competent supervisors, training workers, and preventing violence and harassment

Work with the joint worksite health and safety committee or health and safety representative

Provide personal protective equipment in accordance with provisions within this safety management system.

Conduct regular inspection of premises, equipment, work methods and work practices, at appropriate intervals. Unsafe or harmful conditions found in the course of an inspection must be remedied without delay.

Ensure incidents are investigated to determine the action necessary to prevent their reoccurrence.

Ensure that unsafe or harmful conditions found in the course of any audit or inspection or being reported must be investigated and remedied without delay.

Control Tech management shall meet periodically at a location determined by senior management to discuss health and safety activities and incident trends, and for the determination of necessary courses of action, resources needed or changes to our safety system.

Control Tech will provide personal protective equipment in accordance with provisions within this safety management system.

1.6 POSITION RESPONSIBILITIES

All levels must be aware of their individual roles and responsibilities under both legislated and company standards.

Specific health and safety responsibilities are defined and documented within the Responsibilities section of each safety procedure. The responsibilities are also clearly communicated to workers through various means such as job descriptions, meetings, site specific HSE plans, training, etc.

Management expectations and the consequences of not adopting health and safety responsibilities are clearly communicated to all workers.

Health and safety responsibilities are reviewed and revised through inspections, assessments and management reviews.

If a person has 2 or more roles (below) in respect to the same work site, the person shall meet the obligations of each role.

If the same role falls on more than one person at a worksite, the role should be performed by the prime contractor of the site. The other persons who are normally in that role are relieved of their duties only during the time when

- simultaneous compliance of that role by more than one person would result in unnecessary duplication of effort and expense
- the health and safety of any person at the work site is not put at risk by compliance with that role by only one person

The following are required health and safety responsibilities for the indicated position.

Prime Contractor

It is the responsibility of the prime contractor, if there is one, to coordinate the health and safety programs of multiple employers or self-employed persons. Prime contractors are required in construction, oil and gas work sites or any other projects designated by an OHS director. In the absence of a prime contractor, works sites with multiple employers and/or self-employed persons should work together to coordinate their health and safety responsibilities.

Prime contractors have the following additional responsibilities:

- Protect other persons besides employers, self-employed persons and workers at or in the vicinity of the work site who may be affected by hazards originating from the work site.
- Ensure the coordination of health and safety activities for employers, workers, and others at the workplace.
- For all jobs over 90 days in length:
  - consult and cooperate with HSC or HSR to develop policies, procedures and codes of practice for their work sites
  - provide HSC or HSR with reasonable opportunity to inform workers on OHS matters
  - allow HSC or HSR to examine records, policies, procedures, codes of practice, reports or manufacturer specifications required under OHS legislation
  - give information or documents addressed to the HS representative as soon as possible after it is received
- Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the relevant sections of the OHS Code, Regulation and the Act.

- Each employer at a multiple-employer workplace must give the prime contractor the name of the person Control Tech has designated to supervise his or her workers.

Management Responsibilities

- Managers act on behalf of Control Tech, and therefore have the responsibility to meet the duties of Control Tech.
- Ensure the health, safety and welfare of workers.
- Protect other persons besides workers at or in the vicinity of the work site who may be affected by hazards originating from the work site.
- Ensure workers are aware of their rights and duties under the law and are aware of any health and safety issues.
- Provide competent supervisors, train workers, and prevent violence and harassment.
- Ensure public safety at or in the vicinity of work sites.
- Work with the joint work site health and safety committee or health and safety representative
    - Provide work site health and safety committee members and representatives with training about the duties and functions of their role in accordance with OHS legislation
    - Time for training to take the greater of 16 hours or 2 normal work shifts if greater than 8 hours in a normal shift
    - Attend work site health and training programs, seminars or courses of instruction
    - Consult and cooperate with HSR to develop policies, procedures and codes of practice for their work sites
    - Provide HSR with reasonable opportunity to inform workers on OHS matters,
    - Allow HSR to examine records, policies, procedures, codes of practice, reports or manufacturer specifications required under OHS legislation
    - Give information or documents addressed to the HS representative as soon as possible after it is received
- Take every reasonable precaution to ensure the workplace is safe including:
- Establish and administer rules and programs designed to promote safety
- Establish and assign responsibility within Control Tech
- Enforce all safety rules and regulations
- Provide necessary safety equipment, materials, guarding, etc.
- Conduct jobsite safety audits
- Prepare and review all notices and postings required by OHS
- Handle in-house employee complaints
- Administer performance standard compliance and other specific programs. Unless otherwise noted, the Safety Director administers all performance standard programs. This includes review, audit, and regular updating of all programs.
- Train employees about any potential hazards and in how to safely use, handle, store and dispose of hazardous substances and how to handle emergencies
- Supply personal protective equipment and ensure workers know how to use the equipment safely and properly
- Immediately report all critical injuries to the government department responsible for OHS
- Appoint a competent supervisor who sets the standards for performance, and who ensures safe working conditions are always observed

Supervisors Responsibilities

- Supervisors must be competent
- Protect the health and safety of workers
- Advise workers of all health and safety hazards
- Report all health and safety concerns to management
- Prevent violence and harassment

- Have legal responsibilities for preventing violence and harassment.
- Must post the contact information of the HS representative at each worksite where it can be seen by all the workers they represent
- Ensure that workers use prescribed protective equipment devices
- Advise workers of potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of workers
- Provide personal protective equipment and enforce its use
- Enforce safety rules and regulations
- Correct unsafe acts or conditions
- Document safety violations and corrective or disciplinary actions
- Conduct accident and incident investigations
- Ensure that all work activities comply with safe work practices
- Secure prompt medical attention for any injured employee
- Provide documentation and guidelines to perform their jobs safely (safe work practices, procedures)
- Instill occupational health and safety thoughts and actions in all personnel, and impress in all employees their responsibility and accountability to act in a safe manner
- Coordinate safety efforts with onsite contractors and for field personnel on clients' premises
- Discuss safety issues and violations with the Safety Representative or Safety Committee
- Conduct weekly toolbox sessions

Workers Responsibilities

- Workers are responsible for ensuring the health and safety of themselves and others
- Cooperate with their management/supervisor for purposes of health and safety
- Use all control devices set out by company
- Wear all PPE
- Report unsafe or unhealthy conditions
- Report all incidents, accidents and injuries immediately to their supervisor
- Refrain from causing or participating in violence and harassment
- Follow legislation as it pertains to their jobs.
- Workers must follow the safety rules, policies, plans and procedures of Control Tech and our clients.
- Participate in the hazard identification and control process as requested by management.
- Ensure training has been completed before completing a task.
- A worker who refuses to carry out a work process or operate a tool, appliance, or equipment must immediately report the circumstances of the unsafe condition to his or her supervisor or to a member of Control Tech management.
- In an emergency follow directions from the designated emergency coordinator for the site.

Health and Safety Committees or Joint Health and Safety Committees:

Employers with 20+ employers are legally required to set up and maintain an Occupational Health Committee (HSC). Members serve a three-year term and can serve more than one term.

- Must be composed of a sufficient number of members representing workers on the committee to equitably represent workers
- Must meet regularly - hold its first meeting within two weeks after being established, subsequent meetings at intervals not exceeding one month then at least once every three months (quarterly)
- Special meeting of a committee may be called at any time to deal with urgent concerns, imminent dangers to health or safety, investigations of accidents or dangerous occurrences or refusals to work
- A designated person from the committee will meet with management regularly to discuss health and safety issues
- Must be co-chaired by one management chairperson and worker chairperson
- Employee representatives are elected or selected by the workers or their union for a term not exceeding three years

- All meetings will be documented and posted in the workplace accessible to all workers
- The members of a committee are allowed to examine any log book, inspection report or other record that company is required to keep at the place of employment pursuant to the act or any regulations
- Representatives are paid for their time while conducting committee business
- Must not disclose personal information of an identifiable individual unless the disclosure is required by law.

Health & Safety Representative

Employers with 5-19 workers are required to appoint an Occupational Health and Safety representative (HSR).The HSR is chosen by the workers, unless prescribed by a union agreement.

- receive and address concerns and complaints about the health and safety of workers,
- participate in the identification of hazards to workers or other persons arising out of, or in connection with, activities at the work site,
- develop and promote measures to protect the health and safety of persons at the work site and checking the effectiveness of the measures,
- cooperate with an OHS officer exercising their duties,
- develop and promote programs for education and information concerning health and safety,
- make recommendations to the employer, prime contractor or owner respecting the health and safety of workers,
- participate in investigations of serious injuries and incidents at the work site,
- maintain records in connection with concerns and complaints,
- attend to other matters relating to the duties of the HS representative
- other duties as may be specified in the OHS Act, Regulations and Code
- meet regularly with management to discuss health and safety matters
- work with the management to determine how often meetings should take place and what record is made of the meetings (there are no minimum requirements in the OHS Act)
- Must not disclose personal information of an identifiable individual unless the disclosure is required by law.

Contractors

- Ensure that work being performed by employers under their control does not endanger the health and safety of persons at the work site.

Owners of Work Sites

- Ensure the land, infrastructure and any building or premise under its control is provided and maintained in a manner that does not endanger anyone.

Suppliers

- Ensure their products are safe to use
- Ensure their products comply with the legislation
- Ensure equipment and harmful substances provided includes manufacturer's specifications or other instructions for safe use (if they exist).
- Provide notice when their product or equipment doesn't comply with the law.

Service Providers

- Ensure the services provided comply with the law
- Ensure the services provided are provided by a competent person
- Ensure the services provided do not create a hazard.

Self-Employed Persons

- Comply with all the OHS rules that apply to employers and to workers

- Ensure that they don't create hazards for themselves and others.

Temporary staffing agencies

- Ensure workers are suitable for the work
- Ensure workers have or will receive the PPE they need
- Ensure that the host employer is capable of looking after the worker's health and safety

Visitor Responsibilities

- Sign in when you arrive
- Follow directions of your host (designated person who is responsible for your safety while onsite)
- Wear all PPE as required by area
- Sign out when departing site.

1.7 ACCOUNTABILITY

There is accountability with the Control Tech Health and Safety Management System. Individuals, visitors and contractors will be held accountable for their actions and behaviour. It is important that everyone understand their responsibilities for workplace health and safety:

1. Control Tech will hold the ultimate responsibility and is legally and morally responsible for what happens on its work sites.
2. Supervisors have the administrative responsibility and must ensure that required training, supervision, enforcement, etc. are maintained and the desired results are achieved.
3. Workers have the immediate responsibility to take the required training, wear required PPE, use the assigned controls, follow all rules and participate where required in the health and safety program.
4. Contractors shall follow Control Tech health and safety requirements.

Control Tech procedures identify who is responsible for what, the date by which actions must be completed and the follow-up required to ensure that action taken was effective.

Measurable goals and objectives and assigned accountability are be used to drive health and safety performance.

1.8 COMMUNICATION

Workers must be familiar with the OHS program, know their rights and responsibilities, and understand how to handle concerns. The OHS program must include procedures for workers participation in inspections and investigations of incidents, injuries and work refusals. The OHS program should encourage workers to suggest ways to make the workplace safer and healthier, and know that their concerns/suggestions will be taken seriously without discriminatory action.

1.8.1 DUTY TO INFORM

Control Tech must make all health and safety information readily available including information about hazards at the work site, hazard controls and work practices and procedures and provide that information to:

- the joint work site health and safety committee or health and safety representative at the work site,
- the workers, if there is no joint work site health and safety committee and no health and safety representative
- the prime contractor, if there is one

Communication is introduced to the site through health and safety meetings, training sessions, field-level hazard assessments, etc.

Control Tech must ensure that current paper or downloaded or stored electronic copies of the OHS legislation are readily available for reference by workers, the joint work site health and safety committee and the health and safety representative, if applicable.

The prime contractor or contractor must ensure that the owner, any employer, supplier, service provider or self-employed person on a work site is told about any existing or potential work site hazards that may affect workers, self-employed persons or other persons at the work site.

The owner of a site must inform all parties working at the site about any known or potential hazards regarding the land, infrastructure and any building or premises on the land.

Every supplier must, as far as it is reasonably practicable, ensure that any equipment and any harmful substance supplied to Control Tech includes a written copy of the manufacturer's specifications and any other instructions for safe use.

If a person is required by legislation to make a report or plan, for tasks being completed on a worksite, that report or plan must be in writing and must be made available to everyone affected by it, at the worksite.

All suggestions from workers are recorded and recognition of the worker's involvement and co-operation will be given. Control Tech wants to encourage participation in good health and safety practices and support for our policy and objectives by consulting and communicating with all workers.

Methods used to involve workers in hazard identification, risk assessment and risk control and to encourage worker involvement in the health and safety process include:

1.8.2 OPEN DOOR POLICY

It is preferred that the immediate supervisor and/or project management be consulted for resolution of any concern, however, Control Tech maintains a strong open door policy to report problems or concerns to any level of management without fear of reprimand of any worker.

1.8.3 HEALTH & SAFETY COMMITTEE/ HEALTH & SAFETY REPRESENTATIVE

Health & Safety Representative must be designated when Control Tech employs 5 to 19 workers and work is expected to last 90 days or more. The health and safety representative must, in cooperation with a representative of Control Tech, perform the same duties as is listed under the Health & Safety Committee below.

A Health and Safety Committee shall be formed when Control Tech reaches employs 20 or more workers and work is expected to last 90 days or more.

On a worksite that has more than 1 employer, and 20 or more workers and will last longer than 90 days, then the prime contractor is responsible for coordinating a Health & Safety Committee that includes people from the workers & supervisors on the site.

The committee must establish rules of procedure for fulfilling its duties including the following:

- the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers
- participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
- the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures
- cooperation with an officer exercising duties under the OHS legislation
- the development and promotion of programs for education and information concerning health and safety

- the making of recommendations to the employer, prime contractor or owner respecting the health and safety of workers
- the inspection of the work site at regular intervals
- the participation in investigations of serious injuries and incidents at the work site in accordance with the legislation
- the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee
- such other duties as may be specified in the OHS legislation

1.8.4 SAFETY MEETINGS

Safety issues and updates are communicated to workers at safety meetings. Control Tech ensures the safety meeting requirements are followed according to the following:

Safety Meetings

Control Tech conducts quarterly safety meetings which all employees must attend. Employees are required to attend regular customer safety meetings. Meetings will include safety concerns, stats, incidents, regulation updates, safety presentations, etc. Meetings will be documented.

It is an OHS legislation requirement that for work sites with an HSC, inspections must be done at least once before each quarterly meeting in order to identify health and safety hazards that have not been controlled.

Pre-Job Meetings

A safety meeting will be held with all workers on site prior to each job starting. These meetings will address work to be completed, hazards associated with work, controls to be taken and emergency response plan, etc. If workers are on a jobsite with another company (Prime Contractor) then the meetings may be facilitated by that company and workers are required to attend.

Weekly Tailgate/Toolbox Meetings

Meet weekly where a job last more than 1 month to discuss issues and concerns, complete information sessions (safety topics) and review JSAs for critical tasks and safe work practices and safe job procedures for tasks being completed.

Health & Safety Committee Meetings/ Health & Safety Representative

The HSC must meet within 10 days after being established and every quarter at a minimum thereafter. These safety meetings are held to ensure duties are being completed of specific members, investigations and follow up actions are being conducted, practices and procedures are kept up to date, etc.

Management will meet with safety representative on a quarterly basis to discuss incidents, accidents, investigations, policy & procedures updates, safety concerns and any other requirements set out in the legislation and this program.

1.8.5 SENIOR OPERATING OFFICER COMMUNICATION

No less than once a year the senior operating officer shall communicate to all workers about the commitment to health and safety by Control Tech. This communication will be in writing and can be accomplished by bulletin board posting, pay check inserts, etc. A copy of the annual communication is to be provided to the Safety Manager for compliance documentation.

1.8.6 SENIOR MANAGER TOURS

Senior managers from all levels shall tour the facility they manage no less than every six months to reinforce health and safety practices and behaviours. The tours can be concurrent with other business purposes. There

is no documentation required but it is suggested that completed tour dates and findings be provided to the Safety Manager for compliance documentation.

1.8.7 SAFE WORK PRACTICES & SAFE JOB PROCEDURES

Control Tech must develop and enforce the use of safe work practices and safe job procedures for conducting critical tasks safely. Those safe work practices and safe job procedures must be in writing and made readily available to all affected individuals on the job site.

A review process has been set up to be completed annually to allow for the practices and procedures to be updated when required.

1.8.8 PROCEDURES TO FOLLOW FOR MULTIPLE EMPLOYER SITES

It is the responsibility of the prime contractor, if there is one, to coordinate the health and safety programs of multiple employers or self-employed persons. Prime contractors are required in construction, oil and gas work sites or any other projects designated by an OHS director.

In the absence of a prime contractor, works sites with multiple employers and/or self-employed persons should work together to coordinate their health and safety responsibilities.

Coordinating health and safety for multiple work site parties

When many employers or self-employed persons are at a work site, there may be many OHS programs which need to be coordinated. Site-specific health and safety procedures should be established and communicated to all employers and self-employed persons at the work site. This will help to control hazards and ensure consistency.

Evaluation and selection criteria

Criteria for evaluating and selecting other employers and self-employed persons at the work site should be established.

Regular Monitoring

Procedures must include plans for regular monitoring of employers and self-employed persons at the work site. Regular monitoring may include inspections or any other activity which verifies that work site specific health and safety policies and the OHS Act, Regulations, and Code are being followed.

1.9 RESOURCE AVAILABILITY

Senior management of Control Tech shall provide appropriate financial, human and organizational resources (proper staffing, equipment, training materials and funds) to plan, implement, check, review and correct the HSMS.

1.10 PROGRAM REVIEW & REVISIONS

Maintaining the program will ensure it continues to support health and safety. Developing a procedure to address how the OHS program will be reviewed and revised, when it will be done, and who will do it supports continued success.

The program must be reviewed every three years or more often if there is a change in circumstance at the work site that creates or could create hazards to workers. Examples of changes to consider include introduction of new technology or production methods, and discovery of new risks associated with existing conditions.

The Safety Manager establishes health & safety management programs based on objectives and responsible parties are notified of their requirements.

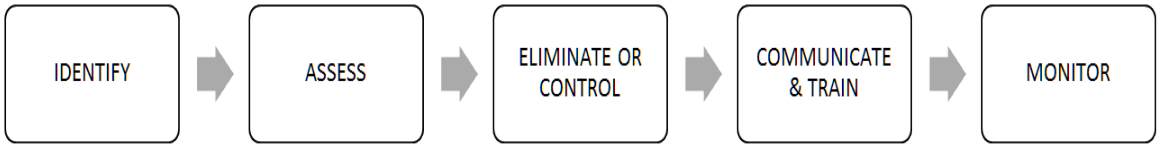
Where significant modifications in working practices, processes, or equipment are expected, the management program will provide for new hazard identification and risk assessments.

Progress for safety and health management programs is reviewed as part of the Key Performance Indicator procedure and Management Review procedure.

1.11 HEALTH & SAFETY IMPROVEMENT PLAN

CATEGORY	IMPROVEMENT OPPORTUNITY	PLAN FORWARD	RESPONSIBLE PARTY	TARGET DATE	STATUS			
					Q1	Q2	Q3	Q4

2.0 HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROLS



Hazard assessments and controls help build safe and healthy workplaces. They are at the core of every organization's occupational health and safety management system. The hazard assessment and control process provides a consistent approach for Control Tech and workers to identify and control hazards in the workplace.

Control Tech is committed to maintaining our worksites in which safety is part of everything we do and is as important as anything we do. Hazard recognition is the process of identifying causes or conditions which have the potential to cause harm to a worker's health and safety.

It is the policy of Control Tech to take every possible step to identify the hazards and risks associated with our work by implementing a systematic process for the identification and control of hazards. All work activities are assessed in order to identify existing and potential risks to the health or safety of workers and all reasonably practicable measures will be taken to eliminate, reduce or control those risks.

It is a requirement that all employees report unsafe conditions as well as any incidents immediately to management so that appropriate action can be taken to avoid future injury or damage.

Any known safety hazards that cannot be controlled or eliminated and have the potential for causing serious injury are identified and brought to the attention of the person or persons which may be exposed to the hazard. All employees with Control Tech who may be exposed to a harmful substance at a work site will be informed of the health hazards and airborne concentrations and be trained in the procedures to minimize the workers exposure.

<u>At minimum, Control Tech, will:</u>

- Perform a formal hazard assessment for all activities, equipment, processes and property under our control and review the formal hazard assessment annually to ensure its ongoing suitability.
- Perform pre-job hazard assessments prior to the start of any job requiring activities which are new or unusual.
- Review hazard assessments on an ongoing basis to ensure all necessary controls are in place and appropriate to the need.
- Investigate and take all necessary steps to eliminate or reduce identified hazards.
- Ensure employees are trained and involved in the hazard assessment process.

The material in this document does not take precedence over applicable government legislation which all employees and subcontractors must follow.

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

2.1 PURPOSE

This program has been created to ensure that all known safety and health hazards are identified, controlled and communicated. The hazards that cannot be readily controlled or eliminated but have the potential for causing serious injury are identified and brought to the attention of workers who may be exposed to the hazards. Hazard assessments will provide information on the hazards which exist in the workplace including how the hazards are created, the potential for loss associated with the various hazards and the controls required to be followed to minimize the risk of the hazards.

2.2 ASSIGNMENT OF RESPONSIBILITIES

Control Tech

- Ensures identification, assessments and documentation of health and safety risks in the workplace for routine and non-routine activities while ensuring workers are involved during the process.
- Eliminate, as far as is practicable, the risk of human injury, illness, or damage to property
- Promote planning as a means of achieving continuous improvement in our health and safety performance by utilizing risk management procedures when establishing our annual health and safety objectives.

Safety Manager

- Introduces hazard identification and assessment procedures and assists site managers with implementation.
- Determines risk levels for identified hazards and continually reviews legal and other requirements.
- Utilizes risk management procedure results when establishing Control Tech annual health and safety objectives.
- Maintains all documentation related to hazard identification and assessment.
- Provides training for key workers in the process of hazard identification and assessment.
- Ensures control measures are in place and are being used
- Conducts safety inspections and monitoring practices.

Site Supervisors

- Implements hazard identification and assessment procedures
- Ensure workers are trained and involved in the process.
- Supplies the Safety Manager copies of all documents generated related to hazard identification and assessment.
- Ensures control measures are in place and are being used on a daily basis.
- Ensures disciplinary policy followed for non-compliance

Employees

- Assist in the development of assessments by providing input to risk identification and assessment procedures.
- Follows all controls that are put in place for their health and safety

Subcontractors

- Assist in the development of assessments by providing input to risk identification and assessment procedures.
- Follows all controls that are put in place for their health and safety

2.3 TRAINING & ENFORCEMENT OF CONTROLS

Employees are provided training on hazard identification and risk assessment process. Control Tech is responsible for ensuring workers are informed of job-related hazards, trained in the methods used to control these hazards and made accountable to use the controls in place.

2.4 HAZARD IDENTIFICATION

Occupational hazards are divided into two categories:

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

Safety Hazards_- A safety hazard is anything that could endanger the immediate safety of a worker, for example, a pinch point, crush, or burn hazards.

NOTE: Both health and safety hazards should be identified on the hazard assessment forms to ensure that ergonomic risks, exposure to chemicals, noise, heat stress, road safety, etc. are addressed. It is **important that all pieces of equipment have their own assessment** then be referenced on the position assessment.

2.4.1 METHODS OF IDENTIFYING HAZARDS

Hazard assessments should be performed before work begins to formally identify and assess hazards. Company managers and workers identify potential hazards through:

Formal Hazard Assessment Process - serves as basis for safety program & should be performed on a regular basis

Field Level Assessment (FLRA) - performed before work begins to formally identify and assess hazards

JSA - developed for all routine tasks

Inspections - performed on a regular basis

Site or company audits - formal 1 per year

Work permits - completed for all high risk such as hot work & confined space

Safety observations - performed randomly throughout year

Incident investigations - completed following an incident to identify root causes and required corrective actions

2.4.2 HAZARD CATEGORIES

Both health and safety hazards can be classified into the following categories:

Physical - slipping, falling, cuts, burns, abrasions, strains from lifting, being struck by objects, workplace and pinch points.

Chemical - liquids, sprays solvents, fumes, gases, aerosols, corrosives, alkalis, chemicals, heavy metals, poisons, pesticides, vapors **-** acute or chronic toxins which are ingested, inhaled, absorbed or injected.

Biological - specific bacteria or viruses, moulds, fungi, body fluids and sewage.

Radiation - exposure to radioactive substances which are non-ionizing (ex. – microwaves, lasers, radio frequency, ultra violet, infra-red, visible light) or ionizing (ex. - x-rays, radio-active substances).

Environmental - heat, cold, noise, air quality, vibration.

Ergonomic - strains, physical stress, eye strain, cramped workplaces, improperly adjusted equipment, furniture, repetitive tasks, vibration, etc.

Psychological Stress - violence, stress and fatigue, boredom, personal stress, effects of shift work.

Mechanical hazards - trapped between moving parts, pinch points, struck by, struck against and contact with moving parts.

2.4.3 SOURCES OF HAZARDS

The most likely sources that should be considered are:

People - Human error and inattention, lack of training, poor communication, rushing, fatigue and other factors may cause at-risk behaviours.

Equipment and Tools - Some equipment and tools used in the job process are inherently hazardous and others become hazardous over time from inadequate maintenance.

Materials - Some equipment, tools and materials used in the job process are inherently hazardous and others become hazardous over time due to inadequate storage, handling or disposal.

Workplace Environment/Atmospheric Conditions - Factors such as facility layout, ventilation and lighting, walking surfaces, temperature and other variables can all be sources of hazards.

Workplace Activities - congestion.

Common Sources of Injuries

1. Slips, trips, falls
2. Contact with objects and equipment - struck by, struck against, caught in
3. Exposure to harmful substances - chemicals, dusts, fumes, mists
4. Fires and explosions
5. Exertion - over exertion, repetitive motion

2.5 REPORTING HAZARDS

1. Workers shall not perform any work they feel is unsafe.
2. Each worker must report hazardous work conditions without fear of reprisal.
3. Some sites will have a formal process for documenting reporting hazards.
4. All workers have a responsibility to report hazardous work conditions, practices, or acts that are encountered on the job site to their immediate supervisor.
5. Workers shall report any non-work injuries or prescriptions that could affect their ability to safely perform their normal job before reporting for work.
6. Additional methods for reporting hazardous conditions include use of the safety suggestion box, safety concern report, notifying their supervisor or any management representative, discussions at safety meetings or reporting them to the HSR or HSC members, as well as the use of client hazard reporting methods.
7. Suggestions or ideas received will be addressed in a timely manner.
8. Unsafe conditions or actions as well as safety concerns must be reported immediately and addressed by the supervisor early while they are still concerns and not incidents or accidents. In order to report these concerns, they must be in writing, so please use the Safety Concern Report that is available in this section. Once a concern from a driver, contractor, main contracting organization, or someone else is communicated, the steps below will be followed.

Each work location must have a site specific hazard identification plan. These plans are completed by the site supervisor and explained to Control Tech workers at pre-job meetings prior to job start.

2.6 HAZARD ASSESSMENTS

There are two levels of hazard assessment.

Formal hazard assessment is the formal internal process for routine work and an important step in developing the Control Tech Health and Safety Management System.

Field-level hazard assessment is performed on the spot when unusual hazards may be introduced into the worker's work.

Identification and assessment of the hazards in the workplace will take into account:

- the nature of the hazard
- the employees' level of exposure to the hazard
- the frequency and duration of employees' exposure to the hazard
- the effects, real or apprehended, of the exposure on the health and safety of employees
- the preventive measures in place to address the hazard

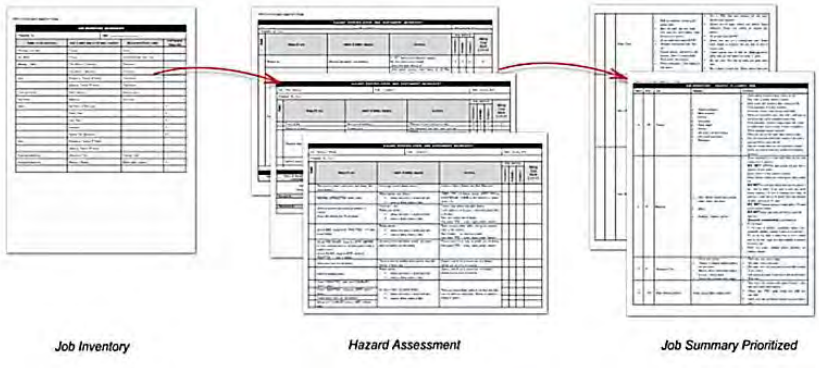
Affected employees and/or subcontractors must participate in the hazard identification process for the jobs they complete within the company. Worker knowledge of the job tasks can be of great value to the process, and their involvement will help gain worker buy-in.

Worker names and participation in the process shall be documented either on the written formal hazard assessment reports or on the prejob assessment/field-level assessments.

Identified hazards must be reviewed with all affected employees and subcontractors on site.

2.7 FORMAL HAZARD ASSESSMENT PROCESS

A formal hazard assessment is completed before work begins and serves as the foundation of the Control Tech HSMS and involves the identification of all jobs and tasks performed by workers, the assessment of each task for hazards and the prioritization of the hazards based on the level of risk. This process will be followed by the implementation of controls for the identified hazards.

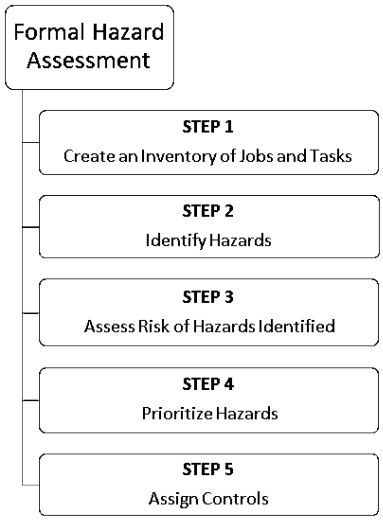


Hazard assessments will be conducted at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions. The hazard identification process should be used for routine and non-routine activities as well as when a new work process is introduced, changes in a work process or operation, or new products are introduced or before the construction of significant additions or alterations to a work site.

The respective supervisor or project/site supervisor advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

Key workers charged with conducting hazard assessments shall receive training in how best to complete the process.

2.7.1 STEPS FOR CONDUCTING A FORMAL HAZARD ASSESSMENT



2.7.2 STEP 1: CREATE AN INVENTORY OF JOBS AND TASKS

The first step of formal hazard assessment is to create a list of all positions within the scope of Control Tech operations and record all the tasks/jobs within those positions. **Both the positions and the tasks within each position must be clearly identified. All equipment used in these positions should also be listed.**

Additional areas for jobs and tasks identification include:

- Activities of all persons having access to the workplace including contractors and visitors.
- Ergonomic assessments
- Industrial hygiene surveys
- Workplace Inspections
- Purchasing and procuring
- Document review
- Accident/incident investigations
- It is also necessary to consider future tasks or situations that involve a change to the existing premises or process, or those which are non-routine.

Once this is done, list all the tasks performed as part of each job identified.

2.7.3 STEP 2: IDENTIFYING HAZARDS

Each inventoried job/task in each position is assessed to determine the potential hazards and associated risk. For each task listed, Control Tech will **identify and indicate** on the assessment the **health or safety hazards** to which workers may be exposed. **Each piece of equipment should have its own assessment completed**. Control Tech will involve workers who perform the tasks in this process to ensure nothing is overlooked. Questions to ask during the Hazard Identification process should include:

1. Could any part of the body get caught in or between objects?
2. Do tools, machines, or equipment present any hazards?
3. Can the employees be harmed if there is contact with the machine?
4. Can the employees slip, trip, or fall?
5. Can the employees suffer strain from lifting, pushing, or pulling?
6. Is the employees exposed to extreme heat or cold?
7. Is there a danger of items falling?

8. Is lighting a problem?
9. Can weather conditions affect safety?
10. Are there fumes, vapours, dusts, or mists in the air?

Examples of hazards identified on Control Tech worksites may include but are not limited to:

Working Alone	Flammable & combustible substances
Thermal Exposure	Adverse weather conditions
Noise	H2S
WHMIS controlled products	Working with hand & power tools
Musculoskeletal disorders	Electricity
Bloodborne pathogens	Hot Work

2.7.4 STEP 3: ASSESS RISK OF HAZARDS IDENTIFIED

Hazards are classified and ranked according to risk. Control Tech has established a formal system for classifying and ranking hazards according to risk. Risk is determined by analyzing the probability of the hazard causing harm, the frequency the hazard is encountered, and the potential consequences of impact with the hazard. A risk matrix has been developed to assist employees with risk assessment.

Each identified hazard is assessed for risk based on potential consequences of effecting injury to people, damage to assets, and the environment as well as the frequency of risk exposure is then considered.

After the hazards are identified, risk ratings are calculated by answering the following questions:

- What are the consequences if the hazards are not controlled?
- What is the frequency of exposure to the hazard?
- What is the probability that something could go wrong?

Following risk assessment steps, each risk assessed becomes classified as low, medium or high in accordance with the Control Tech Risk Assessment Matrix shown below. The risk level of the hazard is recorded with the associated work task for the job.

HIGH Risk MEDIUM Risk LOW Risk

H - High Risk
M - Moderate Risk
L - Low Risk

CONSEQUENCE (C)	FREQUENCY OF JOB (F)				
	DAILY-5	WEEKLY-4	MONTHLY-3	QUARTERLY-2	ANNUAL +-1
	PROBABILITY THAT AN INCIDENT WILL HAPPEN (P)				
	FREQUENT-5	LIKELY-4	OCCASIONAL-3	SELDOM-2	UNLIKELY-1
Catastrophic-4 Fatality/Severe Injury Damage to Equipment	5F/5P/4C	4F/4P/4C	3F/3P/4C	2F/2P/4C	1F/1P/4C
Critical-3 Medical/Lost Time/Damage	5F/5P/3C	4F/4P/3C	3F/3P/3C	2F/2P/3C	1F/1P/3C
Moderate-2 Medical Aid /Damage	5F/5P/2C	4F/4P/2C	3F/3P/2C	2F/2P/2C	1F/1P/2C
Low-1 First Aid/Near Miss	5F/5P/1C	4F/4P/1C	3F/3P/1C	2F/2P/1C	1F/1P/1C

2.7.5 STEP 4: PRIORITIZE HAZARDS

Using the information from the assessment, Control Tech determines the risk rating for each task, and ranks the tasks in order of priority, based on the level of risk. Highest risk areas or jobs are focused on first to ensure all controls are put in place.

2.7.6 STEP 5: ASSIGN CONTROLS TO ELIMINATE OR MINIMIZE THE RISK

If an existing or potential hazard to workers is identified during a hazard assessment, Control Tech must take measures to eliminate the hazard. Controls are implemented to reduce the risk of harm.

The most effective controls can be determined based on legal requirements, manufacturers' specifications, Control Tech rules, industry best practices and worker input.

Control Tech records the control methods, the date of implementation, and the names of those who participated in the assessment and control process. Control Tech will follow up with periodic reviews to ensure the control measures are working and effective.

Risk assessed hazards are compiled, addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented control methods.

When determining what controls are going to be put into place, several factors shall be met:

1. The hazards must be adequately controlled
2. Any new hazards must not be created
3. Any undue discomfort or stress must not be created
4. Environmental hazards outside the workplace must not be created

There are three methods for controlling hazards: at the source, along the path and at the worker.

Controls for hazards include elimination, substitution, engineering, administrative, and PPE. **The type of controls used for each hazard should be indicated on the hazard assessment form.**

The hierarchy of controls should be used to mitigate hazards. When a hazard is identified, first attempt to eliminate the hazard. If elimination is not practicable, use engineering controls. If engineering controls are not practicable, implement administrative controls. If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment. A combination of engineering controls, administrative controls, and Personal Protective Equipment is usually best.

2.7.7 HIERARCHY OF CONTROLS

1. Elimination
2. Substitution
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment (PPE)

Substitution for less harmful products or equipment.

- Replacing a harmful cleaner with a less harmful or environmentally friendly product
- Using manufacturer recommended parts and guards

Engineering controls should always be the first option to reduce risk by Control Tech if elimination or substitution is not practical. Examples include:

- Building a catwalk with handrails and replacing a portable ladder with a permanent access ladder for maintenance procedures
- Building a sound-dampening enclosure around a piece of loud equipment to reduce workers' noise exposure
- ventilation systems
- hand & foot holds on equipment
- hands free cell phones
- emergency equipment
- eyewash stations

Administrative controls are the second most effective methods of hazard control and involve the implementation of Control Tech practices, procedures and rules to reduce the amount of exposure a worker has to the danger. Examples include:

- Developing and enforcing the use of safe work practices and safe job procedures for conducting a task safely
- Following a permit system
- Safe Work Company Rules (attached)
- Provide training to all workers
- Job rotation
- Posting signs to warn of high noise areas.
- Orientation & Training

Personal Protective Equipment (PPE) is the method of last resort and should always be used in combination with other control methods. Personal protective equipment is often the easiest control to implement, but is usually the least effective. Examples of personal protective equipment include:

- Safety glasses, to protect the eyes from flying debris
- Hard hats, to protect the head from falling objects
- Respiratory protective equipment, to protect the lungs from harmful dusts and chemical vapors
- Welding mask to protect eyes against dangerous UV rays
- Safety boots to protect against foot injuries (protect from punctures, ankle support, wet or chemical absorption protection, etc.)
- Gloves to protect against injuries to hands
- Hearing protection against loud noise areas/jobs
- Fireproof coveralls and welding gear to protect body against flash fires and burns
- Respiratory protective equipment, to protect the lungs from harmful dusts and chemical vapors
- Personal Gas Monitors

2.8 FIELD-LEVEL HAZARD ASSESSMENT

A hazard assessment is completed before work begins. Control Tech must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the construction of a new work site. All workers and subcontractors at the job site must participate in a field-level assessment with their supervisor. The field-level hazard assessment is to be conducted before work begins and repeated at reasonable intervals for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

Unsafe conditions/hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

All identified hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

All hazard assessments are documented. Control Tech must review the results of the hazard assessments and the methods used to control or eliminate the hazards identified.

<u>The steps involved are as follows:</u>

1. Before starting work on a new job site, or under unfamiliar conditions, worker(s) must stop to identify any hazards that may have been introduced into their usual work.
2. Identify all existing hazards on site. Include people, processes, equipment, and natural hazards.
3. Assess the risks and implement controls accordingly to eliminate or reduce the risk to a reasonable level before work begins. The ABC method to document hazards & risks is used on the jobsite.
4. Hazards and controls must be communicated to all workers on site.

Rating system for the field assessment:

Potential Hazards - a number must be placed in every box, for numbers 1-3 a letter identifying frequency must be included and a corrective action plan completed.

IDENTIFIED HAZARDS & RATING

	PROBABILITY OF LOSS (P)
1	Adverse event likely to occur soon
2	Adverse event likely to occur
3	Limited chance adverse event will occur
FIELD LEVEL HAZARD ASSESSMENT RATING MATRIX	
"A" Hazards	those that pose an imminent danger and require immediate correction
"B" Hazards	those that are not imminently dangerous, but pose a significant hazard and must be corrected as soon as possible
"C" Hazards	those that are a low hazard, and should be addressed when time allows

Hazards and controls must be communicated to all workers on site.

In many cases, a field-level hazard assessment will identify hazards that have already been identified and assessed through the formal hazard assessment process, since the formal process should have identified all hazards that workers would normally encounter in the course of their work. If this happens, the worker would be directed to a pre-determined method of hazard control. If a new and unusual hazard specific to the job or job site is identified a new control method may have to be identified and implemented before work can begin.

When a new control method is required for a new or unusual hazard, that hazard must be reported to the supervisor. Control Tech can then prioritize the hazard and determine if further preventative action needs to be conducted by the company (such as revision of training, procedures, and awareness bulletins).

Driver Hazard Assessments fall under the category of the Field Hazard Assessment and these are specific to drivers in the field.

Field level risk assessment forms will be maintained at the work site and a copy submitted to the Safety Manager for documentation purposes.

No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.

2.9 EMERGENCY CONTROLS OF HAZARDS

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard. Control Tech will make every possible effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

2.10 REVIEW AND REVISION OF HAZARD ASSESSMENT PROCESS

Hazard assessments are reviewed with affected workers. Workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.

The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures. The review shall include a management of change consideration as well.

All hazard assessments are kept current. The hazard assessment is repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, when a work process or operation changes or before the construction of significant additions or alterations to a work site.

The respective supervisor or project manager advises the Safety Manager and the HRC/HRS when additional hazards are introduced into the work place in order to revise planning and assessment needs.

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

3.0 SAFETY RULES

The following company rules apply to all Control Tech operations:

Legislation: All employees of the company will adhere to the proper legislative requirements, and perform all work using Safe Work Practices and Safe Job Procedures in accordance with your supervisor's direction.

Drug and Alcohol: You must be fit for work! Possession of or being under the influence of alcohol or illegal drugs is strictly prohibited s during work hours will result in immediate dismissal. Arriving to work while hung over or still impaired will result in immediate dismissal. Prescription drug use must be reported to your supervisor before work shift begins.

Harassment and Abuse: Harassment or abuse of any workers or the public will not be tolerated. Everyone must be treated with dignity and respect.

Permits: Permits are mandatory for work including but not limited to: locking out, tagging out, confined space testing and entry, working at elevated heights or ground disturbance, hot work. Check with your supervisor for specific or other permit requirements.

Safety Equipment: Tampering with safety equipment is not permitted including but not limited to bypassing alarm systems, removing and operating without safety guards, or altering PPE.

NO Smoking: Control Tech promotes a "Smoke Free Environment". Smoking is not permitted in any designated "No Smoking" areas including field offices, camps, well site trailers or Control Tech vehicles. Confirm acceptable locations with your supervisor.

Seat Belts: Seat belts must be worn at all times when travelling in seat belt equipped vehicles. It's the law!

Cell Phones: Cell phone use or texting while driving is not permitted. Hands free devices are permissible but recommend limited use due to driver distraction. Cell phone use is also not permitted when operating heavy equipment.

Emergency Response: Everyone is expected to know who the First Aid Attendant responsible for their area is, as well as the appropriate evacuation procedures and muster point for their area.

Fire Fighting: Employees shall only use fire extinguishers if trained. No worker will risk their own or others personal safety in attempting to put out a fire in its initial (incipient) stage. Employees will evacuate and use the appropriate alarm and allow qualified individuals attempt to extinguish the fire.

Hazards: Any employee who notices a hazard must correct it immediately if it is safe to do so, otherwise further access to the hazard should be limited or prevented so that it can be corrected in a safe manner. In either case, the hazard should be reported to a supervisor immediately.

Incident Reporting: Near misses, first aid, medical aid, loss time injuries, illnesses, spills, equipment damage and vehicle incidents must be reported to your supervisor immediately or as soon as site is secure and injured are attended to if incident is major.

Training: All employees must be trained prior to performing tasks that present hazards. No employee is to complete a job where they have not had sufficient training on known hazards and control methods.

Environment: Control Tech has a regulatory obligation to adhere to the environmental requirements of the project approval conditions. Key areas are the protection of wildlife, pollution control of air, water and ground including littering. Willful disregard will not be tolerated.

Fire Arms: No firearms or ammunition of any kind are allowed onto Control Tech premises and Control Tech worksites. The possession, storage, or concealment of any firearms or ammunition is strictly prohibited

Smoking: is allowed in smoking areas only. Control Tech employees will follow customer smoking rules while on customer worksites.

Driving Behaviour: Speeding, failure to adjust to road conditions, dangerous driving or stunting are all unacceptable behaviours. This includes operation of vehicles, ATV's, snow machines or heavy equipment.

Personal Protective Equipment (PPE): PPE is a last method of protection where risks cannot be eliminated or controlled through other methods. CSA approved PPE will be used as stated in the Safe Work Practices and Safe Job Procedures.

Tools and Equipment: Power tools and equipment shall be operated by authorized personnel only. Guards furnished by the manufacturer must be in place. All electrical hand tools shall be grounded or double insulated. No tool shall be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.

Housekeeping: Every employee shall keep his/her work area neat, clean, orderly and free of hazards.

Safety Management System: Everyone is to know and follow Control Tech Safety Management System.

Behavior: All employees are expected to lead in safety excellence by example. All employees are responsible for their own safety and the safety of their co-workers. No Fighting, horseplay or practical jokes will be tolerated. Abusive behaviour, physical or verbal will not be tolerated. Theft, vandalism or any other abuse or misuse of government property is prohibited. Listening to music or radio through ear phones or any type of head phone is prohibited.

Disregard of any Control Tech rules will result in disciplinary action and can result in immediate dismissal.

I _____ have read and understand the Safety Rules stated above.

Employee Signature_____ Date _____/_____/_____

4.0 LEGISLATION

Safety Manager identifies, tracks and monitors legal and other requirements for work performed and ensures access to legislation.

Safety Manager monitors bulletins and updates to ensure accuracy and completeness of the Health and Safety Compliance Matrix and communicates requirement changes to the site manager and supervisors

Supervisors notify the Safety Manager of new projects and communicate responsibilities to our employees. The Safety Manager then conducts an analysis which identifies the legal and other requirements that apply to the scope of work being performed.

1. Copies of current occupational health and safety legislation (federal, provincial and municipal) appropriate to the operation of the work site(s) will be present on site.
2. Control Tech must ensure that a current paper or electronic copy of each of the OHS Act, Code and Regulation is readily available for reference by workers.

Identified legal and other requirements are listed on the Control Tech Health and Safety Compliance Matrix.

All employees must follow the legislation requirements.

- Control Tech uses the internet to check on health and safety and new or revised legislation for the scope of work being conducted.

Legal and other requirements are reviewed annually.

4.1.1 HEALTH AND SAFETY COMPLIANCE MATRIX

LEGISLATION	RESPONSIBLE FOR	OPERATIONAL CONTROL	RECORDS
Canada Labour Standards Regulations	Provides employment standards within Canada	Inspections	Control Tech Health and Safety Management System
Hazardous Products Act	WHMIS-Controls hazardous product requirements for the workplace	Inspections	WHMIS Training Records
Occupational Health and Safety Act, Regulation and/or Code	The OHS Act, Regulations, Codes contain legal safety requirements that must be met by all employers under the inspectional jurisdiction of the WCB.	Inspections	Control Tech Health and Safety Management System
Workers Compensation Compliance	Monitors OHS inspection requirements/ jurisdiction. Reporting agency for workplace injuries. Provides insurance for injured workers	Workers Compensation Procedure	Workers Compensation Records
CSA Standards	Ensures all safety requirements are met - PPE, tools, equipment, etc.	Inspections Training	Inspections, Purchasing Records

4.1.2 ALBERTA LEGISLATION

OCCUPATIONAL HEALTH & SAFETY LEGISLATION

Bill 30 -

OHS Act– official online version (in effect June 1, 2018)
http://www.qp.alberta.ca/1266.cfm?page=O02P1.cfm&leg_type=Acts&isbncln=9780779800865&display=html
Highlights of Changes Effective June 1, 2018
https://open.alberta.ca/publications/9781460137567
OHS Regulation – official online version (in effect June 1, 2018)
http://www.qp.alberta.ca/1266.cfm?page=2003_062.cfm&leg_type=Regs&isbncln=9780779776221&display=html

OHS Code - Official online version (in effect June 1, 2018)
http://www.qp.alberta.ca/ohscode.cfm
OHS Code Explanation Guide
https://ohs-pubstore.labour.alberta.ca/li001

Part 2 Hazard Assessment, Elimination and Control
Part 3 Specifications and Certifications
Part 4 Chemical Hazards, Biological Hazards and Harmful Substances
Part 5 Confined Spaces
Part 6 Cranes, Hoists and Lifting Devices
Part 7 Emergency Preparedness and Response
Part 8 Entrances, Walkways, Stairways and Ladders
Part 9 Fall Protection
Part 10 Fire and Explosion Hazards
Part 11 First Aid
Part 12 General Safety Precautions
Part 13 Joint Work Site Health and Safety Committee
Part 14 Lifting and Handling Loads
Part 15 Managing the Control of Hazardous Energy
Act
2 Obligations of employers, workers, etc.
3 Prime contractor
8 Inspection
10 Danger to persons on work site
18 Serious injuries and accidents
24 Hazards
25 Regular inspection of work sites
30 Controlled product
32 Written health and safety policies
35 Existence of imminent danger
Regulations
2 Controlled product
3 Hazardous material
4 Hazardous occupation
5 Hazardous work site
12 Equipment
13 General protection of workers
14 Duties of workers
15 Safety training

Part 16 Noise
Part 17 Overhead Power Lines
Part 18 Personal Protective Equipment
Part 19 Powered Mobile Equipment
Part 20 Radiation Exposure
Part 21 Rigging
Part 22 Safeguards
Part 23 Scaffolds and Temporary Work Platforms
Part 24 Toilets and Washing Facilities
Part 25 Tools, Equipment and Machinery
Part 26 Ventilation Systems
Part 27 Violence
Part 28 Working Alone
Part 29 Workplace Hazardous Materials Information System (WHMIS)
Part 40 Utility Workers – Electrical

WCB
https://www.wcb.ab.ca/

2018 updates to WCB: https://www.wcb.ab.ca/about-wcb/2018-updates.html#obligation-to-reinstate

4.1.3 BC LEGISLATION

OHS LEGISLATION

1. Definitions
2. Application
3. Rights and Responsibilities
4. General Conditions
5. Chemical Agents and Biological Agents
6. Substance Specific Requirements
7. Noise, Vibration, Radiation and Temperature
8. Personal Protective Clothing and Equipment
9. Confined Spaces
10. De-energization and Lockout
11. Fall Protection
12. Tools, Machinery and Equipment
13. Ladders, Scaffolds and Temporary Work Platforms
14. Cranes and Hoists
15. Rigging
16. Mobile Equipment
17. Transportation of Workers
18. Traffic Control
19. Electrical Safety
20. Construction, Excavation and Demolition
21. Blasting Operations
22. Underground Workings
23. Oil and Gas
24. Diving, Fishing and Other Marine Operations
25. Camps
26. Forestry Operations and Similar Activities
27. Wood Products Manufacturing
28. Agriculture
29. Aircraft Operations
30. Laboratories
31. Firefighting
32. Evacuation and Rescue
33. Rope Access

WCB Standards
https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/wcb-standards/wcb-standards

DISTRACTED DRIVING LAW
http://www.pssg.gov.bc.ca/osmv/road-safety/distracted.htm

4.1.4 FEDERAL LEGISLATION

WHMIS
http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php

HRSDC - HUMAN RESOURCES & SKILLS DEVELOPMENT
http://www.hrsdc.gc.ca/eng/corporate/az/index.shtml

MOTOR VEHICLE ACT
http://www.bclaws.ca/Recon/document/ID/freeside/96318_00

CSA - CANADIAN STANDARDS ASSOCIATION- REFERENCED IN OHS (Occupational Health & Safety) REGULATIONS
http://ohsviewaccess.csa.ca/default.asp

ENVIRONMENTAL PROTECTION – ACTS
http://www.ec.gc.ca/lcpe-cepa/default.asp?lang=En&n=24374285-1&toc=show

5.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Workers must wear the required PPE. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined though the hazard assessment that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

Which personal protective equipment (PPE) must be used and when:

- Workers exposed to eye hazards must wear eye protection.
- Workers exposed to head hazards must wear protective headgear.
- Workers exposed to foot hazards must wear foot protection.
- All workers must use gloves when handling objects that could injure their hands.
- If legislated levels (85 dBA Lex daily noise exposure level) cannot be practicably met workers must wear hearing protection
- Fall protection must be provided and used by workers when workers are exposed to a vertical fall of fall of 1.2 m or more.
- When the worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin the worker must wear limb and body protection.
- Workers must wear respiratory protective equipment when airborne contaminants exceed occupational exposure limits.
- Flame resistant clothing must be worn by workers if they may be exposed to a flash fire or electrical equipment flashover.
- Where the worker is exposed to the danger of moving vehicles or machines the worker must wear high visibility apparel.

Employees are responsible for keeping PPE in good working condition and notifying their supervisor if any PPE no longer meets safe standards.

PPE required must be selected and used in accordance with legislation requirements and Control Tech JSAs, Job specific practices and procedures. All PPE must meet CSA standards.

Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

The material in this document does not take precedence over applicable government legislation which all employees must follow.

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

5.1 PURPOSE

This Personal Protective Equipment procedure provides direction to managers, supervisors and workers about their responsibilities in the selection, use, care, disposal and safe work procedures related to personal protective equipment.

5.2 SCOPE

This program is applicable to all employees.

When work is performed on a non-owned or operated site, the prime contractor program shall take precedence and shall be abided by. However, this document covers Control Tech employees and contractors and shall be used on owned premises, or when a client's program doesn't exist or is less stringent.

5.3 KEY RESPONSIBILITIES

Control Tech:

- PPE is correct for the hazard and protects the workers, be selected and is used in accordance with recognized standards.
- The PPE is in a condition to perform the function for which it was designed and is at the worksite before work begins.
- Be compatible, so that one item of PPE does not make another item ineffective.
- Ensure that the use of PPE does not in itself create a hazard to or endanger the worker.
- Be maintained in good working order and in a sanitary condition.
- Certifies in writing the tasks evaluated, hazards found and PPE required to protect workers against hazards and ensures exposed workers are made aware of hazards and required PPE before they are assigned to the hazardous task.

Safety Manger

- Assists in the selection of appropriate PPE.
- Where it is not reasonably practicable to protect the health and safety of workers by design of facility and work processes, suitable work practices, engineering or administrative controls Control Tech shall ensure that every worker wears or uses suitable and adequate personal protective equipment.
- The Safety Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present and frequency and duration of exposure. Workers need to give feedback to the supervisor about the fit, comfort and suitability of the PPE being selected.
- Assists Supervisor and Project Managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - Initially and as needed to assess the need for PPE. Sources of hazards include, but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards and workplace layout.
- Control Tech has a written Personal Protective Equipment (PPE) policy. If the hazard assessment indicates the need for PPE, Control Tech must ensure that workers wear personal protective equipment that is correct for the hazard and protects workers, workers properly use and wear the personal protective equipment and the personal protective equipment is in a condition to perform the function for which it was designed.

Project Managers and Supervisors

- Project Managers and Supervisors shall regularly monitor workers for correct use and care of PPE and obtain follow-up training if required to ensure each worker has adequate skill, knowledge and ability to use PPE.
- Project Managers and Supervisors shall enforce PPE safety rules following provisions of the Control Tech progressive disciplinary procedures and ensure required PPE Poster is posted properly.

Workers

- Workers must wear the required PPE. Wearing of required PPE is a condition of employment.
- Inspect the equipment before use.
- Take reasonable steps to prevent damage to the personal protective equipment.
- Reporting any defective equipment or malfunction to the supervisor or Control Tech.
- A worker who is assigned responsibility for cleaning, maintaining, or storing PPE must do so in accordance with training and instruction provided.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Take reasonable steps to prevent damage to the PPE.

5.4 PROCEDURES

5.4.1 GENERAL

Where Control Tech is required by the regulations to provide personal protective equipment, Control Tech shall:

- Supply approved personal protective equipment to the workers
- Ensure that the personal protective equipment is used by the workers
- Ensure that the personal protective equipment is at the worksite before work begins
- Ensure that the personal protective equipment is stored in a clean, secure location that is readily accessible to workers
- Ensure that each worker is aware of the location of the personal protective equipment and trained in its use
- Inform the workers of the reasons why the personal protective equipment is required to be used and of the limitations of its protection
- Ensure that personal protective equipment provided to a worker:
    - is suitable and adequate and a proper fit for that worker
    - is maintained and kept in a sanitary condition; and
    - is removed from use or service when damaged

Where PPE provided to a worker becomes defective or otherwise fails to provide the protection it was intended for, the worker shall return the PPE to Control Tech and inform Control Tech of the defect or other reason why the PPE does not provide the protection that it was intended to provide. Control Tech shall immediately repair or replace any PPE returned.

Workers are responsible for providing clothing needed for protection against the natural elements including appropriate footwear. Control Tech is responsible for providing, at no cost to the worker, all other items of personal protective equipment required by local regulatory requirements.

Where there is danger of contact with moving parts of machinery the clothing of the worker shall fit closely about the body. Dangling neckwear, bracelets, wristwatches, rings or like articles shall not be worn and head and facial hair shall be completely confined or cut short so as not to extend to the shirt collar.

Control Tech must ensure that PPE is stored in a location that is clean, secure and readily accessible by the worker, immediately repaired or replaced if it is rendered ineffective to provide the protection it was intended for, contaminated or defective with clean or decontaminated equipment.

5.4.2 WORKSITE HAZARD ASSESSMENT

Where these hazards could cause injury to workers, personal protective equipment must be selected to substantially eliminate the injury potential. A certification of Worksite Hazard Assessment Form is located in each site specific HSE plan that the Safety Manager uses to identify potential workplace hazards.

During a hazard assessment Control Tech looks for the following sample hazard sources:

- High or low temperatures
- Exposure to chemicals
- Flying particles, molten metal or other eye, face, or skin hazards.
- Falling objects or potential for dropping objects.
- Employee falling from a height of 3 m or more.
- Sharp objects, rolling or pinching that could crush the hands or feet, electrical hazards

5.4.3 GUIDELINE TO THE REQUIREMENTS AND USE OF PPE.

Eye and Face Protection - Workers exposed to eye hazards must wear eye protection. If a worker's eyes may be injured or irritated at a work site, Control Tech must ensure that the worker wears properly fitting eye protection equipment that is approved to CSA Standard Z94.3-07, Eye and Face Protectors (or current version). Prescription safety eyewear having glass lenses must not be used if there is danger of impact unless it is worn behind safety glasses that meet the standard. Safety eyewear must fit properly and include side shields when necessary for worker safety.

Head Protection - Workers exposed to head hazards must wear protective headgear. If there is a foreseeable danger of injury to a worker's head at a work site, Control Tech must ensure that the worker wears industrial protective headwear that is appropriate to the hazards and meets the requirements of CSA Standard Z94.1-05, Industrial Protective Headwear (or current version). Hardhats must be High-visibility, side impact hardhat. Cleaned regularly and stored away from grease and tools. They must be free of cracks, dents or any other damage. Chin straps must be used when workers are climbing, working from a height exceeding 3m, or working in high winds.

Foot Protection - Workers exposed to foot hazards must wear foot protection. Control Tech must ensure that a worker uses footwear that is appropriate to the hazards associated with the work being performed and the work site. Safety footwear must consider the following factors: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard. Control Tech must ensure that the worker wears protective footwear that is approved to CSA Standard Z195-02, Protective Footwear (or current version).

Hand Protection - All workers must use gloves when handling objects that could injure the hands. If there is a danger that a worker's hand may be injured through exposure to a substance or condition which is likely to puncture, abrade, or otherwise adversely affect the skin, or be absorbed through it. If there is a danger of injury, contamination, or infection to a worker's hands, the worker must wear properly fitting protective equipment appropriate to the work being done and the hazards involved.

Hearing Protection –If legislated levels (85dBA Lex daily noise exposure level) cannot be practicably met, Control Tech must: reduce levels as low as possible, post warning signs regarding noise hazard areas, provide to workers hearing protection that meets CSA standards, and ensure it is worn effectively in noise hazard areas. All hearing protective equipment must conform to CSA standard Z94.2-94, "Hearing Protectors" (or current version).

Fall Protection - Fall protection must be provided when workers are exposed to a vertical fall of 1.2 metres without a shock absorber or where a shock absorber is used, prevents a worker from falling more than two metres or the limit specified in the manufacturer's specifications, whichever is less. Fall protection must comply with CAN/CSA Z259.10-M90 (R1998), Full Body Harnesses.

Skin Protection - Where there is a risk of injury to the skin of a worker from sparks, molten metal or radiation, or absorption of harmful substances that may injure the skin on contact or may adversely affect a worker's health if it is absorbed through the skin Control Tech shall provide, and require the worker to use, approved protective clothing or covers or any other safeguard that provides equivalent protection for the worker.

Where there is a risk of injury to the skin of a worker from fire or explosion, Control Tech shall provide the worker with, and require the worker to use, outer fire resistant clothing that meets an approved industry standard and is appropriate to the risk.

Where there is a risk of injury to the skin of an electrical worker from arc flash, Control Tech shall provide the electrical worker with, and require the electrical worker to use, arc flash protection that meets an approved standard.

Where workers are routinely exposed to a hazardous material or substance, Control Tech shall provide, and require workers to use, protective clothing and gloves that are adequate to prevent exposure of a worker's skin to the hazardous material or substance.

Limb and body protection - When the worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin. Protection must be stored in a dry area, free of holes and, in the case of hand protection, made of a material that provides a good grip and must be impermeable when used in refueling.

Respiratory Protection - Workers must wear respiratory protective equipment when airborne contaminants exceed occupational exposure limits. When engineering or other controls are not practicable, appropriate respiratory protection equipment shall be used when a worker is or may be exposed to an oxygen deficient atmosphere or harmful concentrations of air contaminants, atmospheric contamination. Workers must be properly trained and fit tested before using a respirator. Appropriate respiratory protective equipment must be used in accordance with CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators.

Flame Resistant Clothing - Flame resistant clothing is worn by workers if they may be exposed to a flash fire or electrical equipment flashover. If a worker may be exposed to a flash fire or electrical equipment flashover, Control Tech must ensure that the worker wears flame resistant outerwear and uses other protective equipment appropriate to the hazard.

Caustics - Workers handling or using acids, caustics and other harmful substances shall use personal protective equipment, or other means shall be adopted that will provide equivalent protection against these hazards.

Hazardous Substances - Where workers are routinely exposed to a hazardous material or substance, Control Tech shall provide and require workers to use protective clothing, gloves and eyewear or face shields that are adequate to prevent exposure of a worker's skin and mucous membranes to the hazardous material or substances.

Visibility Protection - When a worker is outside of a vehicle or machine and where the worker is exposed to the danger of moving vehicles or machines the worker must wear high visibility apparel. The apparel must be a colour that contrasts with the environment. The high visibility apparel must have at least 775 sq. cm of fluorescent/retro-reflective trim on both the front and back.

5.5 MONITORING

Project Manager and Supervisors monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the Safety Manager who then conducts a hazard assessment for appropriate PPE. The Safety Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

5.5.1 ANNUAL REVIEW

The Personal Protective Equipment Program must be reviewed annually

5.6 TRAINING

Workers are trained on the selection, use and care of PPE. Control Tech must ensure that workers are trained in the correct use, care, limitations and assigned maintenance of the personal protective equipment. Each worker must be trained to know at least the following:

1. When and why personal protective equipment is necessary?
2. What personal protective equipment is necessary?
3. How to properly inspect before use, adjust and wear personal protective equipment.
4. Refraining from wearing personal protective equipment outside of the work area where it is required if to do so would constitute a hazard.
5. Report any equipment malfunction to the supervisor or Control Tech.
6. The limitations of the personal protective equipment.
7. Proper wearing of flame resistant clothing if used.
8. The proper use, care, cleaning, storage, assigned maintenance duties, useful life and disposal of the personal protective equipment to be used.
9. To not use any PPE unable to perform the function for which it is designed.

Each worker shall demonstrate an understanding of the training and the ability to use personal protective equipment properly before being allowed to perform work requiring the use of PPE. When Control Tech has reason to believe that any affected worker who has already been trained does not have the understanding and skill required to use PPE Control Tech shall retrain the worker.

5.6.1 PPE MATRIX

PART OF BODY TO PROTECT	EQUIPMENT	HAZARD	INSPECTION	MAINTENANCE	OFFICE	FIELD	DRIVING	SHOP
Head Protection	Hard Hat	Striking Head or Falling Objects	Each use	Dispose				
Eye Protection	Safety Glasses Sun Glasses	Objects Striking Eyes, Flying particles Sun/Snow Glare	Each use	Dispose				
Lung Protection	Respirator/ supplied air	Breathing dangerous chemicals/particles	Each Use	Supplied by customer if risk of dangerous gases/fumes				
Body Protection	Coveralls, Flame Resistant Clothing, Insulated Winter Clothing	Cold Temperature Chemicals Fire/Explosion	Each use	As per manufacturer specifications				
Foot Protection	Steel Toed Boots	Slipping / Falling objects	Each use	Dispose				
Hand Protection	Gloves	Cuts Biohazardous materials Injuries to Hands Environmental Exposure Hot Water Burns	Each use	Dispose				
Hearing Protection	Disposable earplugs	Damage to Hearing (85 db)	Each use	Dispose				

D = Depends on customer requirements & situation M = Mandatory H = Not Mandatory unless hazards become present

SUBJECT TO CHANGE BASED ON INDIVIDUAL WORKSITE CUSTOMER REQUIREMENT &/OR WORKSITE HAZARDS PRESENT

5.6.2 GUIDELINES OF THE INSPECTIONS, FIT AND CARE OF PPE

FOOTWEAR	Choose footwear according to the hazard. Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression, and puncture are the most common types of foot injury. Select CSA-certified footwear. Ensure that it has the proper rating for the hazard and the proper sole for the working conditions.
Fit	• Walk in new footwear to ensure it is comfortable. • Boots should have ample toe room (toes should be about 12.5 mm from the front) • Make allowances for extra socks or special arch supports when buying boots. • Boots should fit snugly around the heel and ankle when laced. • Lace up boots fully. Use small loops in order that the laces do not catch on anything. • High-cut boots provide support against ankle injury.
Inspection	Inspect before each use. Do not use if badly worn.
Care & Maintenance	• Use a protective coating to make footwear water-resistant. • Inspect footwear regularly for damage. • Replace worn or defective footwear. • Electric shock resistance of footwear is greatly reduced by wet conditions and with wear.
HARD HATS	Headwear consists of a shell and the suspension. These work together as a system and both need regular inspection and maintenance. The shell is rigid and light, and is shaped to deflect falling objects. Correct maintenance is important. There are different types of hard hats depending on the use for them. • Class G: General Usage (non-conducting) • Class E: Electrical Trades (non-conducting) • Class C: Conducting The suspension system is as important as the shell. It holds the shell away from the head and acts as a shock-absorber. It also holds the shell in place on the head and allows air to flow freely.
Fit	• Adjust headband size so that headwear will stay on when the wearer is bending over, but not so tight that it leaves a mark on the forehead. Perspiration and hair oils can speed up the deterioration of suspension materials. • Do not put anything between the suspension and the shell. There must be a clearance inside the headwear while it is being worn. In case of a blow to the head, that space helps absorb the shock.
Inspection	• Inspect and replace a shell that shows signs of wear, scratches or gouges. • Ensure that the suspension is in good condition. The main purpose of the suspension is to absorb energy. • Look closely for cracked or torn adjustment slots, frayed material or other signs of wear. • Check the suspension lugs carefully. Long periods of normal use can damage the suspension
Care & Maintenance	• The care and maintenance of headwear are needed if the headwear is to protect as designed. Its lifespan is affected by normal use and by heat, cold, chemicals and ultraviolet rays. • Shells exposed to heat, sunlight and chemicals can become stiff or brittle. A visible pattern of tiny cracks may develop. Over time, weathered hats can become dull in colour or have a chalky appearance. • Replace headwear when hairline cracks start to appear. • Replace headwear that has been struck, even if no damage is visible. • Replace the suspension if it has torn or broken threads.

	• Remove and destroy any headwear if its protective abilities are in doubt. • Clean the suspension and shell regularly according to the manufacturers' instructions. • Do not transport headwear in rear windows of vehicles. • Inspect headwear before each use. • Do not draw the chin strap over the brim or peak of the headwear. • Do not wear headwear backwards (the peak should always face forwards). • Do not drill holes, alter or modify the shell. Alterations may reduce the protection provided by the headwear. • Do not paint the plastic shell. Paint solvents can make plastic headwear brittle and more susceptible to cracks. Paint can also hide cracks that may develop. Instead, use reflective marking tape to make numbers or symbols for identification purposes. Metal headwear may be painted. • Do not use winter liners that contain metal or electrically conductive material under Class G or E headwear. • Do not use metal labels on Class G or E headwear.
HEARING PROTECTION	Maximum protection is only accomplished when an earplug acoustically seals in the ear canal. No earplug fits all ear canals, so manufacturers have responded with a variety of sizes. It is important to find your right size to obtain an acoustic seal.
Fit	Fitting: Roll-down Foam Earplug • Roll entire earplug into a crease-free cylinder • Pull back pinna by reaching over head with free hand, gently pull top of ear up and out • Insert earplug well into ear canal and hold until it fully expands Fitting: No-roll Foam Earplug • Reach over head with free hand, pull ear up and back and insert earplug well inside ear canal. • Stop pushing earplug when finger touches the ear. • If properly fitted, the end of the earplugs should not be visible to someone looking at you from the front. Fitting: Multiple-use Earplugs • While holding the stem, reach hand overhead and gently pull top of ear up and back. • Insert earplug so all flanges are well inside the ear canal. • If properly fitted, only the stem of the earplugs should be visible to someone looking at you from the front. Fitting: Earmuffs • For best results, remove all hair from underneath earcup. • Ensure that the earcup creates a seal and covers the ear completely. • Place earcups over each outer ear. • Adjust the headband by sliding the headband up or down at the attachment buttons • The ear cushions should seal firmly against the head.
Inspection	• Inspect earmuffs before each use and dispose of earmuffs that are damaged or defective. • To perform an acoustical check cup hands over ears and release. • Earplugs should block enough noise so that covering your ears with hands should not result in a significant noise difference.

	• Complete an acoustical check by cupping hands over ears and release. Earplugs should block enough noise so that covering your ears with hands should not result in a significant noise difference.
Care & Maintenance	• Dispose of single-use earplugs daily • Clean multiple-use earplugs with mild soap and water, dry thoroughly • Inspect multiple-use earplugs for dirt, cracks or hardness, replace if damaged. • Clean earmuff ear cushions and headband regularly with mild soap and water • Replace earmuff ear cushions and foam inserts every 6 months with normal wear, and more often with heavy use or under humid/extreme conditions.
HIGH VISIBILITY VESTS	High visibility vests are worn where there is a danger from being hit by mobile equipment or vehicles.
Fit	• Make sure the vest is not too big and bulky as this possess a risk of getting caught in machinery or tools.
Inspection	• Inspect vests before each use. Replace vest that are worn, especially when the reflective striping is lose or gone
Care & Maintenance	• Precautions should be taken to store vests away from prolonged exposure to sunlight, fluorescent lights and other sources of ultraviolet radiation. • Keep vests clean. • When soiled, wash vests in warm water and mild soap. Do not bleach. Rinse thoroughly in clear water. Hang to dry in the open air.
SAFETY GLASSES, GOGGLES, FACE SHIELD	Safety glasses look very much like normal glasses, but are designed to provide the wearer with impact protection against flying particles. Lenses are made from impact resistant plastic or polycarbonate. Glass lenses are not CSA approved. Safety goggles are a type of protective eye wear that is designed to fit snugly around the eyes and provide a tighter seal around the eyes as compared to safety glasses. Most brands are certified to provide impact penetration in addition to the protection from foreign objects such as dust and dirt. Manufacturers generally offer these types of goggles with direct or indirect ventilation. Ensure that the vents are clear from obstruction. Indirect ventilation may be required if you are exposed to chemical splash hazards, corrosive or reactive dusts. Face shields are not in themselves protective eye wear. They are frequently used in conjunction with other eye wear to provide additional full face protection against flying particles, heat, chemical or molten materials. Face shields alone do not provide adequate eye protection. For this reason they are often referred to as secondary protectors as opposed to safety glasses or impact goggles which are referred to as primary protectors. Both types are often required to perform some jobs safely.
Fit	• Ensure the safety glasses fit properly. Eye size, bridge size and temple length all vary, so safety glasses need to be individually assigned and fitted. • Wear the safety glasses so that the temples fit comfortably over the ears. The frame should be as close to the face as possible and adequately supported by the bridge of the nose.
Inspection	• Inspect safety glasses before each use. • Do not use if damage is apparent such as badly scratched, pitted, broken or bent.
Care & Maintenance	• Clean your safety glasses frequently. Follow the manufacturer's instructions. Avoid rough handling with can scratch lenses. Scratched impair vision and can weaken lenses. • Replace scratch, pitted, broken, bent or ill-fitting glasses. Damaged glasses interfere with vision and do not provide adequate protection. • Clean your safety goggles frequently. Follow the manufacturer's instructions. • Clean your face shield frequently. Follow the manufacturer's instructions.

	• Dispose of safety glasses, safety goggles, and face shield when the lens or shield gets scratched and pitted or if the frames are damaged.
HALF MASK AIR PURIFYING RESPIRATORY	Make sure you have been fit tested by a qualified certified fit tester before using a respirator.
Fit	• A respirator should not be assigned to a person unless the person is given a fit test. • Fit tests should be conducted annually and more frequently if there are factors such as weight change or dental surgery which may affect the fit of the respirator.
Inspection	• Seal Checks should be completed each time that the respirator is put on, before entering an area containing hazardous atmospheres, and periodically while wearing the respirator in the contaminated area, the respirator wearer should check the effectiveness of the seal. • Visually inspect all components for damage or wear, especially rubber part.
Care & Maintenance	• Replace parts where needed. If needed, clean and sanitize the face piece assemble. Ensure that the filtres are changed regularly. • Store in a clean dry area in the respirator storage bag provided.
HARNESSES, BELTS AND LANYARDS	Ensure you follow the limitation of the equipment as specified by the manufacturer.
Fit	• Make sure that you adjust the harness to fit properly before and during use.
Inspection	• All equipment must be inspected visually before each use and periodically. • Failure to remove equipment that has been damaged or has questionable condition could lead to serious or fatal injury.
Care & Maintenance	• Chemical hazards: Nylon will degrade around strong acids and phenolic compounds. • Paint can penetrate into the weave and dry, causing the webbing to become hard, brittle and eventually break the fibers. • Contact with sharp edges or abrasive surfaces should be avoided. • Avoid storing in Sunlight: All organic fibers, either natural or man-made will degrade to various degrees from exposure to ultraviolet light. Precautions should be taken to store the equipment away from prolonged exposure to sunlight, fluorescent lights and other sources of ultraviolet radiation. • Cleaning: Harnesses, belts and lanyards can be washed with a solution of cold water and mild detergent. After washing, they must be thoroughly rinsed with clear water and hung up to dry out of the sun and away from exposure to high heat.

5.6.3 PPE TRAINING CHECKLIST

✓	CATEGORY	DETAILS
	When and why personal protective equipment is necessary	As per Matrix/ Selection of PPE/ Customer Requirements
	What personal protective equipment is necessary	Hard Hat, Gloves, Steel Toed Boots, Safety Glasses with side shields, Ear Plugs/Muffs, Fire Proof Coveralls
	Limitations of PPE	The risk of exposure should be addressed through administrative, and engineering controls, work practices and training. These controls may not prove to be adequate in situations where the risk could not be completely minimized, or in the event of an unplanned exposure. Thus PPE must be considered only as a last line of protection, used in addition to other measures when adequate control cannot be achieved by other means. ***The benefits gained by wearing PPE are:*** • possible prevention of exposure, • potentially minimizing the risk should an exposure occur, and • compliments existing controls to enhance personal protection ***The limitations associated with PPE:*** • PPE only protects the individual wearing it, not anyone else in the workplace • PPE is only effective if correctly selected, fitted, used, and cared for, and the individual is trained • Discrepancy between theoretical and actual levels of protection provided exists (the latter is difficult to assess) • The choice of PPE may compromise mobility, visibility, communication etc. • PPE is not an effective or reliable control measure on its own because o The correct PPE has to be selected for the task and for the wearer o It has to fit properly and be compatible with any other PPE that is worn o It must be properly donned and worn o It may be uncomfortable to wear and interfere with the task o It must be properly stored and maintained if it is to stay in good condition o It can fail to danger (e.g. gloves can develop leaks, “breakthrough” of respirator cartridges can occur) o It provides no protection for those nearby, if they are not also wearing PPE. When considering the appropriate type of PPE, it is important to identify and assess all the types of risk one will be exposed to, what risks can be mitigated through other control mechanism, and any detrimental impact associated with the selection of the PPE. To help in understanding and selecting PPE ***Safety Hazards*** • Restricted movement due to weight • Restricted vision due to visual field limitations • Difficulty communicating due to face protection Physiological/Psychological stressors

		• Psychological stress resulting from confining nature of full suits • Heat stress and risk of dehydration • The highest levels of PPE generally cannot be worn continuously for more than 30 minutes Management Requirements • Need for a management program that ensures effective use of PPE • Facial hair interferes with proper fit of masks • Improper use, penetration/tears are potentially hazardous
	How to properly inspect before use, adjust and wear personal protective equipment	• Always inspect your PPE before you wear it for damage and ware • Always replace a hard hat if it sustains an impact, even if damage is not noticeable. • Should follow the manufacturers' recommendations for cleaning and maintenance of PPE. • Always make sure PPE is a proper fit – integrity of safety is affected • DO NOT use any PPE unable to perform the function for which it is designed
	Refrain from wearing protective equipment outside of the work area where it is required if to do so would constitute a hazard	Take off PPE while in truck
	Reporting defects/malfunction	Immediately report any equipment defects/ malfunction to your supervisor DO NOT WEAR/USE
	Proper wearing of flame resistant clothing if used	Fire proof coveralls are to be worn on all lease locations/as per customer requirements and maintained according to manufacturer specifications.
	The proper care, cleaning, storage, maintenance, useful life and disposal of the personal protective equipment,	As per Manufacturer's Specifications

Trainee _____ Trainer _____ Date _____

6.0 PREVENTATIVE MAINTENANCE

Preventive maintenance is the systematic care and protection of facilities, tools, equipment, machines and vehicles in order to keep them in safe working condition, limit downtime and extend productivity.

Only qualified / competent workers may perform the inspections and maintenance.

Control Tech must maintain a copy of their written Maintenance and Inspection Programs at their principal place of business and every location where maintenance and inspections are carried out under the Control Tech program. A copy of the program must be readily accessible to the employees who carry out the maintenance and inspection program.

Control Tech will ensure that all equipment, vehicles, and tools are properly maintained in a condition that will maximize the safety of all personnel so as to reduce the risk of injuries to employees, or damage to property or the environment. All supervisors shall ensure qualified personnel carry out preventative maintenance according to a schedule and that proper records are kept.

All equipment shall be inspected prior to start-up and any tool or equipment that is not functioning correctly shall be tagged and taken out of service and reported for corrective repair.

No Worker is expected to operate any tool or equipment unless it is functioning safely.

The standards for the maintenance program are based on the manufacturer's recommendations, industry standards, past incidents and data from company hazard assessments.

All tools, equipment and vehicles must be properly maintained and repaired according to manufacturer's specifications so that workers are not endangered.

The material in this document does not take precedence over applicable government legislation which all employees must follow

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

6.1 PURPOSE

The purpose of this policy and the following procedures ensure that assets are protected and maintained so that they reach their maximum useful life. The facility, vehicles, and equipment used will be maintained at or above the specifications provided with the facility operations and equipment manuals.

- Maintain tools, equipment, machines and vehicles in safe operating condition
- Maintain facility in safe condition
- Ensure each vehicle/machine is operating at peak efficiency
- Maximize asset life
- Minimize vehicle/machine service failures (road calls)
- Minimize loss of accessibility due to equipment failure
- Meet or exceed manufacturers' maintenance requirements
- Maintain vehicle/machine exterior and interior appearance
- Maintain a system of permanent vehicle maintenance records
- Adhere to a strict preventive maintenance schedule

6.2 SCOPE

This program applies to all workers who are in charge of ensuring Control Tech building, equipment, machines, and tools are maintained in safe working order. It also applies to anyone who drives or operates company equipment, commercial and light duty vehicles.

6.3 GENERAL OVERVIEW OF REQUIREMENTS

This maintenance program must be prepared at a site level and

- Be well organized and scheduled
- Controls hazards
- Defines operational procedures
- Outlines training of key personnel

General requirements for equipment maintenance include:

- Scheduled inspections are completed and all defects are documented. (see inspections section)
- Control Tech will purchase tools and equipment in accordance with CSA, provincial and industrial standards.
- Obtaining a copy of the maintenance schedule recommended by the manufacturer
- Ensuring that maintenance is performed as per manufacturer recommendations.
- Ensuring that the person(s) performing the maintenance are competent (e.g. licensed mechanic)
- Retaining records of maintenance/service conducted.
- Specifying who is responsible for overseeing equipment maintenance and where the records are kept.
- Set up a system for removal and tagging of damaged or defective tools and equipment.
- Only properly trained workers are to use tools, equipment and vehicles.
- Inspect all tools, equipment and vehicles before using.
- For vehicles, inspection will consist of doing a circle check.
- Maintenance schedules for all tools, equipment and vehicles are to be respected.
- Each jobsite supervisor is to conduct a bi-weekly inspection of all tools, equipment and vehicles on the site. This inspection is recorded bi-weekly using an inspection checklist based on the type of equipment and vehicles at that site.
- If at any time a worker judges that a tool, equipment, or vehicle is unsafe for use, they are to properly tag the item and inform the supervisor immediately.
- Tools, equipment, or vehicles that are tagged unsafe shall be either repaired or replaced - Control Tech management shall be informed.

6.4 PREVENTATIVE MAINTENANCE PROCEDURES

Maintenance Personnel Qualifications - All individuals who perform maintenance work on company assets shall have the appropriate skills, accreditation and/or certification. This certification applies both to company workers and to contracted maintenance services.

Records - Records of maintenance activities are kept. The maintenance program must contain a recording system. Part of this system should be made up of inventories and schedules. In addition, the recording system should document what maintenance work was done, when and by whom.

Monitoring - The monitoring functions in a maintenance program fall into two areas. First, the staff responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done. Secondly, management must monitor the entire program to ensure that it is functioning in accordance with company policy.

Scheduled Inspections and Maintenance - All mobile equipment is to be inspected and maintained according to the manufacturer's specifications. Records of all inspections and maintenance are completed and maintained for review and approval. Maintenance of equipment, release of lubrication fluids, etc., is performed only in approved areas. Spills and leaks from equipment will be cleaned up promptly.

Removing equipment and tools from service if defective – if vehicle, tool or equipment is found to have a defect during the inspection it is to be reported immediately to the supervisor and must be repaired or replaced before being used again.

If the defect is categorized as an "A" Critical Defect the equipment is removed from service until the defect is fixed. If the defect does not affect the safe operation of the unit, the defect is recorded on the inspection and the unit is scheduled for repair as soon as possible, if the defect is minor with very low or no risk to driver/operator the defect is recorded on the inspection and the unit is fixed when time allows.

6.5 EQUIPMENT RECORDS PROCESS

As equipment arrives at the site, a determination is made if the equipment should be placed on a preventative maintenance schedule based on the type of equipment, calibration requirements, etc.

To ensure equipment is tracked and preventative maintenance work is performed on a timely basis, the following process is used. The site management representative is responsible for ensuring the process is followed.

Preventative maintenance performed and repairs completed on vehicles, machinery and equipment must be documented and retained for the life of the machinery or equipment. All records must be legible, readily retrievable, protected and stored to prevent damage, deterioration or loss. This process ensures documented work performed, costs and management approval for material associated with the project activity.

Each unit has a file which includes:

- maintenance schedule
- inspections showing defects
- copies of work orders & receipts
- maintenance logs

All records must be legible, readily retrievable, protected and stored to prevent damage, deterioration or loss.

6.5.1 EQUIPMENT REGISTER

An inventory of the company's machinery/ equipment must be established and maintained that meets manufacturer and legislative requirements. When new machinery or equipment is acquired, it must be added to the inventory register. The register contains information on equipment's:

- Description
- Make
- Model
- Serial number
- Location
- Next scheduled preventative maintenance date

As equipment is added to a site's inventory, it is also added to the register. Equipment that is removed permanently from the site is removed from the register.

Each week the Equipment Register is reviewed for scheduled preventative maintenance for equipment at the site.

Each quarter, a copy of the Equipment Register is sent to the appropriate management representative for the site.

6.5.2 PREVENTATIVE MAINTENANCE SCHEDULE

A preventative maintenance and/or inspection schedule has been established that meets manufacturer and legislated requirements and industry standards. This form contains information on the equipment including:

- Equipment data
- Description of preventative maintenance requirements for the equipment
- Preventative maintenance frequency and history

As scheduled preventative maintenance is performed on the equipment, the maintenance & repair log shall be completed. The form is to be retained locally.

6.5.3 INSPECTIONS

Equipment, Vehicle, Machine Inspections

Each unit is inspected as required by manufacture and legislation requirements. These inspections include:

- Pre-job inspections
- Maintenance Inspections

Defects are reported to designated company representative or supervisor. All defects are recorded on inspection forms for each unit.

Equipment found to be defective is removed from service until it is repaired.

Buildings are inspected:

- Monthly inspections
- Maintenance and repairs are completed by competent / trained service provider
- Receipts are kept and work is recorded in maintenance log

6.5.4 MAINTENANCE & REPAIR REQUEST FORM

Maintenance requests are originated by the worker in charge of the unit. The designated maintenance representative takes information from the Maintenance Request Form, investigates the problem and documents work performed on the Work Order Form.

Data contained on the Maintenance & Repair Request includes:

- Unit number and Date
- Originator's information
- Defective equipment details
- Location of the problem

- Description of the problem or corrective action requested
- Work completed on the unit

Each Maintenance Request Form is to be retained in a file folder with all appropriate other documents, copies of invoices, etc. and retained locally at the site.

6.5.5 WORK ORDER FORM

If work to be completed must be done at a dealership or other qualified service provider the details of the problem are documented on the service providers work order form. Data contained on the Work Order Form includes: Data contained on the Work Order Form includes:

- Maintenance request input
- Corrective actions completed
- Manpower details
- Materials used or needed for repairs and costs

Each Work Order Form activity is then entered onto the Maintenance Log form. If equipment, parts, etc. are required, the Material Requisition Form shall be completed and approved prior to purchasing.

6.5.6 MATERIAL REQUISITION FORM

Material is requested for and approved via the Material Requisition Form.

A purchase order is assigned by the designated maintenance representative (which must appear on all invoices).

The form is submitted to the Project Manager for review and approval.

Any single Material Requisition Form representing a single value of $1,000 or more requires approval from management prior to placing any orders.

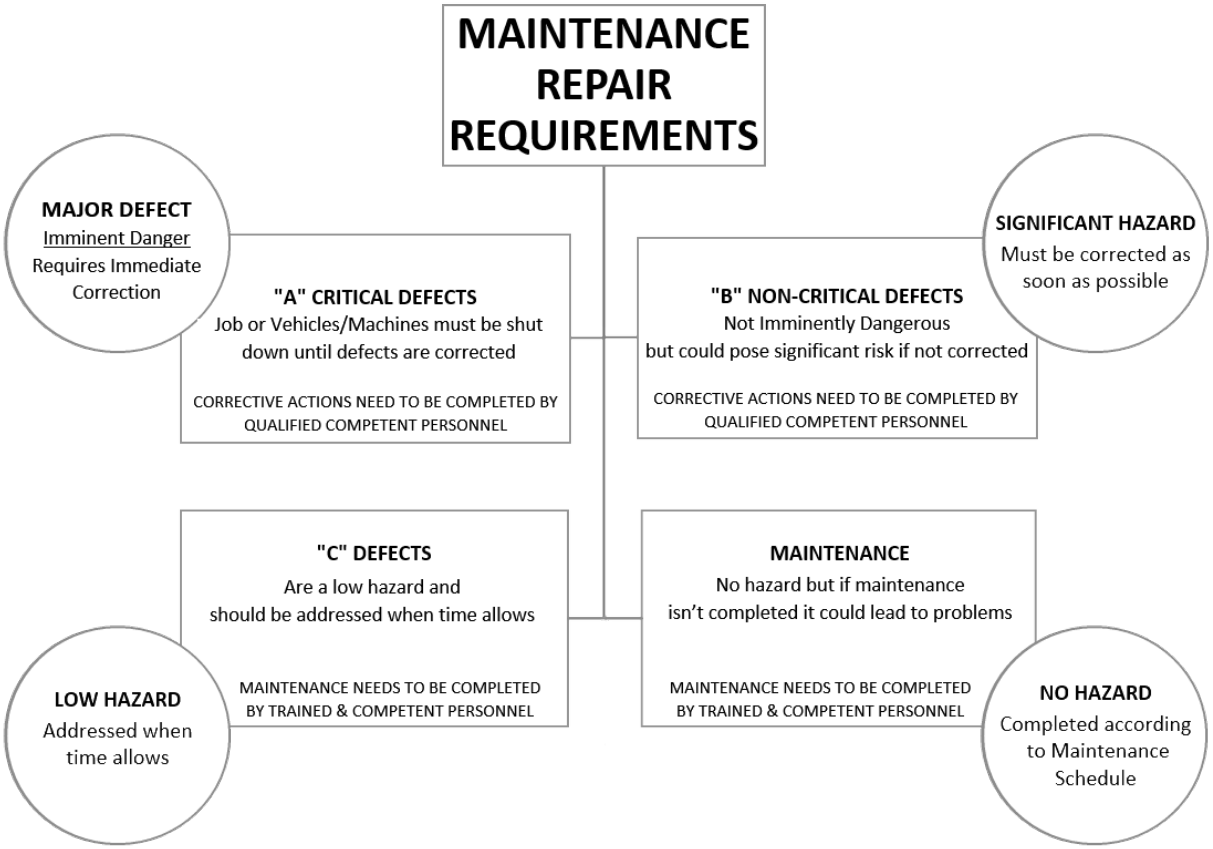
The Material Requisition Form is to be kept with all Work Order Forms.

6.5.7 MAINTENANCE & REPAIR LOG

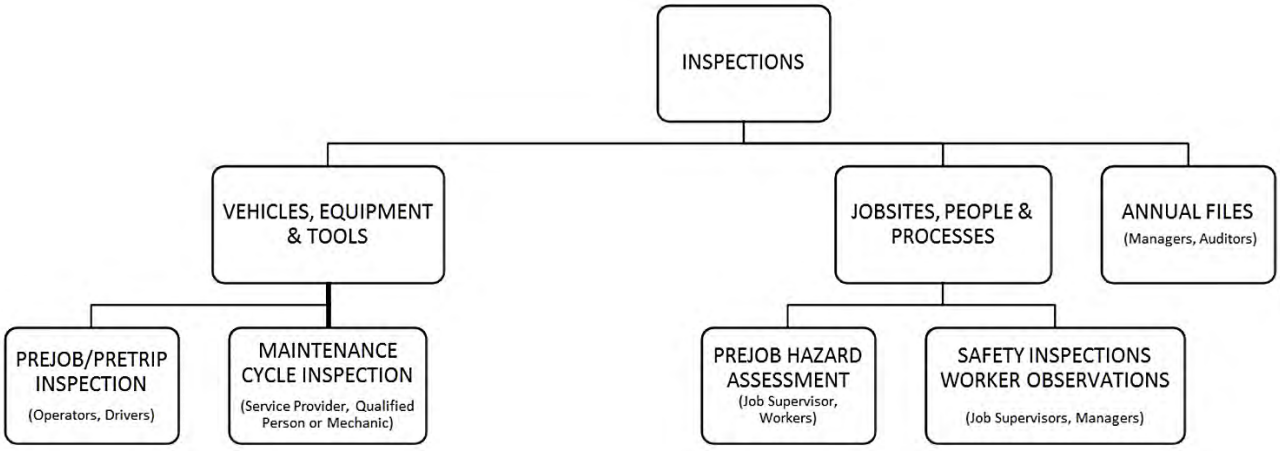
Preventative maintenance performed on machinery or equipment must be documented and retained for the life of the machinery or equipment.

Each unit must have a preventative maintenance log completed monthly that includes all work completed on the unit. The Maintenance Log contains in chronological order all Work Order activity with line item summaries of reported date, maintenance issue, location, costs and completion date.

Each month, a copy of the Maintenance Log is handed into the appropriate management representative for the unit.


MAINTENANCE REPAIR REQUIREMENTS
MAJOR DEFECT
Imminent Danger
Requires Immediate Correction
"A" CRITICAL DEFECTS
Job or Vehicles/Machines must be shut down until defects are corrected
CORRECTIVE ACTIONS NEED TO BE COMPLETED BY QUALIFIED COMPETENT PERSONNEL
SIGNIFICANT HAZARD
Must be corrected as soon as possible
"B" NON-CRITICAL DEFECTS
Not Imminently Dangerous
but could pose significant risk if not corrected
CORRECTIVE ACTIONS NEED TO BE COMPLETED BY QUALIFIED COMPETENT PERSONNEL
"C" DEFECTS
Are a low hazard and
should be addressed when time allows
MAINTENANCE NEEDS TO BE COMPLETED BY TRAINED & COMPETENT PERSONNEL
LOW HAZARD
Addressed when time allows
MAINTENANCE
No hazard but if maintenance
isn't completed it could lead to problems
MAINTENANCE NEEDS TO BE COMPLETED BY TRAINED & COMPETENT PERSONNEL
NO HAZARD
Completed according to Maintenance Schedule

7.0 INSPECTIONS



Inspections are an important part of Control Tech health and safety program. Inspections are important as they allow Control Tech to:

- listen to the concerns of workers and supervisors
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- recommend corrective action

Control Tech is committed to making sure that equipment, tools, vehicles and buildings are inspected and maintained in safe operating condition. Control Tech will maintain a comprehensive program of safety inspections at all facilities and job sites. Observations will be documented and problems corrected. Follow-up inspections will be conducted to ensure problems have been corrected.

Control Tech will ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions. . Inspections include the participation of members of the HSC or the HSR.

The Control Tech Inspection Program below clearly outlines what needs to be inspected, who will be involved, how often the inspections should be performed and who is responsible for corrective actions and follow-up. The results of the inspection program will provide information on whether the hazard assessment requires review.

The written Inspection Program calls for a regular and continuous program of inspection. The Inspection and Preventative Maintenance Program pertains to all areas of Control Tech operations and vehicles including lease operators where applicable.

The material in this document does not take precedence over applicable government legislation which all employees must follow.

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

7.1 PURPOSE

The purpose of this program is to provide a method to review and verify compliance with the Control Tech SLPP and proactively identify potential hazards that may not have been previously noted. When followed this program also confirms the effectiveness of controls already in place and demonstrates a commitment to health and safety for all our workers.

7.2 ASSIGNMENT OF RESPONSIBILITIES

Safety Manager

- Ensures inspections are conducted
- Develops the inspection schedule and scope
- Communicates inspection findings
- Verifies non-compliance and non-conformance areas are corrected
- Tracks inspection findings and communicates progress toward closure of findings

Site Manager and Supervisors

- Develops and implements corrective and preventive action for deficiencies.
- Tracks inspection findings until the responsible party has corrected the deficiencies
- Participates in site safety inspection

Drivers

- Maintain the vehicle in good and safe operating condition and repair, suitable for the intended purpose
- Follow all rules and regulations.
- Keep the unit washed and clean.
- Complete a pre-trip inspection.
- Complete a monthly maintenance report.
- Complete a monthly mileage and fuel log.

Equipment Operators

- Maintain the equipment in good and safe operating condition and repair, suitable for the intended purpose.
- Follow all rules, procedures and regulations.
- Complete a pre-job inspection.
- Complete daily maintenance.
- Complete a monthly maintenance report.

7.3 TYPES OF INSPECTION

Formal - Formal inspections have a set inspection form conducted at specified time frames.

Informal - Spontaneous inspections, results noted if non-conformance, defects found.

7.4 INFORMAL INSPECTIONS

Informal Inspections are carried out by workers, supervisors and managers and do not involve a formal report or a specific schedule.

Some examples of informal inspections include:

- A manager walking through the shop/worksite may take the opportunity to verify that workers are following safe procedures, using safety equipment, or following healthy work procedures and provide feedback on their safety performance.

- A tradesperson conducts a pre-job check on their tools, looking for defects and maintenance needs prior to starting work each day.

The results of an informal inspection will be acted on immediately, required changes will be made on the spot and worker feedback (both positive and constructive) will be made verbally. Inspection information will only be recorded and reported if the situation requires it.

7.5 FORMAL INSPECTIONS

Formal inspections are carried out by workers, supervisors and managers and involve a formal report or a specific schedule.

Some examples of formal inspections include:

- Pre-trip Vehicle Inspection - set form used and must be carried out before each trip. Ensures vehicle is in safe operating condition before leaving yard.
- Pre-job Equipment Inspection - set form used and is carried out monthly.
- Paperwork and File Inspections - carried out quarterly to ensure files are in order and people are completing paperwork properly (form and manner).
- Building & Fire Safety Inspection – carried out monthly to ensure buildings are in good condition (broken rails, stairs, etc.) and fire hazards are eliminated.
- Pre-job Hazard Assessments - before each job begins to identify hazards that may be present and ensure controls are in place to eliminate or minimize risk to workers.
- Worksite Inspections – random inspections of site, processes, people. Identify hazards and ensuring compliance with controls.

7.5.1 INSPECTION SCHEDULE

INSPECTION OF	TYPE OF INSPECTION	SCHEDULE	INSPECTED BY
Worksites	Hazard Assessment	Prejob	Job Supervisor
	Processes, People,	Random	Safety Designate
Paperwork/Files	Compliance	Monthly	Safety Designate
	Audit	Annually	Auditor
Tools	Informal	Prejob	Worker
Vehicles	Trip Inspection	Daily	Driver
	Preventative Maintenance Inspection	Every 3 Months	Qualified Personnel
	Repair	When failure occurs	Qualified Mechanic
Equipment	Complete inspection and certification	Before put to work and annually	Qualified Mechanic
	Critical items, controls, overall functioning	Daily	Operator
	Preventative maintenance	Every 300 Hours Manufacturer's recommendation	Qualified Personnel
	Repair	When failure occurs	Qualified Mechanic
Buildings	Preventative maintenance, fire safety checklist	Monthly	Safety Designate

7.6 INSPECTION WRITTEN DETAILS

Inspection Instructions:

The items identified on the inspection report will be assigned and ranked in order of importance, using the A, B, C system to prioritize hazards and ensure those with the highest potential for causing injury are corrected first.

A Hazards - those that pose an imminent danger and require immediate correction

B Hazards - those that are not imminently dangerous but pose a significant hazard and must be corrected as soon as possible

C Hazards - those that are a low hazard, and should be addressed when time allows

Any **A** Hazards identified must immediately be brought to the attention of the appropriate supervisors and corrections made.

To address identified **B** or **C** Hazards, a system must be put in place to ensure timely and appropriate corrective action.

Copies of the inspection report will be given to management, the Health and Safety Committee (if applicable), and the supervisors of the areas being inspected.

A copy of the report, including both negative and positive findings will be kept on file for the next inspection team so that they can identify any repeat items.

All inspection records will be kept at the company's head office location.

The inspector completes the Control Tech Inspection Checklist form for each inspection including interviewing people, reviewing records and touring the site (where applicable, e.g. Worksite Inspection).

Findings are communicated to the appropriate project manager and Safety Manager by sending a copy of the checklist to these positions (if applicable). All inspection records will be kept at the company's head office location.

*Records of inspections will be kept for future reference and statistical review.

Inspections must include the following and all areas must be filled out properly:

- Inspection Date
- Inspector's Name
- A checklist of items to be inspected.
- A description of the hazards to look for.
- Actions required to remove or control the hazard.
- Date by which the action is expected.
- Actual completion date.
- Name of the person responsible to correct the problem.

All inspection forms will be dated and indicate the location and inspector.

The person named as responsible for inspection follow-up will be the supervisor in control of the area where the hazard is found. The site manager has overall responsibility for ensuring corrective action has been taken and should review and sign-off all inspections.

7.7 LIGHT DUTY VEHICLE INSPECTION REQUIREMENTS

7.7.1 TRIP INSPECTION REQUIREMENTS

Form to be used: Pre-trip inspection

Conducted by: Driver

Inspection Frequency: Weekly or before each trip of distance over 100 Kilometers

Inspector will be looking for:

- Lights (headlights, tail lights, signal lights - All working properly, clean, no cracks/chips
- Tires - Properly inflated, Adequate tread
- Windows - Broken, Cracked, Missing, Cleanliness
- Brakes - Tested and working properly
- Gauges - Working condition, no warning lights on
- Fluids (Oils/Gas/windshield wiper fluid, antifreeze) - Level, Cracks in hoses, Fluid on ground, Leaks from filters.
- Horn - Tested and working properly
- Windshield wipers - Tested, Properly installed, Damaged, Broken, Proper working order
- Mirrors - Cracks, Broken, Working condition, Properly placed
- Emergency equipment - Available, good working condition, maintenance up to date
- Body condition - Loose, Missing, Damage
- Interior Cab Condition - Clean & free of debris
- Seatbelts - Tested and working properly, Frays, Cuts, Tears, Snags, Roping

7.7.2 MAINTENANCE INSPECTIONS

Form to be used: Service provider form

Conducted by: Qualified Service inspector

Inspection Frequency: As recommended by manufacturer

The inspector will be looking for: As recommended by manufacturer

7.8 EQUIPMENT INSPECTION REQUIREMENTS

7.8.1 PRE-JOB INSPECTIONS

Form to be used: Unit specific Pre-job inspection

Conducted by: Operator

Inspection Frequency: Before each job

The inspector will be looking at: As per manufacturer's recommendations per machine

7.8.2 MAINTENANCE INSPECTIONS

Form to be used: Service provider form

Conducted by: Qualified Service inspector

Inspection Frequency: As recommended by manufacturer

The inspector will be looking for: As recommended by manufacturer

7.9 WORKSITE INSPECTION REQUIREMENTS

Form to be used: Individual conducting the site inspection will determine the appropriate Inspection form depending on the worksite & activities being performed. The forms will serve to prompt inspectors to check for specific items and will create a consistent standard for the gathering of information.

Conducted by: Designated Safety Officer

Inspection Frequency: Random

Inspector will be looking for:

Unsafe Conditions - slippery floor, poor lighting, cluttered work area, slipping hazards, missing guards, etc.

Unsafe Actions - improper use of machinery or equipment, workers not wearing personal protective equipment or following safe work procedures, etc.

Health Hazards - dangerous chemicals, dust exposure, noise, toxic waste, etc.

7.10 BUILDING / FIRE SAFETY INSPECTION REQUIREMENTS

Form to be used: Building Inspections (Shop, Office Checklist), Fire Safety Checklist

Conducted by: Designated Safety Officer

Inspection Frequency: Monthly

Inspector will be looking for defects in:

Unsafe Conditions – broken railings, unsafe steps, broken/chipped or over limit use electrical outlets, walkways clear, snow depth on roof, slippery floor, poor lighting, cluttered work area, etc.

Maintenance due stickers – if maintenance is due than placed out of service and replaced with current operational equipment

All proper supplies is present - if not replaced/restocked

Employee Knowledge – emergency & evacuation

7.11 FILE INSPECTION REQUIREMENTS

Form to be used: File inspection checklist

Conducted by: Designated Safety Officer

Inspection Frequency: Annually

Inspector will be looking for:

Employee Files: Ensure all employee files up to date including but not limited to: training updated & certificates current

Unit Files: All required documentation is present & in date order in specific files

Statistics Compliance with regulations

7.12 INSPECTOR TRAINING

Inspectors shall be formally trained. Training should contain, as a minimum, the following areas:

- Learning objectives and outcomes
- Terms
- The law

- The purpose of an inspection
- Types of inspections
- What to look for
- Health and safety code
- Unsafe act
- Unsafe conditions
- Conducting an inspection
- Classification of hazards

7.13 ACCOUNTABILITY

Non-conformances are to be corrected and are the primary responsibility of the Safety Manager.

7.14 COMMUNICATING RESULTS OF INSPECTIONS

Results of the inspections (both positive and negative findings) will be communicated to workers and supervisors and include the expected timelines for follow-up action.

Results shall also be provided to management of Control Tech via the Work Site Inspection Form.

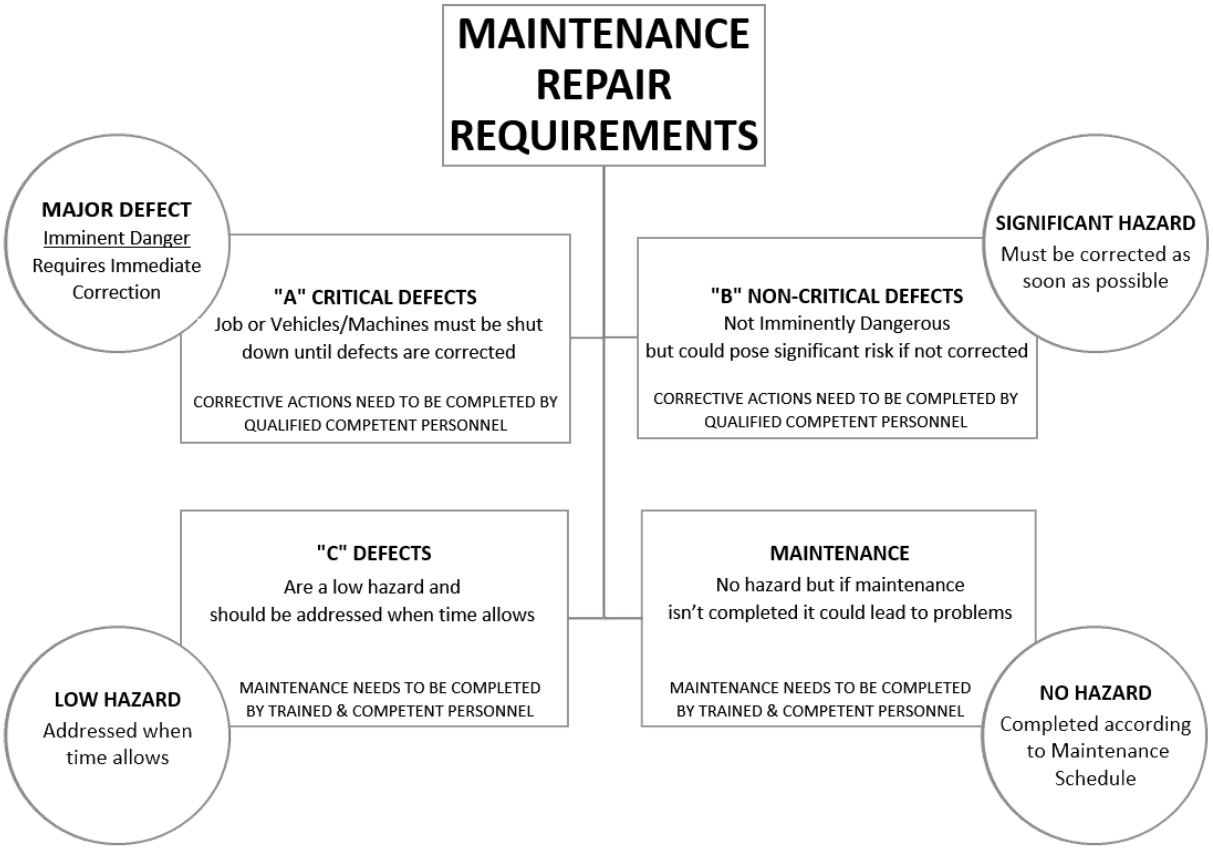
Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

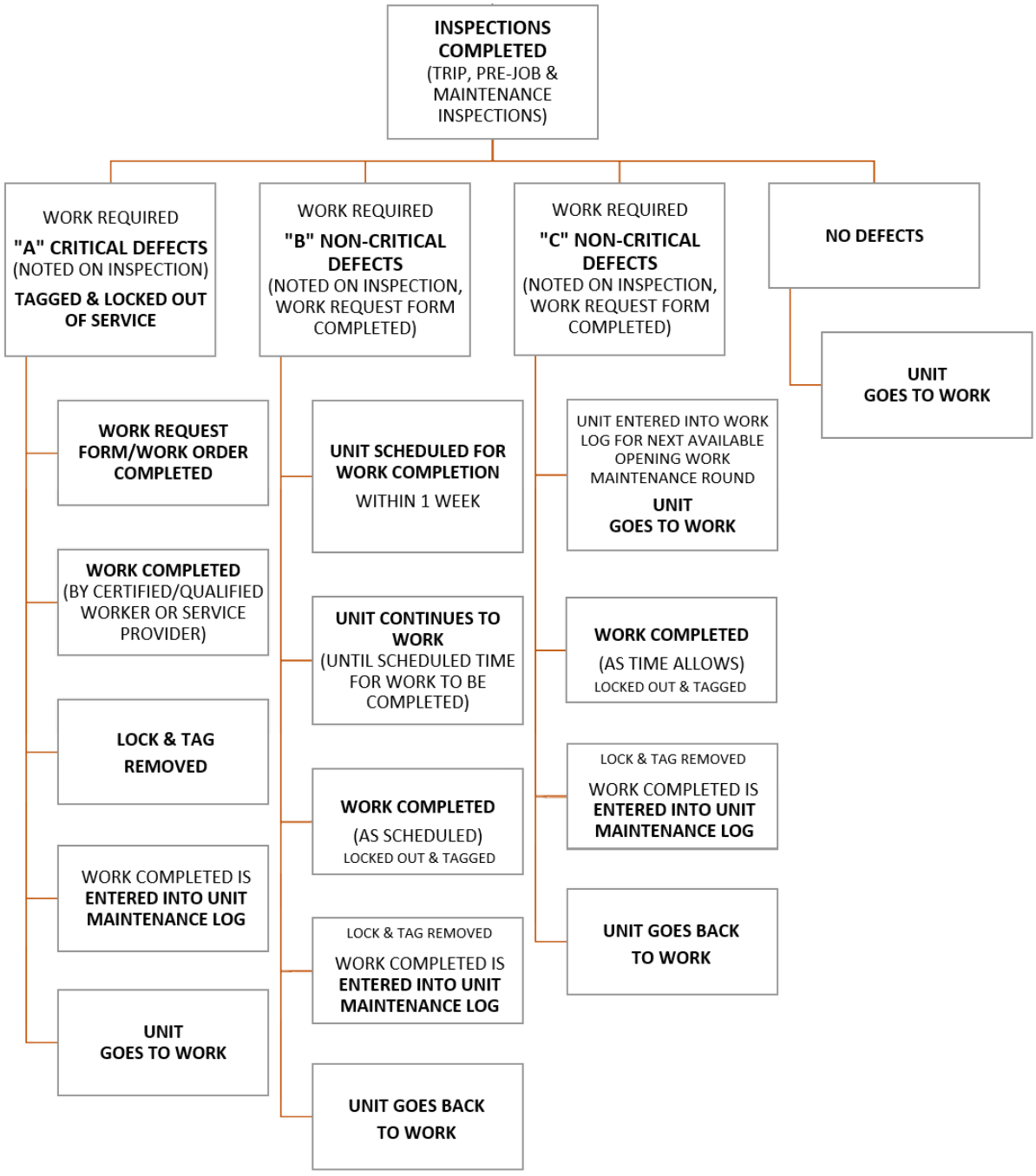
If emergency action is required to correct a condition which constitutes an immediate threat to workers only those qualified and properly instructed workers necessary to correct the unsafe condition may be exposed to the hazard, and every possible effort must be made to control the hazard while this is being done.

7.15 BC REQUIREMENTS:

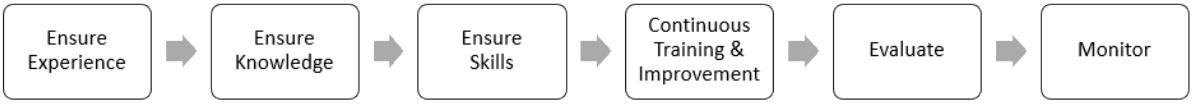
If there is no HSC or HSR then Control Tech must invite the workers to designate an employee to participate.

Unsafe or harmful conditions found in the course of an inspection must be remedied without delay.


MAINTENANCE REPAIR REQUIREMENTS
MAJOR DEFECT
Imminent Danger
Requires Immediate Correction
"A" CRITICAL DEFECTS
Job or Vehicles/Machines must be shut down until defects are corrected
CORRECTIVE ACTIONS NEED TO BE COMPLETED BY QUALIFIED COMPETENT PERSONNEL
SIGNIFICANT HAZARD
Must be corrected as soon as possible
"B" NON-CRITICAL DEFECTS
Not Imminently Dangerous
but could pose significant risk if not corrected
CORRECTIVE ACTIONS NEED TO BE COMPLETED BY QUALIFIED COMPETENT PERSONNEL
"C" DEFECTS
Are a low hazard and
should be addressed when time allows
MAINTENANCE NEEDS TO BE COMPLETED BY TRAINED & COMPETENT PERSONNEL
LOW HAZARD
Addressed when time allows
MAINTENANCE
No hazard but if maintenance
isn't completed it could lead to problems
MAINTENANCE NEEDS TO BE COMPLETED BY TRAINED & COMPETENT PERSONNEL
NO HAZARD
Completed according to Maintenance Schedule


INSPECTIONS COMPLETED (TRIP, PRE-JOB & MAINTENANCE INSPECTIONS)
WORK REQUIRED "A" CRITICAL DEFECTS (NOTED ON INSPECTION) TAGGED & LOCKED OUT OF SERVICE
WORK REQUIRED "B" NON-CRITICAL DEFECTS (NOTED ON INSPECTION, WORK REQUEST FORM COMPLETED)
WORK REQUIRED "C" NON-CRITICAL DEFECTS (NOTED ON INSPECTION, WORK REQUEST FORM COMPLETED)
NO DEFECTS
UNIT GOES TO WORK
WORK REQUEST FORM/WORK ORDER COMPLETED
WORK COMPLETED (BY CERTIFIED/QUALIFIED WORKER OR SERVICE PROVIDER)
LOCK & TAG REMOVED
WORK COMPLETED IS ENTERED INTO UNIT MAINTENANCE LOG
UNIT GOES TO WORK
UNIT SCHEDULED FOR WORK COMPLETION WITHIN 1 WEEK
UNIT CONTINUES TO WORK (UNTIL SCHEDULED TIME FOR WORK TO BE COMPLETED)
WORK COMPLETED (AS SCHEDULED) LOCKED OUT & TAGGED
LOCK & TAG REMOVED WORK COMPLETED IS ENTERED INTO UNIT MAINTENANCE LOG
UNIT GOES BACK TO WORK
UNIT ENTERED INTO WORK LOG FOR NEXT AVAILABLE OPENING WORK MAINTENANCE ROUND UNIT GOES TO WORK
WORK COMPLETED (AS TIME ALLOWS) LOCKED OUT & TAGGED
LOCK & TAG REMOVED WORK COMPLETED IS ENTERED INTO UNIT MAINTENANCE LOG
UNIT GOES BACK TO WORK

8.0 JOB COMPETENCY, ORIENTATION AND TRAINING



It is the policy of Control Tech that when new employees are hired, duties change or new equipment is introduced into the workplace. Control Tech will ensure relevant workers are properly trained.

Training will be provided to newly hired workers, student workers, supervisors, transferred internally from one job to another and also those who have been promoted from workers to management. Training includes: orientations, job-specific training, and refresher training.

A training needs assessment will be conducted by management to ensure the appropriate training is identified and delivered to workplace parties. Training involves giving information, explanation and transferring knowledge about a specific subject matter and then requiring a practical demonstration from the worker of the knowledge and skills that were learned.

All training content and training will be documented and maintained. Control Tech must retain copies of workers' training certificates and keep them readily available in the event of a serious injury or fatality. During an incident, Control Tech's ability to produce this information is of key importance.

All workplace parties are required to comply with this policy and procedure. The material in this document does not take precedence over applicable government legislation which all employees must follow.

_____
Dustin Richarde
Director

_____
Greg Kjemhus
Director

_____
Tali Hughes
Director

8.1 PURPOSE

The purpose of this policy is to provide for general and specialized safety and related training throughout all levels of the organization. This policy is intended to ensure the competence of personnel (physically and mentally capable of the task assignment) to carry out their designated function in a safe and effective manner.

8.2 ASSIGNMENT OF RESPONSIBILITIES

Safety Manager

- Identifies updates and monitors training for workers.

Site Manager and Supervisors

- Ensure all workers assigned to their project complete training identified.
- Ensure that any work that may endanger a worker must be completed by a worker who is competent to do the work.
- Ensure all workers assigned to their project are trained in procedures until they are competent.
- Ensure all workers have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

Employees

- Attend and pass all Control Tech required training for job position held within the company.

8.3 MINIMUM STANDARDS FOR HIRING

- Complete and sign an application
- Must be neat and clean
- Copy of current (within 30 days) operator's license abstract (no more than 6 demerits on license)
- Previous Employment History - should not be on the "not eligible for rehire list"
- Supply three references
- Must be able to read and write well enough to perform job duties and comprehend written material
- Must be willing to participate in a Drug and Alcohol Testing (if required for position)
- Must be willing to complete a pre-employment medical exam (if required for position)
- Must be willing and able to complete all required training

The competed application form provides detailed background information to allow proper evaluation of a prospective employee.

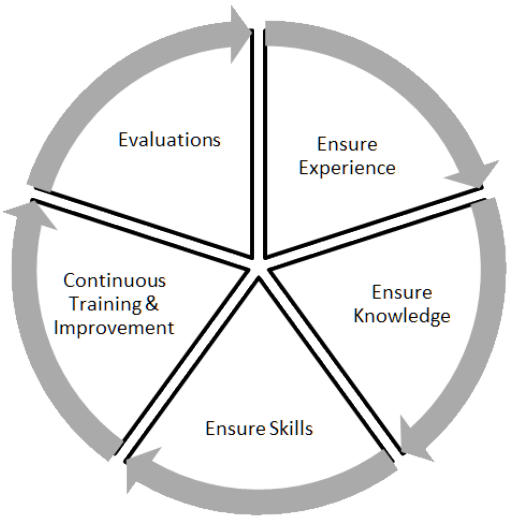
8.4 QUALIFICATIONS

Minimum qualification and training requirements for each job title has been established by Control Tech. Qualifications may include a combination of education, certifications and work experience. Health and safety orientation is required before full qualifications are met to allow a worker to begin work. Documentation is obtained from employees to demonstrate they meet the qualifications of their job before hire/placement/move into a new role. Based on the job description requirements, documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the worker hiring process.

8.5 HSE COMPETENCY ASSURANCE PROCESS

HSE Competence is a combination of knowledge, understanding and skill and the appropriate level of competence cannot be acquired simply by attending a training session. The understanding and skill are acquired by experience. For individuals controlling health and safety hazards and risks, experience and

training are essential. The following components are to be considered for each work site's delivery team for HSE competency assurance:



Upon hire with Control Tech, the designated person will participate in the competency assurance process. This process begins with the selection of the person who enters a continuous improvement loop that will stay with the worker during his/her career with Control Tech. At Control Tech our view of competency assurance involves the continuous assessment of training and development needs against a person's responsibilities, abilities and critical activities.

Not only will the individual gather evidence of competence, they will also participate in an annual appraisal to assess their performance, behaviour and personal development for health and safety.

This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

Competency is verified before employees are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently. If there is a site Short Service Short Service and Young Employee (SSE) program established the new or transferred employee will fall under the SSE requirements as well.

Identification of Positions

An organizational chart and list of job titles has been established by Control Tech. Based on the positions and their exposure to risk their required training is entered into each worksite's training matrix. Job descriptions are prepared for each job title.

Identification of Qualifications

Minimum qualification requirements for each job title have been established by Control Tech. Qualifications may include a combination of education, certifications and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow an employee to begin work.

Identification of Training and Competency Needs

Employees (new or transferred) are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title. Our training matrix is updated based on changing risks.

Training Records

All training records are maintained on site either by the Control Tech Safety Manager or senior representative of management or their designee.

Orientation, Job Specific and Refresher Training

Employees receive initial orientation training. No work by any employee is allowed to begin until the orientation is completed.

Training requirements are tracked by the Control Tech Safety Manager and formal training sessions are conducted either on or off site by the Safety Manager or competent/qualified instructor for the required subject matter.

Documentation Confirmed

Documentation is obtained from employees to demonstrate they meet the qualifications of their job before hire/placement/move into a new role. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed as actual during the employee hiring process.

8.5.1 SAFETY MEETINGS

Safety issues and updates are communicated to workers at safety meetings. Control Tech ensures the safety meeting requirements are followed according to the following:

Safety Meetings

Control Tech conducts quarterly safety meetings which all employees must attend. Employees are required to attend regular customer safety meetings. Meetings will include safety concerns, stats, incidents, regulation updates, safety presentations, training sessions, etc. Meetings will be documented.

Pre-Job Meetings

A safety meeting will be held with all workers on site prior to each job starting. These meetings will address work to be completed, hazards associated with work, controls to be taken and emergency response plan, etc. If workers are on a jobsite with another company (Prime Contractor) then the meetings may be facilitated by that company and workers are required to attend.

8.6 ORIENTATIONS

Employees receive initial orientation training. No work by any worker is allowed to begin until the orientation is completed.

New employee orientations are completed during the first week of employment and before the new employee starts work. The orientation topics are prioritized and critical health and safety information are covered during the first day of employment. Critical issues include:

- Safety Policies and Rules
- Pertinent Legislation requirements
- Safety Meetings
- Safety Participation
- Injury and Incident Reporting
- Inspections
- Communication
- Disciplinary Policy
- First Aid Procedure and Reporting

- Working Alone
- Violence and Harassment
- Hazard Assessment and Review
- CPR Procedure
- Housekeeping
- Drug and Alcohol Policy
- Fire Protection, Safety
- Toxic/Hazardous Substances/Bio-Hazardous Substances
- Waste Minimization, Waste Handling
- Right to Refuse Unsafe Work
- Emergency Equipment & Procedures
- PPE (Personal Protective Equipment)
- Safety Intervention (authority to stop unsafe work)
- Tool-box Pre-Job Meetings
- WHMIS Training
- Job specific procedures

Specific safe work procedures and practices are also reviewed during orientation and, if required, health assessments (such as hearing tests) are done at this time.

Transferred or reassigned employees receive orientations before they start their new job. Documentation of when orientations were done, who conducted the training, topics and the names of the workers trained is completed via the Control Tech Health and Safety Orientation Checklist which requires employee and supervisor sign-off.

Contractors are provided with an appropriate orientation before they start work on Control Tech work sites. The depth of orientation for contractors will depend on the type of work and level of supervision provided.

Visitors to the work site will receive a work site orientation to make them aware of the hazards and what to do if there is an emergency. At a minimum, Control Tech will have visitors sign in and provide them with an escort while they are on site.

8.7 IDENTIFICATION OF TRAINING AND COMPETENCY NEEDS

Training is identified in our training matrix which specifies health and safety training needs. Our training matrix is continually updated based on changing risks. Additional training for identified hazards & competency identification requirements must be completed prior to employee exposure based upon hazard assessment.

TRAINING	FREQUENCY	EVERYONE	MANAGEMENT	POSITION SPECIFIC
Accident Investigation	O, L		✓	
Drugs and Alcohol	O, L		✓	
Electrical Safety - Unqualified	O, PL	✓		
Emergency Response Plan	O, L-1	✓		
Equipment Specific Operations				✓
Ergonomics	O, PL			✓
Fire Protection and Fire Extinguishers	O, L-1	✓		
First Aid/CPR	HP, L-3			✓
General Health Precautions	O, PL	✓		
Hand and Power Tools	O, PL			✓
Hazard ID, Assessment, Controls & Reporting	O, L, PL	✓		

Job Specific Duties/Position Specific Duties		✓		✓
Noise	O, L, PL			✓
Personal Protective Equipment	O, L, PL			✓
Thermal Exposure	O, L, PL			✓
WHMIS	O, L-3	✓		
Working Alone	O, L, PL			✓
Workplace Violence	O, L, PL	✓		
Vehicle Safety	O, PL			✓

0 - Initial Orientation	**L** - Legislation Requirements	**CR** - Client Requirements	**HP** – Hiring Prerequisite	**PL** – As policy indicates

Where numbers appear **1, 2, 3, 5** this refers to the number of years between Review / Recertification requirements
AT - Where a worker shows lack of understanding, incompetence, disregard for rules & requirements – additional training may be required.

Retraining

Retraining shall re-establish worker proficiency and introduce new or revised control methods and procedures, as necessary.

Retraining shall be provided for all authorized and affected workers whenever there is:

- An annual basis or
- A change in job assignment or
- Control Tech has reason to believe that there are deviations from or inadequacies in the worker's knowledge or use of fire extinguishers or fire prevention procedures.

Training Records and Documentation

All training will be documented and each worker's understanding will be subject to a hands-on competency, written, or electronic test.

Documentation will consist of: as a minimum, the worker's name, the trainer's name, the date of the training and an outline of training provided.

All training records are maintained on site either by the Safety Manager or senior representative of management or their designee.

8.8 SUPERVISOR SAFETY MANAGEMENT TRAINING

Newly hired or promoted supervisors and managers receive safety management system training.

Training shall consist of:

- Safe work practices
- HSE supervision
- Toolbox and safety meetings
- Emergency procedures
- Incident investigation methods and responsibilities
- Employee discipline
- New work orientation
- Control Tech substance abuse program

8.9 SHORT SERVICE AND YOUNG EMPLOYEE PROGRAM (SSE)

Short Service Short Service and Young Employee – A worker or sub-contractor worker with less than six months experience in the same job or with his/her present employer.

Mentor – An experienced employee, who has been assigned to help and work with a new Short Service and New Employee by his/her supervisor.

The purpose of the Short Service and New Employee (SSE) Management program is to prevent work related injuries and illnesses to new hires and temporary workers.

Control Tech shall have in place some form of mentoring process, acceptable to the owner operator, designed to provide guidance, assistance and development for SSE personnel.

A mentor can only be assigned one crew that includes SSE and the mentor must remain onsite with them.

The Supervisors and co-workers must be able to readily identify Short Service and New Employee participants.

Control Tech will assign experienced workers to oversee the daily activities of those assigned to the SSE program.

A SSE may not work alone. A work crew of less than five shall have no more than one SSE.

Supervisors will assure that all new, young, transferred and temporary workers have been through Control Tech Safety Orientation and have a complete knowledge of the expectations for their job function.

The Control Tech shall comply with client designated hard hat color for SSE.

Mentors will be assigned one short service worker. Mentors will set the proper safety example for any Short Service Short Service and Young Employee assigned them.

SSE workers are mentored by an experienced and knowledgeable employee.

Mentors will converse daily with those persons assigned to them, preferably at the start of the day. This will be in addition to other tailgate or daily safety meetings held in the work area.

Young and Short Service Short Service and Young workers on client locations shall make up no more than 50% of a crew.

Supervisors will identify all employees and temporary personnel with less than 180 days of service, or those employees they desire to return to a mentoring status for improvement in job and/or safety performance.

Short Service Short Service and Young Employee participants must wear uniquely colored hi-visibility hardhats or other identifier as stated by client or prime contractor.

Short service/new employees shall be monitored for compliance with health, safety, and environmental policies and procedures.

Once the short service/new employee has demonstrated competency and compliance with HSE policies and procedures, the contractor may remove the hi-visibility identifier.

Managers and the Safety Department will randomly audit for process compliance. This will involve interviewing employees in the Short Service Short Service and Young Employee program (documentation is not required).

Notification and Communication of Information Regarding SSE on the Job Processes

Prior to the start of a job, Control Tech will notify the client project coordinator, prime contractor designate or on-site supervisor if SSE personnel are present on work crews. The project coordinator, contractor contact or on-site supervisor will determine approval status of the crew makeup.

8.10 JOB SPECIFIC TRAINING

Workers are provided job specific training related to their roles and responsibilities. Using hazard assessment data, Control Tech assesses which jobs require job-specific training and ensure training is provided for the completion of tasks where specific health and safety hazards are known to exist.

Control Tech will determine who is competent to provide this training and the supervision required until the worker is deemed competent.

Job-specific training will be provided to both new and transferred workers and refresher training will also be held on a regular schedule.

8.10.1 SAFETY MEETINGS

Safety issues, updates and information on specific topics are communicated to workers at safety meetings. Control Tech ensures the safety meeting requirements are followed according to the following:

Safety Meetings

Control Tech conducts quarterly safety meetings which all employees must attend. Employees are required to attend regular customer safety meetings. Meetings will include safety concerns, stats, incidents, regulation updates, safety presentations, training sessions, etc. Meetings will be documented.

Pre-Job Meetings

A safety meeting will be held with all workers on site prior to each job starting. These meetings may be conducted over the phone. These meetings will address work to be completed, hazards associated with work, controls to be taken and emergency response plan, etc. If workers are on a jobsite with another company (Prime Contractor) then the meetings may be facilitated by that company and our workers are required to attend.

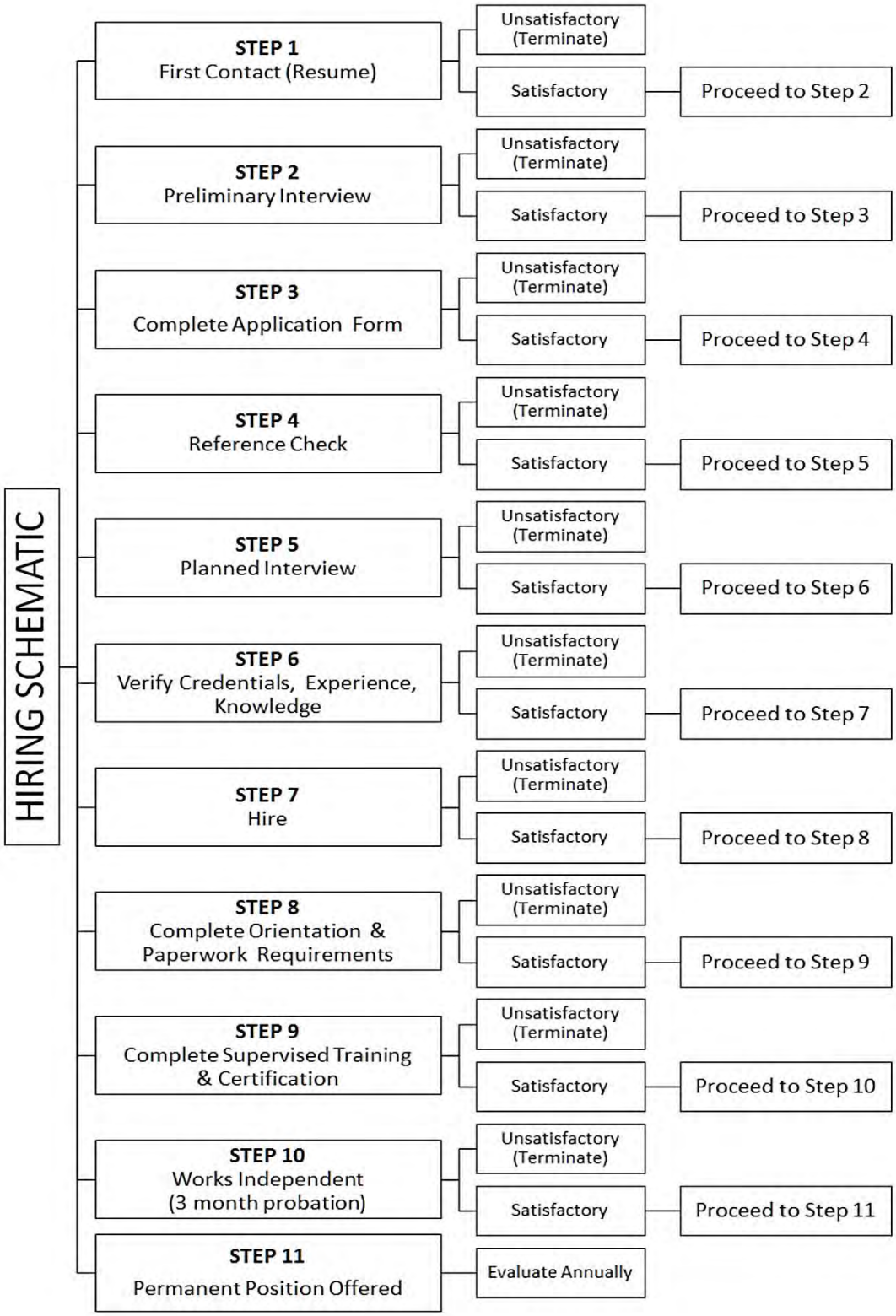
8.11 PROBATIONARY PERIOD

Control Tech enforces a 120 day probationary period in which time; the job performance will be carefully monitored and evaluated. If the employee is observed to have a disregard for safe practices, they will be terminated during this time period. If it is discovered that the employee provided false information on the application or the medical questionnaire, the employee will be subject to termination. If the employee is unable to complete the job he/she was hired to do the employee will be terminated. If the employee cannot get along with others then the employee will be terminated.

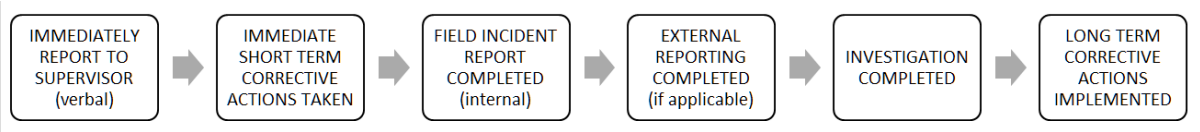
8.12 NO REHIRE POLICY

Control Tech enforces a “No Rehire” Policy. If the employee has been terminated for just cause then that person will not be eligible for re-hire.

8.13 HIRING SCHEMATIC



9.0 INCIDENT REPORTING & INVESTIGATION



Control Tech requires the immediate (as promptly as is possible) verbal reporting of all incidents, workplace-related illness and near misses. The immediate supervisor is initially notified and then the designated Safety Manger shall be contacted.

Written notification shall follow verbal notification. Supervisors are required to complete the Control Tech Incident Report Form and the Incident Investigation Report Form and utilize the Control Tech Witness Statement Form for the workers and witnesses to the incident.

All workers will be trained to these standards through employee orientations (Duty to Report) and periodic refreshers will be included in team or safety meetings to reinforce the importance of incident reporting. Failure to report incidents, hazardous work conditions, or near misses shall result in disciplinary action.

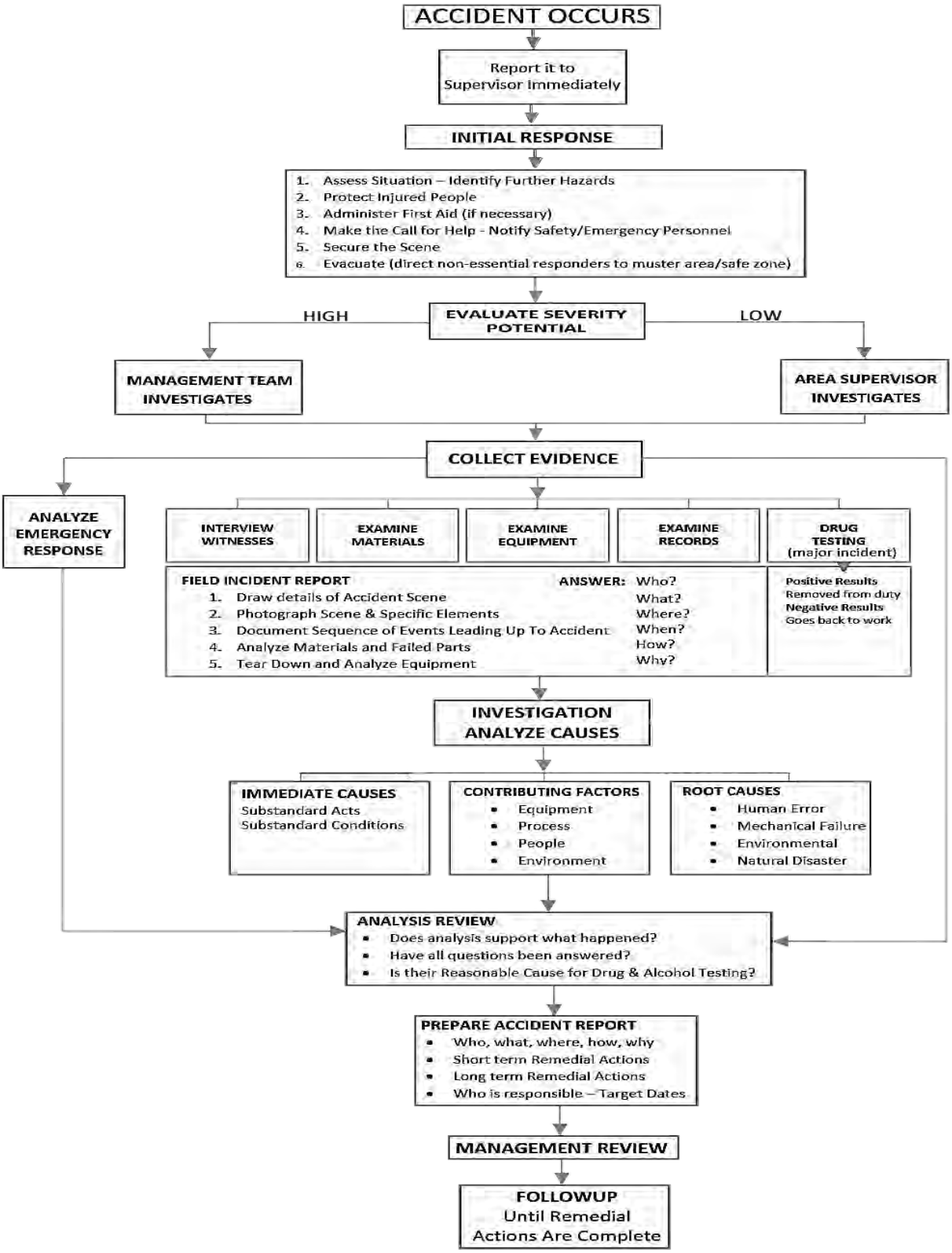
All workers must follow this policy and procedures as outlined below.

The material in this document does not take precedence over applicable government legislation which all employees must follow.

_____
Dustin Richarde
Director

_____
Greg Kjemhus
Director

_____
Tali Hughes
Director


ACCIDENT OCCURS
Report it to Supervisor Immediately
INITIAL RESPONSE
1. Assess Situation – Identify Further Hazards
2. Protect Injured People
3. Administer First Aid (if necessary)
4. Make the Call for Help - Notify Safety/Emergency Personnel
5. Secure the Scene
6. Evacuate (direct non-essential responders to muster area/safe zone)
EVALUATE SEVERITY POTENTIAL
HIGH
LOW
MANAGEMENT TEAM INVESTIGATES
AREA SUPERVISOR INVESTIGATES
COLLECT EVIDENCE
ANALYZE EMERGENCY RESPONSE
INTERVIEW WITNESSES
EXAMINE MATERIALS
EXAMINE EQUIPMENT
EXAMINE RECORDS
DRUG TESTING (major incident)
Positive Results Removed from duty
Negative Results Goes back to work
FIELD INCIDENT REPORT
1. Draw details of Accident Scene
2. Photograph Scene & Specific Elements
3. Document Sequence of Events Leading Up To Accident
4. Analyze Materials and Failed Parts
5. Tear Down and Analyze Equipment
ANSWER: Who? What? Where? When? How? Why?
INVESTIGATION ANALYZE CAUSES
IMMEDIATE CAUSES
Substandard Acts
Substandard Conditions
CONTRIBUTING FACTORS
Equipment
Process
People
Environment
ROOT CAUSES
Human Error
Mechanical Failure
Environmental
Natural Disaster
ANALYSIS REVIEW
Does analysis support what happened?
Have all questions been answered?
Is their Reasonable Cause for Drug & Alcohol Testing?
PREPARE ACCIDENT REPORT
Who, what, where, how, why
Short term Remedial Actions
Long term Remedial Actions
Who is responsible – Target Dates
MANAGEMENT REVIEW
FOLLOWUP Until Remedial Actions Are Complete

9.1 PURPOSE

A systematic approach to incident investigation and analysis is essential to an effective occupational health and safety program. The purpose of this program is to ensure procedures for reporting, investigating and evaluating incidents and non-conformances in order to prevent further occurrences.

9.2 SCOPE

All workers are responsible for reporting all near misses, injuries, accidents and potential safety hazards to their supervisor immediately after they occur. Investigations are to be conducted for every safety concern, near miss, collision, property damage, all minor injuries as well as the serious accidents and serious injuries. Investigations will be carried out by the site supervisor and the safety manager. External reporting of accidents is to be carried out by the safety manager.

9.3 RESPONSIBILITIES/DUTIES

Managers

- Establish an environment that encourages employees to actively participate in Control Tech Health and Safety program.
- Participate in the development, maintenance and implementation of the Incident Investigation process

Safety Manager

- Participate in the development, maintenance and implementation of the Incident Investigation process
- Provide training necessary to facilitate the process.
- Completes all external reporting requirements
- Ensures investigations are conducted and assists in identifying corrective actions.
- Ensures review of all collisions in company vehicles.
- Ensures review of all 'reportable collisions' are completed in full.

Site Manager and Supervisors

- Investigates (or assists in) incident investigations
- Carries out all actions required to prevent recurrences of incident
- Corrects non-conformances

Employees

- Immediately report any injury, job related illness, collision, spill, or damage to any property to their immediate supervisor.
- If their immediate supervisor is not available the worker is then to immediately notify the project manager.
- When an employee is involved in a work related incident or is aware of a condition that may cause one, the employee must report the incident as soon as possible to Control Tech. Incidents include any near miss, injury, job related illness, spill or damage to any property to their immediate supervisor.
- Employees who could be first responders will be trained and qualified in first aid techniques to control the degree of loss during the immediate post-incident phase.
- Workers must cooperate fully in investigations.

9.4 DEFINITIONS

Dangerous Occurrence - Any incident that does not result in, but could have resulted in, a fatality or serious bodily injury, as outlined in The Occupational Health and Safety Regulations

Employers – include companies that have workers on a worksite as well as self – employed people on the worksite

First Aid - First Aid means immediate treatment received by someone in the workplace after an incident. Dressing on a minor cut, removal of a splinter, typically treatment for household type injuries.

First Aid Register - A First Aid Register is a written logbook required by every workplace for recording every first aid treatment received by someone in the workplace.

HSR - Health & Safety Representative

HSC - Health & Safety Committee

JHSC - Joint Worksite Health & Safety Committee

Injury - Injury includes any disease or impairment of physical or mental caused by exposure to factors associated with employment. Injuries can occur immediately from an incident, or develop over time after ongoing exposure, such as to hazardous materials leading to illness, repetitive movements leading to strain, etc.

Incident - An event that results in, or may result in, injury to persons. Types of incidents include injury; serious bodily injury/hospitalization, near miss, dangerous occurrence and fatality.

Incident Causes – Causes of an incident are identified during an investigation. There are often multiple causes at different levels including:

- Direct cause of an incident is what occurred immediately before the incident to cause or potentially cause the incident.
- Indirect causes of an incident are the sub-standard acts and/or conditions that lead to the incident occurring and answer “how” the incident happened.
- Root cause is the broader or systemic underlying causes that lead to the incident. These are usually expressed as a deficiency in the safety system and answers “why” the incident happened

Incident Investigation Team – employees or external resources that are designated by the senior manager to investigate incidents.

Incident Resource - An employee designated to coordinate and manage the required collection and distribution of incident information

Near Miss – An unplanned even that did not result in an injury or damage but had the potential to do so. Another familiar term is “close call”

Occupational Injury – An injury which results from a work related activity.

Occupational Illness – Any abnormal condition or disorder caused by exposure to environmental factors while performing work that resulted in medical treatment by a physician for a skin disorder, respiratory condition, poisoning, hearing loss or other disease (frostbite, heatstroke, sunstroke, welding flash, diseases caused by parasites, etc.). Do not include minor treatments (first aid) for illnesses.

Prime Contractor – company that is in charge of the health and safety of all people on a worksite where multiple employers are involved in work at the worksite.

Reasonably Possible - Performed promptly without delay at the first possible opportunity.

Self-Employed Person - person who is engaged in an occupation but is not in the service of an employer for that occupation

Work or Work Related Activity – All incidents that occur in work related activities during work hours, field visits, etc. are reportable and are to be included if the occupational injury or illness is more serious than requiring simple first aid. Incidents occurring during off hours and incidents while in transit to or from locations that are not considered a worker’s primary work are not reportable.

Worksite - location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in any occupation

Work Refusal – when a worker refuses to complete a task because they feel the task or circumstance to be too dangerous to complete without further controls in place

9.5 TRAINING

Investigation team members are provided training on investigation techniques. Members of the incident investigation team shall be qualified and competent individuals. Control Tech shall provide training on the investigation techniques used during an incident investigation.

Investigation should be conducted by someone or a group of people who are:

- incident causation models
- investigative techniques
- legal or organizational requirements
- occupational health and safety fundamentals
- knowledgeable in the work processes, procedures, persons, and industrial relations environment for that particular situation
- able to use interview and other person-to-person techniques effectively (such as mediation or conflict resolution)
- requirements for documents, records, and data collection
- analysis the data gathered to determine findings and reach recommendations

9.6 LEGISLATION

Key sections of the OHS Act, Regulation & Code related to incident investigation and reporting include:

ACT - **2** Obligations of employers, workers, etc.
ACT - **18** Serious injuries and accidents
ACT - **19** Investigation of accident
See OHS for Specific requirements

Additional legislation that may pertain

- Freedom of Information and Protection of Privacy (FOIP)
- Alberta Human Rights Act

9.7 DOCUMENTATION REQUIREMENTS

The safety officer, general manager and HSC or HSR receive a copy of the investigation.

The investigator or investigation team members must not disclose personal information of an identifiable individual unless the disclosure is required by law.

Relevant incident information will be summarized and copied to the Incident Information Report which will be shared at a safety meeting. The Safety Officer must ensure that the Incident Information Report does not contain any personal information related to the worker who is involved in an incident or refused to work.

Incident Stats are kept and incident root causes and corrective actions are discussed at safety meetings in order for others to learn from them. No personally identifiable information may be shared.

9.8 SUMMARY OF STEPS - FOLLOWING AN INCIDENT

5. Report the incident occurrence to a designated person within Control Tech.

6. Provide first aid and medical care to injured person(s) and prevent further injuries or damage.
7. The incident investigation team would perform the following general steps:
    - Scene management and scene assessment (secure the scene, make sure it is safe for investigators to do their job).
    - Witness management (provide support, limit interaction with other witnesses, interview).
    - Investigate the incident, collect data.
    - Analyze the data, identify the root causes.
    - Report the findings and recommendations.
8. The organization would then:
    - Develop a plan for corrective action.
    - Implement the plan.
    - Evaluate the effectiveness of the corrective action.
    - Make changes for continual improvement.

9.8.1 INCIDENT COMMUNICATIONS

Incidents and corrective actions must be communicated to all staff of Control Tech. Incident Summary Details shall be posted on worker bulletin boards and/or shall be discussed in safety meetings so all workers are informed of the incident and what was implemented to ensure non-recurrence. A copy of the incident summary will be included in the incident report file.

9.8.2 ACCOMPANYING EMPLOYEES TO MEDICAL TREATMENT

Whenever possible, an authorized individual shall accompany any injured worker to the medical provider for initial treatment. This is to ensure the medial provider has all required information regarding the administration of workers compensation, availability of return to work job functions available and to ensure the worker receives the best possible medical attention.

9.9 INTERNAL INCIDENT REPORTING PROCEDURES

WHO REPORTS	TO WHO	WHEN	COMMUNICATION TYPE
Employees involved in incident	Supervisor	Immediately	Verbally
Supervisor & involved employee(s)	Control Tech Manager	Within 24-48 Hours	Written Report
Job Site Supervisor	Prime Contractor	Immediately (ASAP)	Verbally
Control Tech Manager	Control Tech Client	Immediately (ASAP)	Verbally
Control Tech Manager	Prime Contractor	Within 24-48 Hours	Written Report

Control Tech requires the immediate (as promptly as possible) verbal reporting of all collisions, incidents, workplace-related illness and near misses.

Employees must report incidents immediately after they occur. When an employee is involved in a work-related incident or is aware of a condition that may cause one, the employee must report the incident as soon as possible to their supervisor. Incidents include near misses, injuries, illnesses, property damage, etc.

Written notification shall follow verbal notification. Supervisors are required to complete the Control Tech Incident Report Form and the Incident Investigation Report Form and utilize the Control Tech Witness Statement Form for the workers and witnesses to the incident.

All workers will be trained to these standards through employee orientations (Duty to Report) and periodic refreshers will be included in team or safety meetings to reinforce the importance of incident reporting. Failure to report incidents, hazardous work conditions, or near misses shall result in disciplinary action.

9.10 EXTERNAL REPORTING REQUIREMENTS

In addition to internal reporting requirement for Control Tech there are additional legal requirements for notification:

9.10.1 OCCUPATIONAL HEALTH & SAFETY REPORTING

Control Tech shall report to Alberta Labour: the date, time, location and nature of any accident, occupational disease or other hazardous occurrence that had one of the following results, as soon as possible but not later than 24 hours after becoming aware of an incident that resulted in any of the following:

- potentially serious incidents that had potential to cause serious injury to a person, but did not.an injury or accident that results in death
- Injuries resulting in a worker being admitted to hospital must be reported to Alberta Labour
- an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
- the collapse or upset of a crane, derrick or hoist, or
- the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

If an injury or accident described occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.

If an injury or accident occurs at a work site or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall:

- carry out an investigation into the circumstances surrounding the serious injury or accident,
- prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a recurrence of the serious injury or accident, and
- ensure that a copy of the report is readily available for inspection by an officer

The prime contractor, contractor or employer who prepared the report shall retain the report for 2 years after the serious injury or accident.

A report prepared is not admissible as evidence for any purpose in a trial arising out of the serious injury or accident, an investigation or public inquiry under the Fatality Inquiries Act or any other action as defined in the Alberta Evidence Act except in a prosecution for perjury or for the giving of contradictory evidence.

Except as otherwise directed by a Director of Inspection, an occupational health and safety officer or a peace officer, a person shall not disturb the scene of an reported accident except insofar as is necessary in:

- attending to persons injured or killed,
- preventing further injuries, and
- protecting property that is endangered as a result of the accident

Alberta's Workplace Health and Safety Contact Centre
10th Floor Seventh Street Plaza, South Tower
10030 - 107 Street
Edmonton AB T5J 3E4
1-866-415-8690
General Inquiries: **(780) 415-8690**
FAX: **(780) 422-3730**

Workplace Health and Safety Call Centre:
1-866-415-8690
Web Site: http://humanservices.alberta.ca/working-in-alberta/53.html

NOTE: Alberta Labour can share data with other government bodies, agencies, and external organizations beyond the WCB-Alberta.

9.10.2 WCB REPORTING

WCB legislation requires that Control Tech only has 24-72 hours (a fatality is reported immediately) to complete and submit the Employer's Report of Injury or Occupational Disease form after receiving notice or knowledge of an injury or illness that disables or will likely disable a worker beyond the date of accident. Reporting requirement timeframes vary depending on province.

Injuries that need to be reported are:

- Work-related injury that cause (or is likely to cause) a worker to be off work beyond the day of the injury.
- An injury that requires modified work beyond the day of injury.
- An injury that requires medical treatment beyond first aid.
- An injury that may result in a permanent disability.

Claim Types:

Time Lost (TL)

Check this box if your worker is off work past the day of the injury.

Modified Work

Check this box if your worker's duties have changed because of the injury. Modified work includes a change in duties, job, hours, or amount of work. If your worker is on modified work beyond the day of the accident, the injury must be reported to WCB even if there is no time lost or loss of earnings.

No Time Lost (NTL)

Check this box if your worker will not miss work beyond the day of the injury. (Complete only the first page of the form.)

Reports must be sent to:

Workers' Compensation Board of Alberta
P.O. Box 2415
9912-107 Street
Edmonton AB T5J 2S5
Telephone: **780-498-3999**
Toll-Free in Alberta: **1-866-922-9221**
Toll-Free outside Alberta: **1-800-661-9608**

Fax: 780-427-5863 (Edmonton) or **1-800-661-1993** (within Canada)

Online:
www.wcb.ab.ca
myWCB Online Services for Employers

Quick Links:
Injury/Illness Reporting – Workers
Injury/Illness Reporting – Employers
Legislation

9.10.3 RCMP/ POLICE

Current legislation requires a traffic collision be immediately reported to the police or RCMP or local provincial police if it results in death, injury, or property damage of provincially specified dollar amount. An incident report must be completed and data is then collected from these reports. Must report a collision to police within 24 hours of occurrence. Call **911** to reach local police or RCMP.

9.10.4 ENVIRONMENT PROVINCIAL REPORTING CONTACTS

In the event of an environmental emergency or occurrence, such as an oil or chemical spill, federal and provincial/territorial authorities need to be notified in order to coordinate an adequate oversight of the response. Since environmental emergencies or occurrences are often local in nature and in order to reduce notification burden, the Canadian environmental notification system uses the following federal-provincial/territorial 24-hour authorities as the first point of contact. Environmental emergencies include hazardous or toxic spills, discharges, emissions, as well as dyke and dam failures, debris flows and floods.

Alberta Ministry of Environment
Telephone: **780-422-4505** or **1-800-222-6514**

9.10.5 TDG / HAZARDOUS GOODS REPORTING PROVINCIAL REPORTING CONTACTS

In the event of a reportable spill of hazardous goods

Provincial Authority
1 (800) 272-9600 and **Local Police**

9.10.6 CONTACT WITH HIGH POWER ELECTRICAL LINES

All electrical accidents and power line contacts must be reported to Alberta Municipal Affairs, Safety Services.

The telephone number of the Safety Services office to which reports should be made is: **(780) 427 - 8256**.

9.11 NEAR MISS REPORTING

Incidents occur every day at the workplace that could result in a serious injury or damage. A near-miss program may help prevent future incidents. One problem that companies must overcome is employee's fear of being blamed after reporting a near miss. This process is to identify hazards not lay blame. Control Tech makes the process of reporting a near miss as easy as possible.

Many safety activities are reactive and not proactive. Control Tech does not want to wait for losses to occur before taking steps to prevent an incident.

Focusing on near misses helps you reduce the likelihood of having major incidents or minimize the damage they might cause if they do occur. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near. Other familiar terms for these events are a "close call," a "narrow escape," or in the case of moving objects, "near collision" or a "near hit."

A faulty process or management system invariably is the root cause for the increased risk that leads to the near miss and should be the focus of improvement.

Employees are required to report close calls. History has shown repeatedly that most loss producing events (incidents), both serious and catastrophic, were preceded by warnings or near miss incidents. Recognizing

and reporting near miss incidents can significantly improve worker safety and enhance an organization's safety culture.

Near miss reporting is vitally important to preventing serious, fatal and catastrophic incidents that are less frequent but far more harmful than other incidents.

9.11.1 RESPONSIBILITIES

Management Responsibilities

- Create a policy and procedure that is communicated to all employees with the backing of senior management.
- Promote a culture of reporting with the support and help of all managers and supervisors.
- Educate employees on the reason why near miss reporting is a necessity, the important role that they play, and the process for reporting.
- Ensure that the near miss reporting process is easy to understand and use.
- Continue to communicate on the importance of near miss reporting encouraging the participation of all employees.
- Include training for new employees as a part of their orientation.
- Discipline workers who don't report near misses.
- Celebrate the success and value of the near miss reporting process with all employees
- When a near miss is reported, it must be investigated, determine its causes and implement appropriate safety measures to address those causes.

Worker Responsibilities

- Report all near misses and close calls. (preferably in writing)

9.11.2 NEAR MISS BEST PRACTICES

- Every opportunity to identify and control hazards, reduce risk and prevent harmful incidents must be acted on.
- The reporting system is non-punitive and person reporting can be anonymous.
- Control Tech investigates near miss incidents to identify the root cause and the weaknesses in the system that resulted in the circumstances that led to the near miss.
- Investigation results are used to improve safety systems, hazard control, risk reduction, and lessons learned. All of these represent opportunity for training, feedback on performance and a commitment to continuous improvement.
- In order to capture sufficient data for statistical analysis, correlation studies, trending, and performance measurement a Near Miss & Safety Concern form must be filled out and handed in.
- Everyone shares and contributes in a responsible manner to their own safety and that of their fellow workers.
- Is considered to be a leading indicator of performance used in balance with other leading and lagging measures of performance.

9.12 WORK REFUSAL REPORTING AND INVESTIGATION PROCEDURES

A worker may refuse to work or to do particular work at a work site if the worker believes that there is a dangerous condition at the work site or that the work is a danger to the worker's health and safety or to the health and safety of another worker or another person.

A worker who refuses to work or to do particular work must report the refusal and the reasons for it, immediately to their supervisor.

All related work must stop and may not resume until the concern has been addressed.

The supervisor must immediately inspect the dangerous condition in cooperation with the worker and the safety representative or a member of the safety committee. If there is no committee or safety representative then the worker refusing to do the work may select another worker of their choice to participate.

If a dangerous condition exist the supervisor must take any action necessary to remedy the dangerous condition, or ensure that such action is taken.

The supervisor shall not request or assign another worker to do the work until they have determined that the work does not constitute a danger to the health and safety of any person or that a dangerous condition does not exist.

If the supervisor assigns another worker to do the work, the supervisor shall advise that worker, in writing:

- the first workers refusal
- reasons for the refusal
- the reason why, in the opinion of the supervisor, the work does not constitute a danger to the health and safety of any person or that a dangerous condition is not present
- that worker's right to refuse to do dangerous work under OHS legislation

All work refusal occurrences will be documented. The supervisor must then prepare a report of the refusal to work, the inspection and any action taken.

The supervisor must ensure that the report does not contain any personal information related to the worker who refused to work.

The supervisor will then give a copy of the report to the worker who refused the work, the safety committee or safety representative.

The OHS Act requires Control Tech to investigate work refusals if the concern is not immediately remedied. The investigation will take place in the presence of the worker and a member of the HSC, if it is reasonable to do so and it does not create a danger to health and safety. If the matter is not resolved after Control Tech investigation, an OHS officer may be contacted.

9.13 INVESTIGATION PROCEDURES

Basic steps for conducting the investigation.

1. identify indirect, direct and root causes
2. identify corrective action, a specific person responsible for follow-up and an associated timeline for completion
3. senior management review and sign-off once investigations are complete and follow-up action has been taken to prevent a recurrence of the incident

No person shall hinder, obstruct or interfere with or attempt to hinder, obstruct or interfere with an investigating officer during the course of an investigation.

No person shall knowingly provide an officer with false information, or neglect or refuse to provide information required by an officer in the exercise of the investigation.

No person shall knowingly interfere with monitoring equipment or devices in our worksites.

9.13.1 PROCEDURES FOR INVESTIGATING INCIDENTS, INJURIES, AND REFUSALS TO WORK

Investigation procedures need to be in place so that everyone understands their responsibilities before an incident occurs.

All incidents must be investigated. Control Tech shall appoint a qualified representative to complete an investigation of all incidents. The investigation should take place as soon as possible after the incident occurs while the facts are still fresh within the minds of those involved (ex. witnesses). An incident investigation must be thorough and concerned only with cause and prevention and must be separate from administrative disciplinary action.

All incident investigations must be documented. After the investigation of the incident, Control Tech shall prepare a written report including the description of the incident, any evidence collected during the investigation, an explanation of the contributing factors/root causes of the incident, and corrective actions. The contributing factors/root causes of the incident must be documented.

Provincial OHS Act requires Control Tech to complete & submit a report to Occupational Health & Safety Office and investigate serious injuries of specific types. These may include any fatalities or injuries where a worker is hospitalized for two or more days and incidents involving fire, flood, explosion, building collapse and collapse/upset of a crane, derrick or hoist. Control Tech shall follow the local provincial reporting requirements.

In the case of a major injury or incident, the scene of the event should be closed off and kept "as is" at the time of the incident. This is vital for effective incident investigation.

Employees will be made aware of investigation policies and procedures and investigation results will be routinely shared with employees at safety meetings, posted at the work site and/or emailed to employees and other business units.

The timeframe for investigations is as soon as possible after the injured have been cared for and all of the potential hazards are removed.

A requirement for participation from all levels (including Managers, Supervisors, Health and Safety Committee Members and other workers who might bring specialized skills or knowledge to the investigation process).

9.13.2 THE OBJECTIVES OF THE INVESTIGATION

- To find out the root cause of incidents and to prevent similar incidents in the future
- To fulfill any legal requirements
- To determine the cost of an incident
- To determine compliance with applicable regulations (e.g. occupational health and safety, criminal, etc)
- To process workers' compensation claims

9.13.3 WHO IS RESPONSIBLE FOR THE INVESTIGATION

This person is designated by Control Tech. This is usually the safety officer but in the event this is not possible then another designated person will be assigned who is trained in the investigation process.

9.13.4 WHO PARTICIPATES IN THE INVESTIGATION

Safety Officer, HSR/HSC members, manager or supervisor make up the investigation team

Some jurisdictions provide guidance such as requiring that the incident must be conducted jointly, with both management and labour represented, or that the investigators must be knowledgeable about the work processes involved.

Members of the team can include:

- Employees with knowledge of the work
- Supervisor of the area or work
- Safety officer
- Health and safety committee/health or safety representative

- Union representative, if applicable
- Employees with experience in investigations
- "outside" experts
- Representative from local government or police

9.13.5 WHO RECEIVES WRITTEN INVESTIGATION REPORTS

Safety Officer, Manager, HSR and/or HSC members must receive copies of the investigation report, analysis and recommendations.

9.13.6 WHO FOLLOWS UP ON CORRECTIVE ACTION

Safety Officer, HSR/HSC member follows up to ensure corrective actions are completed and working to eliminate the threat of recurrence

9.13.7 INCIDENT CLASSIFICATIONS

Near Miss – A near miss is a condition or unplanned event that didn't result in an injury, illness or damage to equipment or property but had the potential to do so.

Job Related Injury – An injury to staff, contractor, or client staff occurring during work related activity.

Job Related Illness – A job related illness effecting staff, contractor, or client staff occurring during work related activity.

Fatality –- An injury resulting in the death of a worker.

Vehicle Damage – Damage to personal, business, contractor, or client owned vehicles or mobile equipment.

Property Damage – Damage to personal, business, contractor, or client owned property occurred.

Security Incident – Any incident involving the security of staff, contractor, or client facilities, theft, violence or other security related incidents.

Fire/Explosion/Flood – Any unplanned incident involving fire, explosion, or flood.

Spill – The unintended release of a hazardous substance that touches the ground.

Contractor Related – Any incident involving a contractor of Control Tech.

Non-conformance – An incident occurred because a safety, environmental or quality rule, policy or procedure was not followed.

Reportable Collision - Current legislation requires a traffic collision be immediately reported to the police if it results in death, injury, or property damage of a minimum dollar amount.

Regulatory – Any violation of federal, provincial, municipal or client legal or other requirements

9.13.8 INJURY CLASSIFICATIONS

Injuries shall be classified according to the following:

Recordable Incident: A work related incident resulting in medical treatment, modified duty, lost time, and/or fatality. First Aid/Medical Consultation is not considered a recordable incident.

Fatality: A death resulting from a work related incident.

Lost Workday Cases/Lost Time Incidents: A work related incident which results in the employee being off work beyond the day of the incident.

Restricted/Modified Duty: A work related injury that results in a change to the employee's regular job duties beyond the day of the incident.

This includes the employee being prevented from performing one or more of the routine functions of his/her job, and/or a change to the employee's work schedule. Enter incidents in this category only if the restricted/modified work was assigned by a Health Professional.

Restricted/Modified Duty: A work related injury that results in a change to the employee's regular job duties beyond the day of the incident.

This includes the employee being prevented from performing one or more of the routine functions of his/her job, and/or a change to the employee's work schedule. Enter incidents in this category only if the restricted/modified work was assigned by the company without guidance from a Health Professional.

Medical Treatment Incidents (No Time Loss, No Restrictions): A work related incident which involves medical treatment from a health care professional followed by immediate return to work without restrictions.

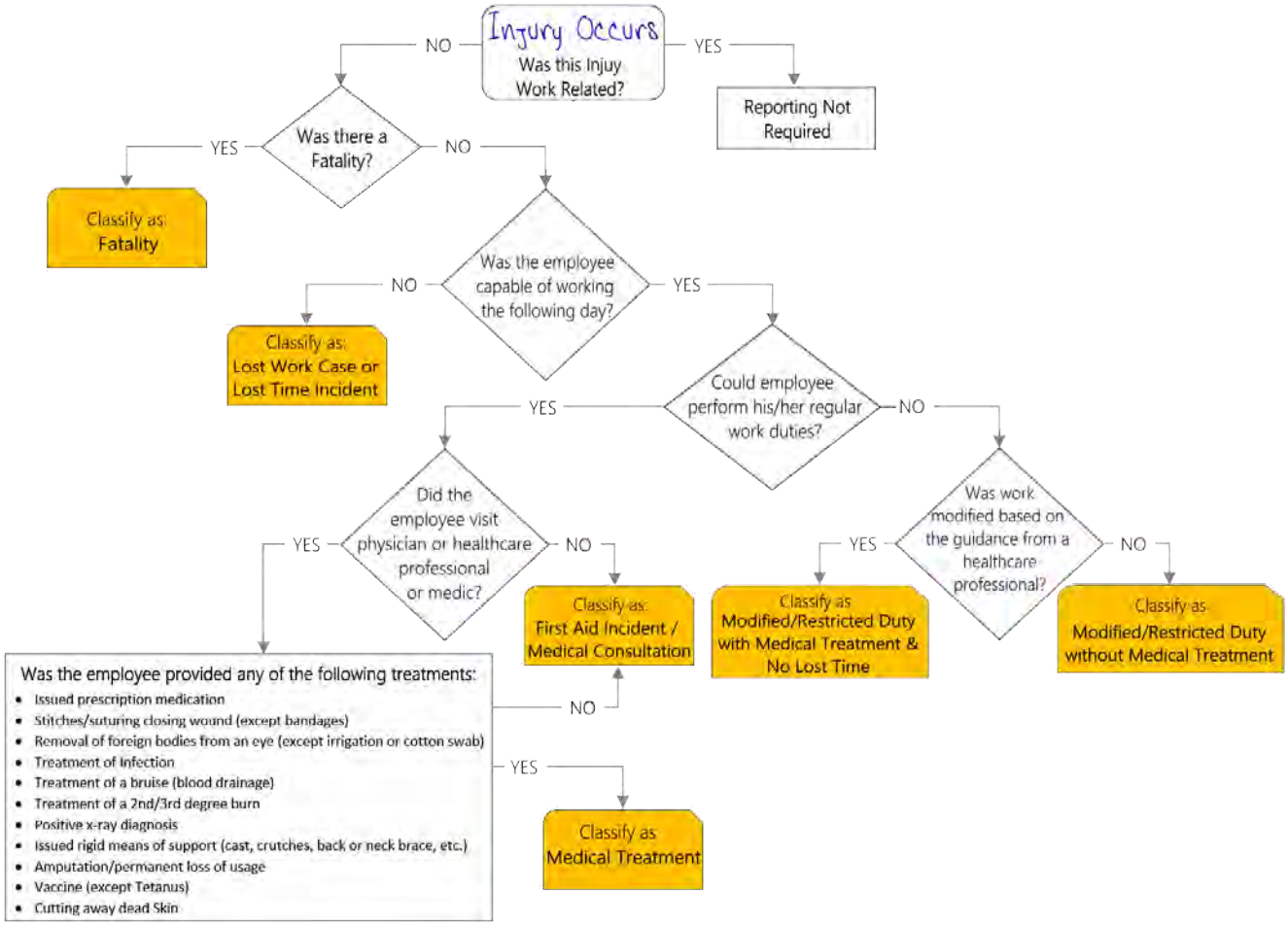
Medical treatment includes issuance of prescription medication, wound closing/suturing, removal of foreign bodies from a wound (complicated), removal of foreign bodies from an eye (except irrigation and cotton swab), treatment of infection, treatment of a bruise via blood drainage, treatment of 2nd/3rd degree burn, issuance of a rigid means of support, amputation/permanent loss of usage, vaccine (except tetanus), and cutting away dead skin.

First Aid Incidents/Medical Consultation (No Treatment): A work related incident that typically does not require attention from a health care professional.

First aid includes visit to health care professional solely for observation, non-prescription medication, wound covering, removal of foreign bodies from a wound (uncomplicated), removal of foreign bodies from an eye via irrigation or cotton swabs, treatment of 1st degree burn, hot or cold therapy, diagnostic test (e.g. - x-ray, blood test), issuance of a non-rigid means of support, use of temporary immobilization devices (e.g. sling), use of eye patches, use of finger guards, tetanus immunization, cleaning of a wound on skin surface, drilling a nail to relieve pressure, drinking of fluids to relieve heat stress, and massage (except when prescribed by a health care professional).

The following are examples of incidents that will not be considered as recordable:

- The injury or illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs outside the work environment.
- The injury or illness results solely from voluntary participation in a wellness program or in flu shot, exercise class, racquetball, or baseball.
- The injury or illness is solely the result of a worker eating, drinking, or preparing food or drink for personal consumption (whether bought on Control Tech's premises or brought in). The injury or illness is solely the result of a worker doing personal tasks (unrelated to their employment) at the establishment outside of the worker's assigned working hours.
- The illness is the common cold or flu (Note: contagious diseases such as tuberculosis, brucellosis, hepatitis A, or plague are considered work-related if the worker is infected at work).



To determine total number of **Recordable Incidents**: add all **Medical Treatment**, **Modified Duty**, **Lost Time** and **Fatality** Incidents together.

IMPORTANT: Record <u>each incident only once</u> at the highest level of severity.

9.13.9 CORRECTIVE ACTIONS

Corrective actions are identified and documented to prevent a recurrence of the incident. Site Managers are held accountable for ensuring corrective actions are implemented. The written incident investigation report shall include any immediate corrective actions that were taken as well as any long-term actions that are required to prevent the recurrence of the incident.

Corrective actions for safety improvement input are posted at each site and tracked by the Safety Manager to ensure timely follow up and completion. Corrective actions are also used as needed for revisions to site specific safety plans and the Control Tech Health and Safety Management System.

All incident investigations will be completed and signed off by most senior manager.

9.14 INCIDENT REPORTING AND INVESTIGATION FORMS

Control Tech has developed standard Incident Report and investigation Forms for use. The investigation report must include the following:

- the place, date and time of the incident

- the names and job titles of persons injured in the incident
- the names of witnesses
- a brief description of the incident
- a statement of the sequence of events which preceded the incident
- identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident
- recommended corrective actions to prevent similar incidents
- the names of the persons who investigated the incident.

Employee Field Report

The employee field incident report has been created to ensure the employee involved in the incident has an opportunity to tell management what happened in their own words, their perception of the incident and give valuable feedback as to why the incident happened and what changes could be made to prevent recurrence.

First Aid Report

First aid legislation requires all injuries treated at the work site be recorded and the record be treated as confidential and kept in a secure area for three years. Control Tech uses a First Aid Report to document all first aid cases.

Near Miss/Safety Concern Report

Even if a near miss or a safety concern has not resulted in an injury or damage to equipment it should still be reported, preferably in writing. Near Miss/Safety Concern Report is available and should be filled out. If a near miss or safety concern is reported verbally to the supervisor then the supervisor needs to fill out the report and be investigated as with any other incident.

Field / Incident Report Form

The Control Tech Incident Report Form is required to ensure that all relevant information is captured and maintained. The incident report form will be completed immediately after the event by the worker(s) involved and a copy given to the worker(s). The Control Tech copy of the Incident Report Form is used to initiate the incident investigation and will be maintained on file.

Incident Investigation Report Form

The Control Tech Incident Investigation Report Form prompts the investigation team to follow correct investigation procedures and will lead them to the identification of the root causes and appropriate follow-up action.

Witness Statement Cards

The Control Tech Witness Statement Cards will be utilized to obtain worker and witness information related to all incidents. The cards should be completed as soon as possible following the incident, will be dated, signed and attached to the Incident Report Form and Incident Investigation Report Form. Witness Cards should be included in the Incident/Accident reporting kit which is to be carried in every company vehicle and accessible on every jobsite.

10.0 EMERGENCY PREPAREDNESS & RESPONSE

Control Tech recognizes that a prompt, efficient response to emergency situations is an important component of maintaining the health and safety of all members of all workers. It is the goal of Control Tech to have the necessary equipment and trained personnel organized and available to respond effectively to a wide range of emergencies.

Emergency Management Program coordinates and integrates all activities necessary to build, maintain, and improve Control Tech's ability to mitigate and prevent, prepare for, respond to, and recover from natural and human caused emergencies or disasters.

The foremost priority in responding to emergency/crisis situations is the safety and protection of workers, management, and the public.

Control Tech is committed to limiting or containing the extent of damage incurred during an emergency/crisis and to recovery and restoration of operations as soon as possible.

Control Tech has established an emergency response plan (ERP) for responding to an emergency that may require rescue or evacuation which everyone must follow. This ERP includes the identification of potential emergencies that may be faced by employees and the procedures for all of the identified potential emergencies which must be followed. All workers are provided training on emergency response.

Control Tech will provide necessary counselling and other assistance as appropriate to employees who suffer post-traumatic stress as the result of the incident or crisis.

Control Tech managers and supervisors will consult with affected workers in establishing this plan. The procedures will be reviewed annually to ensure current.

For emergencies that may arise at a remote jobsite where workers are under the direction of a prime contractor, workers must follow the directions of that prime contractor. Instructions will be communicated to you when you arrive on location or on pre-job hazard or during safety meeting.

Where Control Tech is responsible for the site then the emergency procedures listed in the site plan are to be followed.

The material in this document does not take precedence over applicable government legislation which all employees and subcontractors must follow.

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

10.1 PURPOSE

The purpose of this document is to establish an Emergency Preparedness and Response Program (EPRP) for an emergency that may require rescue or evacuation.

10.2 ASSIGNMENT OF RESPONSIBILITIES

Safety Manager

- Develop, review and implement emergency response plans and procedures
- Revising the emergency response plans as required
- Ensure workers are aware of emergency plans through training
- Monitor effectiveness of emergency plans

Site Manager and Supervisors

- Responsible for ensuring necessary assets are made available for all emergency procedures
- The implementation of the emergency procedures or plans for their work site

Employees

- Follow all ERP procedures or plans
- Participate in emergency planning and required training
- Report all concerns to the Health and Safety Representative (HSR)

10.3 TRAINING

Employees are provided training on emergency response. Every employee shall be instructed and trained in the procedures to be followed by worker in the event of an emergency and the location, use, and operation of fire protection equipment and emergency equipment provided by Control Tech.

All workers must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace. At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept. Workers designated to provide rescue or evacuation services must be adequately trained.

At least once every year and after any change is made in the emergency evacuation plan or the emergency procedures, an evacuation or emergency drill shall be conducted for the employees in that building.

Control Tech shall ensure training for the Emergency Response Plan is delivered, documented and prepares workers and facilities for emergency conditions. Requirements include:

Employees will receive the required first aid training related to the industry through a Government approved agency. Training will include both Emergency First Aid and Standard First Aid.

All employees must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.

The designated site representative shall provide the Emergency Response Plan orientation to all new/transferred personnel before they begin work.

All personnel shall receive a review/update orientation at least annually, or whenever any new/revised information is to be provided.

The Emergency Response Plan Orientation Check List shall be completed after orientation and the record maintained in the individual's training records.

Control Tech management shall ensure that contractors/consultants working in areas under the supervision of Control Tech also receive the Emergency Response Plan orientation upon arrival to the area.

Employees expected to perform duties under the Emergency Response Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining, appropriate to the type of rescue or evacuation being provided, and training records must be kept.

A list of trained staff responders shall be posted and maintained indicating their name, response function, their work location and what type of equipment they have been trained for.

All employees are required to take the following training

- First Aid
- H_2S
- TDG
- WHMIS
- Fire Extinguishers
- Specialized PPE – respirators, personal gas monitors (as required – potential H_2S release)
- Worker Responsibilities in an emergency

Drivers are also required to take training in

- placement of reflective triangles
- collision reporting
- paperwork requirements (TDG/DOT)

TYPE OF TRAINING	HOW OFTEN (IN YEARS)
First Aid	3
H2S Alive	3
WHMIS	5
TDG	5
Individual Responsibilities	1
Emergency Equipment	1

British Columbia Requirements:

All workers must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace. At least once each year emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures, and a record of the drills must be kept. Workers designated to provide rescue or evacuation services must be adequately trained.

10.4 EMERGENCY RESPONSE PLANNING, ISSUING AND ANNUAL REVIEW GUIDELINES

4 Emergency Categories Include:

1. Natural (e.g. severe storms, tornados, lightning strikes)
2. Technical (e.g. fire, chemical spill, power outage, structural collapse)
3. Intentional (e.g. threat, act of violence or weapons possession.)
4. Health-related (e.g. pandemic response, or incidents of infectious and communicable disease)

Emergency Procedures shall be issued and discussed with all new/transferred personnel upon arrival for assignment.

Emergency Response Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:

1. Client emergency services department requirements.
2. Control Tech safety staff and management.
3. The requirement to ensure the plan is up to date to reflect current circumstances at the workplace.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation and products or services which warrant new emergency situations.

10.4.1 WRITTEN EMERGENCY RESPONSE PLAN

Control Tech must conduct a risk assessment in any workplace in which a need to rescue or evacuate workers may arise. A workplace must have a written emergency plan, appropriate to the hazards of the workplace. The plan must address emergency conditions which may arise from within the workplace and from adjacent workplaces.

If the risk assessment shows a need for evacuation or rescue, appropriate written procedures must be developed and implemented.

Written rescue and evacuation procedures are required for but not limited to:

- Work in confined spaces or where there is a risk of entrapment.
- Work with hazardous substances.
- Underground work.
- Work on or over water.
- Workplaces where there are persons who require physical assistance to be moved.

Procedures for potential emergencies shall be contained within the Site Specific Emergency Response Plan.

10.4.2 IDENTIFICATION OF POTENTIAL EMERGENCIES

Control Tech must conduct a risk assessment in any workplace in which a need to rescue or evacuate workers may arise. A workplace must have a written emergency plan, appropriate to the hazards of the workplace. The plan must address emergency conditions which may arise from within the workplace and from adjacent workplaces.

Each Control Tech work site shall have an emergency plan that identifies all potential disasters or emergency situations Control Tech may face.

Control Tech will assess the potential for harm to people, property, equipment and the environment for each potential emergency situation stemming from natural disasters, man-made events, equipment failures and technological failures.

The Emergency response plans shall include instructions for dealing with all identified potential emergencies.

10.4.3 POTENTIAL EMERGENCIES PROCEDURES

Contained within the Control Tech Site specific Emergency Preparedness and Response Plans are response procedures for the work site for each identified emergency at that site. Each worksite will have location specific emergency plan including the relevant response procedures, as listed below for each site.

10.4.4 EVACUATION PROCEDURES

Contained within the Control Tech Emergency Preparedness and Response Program are evacuation procedures for the work site, establishment of safety zones and muster points where people being evacuated can gather Individuals are assigned specific duties in the event of an emergency evacuation. Alarm systems to be used are established in the event of an emergency and they must suit the specific needs of the work site.

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees must be trained when assigned to a work area.

Evacuation Procedures Planning

The individual site evacuation procedure shall be appropriate to the risk and must be developed and implemented to:

- Notify staff, including the first aid attendant, of the nature and location of the emergency.
- Evacuate workers safely.
- Check and confirm the safe evacuation of all employees.
- Notify the fire department or other emergency responders.
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies.

Evacuation procedures and methods of rescue should be identified and reviewed with workers prior to commencing work activities.

At least one member of a rescue team must be a first aid attendant trained to immobilize an injured employee.

Essential Services Management

Staff designated to remain in the facility to shut down or supervise essential operations or equipment will be specifically trained and authorized by management to perform their duties.

Evacuation Drills

At least once each year, emergency drills must be held to ensure awareness and effectiveness of emergency exit routes and procedures and a record of the drills must be kept. Before conducting an evacuation drill, a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, doors, etc.) are in proper order and that occupants can use them safely. Records of both drills and actual emergencies will be kept and reviewed after each incident/exercise to identify areas where improvements can be made.

Following an evacuation or drill, a response review shall be conducted and documented by the Control Tech Emergency Co-ordinator and lessons learned shared with the appropriate responders and staff using the Control Tech Evacuation Report.

Co-ordination within a Facility

Emergency training and drills should also be coordinated within a Control Tech facility so that key staff are involved in the planning process and are aware of their responsibilities in an emergency as well as during the drill.

Facility management also needs to be informed of the potential for the interruption in productivity and business operations. Alternatives for the continuity of critical operations need to be considered.

Emergency Evacuation Notification and Routes

Procedures for rescue and evacuation will be determined during planning process and communicated to employees during pre-job meetings for site specific remote jobsites.

1. In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:
2. Advise all personnel of the emergency.
3. Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification within the building.

4. Evacuate all persons to the identified assembly area and account for everyone including visitors and clients.
5. All personnel will proceed to the primary safe area immediately located at the identified emergency assembly area for their location.

A copy of escape routes shall be posted in all offices, at all alarm stations and at all exits.

Sweep Check by Control Tech Designated Responders

- Control Tech trained responders will establish a pattern that will permit covering the area in the shortest time, with a minimum of backtracking.
- When the evacuation alarm rings, stop work immediately and conduct a sweep of the area. Ask everyone to leave the premises immediately and proceed to the identified emergency assembly area for their location.
- If smoke or flame is encountered, leave that section immediately, finish the sweep and evacuate the building by activating fire alarm pull stations. Remember, if in doubt get out.
- If anyone refuses to leave, note their name and location and advise the client emergency services personnel.
- Meet the client emergency services personnel and advise them of your sweep or an area of smoke or flame that you were unable to check. Assist with head count and evacuation if required.
- Ensure that everyone stays at the emergency assembly area until the Emergency Coordinator has given an all clear to re-enter the building.

In the event of inclement weather, the client will make arrangements to have buses either as temporary shelter or to transport personnel to another location.

10.4.5 COMMUNICATION

A means of communication is readily available to notify emergency services of an emergency. Effective communications must be maintained between the employees engaged in rescue or evacuation and support persons.

Specific communication systems for use in the event of an emergency have been developed and emergency contact numbers posted where they are most likely to be needed. Control Tech will include the names of local responders that could respond quickly in an emergency and will ensure these responders know that they are on the Control Tech Emergency Contact List Form.

All emergencies during or after hours must be reported by phone or in person to the Control Tech office.

10.4.6 CONTROL AND DIRECTION

In the case of an incident personnel will be assigned duties to perform in order to control the scene and investigation. These duties must be reviewed monthly or more frequent if positions change frequently with location & job to ensure the information is current and that all participants are familiar with their duties.

1. Control the scene
2. Head count at the assembly area with list of all persons on site.
3. Directing emergency response personnel to the scene
4. Accident investigation: witness statements and pictures
5. Contact emergency response personnel

Each site Emergency Response Plan shall contain a procedure for evacuation if required.

The Control Tech designated Emergency Coordinator will maintain an active list of all Control Tech and contract emergency responders.

10.4.7 EMERGENCY EQUIPMENT

Emergency equipment must be identified, available on site and maintained in good operating condition. Requirements will vary depending on Control Tech work site locations, the nature of the work performed and worker population. OHS legislation is referred to in order to determine minimum requirements for first aid kits, fire extinguishers, water hoses, emergency showers, emergency lighting, breathing apparatuses, ladders, stretchers, emergency communication equipment, etc.

Emergency equipment is to be in accessible locations and Control Tech has established a regular schedule to service and inspect all emergency equipment including first aid and rescue equipment.

10.4.8 DISASTER SERVICES

If required, the Control Tech Emergency Preparedness and Response Program may need to be reviewed with local emergency response agencies to ensure they have all the information they need to mount an effective response in the event of an emergency.

10.4.9 INSPECTION AND MAINTENANCE RECORDS

Maintenance records must be kept, including but not limited to, the name of manufacturer, the type of equipment, the date put into service, when and for what purpose the equipment has been used, the date of the last inspection and name of the inspecting person, any damage suffered and the date and nature of any of maintenance on emergency response equipment.

Ropes and associated equipment must be inspected visually and physically by qualified employees after each use for rescue, evacuation or training purposes.

Facilities will be inspected monthly and a member of the Joint Health and Safety Committee (JHSC) is to participate in all inspections.

The Control Tech designated representative will perform and maintain the Control Tech Emergency Inspection Checklist Form on a monthly basis. The checklist shall be maintained for retention in active files for two years and in on site archives for seven years.

10.4.10 MEDIA RESPONSE PLAN

Control Tech employees must not be interviewed by anyone unless the Legal Department has given prior approval. In most cases the Legal Department will have an attorney present for such interviews.

Note: If after Control Tech personnel have received approval for an interview from the Legal Department and another party's attorney appears unannounced, you should politely adjourn the interview until the Control Tech Legal Department can be contacted. Personnel must not give any work related interviews, affidavits, written or recorded statements, or depositions without the express approval from the Control Tech Legal Department.

In the case of interviews of Control Tech employees by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Legal Department before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to the Control Tech Chief Operating Officer. Unless requested to do so by the Legal Department, other company personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from a Control Tech representative and not the media.

10.4.11 LOCATION AND USE OF EMERGENCY FACILITIES

Control Tech shall ensure each Emergency Response Plan lists the location and how to use emergency facilities for each work site. For off-site locations, outside services that can provide assistance in the event of an emergency, should be identified and reviewed with workers prior to commencing work activities. A list shall be posted in a conspicuous area showing local emergency facilities and how to contact.

10.4.12 ALARM AND EMERGENCY COMMUNICATION

Each Emergency Response Plan for Control Tech shall contain methods to address alarms and communications in case of an emergency. For off-site locations, the method of emergency notification should be identified and reviewed with workers prior to commencing work activities**.**

Alarm System

Each Emergency Response plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.

Communications

Control Tech responders use telephones, cell phones and radios in conjunction with emergency response.

10.4.13 EMERGENCY RESPONSE PROGRAM MANAGEMENT

The Control Tech site manager will have the overall accountability for administering the Emergency Response Plan.

For the purpose of this Emergency Response Plan guidance the Emergency Coordinator will be designated by the Control Tech site manager. His/her alternate will be the Control Tech Site Safety Supervisor or otherwise designated by the site manager.

Employees performing rescue or evacuation must wear personal protective clothing and equipment appropriate to the hazards likely to be encountered.

Duties

Emergency Coordinator ensures that:

- Evacuation drills are conducted on an annual basis.
- Inspections of facilities are performed monthly.
- All necessary repairs of components for evacuation paths are completed.
- Plans for the modification of any part of an evacuation path are reviewed.
- An up to date list of Fire Wardens is maintained.
- Radios and reflective vests and other response equipment are available.

During an evacuation or evacuation exercise, the Control Tech Emergency Coordinator:

- Coordinates activities in accordance with either local authorities or the client Security and ERT as required.
- Coordinates Fire Wardens and informs them the nature of the emergency via handheld radios.

Following an evacuation or evacuation exercise, the Control Tech Emergency Coordinator:

- Notifies Fire Wardens that it is safe to re-enter the building.
- Prepares a report following an evacuation (actual or drill).

- Reports to management for follow up or corrective actions.

Site Safety Supervisor:

- Assist the Control Tech Emergency Coordinator when requested.

Residents, Contractors and Visitors

- All employees, users, contractors and visitors will follow the instructions of the Fire Wardens, Security, ERT, Safety Personnel, Managers and Supervisors when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building.

10.5 EMERGENCY RESPONSE PLAN

10.6 EMERGENCY OPERATIONS COORDINATOR (EOC)

The emergency operations coordinator (EOC) is the person who serves as the main contact person for the company in an emergency. The EOC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the EOC. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

10.7 EMERGENCY CONTACT NUMBERS

SITE SPECIFIC EMERGENCY CONTACTS
In case of an Emergency Call: **911**

CONTROL TECH 24/7 EMERGENCY CONTACTS		
POSITION	**NAME**	**CONTACT NUMBER**
Manger Corporate EHS	Wade Johannsen	**780-897-0253**
Senior Operations Manager	Sam Owen	**780-814-4622**
Executive	Dustin Richarde	**780-814-4165**

Fire Dept.	**911**	Emergency Assistance, Put out fires, first response in case of accidents
Ambulance	**911**	Medical Aid
STARS Air Ambulance Worksite must be registered	**911**	Emergency medical helicopter service for remote worksites and communities.
Police/RCMP	**911**	Control and direct people during an emergency. Emergency Response, security, site control in an emergency

10.8 LOCATION AND USE OF EMERGENCY RESPONSE FACILITIES

HOSPITAL/MEDICAL CENTRE LOCAL CONTACT		Medical care
RCMP (Police) LOCAL CONTACT		Emergency Response, security, site control in an emergency.
FIRE DEPARTMENTS LOCAL CONTACT		Supplies information and assistance for development of ERP. Put out fires, first response in case of accidents
DANGEROUS GOODS SPILL CANUTEC	**(613) 996-6666 or** ***666** from cellular **(24 hr)**	Provides Information & Guidance for: first step response, public safety measures, potential hazards
GAS Emergency Response (24 hr)		Shut gas off to affected area as applicable
POWER Emergency Response (24 hr)		Shut off power flow to affected area as applicable

PHONE	Telus **310-2255** (toll free) **or *611** (from cell phone for Canada only)	Report outages of phone service
POISON CENTER	**1-800-332-1414**	Provides information & direction to people in emergency situations dealing with poisons.
ENVIRONMENT CANADA	**604-666-6100**	Information and legislation dealing with environmental issues. Oil and Chemical Spill Reports (24 hours)
WHMIS HOTLINE	**1.800.387.5710**	Ensures you have the information required to work safely with the controlled products in your work area. Know where the SDS (Safety Data Sheets) are located in your work area.

10.9 POTENTIAL EMERGENCIES

Emergencies that have been identified for Control Tech worksites include:

Vehicle Collisions/Accidents
Vehicle Breakdown
Medical Emergencies
Fire
Explosion
Extreme Weather
- Tornadoes
- Severe Thunderstorm
- Earthquakes
- High Winds
- Hail Storms
- Severe Snow Storms
- Severe Lightning Strikes
- Flash Floods

Extreme Temperature
Forest Fires
Workplace Violence
Chemical Spill Procedures
Contact with Electrical Current
Incidents with a Fatality or Serious Injury
Gas Leaks
Chemical Fire
Chemical Spills
Sweet Gas
Sour Gas H2S Release

10.10 PROCEDURES FOR DEALING WITH THE IDENTIFIED EMERGENCIES

If an emergency develops, do the following:

1. Remain calm, do not panic.
2. Assess the situation
3. Identify any other hazards
4. If a worker is injured, have someone stay with worker until help arrives.
5. Call 911 and give:
   - Your Name
   - Your Phone Number
   - Your Location
   - Nature of the Emergency
6. Stay on the line and await instructions

7. The Emergency Services personnel will dispatch the appropriate response and evacuation vehicles, including STARS Air Ambulance.
8. Meet Emergency vehicle at a specified meeting point and direct to site.
9. Secure the Scene

NOTE: For emergencies that may arise at a remote jobsite where workers are under the direction of a prime contractor workers must follow the directions of that prime contractor. Instructions will be communicated to you when you arrive on location or on pre-job hazard or during safety meeting. If Control Tech is responsible for the site then the emergency procedures listed in the site plan are to be followed.

VEHICLE COLLISION/ACCIDENTS

DO:

1. Stop - Failure to stop is a criminal offence
2. Call for assistance by phone or radio. (follow their instructions)
3. Give the exact location and details
4. Give first aid to injured (if you are trained)
5. Secure the scene (turn on hazard lights, put reflective triangles in place, direct traffic)
6. Assess the Situation
    a. Is there a fire?
    b. Is there a spill or leak?
    c. What is at risk, people, property or the environment?
    d. What should be done? (Is an evacuation necessary?)
    e. Is diking necessary?
    f. What resources (human and equipment) are required and which are readily available?
    g. What can be done right away?
7. Take pictures when able – for investigation: position of vehicles, landscape, etc.
8. Hand out witness cards to witnesses (collect them when they are done filling them out)

DO NOT:

Do not leave the scene (until directed to do so by your supervisor or the RCMP)
Do not move injured persons (unless further danger is imminent)
Do not discuss the incident (except with police officers or a company representative)
Do not leave your vehicle unguarded
Do not move any of the vehicles involved until the police arrive

VEHICLE BREAKDOWN

1. Pull over as far onto the shoulder of the road as is safe or if at all possible pull into the next available rest area or parking lot or area big enough to park your unit.
2. Turn on hazard lights if functional
3. Set up reflective warning triangles
4. Contact Dispatcher to report breakdown and get for further instructions

MEDICAL EMERGENCIES

1. Call for assistance by phone or radio. Give the exact location and details of the medical emergency.
2. If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave worker unattended.
3. Arrange for emergency medical transportation based on the medical planning portion of the site's Emergency Response Plan.

FIRE

1. Warn others in the immediate area.
2. Evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area
3. Small fire – If employees have been trained, fight the fire using a portable fire extinguisher only if it is safe to do so, Remember, if in doubt get out. Do not
4. Large fire - Notify the appropriate emergency response personnel by phone or radio and pull the nearest fire alarm if present.
5. Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

Always Remember:

- Do not let fire spread around you.
- Keep a safe distance from the fire.
- Once fire extinguisher is emptied, if fire continues, evacuate the scene and wait for the fire department.
- Prior to starting to battle the fire, designate someone to call the fire department. Fire fighters are trained to distinguish all types of fires.
- Always remember extinguishers are made for small fires, containing it until the Fire Department arrives, can save lives and/or property.
- Portable Fire Extinguishers are not designed to fight large or spreading fires.
- Fire extinguishers must be recharged after each use.

If a fire extinguisher fails to properly put out the fire, get to an exit and proceed to the gathering point for further instructions. You should never put yourself at risk in an attempt to extinguish the fire.

FOREST FIRES

1. Forest and grassland fires can easily ignite and spread quickly. They are very unpredictable!
2. Warn others in the immediate area.
3. Call & Report the fire to the proper emergency response services in your area
4. Get out of area immediately

Crowning forest fires often spread at up to 7 km/ per hour and windblown prairie fires have been known to travel at speeds exceeding 17 km/ per hour.

In the event of a fire, the primary consideration must be for the safety of all personnel.

EXTREME WEATHER

During

It must be understood that this document cannot foresee all disasters, the nature of their intensity or violence. Therefore, the following are generally accepted guidelines for field personnel, should any of these events occur.

1. Ensure onsite personnel safety:
    - Have emergency first aid available.
    - Contact Ambulance (or Air Ambulance) Services, Hospital (closest to site), Police.
    - Contact fire/emergency personnel.
    - Create safety zone to cordon off area affected.
2. Containment of the event, which may include:
    - Remove hazardous materials (any explosive, flammable, or combustible) from immediate area.
    - Cordon off area: other than qualified emergency services personnel.
    - Disconnect or power off all electrical services.
    - Sandbag or trench areas as appropriate.

- Attempt to remove other materials, which may add fuel to a potential fire (only if there is no risk of injury).

3. Extinguish
   - No attempt should be made by onsite personnel to extinguish any fire unless they are qualified (by certificate) to do so.
4. Salvage:
   - If appropriate, move equipment, trailers, vehicles and any other transportable items to safety.
5. Notification
   - Contact Control Tech Management.
   - Contact AEUB, WCB, OHS and/or municipal agencies.
   - Contact owner/operator to inform of situation.
   - Contact police (if death occurs).
   - Management will contact individual's immediate family.

Cleanup

After an emergency, provide expertise to the rig to clean up the site, returning it as closely as possible to its original state. Cleanup procedures might include:

1. Protection of evidence.
2. Proper disposal of hazardous wastes.
3. Hiring of specialist cleanup services.
4. Documentation of cleanup activities.
5. Restoration of the work site and surrounding area (including vegetation).

Return to Work

Crews should proceed with a systematic return to operations by following these steps:

1. Determine the extent of damage
2. Isolate damaged equipment
3. Take necessary steps to prevent further damage and control hazards in damaged areas
4. Barricade damaged areas/sections and erect temporary shelters as necessary
5. Recall Personnel

EXTREME TEMPERATURES

Heat Stress

1. Seek medical aid immediately
2. Move the worker to a cooler environment
3. Worker should lay down
4. Remove or loosen tight-fitting clothing
5. Sponge worker with cool water and fan them to cool body temperature. (Take care not to cool the worker too much. If the worker begins to shiver, stop cooling)

Heat Stroke

1. Move the worker to the coolest place available.
2. Notify the first aid attendant, call 911, and/or arrange for immediate transportation to medical aid.
3. Maintain airway, breathing, and circulation as required, and monitor patient until help arrives.
4. Remove all outer clothing, and apply cold water to the worker by either dousing or applying wet, cool sheets.
5. Spraying or sponging the entire body with cold water is also effective. Fanning will also help.
6. Continue to cool the worker during transport.

Hypothermia

1. Call 911 for immediate medical treatment
2. Cover exposed skin with suitable clothing and make sure head is well insulated
3. Adjust the casualties clothing to keep wind or drafts out, wrap in windproof material like a reflective "space blanket" or garbage bag.
4. Move casualty out of wind if possible, if not protect casualty from wind
5. Loosen or remove tight clothing
6. If in shelter and have access to dry clothes gently replace wet clothes with dry clothes if you are not in shelter put dry clothes over wet clothes if you do not have dry clothes press as much water out of clothes and cover with something windproof.
7. Insulate from ground – pine branches, leaves, moss, anything to provide insulation will work.
8. Get medical help. If you have to leave to arrange transportation, the casualty should be placed into recovery position
9. Ongoing monitoring

Severe

1. Call 911 for immediate medical treatment
2. Do Not make any attempts to increase body temperature EXCEPT
    a. Skin on skin contact of the torso with 2 other people (person on each side of the victim.)
3. Maintaining temperature and preventing further loss is the most important thing.
4. Don't leave victim alone
5. Do Not let victim go to sleep
6. Do Not administer fluids
7. If a person becomes unconscious
    b. Monitor their breathing and pulse carefully.
    c. If you can detect a faint pulse do not do CPR to support their heart.
    d. Only start rescue breathing, chest compressions or full CPR if you cannot detect any breathing, any pulse or both. Administering CPR to someone, even someone with a slight pulse can cause his or her heart to stop.
    e. Check frequently to see if they start breathing on their own, even if it is shallow, the same for a pulse.

Immersion Hypothermia

1. Tell casualty not to remove clothing
2. Tell casualty to move as little as possible
3. When taking casualty out of water, keep them horizontal while handling as gently as possible
4. Proceed with first aid as outlined above

EXTREME WEATHER WHILE DRIVING

Vehicles shall not operate during adverse weather conditions when:

1. the visibility due to snow or fog is less than 150 metres
2. the roadway is covered with snow, sleet, or ice which impedes the driver's or other motorist's ability to drive in a safe manner

If you encounter unexpected conditions as listed above while already enroute:

1. Stop at the next safe location (or as directed by an authorized Transportation staff member or a peace officer) and wait for the adverse conditions to subside.
2. DON'T stop on the side of a highway where part of your load extends into a driving lane or shoulder.
3. Radio /call office immediately with your location

Stranded Enroute (Hitting the ditch, vehicle breakdown)

1. Run vehicle if it is safe to do so to stay as warm as possible.

2. Place warning triangles as required (see vehicle breakdown above for instructions on placement)
3. Always leave the window down a bit and ensure the exhaust can be vented clearly away from vehicle. Get out and clean away snow from around exhaust pipe (as/if situation requires).
4. If you can smell the exhaust strongly shut vehicle off immediately
5. If you find yourself getting tired, get out of vehicle and breathe some fresh air. (There may be an exhaust problem you are unaware of)
6. If you can't keep vehicle running warm it as much as possible by shutting windows and lighting a candle from emergency kit. Wrap yourself in additional clothing, blankets. Do not overdress as sweating can cause more problems.

EXPLOSIONS

1. Get down on the floor, take shelter under tables or desks, and protect your face and head against flying glass and debris.
2. Once it is safe to do so, evacuate the premises via the nearest exit and proceed to the nearest Emergency Assembly Area.
3. Re-enter only after the Emergency Coordinator has given an ALL CLEAR.

WORKPLACE VIOLENCE

1. Notify security immediately by phone or radio and report the occurrence.
2. Do NOT attempt to physically intervene.
3. Protect yourself first at all costs.

CONTACT WITH ELECTRICAL CURRENT

Contact with Normal Electrical Current

1. Don't touch the victim unless the power is off.
2. Unplug the equipment or turn the power off at the main control area.
3. If you can't turn off the power, use a dry wooden board or broom handle to separate the victim from the power source.
4. Call for emergency medical assistance.
5. If the victim is not breathing, perform mouth-to-mouth resuscitation, if trained.
6. If the victim is conscious, keep them calm. Lay them on their back. Elevate their feet. Cover them with a blanket.

Contact with High Voltage Line

1. Call for emergency help and medical assistance.
2. Don't try to separate the victim from the power source. (you can try to throw something at the line to break contact but DO NOT try to move the line by toughing it with anything that you are holding onto)
3. Don't touch the victim unless you are absolutely certain the victim is not in contact with electrical wire.
4. Provide first aid once the casualty is free of contact.

Contact with High Voltage While in Truck

If your load touches a high-voltage line, the operator should take the following precautions:

1. Stay on the truck. Do not touch the truck and the ground at the same time. Touching anything in contact with the ground could be fatal.
2. Keep others away. Warn them not to touch the load, load lines, boom, bucket, or any other part of the equipment.
3. Get someone to call the local utility to shut off the power.
4. Do not move the machine until the utility company shuts down the line and confirms that power is off.

5. If an emergency such as fire forces you to leave the machine, jump clear. NEVER step down. If part of your body contacts the ground while another part touches the machine, current will travel through you.
6. Jump with feet together and shuffle or hop away in small steps. Don't take big steps. With voltage differential across the ground, one foot may be in a higher voltage area than the other. The difference can kill you.

ELECTRICAL FIRE

1. Unplug the burning or smoking appliance.
2. Get everyone out at once.
3. If the fire is small, use a CO2 or dry powder fire extinguisher. Never put water on an electrical fire.
4. Call for emergency assistance or the fire department. Tell the dispatcher your name, address, and that you have an electrical fire.

INCIDENTS WITH A FATALITY OR SERIOUS INJURY

1. Suspend all operations
2. Call for Ambulance
3. Administer first aid (if applicable)
4. Contact RCMP (if a fatal injury is sustained)
5. Secure and isolate the area.
6. Contact Dispatcher who will contact Prime Contractor's Safety Representative

Once initial even is over:

1. Safety Representative will notify the Government Agencies (WCB, Workplace Health and Safety).
2. Get witness statements if there are any. Fill out the Report of Injury Report
3. Conduct investigation and fill out the incident reports.

Unless otherwise directed by an Occupational Health a Safety Officer or an RCMP officer, the scene of an accident shall not be disturbed except if it is necessary to:

1. attend to those persons injured or killed
2. prevent further injuries and eliminate hazards
3. protect property which is endangered as a result of the accident

Phone the Office:

All accidents must be reported to the General Manager or Assistant General Manager immediately. Notification to the Government must be done by the head office.

Dealing with the Press:

Do not provide any details to the press. Direct any requests for an interview or statement to the General Manager or to the Oil Company Representative.

NATURAL GAS LEAKS, PROPANE - INSIDE

Where there may be a danger of a gas leak keep out of low areas. Do not feel compelled to control the hazard. Use your observation and hearing skills to detect hazards, hissing sounds of gases, leaking fluids, flames, smoke, steam, warning placards, downed wires, etc.

If you smell gas:

1. STOP - turn off all equipment.
2. Immediately open windows and doors,

3. If you can, turn off the main power switch. If any fuses blow when power is restored, turn off the main power switch again and have your building checked by a qualified electrician or call your utility company.
4. Evacuate the area
5. Do a head count
6. If head count is correct move every one upwind of hazardous goods, spills leaks, fires, etc.
7. Notify the gas company from another location, as well as the police and fire department.
8. Do not re-enter the building unless you are told it is safe to do so.
9. Follow the instructions of your local health unit concerning the use of the use of food and water supplies.

<u>If the head count is short and you need to rescue victims:</u>

1. Move upwind of hazardous goods, spills leaks, fires, etc.
2. The properly trained designated searchers must put on their SCBA equipment.
3. The search will be done by a minimum of two people.
4. The searchers will begin at the most likely place for a man to go down.
5. The searchers will remain a minimum of 10 feet apart with the second man carrying the stretcher.
6. The searchers shall follow the search plan.
7. When the man down has been located, the searchers will move the man in the safest and quickest fashion to a clean breathing area.
8. The searchers will begin resuscitation procedures as soon as possible.

SOUR GAS (H_2S) RELEASES

1. **Evacuate**
   - Get to a safe area immediately
   - Move upwind if release is downwind of you
   - Move crosswind if release is upwind of you
   - Move to higher ground if possible
2. **Alarm Others**
   - Call for help ("Man down"), sound bell, horn, whistle or call by radio
3. **Assess Situation**
   - Do a head count
   - Consider other hazards
4. **Protect Yourself**
   - Put on breathing apparatus before attempting rescue
5. **Rescue Others**
   - Remove victim to a safe area
6. **Revive Victim**
   - Apply CPR if necessary
7. **Call for Medical Aid**
   - Arrange transport of victim to medical aid
   - Provide information to Emergency Medical Services (EMS)

Sour Gas and Oil Emergency Response Plans MUST be filed with the AEUB prior to licensing.

SWEET GAS RELEASE

1. **Ensure onsite personnel safety:**
   - Have emergency first aid available.
   - Move personnel from affected area (if possible).
   - Contact Ambulance (or Air Ambulance) Services, Hospital (closest to site), Police.
   - Contact fire/emergency personnel.

- Create safety zone to cordon off area affected.

2. **Containment of the event, which may include:**
   - Remove hazardous materials (any explosive, flammable, or combustible) from immediate area.
   - Cordon off area: other than qualified emergency services personnel.
   - Attempt to shut off source of release (only if there is no risk of potential injury).
3. **Notification**
   - Contact Management.
   - Contact AEUB, WCB, OHS and/or municipal agencies.
   - Contact owner/operator to inform of situation.
   - Contact police (if death occurs).
   - Management will contact individual's immediate family.

CHEMICAL FIRE

Precautions must be used at all times to prevent fires. The following is a list of some guidelines:

1. Gasoline, volatile solvents or any other flammable substance must be stored in containers that are clearly labeled, approved for their contents and located in a safe place away from any source of open flame.
2. Flammable liquids containers must be electrically bonded when liquids are being transferred from one to another.
3. Any portable container which is being used, or has been used, for storage of a flammable agent must never be left exposed to the direct rays of the sun.
4. The fuel tanks of gasoline engines must be filled away from work areas and only when the engines are turned off
5. Approved safety cans and proper grounding techniques must be used when the tank is not filled directly from the storage container or other source of supply.
6. Access to all exits, fire and safety equipment must be kept clear of obstructions at all times.

CHEMICAL SPILL PROCEDURES

Overview

When encountering a spill of any nature, it is the employee's responsibility to:

- Warn others in the immediate area that a pill has occurred.
- Obtain the Material Safety Data Sheet for safety instructions for the material involved.
- Designate a fellow employee to guard the area.
- Inform the supervisor.

Major Chemical Spill Indoors

1. Evacuate immediate area.
2. Call the supervisor or company safety manager. State your name, location, chemical(s) involved, and the amount spilled.
3. Attend to any persons who may have been contaminated.
4. Consult the Material Safety Data Sheet for first aid information.
5. Wait in a safe area for the response team. Your knowledge of the area will
6. Assist the team.
7. Do not allow unauthorized personnel to enter the contaminated area.
8. Report the incident to your supervisor and who will determine if the spill must be reported Legislative authorities

Minor Chemical Spill Indoors

1. Decide if you can safely handle the spill after reviewing the MSDS; IF UNSURE, CALL FOR ASSISTANCE.

2. If malodorous/hazardous vapours are generated from the chemical spill which can be spread outside the local area, contact company Safety Manager for directions
3. Eliminate all ignition sources if flammable material is involved.
4. Turn on fume hoods to capture or direct flow of vapours.
5. Use Spill Kit appropriate to the substance type & quantity:
    - Confine the spill to a small area.
    - Do not allow the material to spread.
    - Dike, block or contain the size of spread of liquid spill by using appropriate absorbing material (vermiculite, commercial absorbent, etc.).
    - Appropriate protective equipment and cleanup materials (e.g. neutralizers, absorbent, etc.) must be used.
    - All lab and shop areas have their own spill kits.
6. Carefully remove other materials, containers, equipment from path of the spill.
7. Sweep solids of low toxicity into a dust pan and place into container for disposal.
8. Dispose of all cleanup materials as hazardous waste. Waste must be properly packaged in a leak-proof container, sealed and labelled with a hazardous waste label.
9. After removal of spilled material, if the chemical is soluble in water, the area should be washed with warm, soapy water to remove any remaining residue.
10. Report the incident to the supervisor

Chemical Spill Outdoors

1. Identify the chemical
2. Immediately report the incident to the Dispatcher or Safety Manager
3. Contain spill rapidly by diking with suitable material (kitty litter, vermiculite, etc.).
4. Attempt to prevent chemical from contaminating ground water and sewer system. Cover opening to sewer if able to do so.
5. Cordon off the immediate area.
6. Do not leave spill site unattended. Wait until assistance arrives

FLOODS

On Roads:

If you cannot see, do not drive. Never drive into a flooded area where you cannot see the road. Follow someone if possible and drive exactly where they do. Walk the path of both wheels before driving through if there is any doubt. Drive through very slowly- it is better to be stuck than to have the engine drown. If it is over your front bumper or up to the doors, do not drive in. If you are absolutely sure that you are on the right road and you have to go through the water, phone someone. Do not park near a flooded area, it could be rising.

On Location:

During heavy rains or snow storms, walk the location regularly looking for flooding or equipment being covered. Move things that are in puddles before they get too deep. If it will freeze, be sure no lines or hoses are in the puddles. Any trailers or trucks that have been in water over their hubs must have their bearings repacked.

Flood Warning:

In case of a flood warning in the area:

1. Listen to the local radio/TV.
2. Prepare to evacuate upon direction. (Note: If a flash flood warning is issued, get out of the area immediately).
3. Check any battery powered equipment and back-up power sources.

4. Store drinking water in clean containers.
5. Move emergency supplies such as food, first aid items, blankets, etc. to the upper floors.
6. Secure all loose objects located outside.
7. Board up windows.
8. Disconnect utilities which are not absolutely necessary.
9. Fill vehicle fuel tanks.
10. If driving, know the depth of the water in a dip or low area before crossing.
11. If vehicle stalls, abandon it immediately and seek higher ground.
12. Do not re-enter the affected area until directed by emergency preparedness personnel.

EARTHQUAKE

If you are indoors, stay there. If you are in danger:

1. Get under a sturdy table, desk or bed.
2. Brace yourself in an inside corner away from windows.
3. Move to an inner wall or corridor. (A door frame or the structural frame or inner core of the building are its strongest points and least likely to collapse. They will also break the impact of any falling objects).
4. In an apartment building the safest place is by the central reinforced core of the building, which is usually located by the elevator well.
5. Choose shelter which will provide an airspace if it collapses. If your furniture shelter moves, stay under it and follow it around the apartment.
6. Watch for falling objects - plaster, bricks, light fixtures, pots and pans, etc.
7. Stay away from tall shelves, china cabinets and other furniture, which might slide or topple over.
8. Stay away from windows, sliding glass doors, mirrors.
9. Grab anything handy (blanket, pillow, tablecloth, newspapers, box, etc.) to shield your head and face from failing debris and splinting glass.
10. Don't be alarmed if the fire alarm or sprinklers go off.

Do Not Rush Outside. Stay on the same floor that you are on. Stairways may be broken and exits jammed with people. Do not use elevators as the power for elevators may go out and leave you trapped. The greatest danger from falling debris is just outside doorways and close to outer walls. If for safety reasons you must leave the building, choose your exits as carefully as possible.

If you are outside, stay there. Move away from the building, garage, walls, power poles and lampposts. Electric power lines are a serious hazard - stay away from fallen lines. If possible, proceed cautiously to an open area.

If you are in a moving car, stop. Stop as quickly as safety permits in the best available space. Stay in your car. Don't stop where buildings can topple down on top of you. A car is an excellent shock absorber and will shake a lot on its springs during an earthquake, but it's a fairly safe shelter from which to assess your situation.

Avoid Fallen Power Lines. The possibility of encountering fallen live wires is great during and after an earthquake. If you are on foot, make a wide path around the wires. If you are in the car and live wires have fallen across the car, remain where you are. Your car is usually well insulated and will protect you from electric shock. Never assume that downed power lines are dead.

After An Earthquake

Within the First Several Minutes:

1. Remain Calm. Don't Panic. Try to calm and reassure others. Stop and take time to think.
2. Wait until all motion has stopped.
3. Do not run down stairs or outdoors. Be prepared for additional shockwaves.
4. Do not light matches, cigarettes or turn on electrical switches. Flashlights are one of the best light sources after a damaging earthquake. Proceed with extreme caution.

5. Protect hands and feet from broken glass or debris. Keep head and face protected (hard-hat, blanket, tablecloth, etc.)
6. Make a quick check for injuries or trapped people. Provide emergency first aid if needed.
7. Do not try to move seriously injured persons unless they are in immediate danger from further injury.
8. Turn off all appliances and office machines. Extinguish all open flames. Check power lines and cords. If problems exist in electrical lines or gas lines the mains should be shut off.
9. It may be necessary to draw a moderate amount of cold water in bathtubs and sinks and other containers, in case service should be disrupted.

10.11 EVACUATION PROCEDURES

Should a fire, natural disaster, or any emergency situation occur which requires the shop or office to be evacuated please follow these directions:

1. Remain Calm
2. Carefully put down any tools you are using.
3. If you are in the shop or office proceed outside using the exit closes to your workstation, WALK-don't run, you want to get outside safely. Aid in the evacuation of workers requiring special assistance.
4. Once outside, proceed to the front parking lot and report to your Supervisor.
5. Remain in the parking lot until the head count has been completed. DO NOT MOVE YOUR VEHICLE – should emergency equipment be required we need to maintain a clear access from the road to the facilities.
6. Wait for further instructions.

Should an emergency situation occur on a jobsite governed by a Prime Contractor that requires evacuation, follow the instructions given to you at your site orientation or by the person you were told is the designated emergency coordinator. If you received no instructions, proceed to follow the other workers onsite.

10.12 RESCUE PROCEDURES

CONFINED SPACE

The attached On-Site Rescue Plan and these Procedures are part of the written plan for the confined space and are based on the assessment of hazards in this space.

Prior to entry and/or work in the confined space:

1. The entry supervisor will ensure that the attached "on-site rescue plan" for the confined space has been completed and that all the rescue equipment identified in the plan is available to effect a rescue in the confined space.
2. The entry supervisor will ensure that an adequate number of appropriately trained persons (as documented in the attached "on-site rescue plan") are available for immediate implementation of these on-site rescue procedures that apply to the confined space.
3. The entry supervisor will review all emergency procedures, including procedures relating to emergencies outside the confined space with all entrants and other related personnel.
4. The attendant establishes communication with all workers, using the means described in the attached "on-site rescue plan".

On entry and while working in the confined space:

1. The attendant who is stationed outside and near the entrance to the confined space as described in the attached "on-site rescue plan" remains in constant communication with all workers inside the confined space.
2. The attendant must be notified immediately if an entrant recognizes:
    - unusual action/ behaviour

- an unexpected hazard
- an unsafe act or
- detects a condition prohibited by the permit

3. Entrants must exit the confined space as quickly as possible, when:
   - an order to evacuate is given by the attendant or entry supervisor
   - an entrant recognizes a sign or symptom of over-exposure
   - an unacceptable condition arises or
   - an evacuation alarm is activated

In the event of a confined space rescue:

The attendant does not enter the confined space but immediately summons a rescue response from the on-site rescue team, using the means of communication described in the “on-site rescue plan”

WORKING AT HEIGHTS RESCUES

When a worker falls and is suspended in a harness, it’s important to rescue him or her as quickly as possible because of the following reasons.

1. The worker may have suffered injuries during the fall and may need medical attention.
2. When workers are suspended in their safety harnesses for long periods, they may suffer from blood pooling in the lower body. This can lead to suspension trauma.
3. Suspended workers may panic if they are not rescued quickly.
4. The event that led to the fall may create additional risks that need to be addressed.

Emergency Response Plan

If a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below.

1. The site supervisor (or alternate foreperson) takes control of the situation.
2. The site supervisor sounds the emergency alarm—two long blasts from a horn. All workers in the immediate vicinity of the incident stop working. The site supervisor quickly evaluates the situation and identifies any further hazards that could arise.
3. The site supervisor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor calls for help.
4. The site supervisor calls 911 to notify local police, fire, and ambulance if required.
5. The crane operator remains on standby. The operator frees the hook and waits for further direction in case the designated rescue team must perform a basket rescue.
6. The site supervisor (or a worker assigned to the task) isolates the accident zone and its perimeter to limit further exposure.
7. The site supervisor (or a worker assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.
8. The site supervisor enables radio silence on the jobsite, except for crisis communications from emergency responders. These communications are conducted on a pre-selected "emergency only" radio channel.
9. The site supervisor sends a designated worker to the site gate to meet the response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
10. The site supervisor assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

Rescue Procedures

The following rescue procedures are in order from most preferred method and the last being the method used when there is no other means of rescue.

Elevating Work Platform Rescue

If an elevating work platform (EWP) is available on site and the suspended worker can be reached by the platform, follow the procedure below.

1. Bring the EWP to the accident site and use it to reach the suspended worker.
2. Ensure that rescue workers are wearing full-body harnesses attached to appropriate anchors in the EWP.
3. Ensure that the EWP has the load capacity for both the rescuer(s) and the fallen worker. If the fallen worker is not conscious, two rescuers will probably be needed to safely handle the weight of the fallen worker.
4. Position the EWP platform below the worker and disconnect the worker's lanyard when it is safe to do so. When the worker is safely on the EWP, reattach the lanyard to an appropriate anchor point on the EWP if possible.
5. Lower the worker to a safe location and administer first aid. Treat the worker for suspension trauma and any other injury.
6. Arrange transportation to hospital if required.

Ladder Rescue

If an elevating work platform is not available, use ladders to rescue the fallen worker with the procedure outlined below.

1. If the fallen worker is suspended from a lifeline, move the worker (if possible) to an area that rescuers can access safely with a ladder.
2. Set up the appropriate ladder(s) to reach the fallen worker.
3. Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
4. If the fallen worker is not conscious or cannot reliably help with the rescue, at least two rescuers may be needed.
5. If the fallen worker is suspended directly from a lanyard or a lifeline, securely attach a separate lowering line to the harness.
6. Other rescuers on the ground (or closest work surface) should lower the fallen worker while the rescuer on the ladder guides the fallen worker to the ground (or work surface).
7. Once the fallen worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
8. Arrange transportation to hospital if required.

Rescue from Work Area or Floor Below

If the fallen worker is suspended near a work area and can be safely reached from the floor below or the area from which they fell, use the following procedure.

1. Ensure that rescuers are protected against falling.
2. If possible, securely attach a second line to the fallen worker's harness to help rescuers pull the fallen worker to a safe area. You will need at least two strong workers to pull someone up to the level from which they fell.
3. Take up any slack in the retrieving line to avoid slippage.
4. Once the worker has been brought to a safe location, administer first aid and treat the person for suspension trauma and any other injury.
5. Arrange transportation to hospital if required.

Basket Rescue

If a worker has fallen and is suspended in an inaccessible area, you may need to perform a basket rescue.

For basket rescues, the basket must be designed by a professional engineer in accordance with good manufacturing processes to withstand all loads to which it may be subjected. It must be kept on site at all times in an accessible location where it is clear of material or other equipment. Fit the rescue basket with appropriate rigging for quick hookup by the crane operator.

Always keep the following items in the rescue basket.

- First-aid kit
- Three lanyards equipped with shock absorbers
- One full-body harness
- Tag line attached to the basket at all times
- Descent controller rescue device in good working condition
- Secondary safety line to tie the basket above the headache ball of the crane.

To perform a basket rescue, follow the steps below.

1. Rescue when others are not available or not possible
2. Notify the crane operator right away to position the crane to attach the basket.
3. While the basket is being attached, the crew leader checks that all safety rigging is done and all the required safety equipment is available.
4. With two rescuers in the basket, hoist it to a position that is above and as close as possible to the fallen worker. A designated worker on the ground guides the basket with a tag line. The designated worker must make sure that when the rescue basket reaches the right elevation, the door of the basket is facing the structural steel to provide an easy exit for rescuer #1.
5. Rescuer #1 exits the rescue basket and gets into a position to reach the fallen worker. When doing this, rescuer #1 must be tied-off at all times to either the structure or the rescue basket.
6. Rescuer #2, who is still in the rescue basket, lowers the line that will be used to retrieve the worker. Rescuer #2 attaches an extra lanyard to the line if required.
7. Rescuer #1 assesses the fallen worker for injuries and then decides how to proceed (i.e., treat injuries first, guide the fallen worker into the rescue basket, or lower the basket to the ground with the fallen worker attached to it).
8. Once the fallen worker has been brought to a safe location, administer first aid. Treat the person for suspension trauma and any other injury.
9. Arrange transportation to hospital. A designated worker must accompany the injured worker to hospital.

If the basket rescue is the method used, keep the following points in mind.

- Perform a basket rescue only when it is not possible to use conventional equipment to rescue the fallen worker in a safe manner.
- Never exceed the maximum number of workers in the basket as indicated on the nameplate.
- Ensure that a competent worker inspects the crane and equipment being used prior to lifting rescuers.
- Always equip the crane with a fail-safe mechanism to prevent the boom from descending in the event of a power source or system failure.
- Maintain an adequate means of communication between the rescuers in the basket and the crane operator at all times.
- Ensure that workers in the rescue basket wear full-body safety harnesses attached to a lanyard and anchored to appropriate points in the basket at all times.
- Make sure that all rigging used to attach the rescue basket to the hook of a load line has a safety factor of 10 against failure. There should be a safety line attached to the load line directly from the basket.
- Do not allow cranes to travel while rescuers are in the basket.
- Do not use suspended rescue baskets during high winds, electrical storms, snow, ice, sleet, or other adverse conditions that could affect the safety of personnel on the platform or in the basket.

Post-Rescue Procedure

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should:

1. Begin the accident investigation.
2. Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
3. Secure the area (the OHS requires that an accident scene not be disturbed where a fatal or critical injury has occurred).
4. Determine whether or not the jobsite-specific rescue and evacuation plans were followed as designed.
5. Record modifications or additions to the plans that the rescue team deems necessary.
6. Record all documented communications with fire, police and other contractors involved. (When a fall occurs and is arrested, you must notify the OHS/WCB in writing.)
7. Record all documented statements from employees, witnesses, and others.
8. Save all photographs of the incident.
9. Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

10.13 FIRE PROTECTION REQUIREMENTS

Control Tech shall ensure each Emergency Response Plan provides fire protection and response planning within each site Emergency Response Plan and is utilized during all phases of work. As a minimum, all shall include the following:

- Smoking is not permitted except in designated 'SMOKING" areas.
- Facilities shall be designed and maintained in accordance with local fire code and regulations.
- Portable fire extinguishers shall be stationed, inspected and maintained in accordance with local fire code and regulations. Control Tech personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.
- Facilities shall be inspected by use of the Control Tech Emergency Inspection Checklist.

- Roads are designated as fire lanes. Vehicles can stop there for unloading, but no parking will be allowed.
- Questions about fire protection equipment for Control Tech facilities or operations should be directed to the Safety Representatives.

Requirement for Fire Safety

- The requirement for fire safety in commercial and industrial buildings and in manufacturing plants is a result of building and fire codes. Various systems such as communications, fire detection, alarm and communication, fire suppression, smoke control, and elevator control are required to be installed and maintained.
- Fire protection equipment such as portable fire extinguishers, fire standpipe systems, sprinklers, or fire hydrant systems are governed by the building's design, size, and use.
- Fire regulations are for the protection of persons and property and the maintenance of fire and life safety systems. Governmental agency regulations are directed to the protection of life and safety. Insurance fire protection requirements are designed to prevent excessive loss of property based on risk management experience.

Fire Extinguishers

Once an extinguisher has been purchased, it is the responsibility of Control Tech or an approved service agent to maintain the extinguisher. Extinguishers should be inspected monthly, recharged after use, and hydrostatically tested as required by the manufacturer or by regulation.

An inspection is performed by Control Tech or an approved service agent to ensure the fire extinguisher is properly placed and ready for use. The purpose of the inspection is to give reasonable assurance that the extinguisher is fully charged and will function effectively if needed.

An inspection should determine that the extinguisher:

- Is in its designated place.
- Is conspicuous.
- Is not blocked in any way.
- Has not been activated and is neither partially nor fully discharged.
- Has not been tampered with.
- Has not been damaged or subjected to a hazardous environment.
- The gauges are indicating satisfactory operating pressure.

Maintenance, as required by the manufacturer or by regulation is to be performed by a certified agency. Maintenance should be done after each use or when an inspection identifies tampering, leakage, or physical damage or if the has not been discharged and damage is not evident it should be maintained at a minimum on an annual basis. Maintenance includes a complete examination of each extinguisher. Maintenance typically involves:

- Disassembling the extinguisher.
- Cleaning and replacing any defective parts.
- Hydrostatic testing of the shell (cylinder) or even replacement
- Re-assembly.
- Recharging.
- Re-pressuring where appropriate.

Access, Use and Availability

- Portable fire extinguishers on company vehicles and contractor vehicles must be accessible on the vehicle and readily accessible when the vehicle is parked on location at a facility.
- Travel and parking areas at facilities where vehicles are permitted, must be maintained in a manner that allows unimpeded vehicle entry to and exit from the work area.

- Vehicles must be parked in a manner that allows immediate and unrestricted access to the portable fire extinguisher. Any devices to secure the portable extinguisher must be removed while the vehicle is parked.
- In situations where the vehicle cannot access the work location or parking is restricted, the portable fire extinguisher must be placed near the work area in a manner that allows immediate and unrestricted access.

10.14 IDENTIFIED EMERGENCY EQUIPMENT

Fire Extinguishers
Reflective Triangles
Communication Devices
- Radio
- Cell Phones
- Fire alarm

Rescue Equipment
- Mobile Equipment
- Stretchers
- Fall Equipment
- Ladders
- Respirators
- Gas Detection Equipment

Auto External Defibrillators
Emergency Showers
Eye Wash Stations
Power Generators

10.15 OPERATIONAL PROCEDURES FOR EMERGENCY EQUIPMENT

REFLECTIVE TRIANGLE

During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless:

- the hazard lights are alight if functional
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle

A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly visible at 150 metres unless:

- the hazard lights are alight if functional
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle

During the night time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless:

- the hazard lights are alight if functional
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 30 metres behind and in front of the commercial vehicle

A person will not permit a commercial vehicle to be stationary outside of the limits of an urban area when due to insufficient light or atmospheric conditions objects are not clearly visible at 150 metres unless:

- the hazard lights are alight if functional, and
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle

The following policy regarding the use of warning triangles during day time may help to keep parked commercial vehicle visible to other traffic.

During the day time a person will not permit a commercial vehicle to be stationary on a highway outside the limits of an urban area unless

- the hazard lights are alight if functional
- advanced warning triangles are placed without delay on the highway in line with the commercial vehicle at a distance of approximately 75 metres behind and in front of the commercial vehicle

FIRE EXTINGUISHERS

P. pull the pin

A. aim at the base of the fire

S. squeeze the handle

S. Sweep back and forth at base of fire

10.16 LOCATION OF IDENTIFIED EMERGENCY EQUIPMENT AND SUPPLIES

SITE SPECIFIC LIST / LOCATION OF EMERGENCY EQUIPMENT & SUPPLIES		
EQUIPMENT & SUPPLIES	**LOCATION**	**CONTACT**
Fire Extinguishers		
Reflective Triangles (Vehicles)		
Communication Devices		
Radios		
Cell Phones		
Auxiliary Communication Equipment		
Medical Supplies/First Aid Kits		
Fire Fighting Equipment		
Rescue Equipment		
Automated External Defibrillators		
Emergency Showers		
Eye Wash Stations		
Respirators		
Gas Detection Equipment		
Radiation Detection Equipment		
Chemical Detection Equipment		
Power Generators		
Mobile Equipment		
Emergency Protective Clothing		

10.17 EMERGENCY RESPONSE TRAINING REQUIREMENTS

EMPLOYEES	TRAINING/RECERTIFICATION	FIRE EXTINGUISHER	PPE- (SPECIALIZED)	COMMUNICATION EQUIPMENT	RESCUE EQUIPMENT	AUTO EXTERNAL DEFIBRILLATORS	EYE WASH STATIONS & SHOWERS	RESPIRATORS	GAS DETECTION EQUIPMENT	POWER GENERATORS	MOBILE EQUIPMENT	DRIVER RESPONSIBILITIES	INDIVIDUAL RESPONSIBILITIES	FIRST AID	H2S ALIVE	WHMIS	TDG

10.18 FIRST AID

Location of First Aid Kit(s)

General Location	Specific Location inside General Location
At the office	
In the shop	
On each jobsite	
In each company vehicle	
In each machine	

Type of first aid kit

Type of First Aid Kit to be used on this site is: _____

# OF WORKERS ON SITE	LOW HAZARD WORK	MEDIUM HAZARD WORK	HIGH HAZARD WORK
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-4	No. 1 First Aid Kit	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 1 First Aid Kit
5-9	No. 1 First Aid Kit	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit
10-19	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets
20-49	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Emergency First Aiders 1 Standard First Aider No. 2 First Aid Kit 3 blankets
50-99	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Emergency First Aider 1 Standard First Aider No. 3 First Aid Kit	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 blankets

First Aid Attendants

Designated First aid attendant(s) for Site is: _____

ALTERNATE FIRST AIDERS ON SITE	
NAME	CONTACT #

10.19 COMMUNICATIONS

The emergency response plan is communicated to employees during orientation and then at each pre-job meeting.

Emergency Alarm for Site is: _____

Communication Devices for site are: _____

Location of Communication Devices: _____

10.20 SITE SPECIFIC RESCUE AND EVACUATION DETAILS

☐ Evacuation Route _____

_____

☐ Muster Area _____

Who performs rescue services for site:

☐ Client Emergency Responders _____
☐ Local Government Responders _____
☐ Company Trained Personnel _____

10.21 DESIGNATED RESCUE AND EVACUATION WORKERS ON SITE

NAME(S)	JOB RESPONSIBILITY
ANYONE	Sound the alert/Alarm
	Emergency Coordinator
	Activating the emergency plan.
	Call for external aid
	Ordering evacuation
	Alerting neighboring businesses & other outside population of possible risk
	Directing emergency response personnel to the scene
	Control the scene
	Head count at the muster area (Must have list of all persons on site)
	Ensure all doors are closed
	Ensuring emergency shut offs are closed.
	Initiate rescue operations
	Attend to casualties - provide First Aid
	Fight fire
	Sounding the all-clear
	Investigation Team (must include HSR/HSC member)
	Advising Media

Essential Services Management

Staff designated to remain in the facility to shut down or supervise essential operations or equipment will be specifically trained and authorized by management include

10.22 TRANSPORTATION PLAN

Who to call: (List of designated transportation providers)

Designated Transportation Provider #1: _____ _____

Designated Transportation Provider #2: _____ _____

EMERGENCY SERVICES	CONTACT NUMBER	INTERNAL Control Tech	CONTACT NUMBER

How to call: (on site emergency radio or cell phone/location)

Who makes the call: (list designated person)

What to say: (list of pertinent information)

Your Name: _____ Company: _____

Location coordinates: _____

Details of situation: _____

Details of Injuries:

What to expect: (A description of what will happen in the event that emergency response.)

Communication of plan: (evidence that the plan has been communicated

Date of plan completion: (is the plan current and specific)

11.0 HEALTH & SAFETY COMMITTEE AND/OR REPRESENTATIVE

11.1 PURPOSE

This program is to provide guidelines with regards to Health & Safety Representatives and Health and Safety Committees on Control Tech worksites.

11.2 SCOPE

This program applies to all Control Tech worksites. When work is completed on a multiple employer site the multiple employer site guidelines shall take precedence.

11.3 DEFINITIONS/ACRONYMS

HSR - Health & Safety Representative

HSC - Health & Safety Committee

JHSC - Joint Worksite Health & Safety Committee

Employers – include companies that have workers on a worksite as well as self – employed people on the worksite

Self-Employed Person - person who is engaged in an occupation but is not in the service of an employer for that occupation

Prime Contractor – company that is in charge of the health and safety of all people on a worksite where multiple employers are involved in work at the worksite.

Worksite - location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in any occupation

11.4 RESPONSIBILITIES

Company

In consultation with the **HSC** or **HSR** Control Tech must:

- develop and implement of the violence prevention plan and the harassment prevention plan
- review the violence and harassment prevention plans when an incident occurs, when the committee recommends it, or every three years

Prime Contractor

Coordinates the establishment of an HSC or HS representative for the work site.

If there is no prime contractor, all employers and self-employed persons are collectively responsible to ensure that the appropriate HSC or HS representative is established.

Employers, contractors and prime contractors have a duty with respect to the **HSC:**

- consult and cooperate with HSCs to develop policies, procedures and codes of practice for their work sites
- provide committees with reasonable opportunity to inform workers on OHS matters
- allow committee members to examine records, policies, procedures, codes of practice, reports or manufacturer specifications required under OHS legislation
- give information or documents addressed to the HSC as soon as possible after it is received
- provide the training, resources and time needed to carry out the duties of a committee member

- assist in planning and scheduling inspections and assist with developing inspections checklists if requested

Employers, contractors and prime contractors have a duty with respect to the **HSR**:

- consult and cooperate with HSR to develop policies, procedures and codes of practice for their work sites,
- provide HSR with reasonable opportunity to inform workers on OHS matters,
- allow HSR to examine records, policies, procedures, codes of practice, reports or manufacturer specifications required under OHS legislation, and
- give information or documents addressed to the HSR as soon as possible after it is received
- provide the training, resources and time needed to carry out the duties of a committee member
- assist in planning and scheduling inspections and assist with developing inspections checklists if requested

Health & Safety Committee Members

- Attend all committee meetings
- Promote the health and safety policy and program
- Assist Control Tech in resolving worker health and safety complaints
- Provide feedback on workers' suggestions
- Promote and monitor compliance with health and safety regulations
- Attempt to raise health and safety standards above legal requirements
- Accompany a worker during the resolution of work refusals
- Assist in the training of new workers
- Participate or make recommendations about the identification and control of workplace hazards
- Participate in assessments or making recommendations towards the development of control programs for hazardous substances
- Participate in accident investigations, where required or appropriate
- Study safety programs of other companies to enhance own program
- Conduct health and safety education programs
- Make health and safety recommendations
- Carry out workplace inspections
- Make recommendations about personal protective equipment
- Make recommendations regarding monitoring the effectiveness of health and safety program
- Assist in the development of organizational health and safety rules
- Assist in the development of safe work procedures
- Initiate other activities as indicated by accident experience

11.5 REQUIREMENTS OF HEALTH & SAFETY COMMITTEE

All workers and employers are accountable for health and safety. HSCs and HSR form an important part of this internal responsibility system and further ensure that work site parties are aware of their roles and responsibilities in the workplace.

Control Tech is responsible for establishing an HSC at the work site. For work sites that have multiple employers or self-employed people, the prime contractor is responsible for establishing a HSC. If there is no prime contractor, all employers and self-employed people shall coordinate the establishment of a HSC for that work site.

Control Tech is not responsible for coordinating the activities of multiple representatives or committees. They can operate independently, depending on the needs of their work site.

11.5.1 DUTIES AND FUNCTIONS OF HSC

- Must be composed of a sufficient number of members representing workers on the committee to equitably represent workers
- Must meet regularly - hold its first meeting within two weeks after being established, subsequent meetings at intervals not exceeding one month then at least once every three months (quarterly)
- Special meeting of a committee may be called at any time to deal with urgent concerns, imminent dangers to health or safety, investigations of accidents or dangerous occurrences or refusals to work
- A designated person from the committee will meet with management regularly to discuss health and safety issues
- Must be co-chaired by one management chairperson and worker chairperson
- Employee representatives are elected or selected by the workers or their union for a term not exceeding three years
- All meetings will be documented and posted in the workplace accessible to all workers
- The members of a committee are allowed to examine any log book, inspection report or other record that company is required to keep at the place of employment pursuant to the act or any regulations
- Representatives are paid for their time while conducting committee business
- Must not disclose personal information of an identifiable individual unless the disclosure is required by law.

11.5.2 JOINT HEALTH & SAFETY COMMITTEE

Joint work site health and safety committees (HSC) are a group of worker and Control Tech representatives working together to identify and solve health and safety concerns at the work site.

When 20 or more workers are at a work site and when work is expected to last 90 days or more, Control Tech is required to establish an HSC.

If there are 20 or more workers from two or more employers/self-employed persons and the work is expected to last 90 days or more, the prime contractor will coordinate the establishment of an HSC for that work site. If there is no prime contractor, all employers and self-employed persons are collectively responsible to ensure that an HSC is established.

Rules of Procedure

The committee must establish rules of procedure for fulfilling its duties including the following:

- the receipt, consideration and disposition of concerns and complaints respecting the health and safety of workers
- participation in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site
- the development and promotion of measures to protect the health and safety of persons at the work site and checking the effectiveness of such measures
- cooperation with an officer exercising duties under the OHS legislation
- the development and promotion of programs for education and information concerning health and safety
- the making of recommendations to Control Tech, prime contractor or owner respecting the health and safety of workers
- the inspection of the work site at regular intervals
- the participation in investigations of serious injuries and incidents at the work site in accordance with the legislation
- the maintenance of records in connection with the receipt and disposition of concerns and complaints and the attendance to other matters relating to the duties of the committee
- such other duties as may be specified in the OHS legislation

Composition of the Safety Committee

The HSC has at least four members and at least half of them represent the workers. The worker representatives are selected by the workers, or by the union agreement, if one exists. Control Tech appoints the employer representatives.

Selection of co-chairs

Each committee must have two co-chairpersons. Control Tech co-chair is chosen by the employer members on the committee and the worker co-chair is chosen by the worker members.

On a worksite that has more than 1 employer, and 20 or more workers and will last longer than 90 days, then the prime contractor is responsible for coordinating a Health & Safety Committee that includes people from the workers & supervisors on the site.

Term of office

Committee members are elected to a term of not less than one-year. Members may continue to hold office until reappointed or re-elected, or until a replacement is appointed or elected. Members can hold office indefinitely. If the worker member is part of a union, the term of office of the worker member is the term specified in the union's constitution.

Meeting Requirements

The HSC must meet within 10 days after being established and every quarter after.

The co-chairs alternate in serving as chair at HSC meetings and participate in all decisions of the committee.

HSC shall hold its meetings and carry out its duties and functions during normal work hours.

An HSC must convene a special meeting if requested to do so by an OHS officer.

The co-chairs of an HSC must ensure that:

- minutes of each meeting of the committee are recorded, copies of the minutes approved by the committee are given to Control Tech within seven days after the day the meeting was held
- copies of the minutes approved by the committee are posted or provided by electronic means at the work site within seven days after the day the meeting was held

The minutes of each HSC meeting must be recorded. Minutes are a written record of what went on at the meeting. They detail any work site hazards that were discussed during the meeting and recommendations that were made to address those hazards. They should also include administrative information, such as the date of the meeting and a list of members who were present.

Control Tech or the prime contractor shall maintain a copy of the minutes for two years and have them readily available for inspection by an HSC member or an OHS officer.

If some members cannot attend a meeting, the meeting can still take place. However, in order for the committee to make decisions, there must be a quorum. This means at least half of the HSC members must be present, both worker members and Control Tech members are represented, and that at least half of those present represent workers.

Time from Work

HSC members are entitled to take the following time away from their regular duties:

- amount of time that the committee or representative determines is necessary to prepare for each meeting
- time required to attend each meeting
- time required to attend approved health and safety training

- time that the committee or representative determines is necessary to carry out the members' duties as a committee member under the OHS Act, Regulations and Code

HSC members are deemed to be working while performing committee work and are entitled to be compensated at the applicable rate of pay.

Employee Concerns and Suggestions

HSC members must be available to hear the concerns of the employees and take their concerns and suggestions to the committee

Terms of Reference

An HSC must establish terms of reference that:

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

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

Training Requirements

To ensure a successful committee, a prime contractor or employer must provide the HSC co-chairs with training about the duties and functions of the committee. Control Tech shall permit each member of the committee to take whichever is greater – 16 hours or the number of hours the worker normally works during two shifts – to attend work site health and safety training programs, seminars or courses. During training, the committee members are deemed to be at work and must be paid at their regular rate of pay.

Inspections of the Worksites Required by Committee

An inspection is a planned walkthrough of the work site to identify health or safety hazards that may be present. An inspection may examine a selected work area or particular hazard, certain types of machinery, tools or equipment, or specific work practices. Regular inspections have been shown to reduce injuries and illnesses, and to improve the internal responsibility system.

Committee must conduct inspections of the work site at regular intervals.

The HSC must inspect the worksite at least once before each quarterly meeting. Control Tech and HSC may consider the size of the work site, type of activities, the number of workers, and other factors to determine if more frequent inspections are needed.

If an OHS officer conducting a work site inspection requests it, the co-chair representing workers will accompany the officer on the inspection.

Investigation Participation Requirements by Committee

Control Tech is responsible for conducting an investigation into all of these serious incidents regardless of whether or not OHS conducts an investigation. The investigation of serious incidents must be conducted with the participation of the joint work site health and safety committee, if there is one at the work site.

Control Tech and HSC must prepare a plan for investigating incidents. The plan must include the necessary procedures, personnel and resources required to conduct an investigation.

In addition to conducting their own investigations, committees must accompany an OHS officer during an investigation, if requested.

The co-chairs of the HSC may participate in the investigation of serious incidents, as well as any other incident that injures a person, or that had the potential to cause a serious injury.

Effective incident investigations will identify direct and indirect causes of incidents. A focus on fact-finding, not fault-finding, will prevent similar incidents.

A written report must be prepared of each incident investigation. The co-chairs must be provided with a copy of the report once the investigation is complete.

A joint work site health and safety committee member or a health and safety representative must not disclose personal information of an identifiable individual unless the disclosure is required by law.

Committee Involvement in Work Refusals

If a worker believes that the assigned work is dangerous, the refusal and the reason for the refusal is promptly reported to Control Tech or supervisor.

If the dangerous condition is not remedied immediately, the condition is inspected by Control Tech, the worker, and the HSC co-chair that represents the worker.

When the inspection is completed, Control Tech will prepare a written report of the refusal, the inspection, and action taken.

A copy of the report is provided to the worker and the HSC.

The action taken as a result of the inspection could include measures to address any identified hazards, or if the dangerous condition still exists, the HSC co-chair, the worker, or any work site party may contact OHS for advice.

11.6 REQUIREMENTS OF HEALTH & SAFETY REPRESENTATIVE (HSR)

On work sites where there are from 5 and 19 worker employed for more than 90 days, Control Tech shall ensure that there is a designated HSR.

If there are 5-19 workers total from two or more employers/self-employed persons and the work is expected to last 90 days or more, the prime contractor will coordinate the appointment of a HSR for that work site. If there is no prime contractor, all employers and self-employed persons shall coordinate the appointment of an HSR.

A health and safety representative (HSR) works with Control Tech to identify and solve health and safety concerns at the work site. The HSR also promotes awareness and interest in health and safety. HSR forms an important part of the internal responsibility system by creating mutual accountability for health and safety. The obligation for Control Tech to provide training to HSR helps ensure that both parties are aware of their roles and responsibilities in the workplace.

HSR provide support for the three basic rights that all Albertans have in protecting their health and safety: the right to know, the right to participate, and the right to refuse dangerous work.

HSR promote awareness and interest in health and safety, and take on many of the roles of the HSC.

Duties and Functions of HSR

The HSR is chosen by the workers, unless prescribed by a union agreement.

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

- Develop and promote programs for education and information concerning health and safety
- Make recommendations to Control Tech, prime contractor or owner respecting the health and safety of workers
- Participate in investigations of serious injuries and incidents at the work site
- Maintain records in connection with concerns and complaints
- Attend to other matters relating to the duties of the HSR
- Other duties as may be specified in the OHS act, regulations and code
- Meet regularly with management to discuss health and safety matters
- Work with the management to determine how often meetings should take place and what record is made of the meetings (there are no minimum requirements in the OHS act)

Must not disclose personal information of an identifiable individual unless the disclosure is required by law

How are HSRs chosen?

The HSR is chosen by the workers, unless prescribed by a union agreement.

Meetings

An employer, or a prime contractor if there is one, shall meet with the HSR at a minimum on a quarterly basis to discuss health and safety matters.

Control Tech or prime contractor should work with the HSR to determine how often meetings take place and what record is made of meetings.

The act does not prescribe a minimum number of required meetings, nor does it require that minutes of those meetings be taken and kept.

An HSR may call a special meeting with an employer or a prime contractor to deal with urgent concerns at the work site.

The HSR shall hold meetings and carry out duties and functions during normal working hours.

Training

The prime contractor or Control Tech must provide the HSR with mandatory OHS training about the duties and functions of the HSR.

Control Tech shall permit the HSR to take the greater of 16 hours or the number of hours the worker normally worked during two shifts, to attend work site health and safety training programs, seminars or courses of instruction.

Time Away From Their Regular Duties

HSRs are entitled to take the following time away from their regular duties:

- amount of time that the representative determines is necessary to prepare for each meeting with the employer or prime contractor,
- time required to attend each meeting,
- time required to attend approved health and safety training, and
- time that the representative determines is necessary to carry out their duties under the OHS Act, the Regulation and Code

HSRs are deemed to be working while receiving mandatory OHS training, or performing committee work and are entitled to be compensated at the applicable rate of pay.

Participation in Work Site Inspections

Inspecting the work site at regular intervals is one of the key duties of the HSR.

While no specific time period is stated for HSRs, inspection intervals should be based on factors such as the type of work site, the work performed, the hazards encountered, size of the work site, the number of workers, and the nature of the work being done.

In addition to providing the training, resources and time needed to carry out the duties of an HSR, Control Tech can help the HSR plan and schedule inspections and assist with the development of inspections checklists.

If an OHS officer conducting a work site inspection requests it, the HSR, shall accompany the officer on the inspection.

Participation in Work Site Investigations

The HSR may participate in the investigation of serious incidents, as well as any other incident that injures a person, or that had the potential to cause a serious injury.

The investigation of serious incidents must be conducted with the participation of HSR, if there is one at the work site.

Control Tech and HSR should prepare a plan for investigating incidents. The plan should include the necessary procedures, personnel and resources required to conduct an investigation.

In addition to conducting their own investigations, representatives must accompany an OHS officer during an investigation if requested to do so by an officer.

A written report must be prepared for each incident investigation. The HSR must be provided with a copy of these reports once the investigation is complete.

Must not disclose personal information of an identifiable individual unless the disclosure is required by law

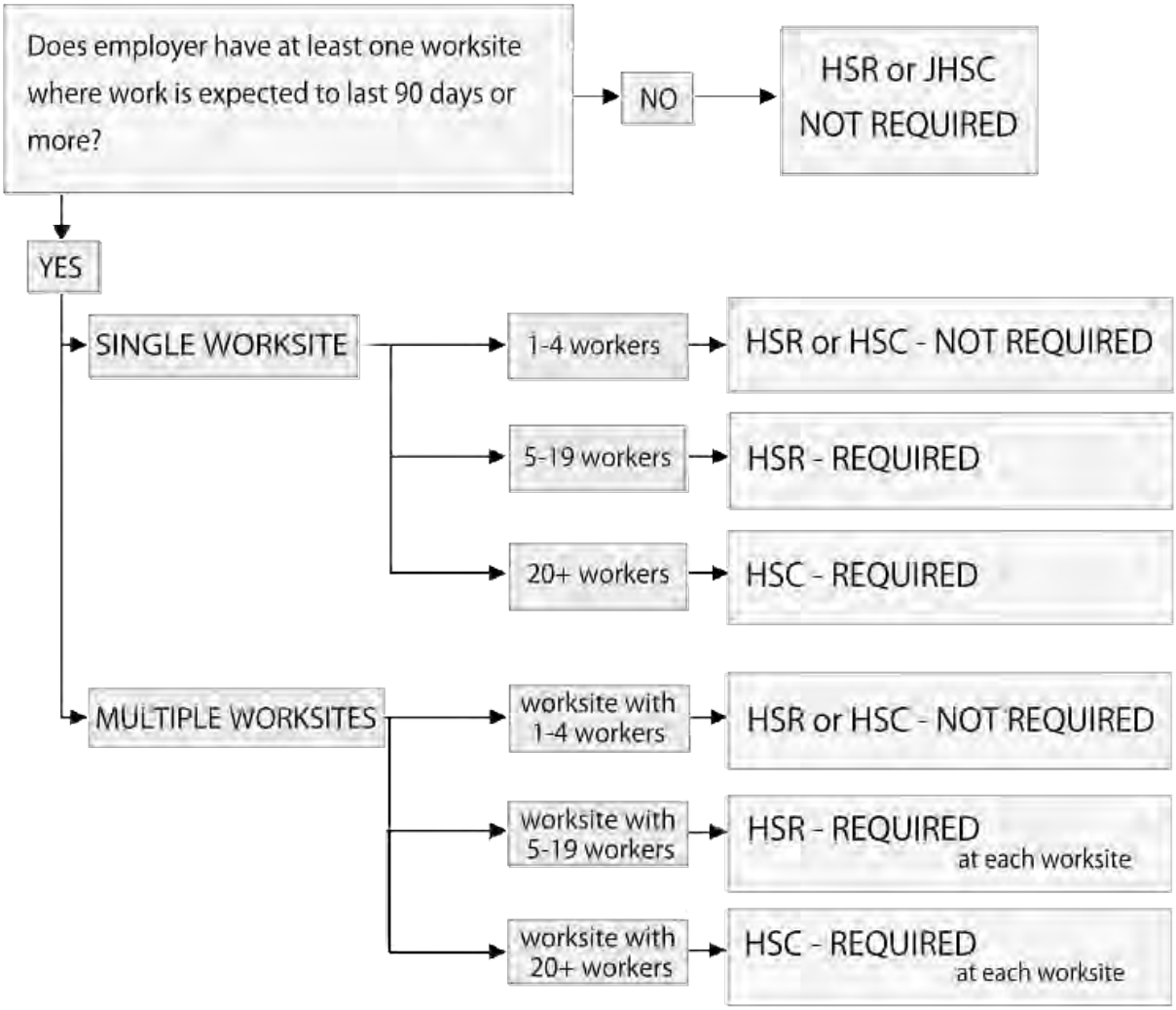
Steps That Involve the HSR in Work Refusals

1. If a worker believes that the assigned work is dangerous, the refusal and the reason for the refusal is promptly reported to Control Tech or supervisor.
2. If the dangerous condition is not remedied immediately, the condition is inspected by Control Tech, the worker, and the HSR.
3. On completion of the inspection Control Tech will prepare a written report of the refusal, the inspection, and action taken.
4. A copy of the report is provided to the worker and the HSR.

The action taken as a result of the inspection could include measures to address any identified hazards, or if the dangerous condition still exists, the HR, the worker, or any work site party may contact OHS for advice.

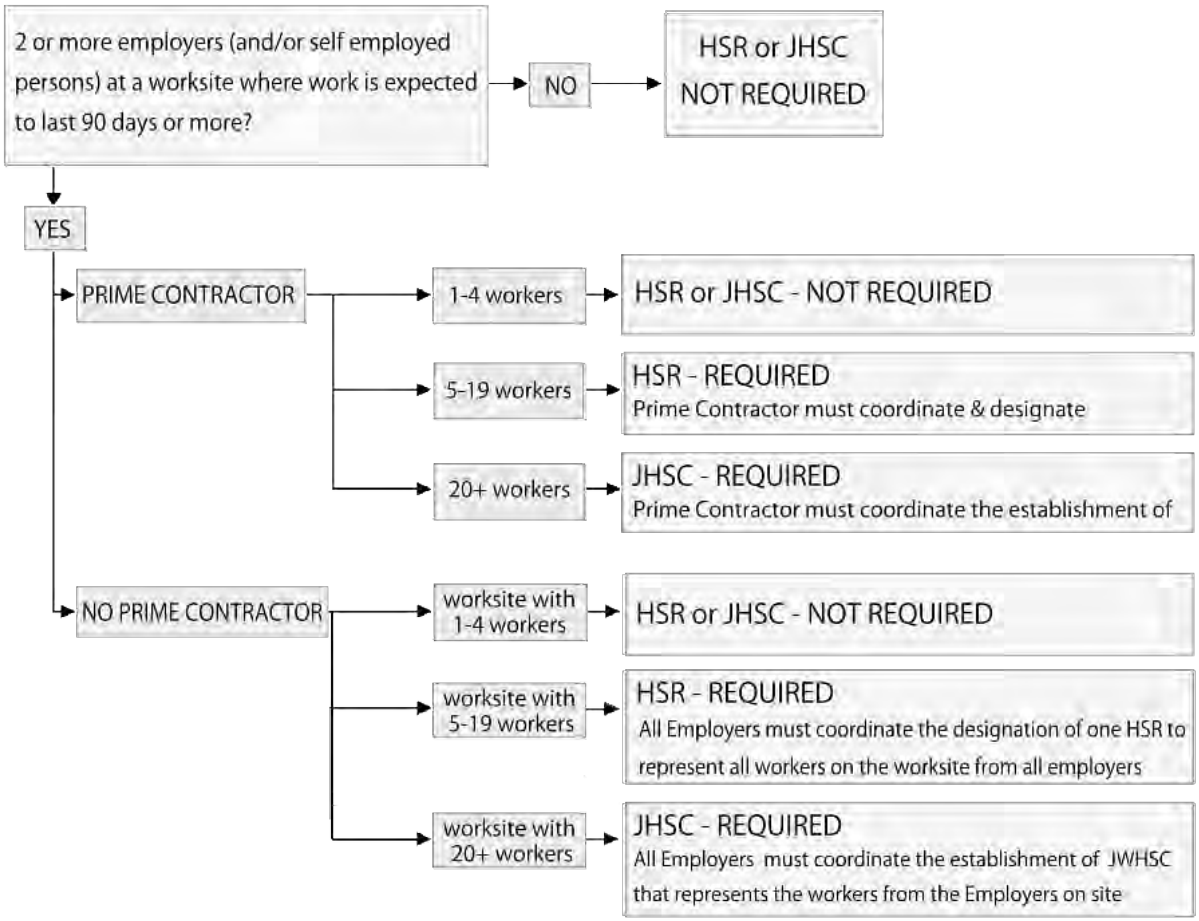
Must not disclose personal information of an identifiable individual unless the disclosure is required by law

SINGLE EMPLOYER WORKSITE



NOTE: Even where a HSR or HSC is not required - Control Tech must still involve the employees in Health & Safety

MULTIPLE EMPLOYER WORKSITE



NOTE: Even where a HSR or HSC is not required - Control Tech must still involve the employees in Health & Safety

NOTE: Employers need to calculate the number of workers on a work site to determine if the joint work site health and safety committee (HSC) or health and safety representative (HSR) is needed for that work site.

Even though self-employed people are included in with the employers when designating a HSR or establishing a Committee they are still counted as workers when it comes to the counting of workers for a worksite.

17 workers + 3 Self employed people = 20 workers onsite

12.0 RECORDS & STATISTICS

12.1 PURPOSE

The purpose of this document is to monitor and ensure continuing suitability, adequacy and effectiveness of the HSMS and to address needs for communication and changes to our HSMS. The material in this document does not take precedence over applicable government legislation which all employees must follow.

12.2 ASSIGNMENT OF RESPONSIBILITIES

Safety Manager

- Monitors health and safety compliance status and HSMS effectiveness
- Updates the HSMS where appropriate based on audits and decisions made in the management review.
- Implements changes identified in the management review process and resource assessment.
- Designated Safety Officer has the authority to hire and terminate drivers.

12.2.1 WCB WORKERS COMPENSATION REPORTING (WCB)

WCB accounts must be set up in each province where Control Tech operates. Registration is completed online or by calling the provincial WCB office for your province or register online. Control Tech shall follow the local provincial workers compensation reporting requirements for the province in which the work is being completed. WCB claim forms for both Control Tech and the employee can be found below.

Six Features of Workers Compensation:

1. Workers are entitled to compensation benefits
2. Employers are protected from law suits
3. Collective liability and no-fault protection
4. Administered by the Workers Compensation Board
5. Governed by legislation
6. Funded only by employers

Control Tech reports earnings information on Employer Registration forms which are sent to you at regular intervals. Renewals must be completed by February 28 of each year or as required by specific provincial requirements.

12.3 RECORDS AND RECORDS MANAGEMENT

Control Tech must ensure that all aspects the Health and Safety Management System are recorded, tracked and maintained. The record tracking system allows for statistical analysis and the identification of trends that may identify system areas in need of improvement. Examples of records that are maintained include:

- Employee training records
- Warnings and violations (employee and company)
- Work site inspection records
- Incident investigation reports
- Preventative maintenance records
- Health and safety meeting minutes

Health and Safety Program records should be kept for a minimum of three years.

12.3.1 RECORDS FILING AND ACCESSIBILITY

Safety and health records shall be legible, identifiable and traceable to the activity, product, or service involved. The records shall be stored in identified secured locations and maintained in such a way that they are readily retrievable and protected against damage, deterioration, or loss.

12.3.2 DOCUMENT AND DATA CONTROL

Safety Manager

- Is responsible for validating and approving all documents and revisions to existing documents
- Is responsible for assuring documents included in an HSMS are in the proper format.
- Will ensure documents can be located, current versions are available and obsolete documents are removed and determine the routing path for review of a controlled document.

Document Format

HSMS documents shall be consistent in format and include a document date and revision number.

12.3.3 EMPLOYEE AND DRIVER FILES

There will be one file maintained for each employee. All employee files must contain the following information. New employees will submit all of the following information to our office within first 2 weeks of employment.

- Job Application and Resume (complete application if hired after April 1998).
- Employment History with Previous 3 years prior to employment
- Telephone Reference Checks (completed by management)
- Signed and Dated “Statement of Acknowledgement”
- Emergency Contact and Medical Information, signed/dated
- Mandatory Safety and Work Rules must be reviewed, dated and signed.
- All records of employee warnings and violations
- Any accidents, incidents in the last 5 years.
- Copy of current Employees License
- Orientation of New Employees – checklist is initialed and dated by employee as training is completed
- Performance Reviews
- Employee Responsibilities - Signed by employee
- Training Acknowledgement - Signed by employee
- Safety Orientation Acknowledgement form - Signed by employee

Employees will have a performance review at the end of the probationary period and then an annual review will be completed on each employee. Reviews may take place after disciplinary action to ensure behaviours have improved.

Control Tech will track training tickets and licenses expiry dates so they can be added and renewed as required.

All employee files will be kept for 5 years, after they have left Control Tech.

12.3.4 EQUIPMENT AND VEHICLE FILES

Each light duty vehicle/machine and trailer file includes:

- Unit/plate or VIN number
- Make and Year of Vehicle

These can be an electronic database, copy of registration and label on file if the vehicle is leased for more than 30 days. Each file must contain the name of the person or company furnishing the vehicle.

Each vehicle has a file with the trip inspections for the past 6 months, longer if defaults are found and repairs made. These inspections must include:

- Date
- Vehicle Identification
- Odometer/hub or hour meter reading
- Description of work performed on vehicle

Repair records are kept for each vehicle. Each record includes the following information -

- Date
- Vehicle identification
- Odometer/hub or hour meter reading
- Description of work performed on vehicle
- Work completed must state whether in-house or outside service
- Repair bills are included in the file or a reference to who completed the work by indicating a provider, invoice number or work order number

Each vehicle has a file with lubrication records for the past 6 months. Each record includes the following information:

- Date
- Vehicle identification
- Odometer/hub or hour meter reading
- Description of work performed on vehicle
- Work completed must state whether in-house or outside service

All modifications to the vehicles that affect their weight capacity have been recorded and are in the individual vehicle files.

All manufacturers' recalls have been recorded and a copy of the recall notice and date work was completed and by who are in the individual vehicle files.

All notices of defects are recorded when identified on the pre/post trip inspections. These notices are filed in appropriate file.

12.3.5 FINANCIAL RESPONSIBILITY AND INSURANCE RECORDS

Control Tech will carry the minimum level of Public Liability and Property Damage Insurance

Will carry the minimum level of Public Liability and Property Damage insurance that requires an Emergency Response Plan for Transporting Dangerous Goods

Insurance files will contain the following information:

Will have in the file a policy or certificate with the policy number, type of insurance, insurance company name, broker name, effective date, expiry date and coverage limit

12.3.6 VEHICLE DOCUMENT REQUIREMENTS

Each vehicle in the company will contain the following information.

Originals:

- Insurance pink cards
- Registration

12.3.7 ACCESS TO MEDICAL RECORDS

Health and safety records will be identified by the Safety Manager and are maintained based on legal, regulatory and business requirements.

The Safety Manager will maintain applicable medical and exposure records for all workers. All requests to access medical and exposure records and analysis based on those records must be submitted using the forms provided for that purpose.

The Safety Manager will assure access of each worker and/or their designated representative, to all exposure and medical records concerning the worker's work conditions or workplace within 15 working days from the day request is made. If the records cannot be provided within 15 working days, the worker or designated representative requesting the record shall be informed with the reason(s) for the delay and the earliest date when the record(s) can be made available.

Any designated representative must have the worker's written permission for access to exposure records and analyses.

Employees or their representatives will be provided with one copy of the records at no cost or free use of a copying machine. There will also be no charge for the first request for information by a recognized collective bargaining agent, even if the worker has previously received a copy of the same record. Additional copies will be provided at a cost of five cents per copy. Each copy provided will be stamped with the word COPY. At no time will original records and/or x-rays be loaned out to enable the requesting party to make a copy.

The authorized physician, nurse, or other responsible health care personnel maintaining worker's medical records may delete the identity of anyone who has provided confidential information concerning the worker's health status but cannot withhold the information itself.

When an analysis of medical records identifies the worker, a physician may remove direct or indirect personal identification. If this cannot be done, the personally identifiable portions need not be provided to the person seeking such information.

Employees and their designated representatives will be permitted, upon request, access to past and present exposure data to toxic substances or harmful physical agents.

Copies of exposure records of other workers with past or present job duties or working conditions like or similar to those of the worker are provided upon request.

<u>Medical Examination</u>

Medical examinations ordered under the OHS Act can only happen with the worker's consent. The worker's wages, benefits, and cost of the examination are Control Tech's responsibility.

Physicians, along with other health care professionals, are required to report a person affected with, or suffering from a notifiable disease.

The Director of Medical Services has expanded access to medical information for preventing occupational illness and injury.

<u>Medical Examination Records of Workers Exposed to Hazards</u>

If a worker is employed in a hazardous occupation or at a hazardous work site, a Director of Medical Services may

- require the worker's employer, within 30 days after the commencement of the worker's employment, to register with a Director the worker's name and the location of the work site where the worker is employed,

- require the worker's employer to send the worker for regular medical examinations by a physician with knowledge and expertise in occupational medicine, or as acceptable to the Director of Medical Services,
- prescribe the type and frequency of the medical examinations,
- prescribe the form and content of medical records to be compiled with respect to that worker, and
- prescribe the period of time for which those medical records must be maintained
- the worker may refuse to undergo part or all of a medical examination by giving the employer a written statement refusing it

Control Tech shall not coerce, threaten or force a worker into refusing part or all of a medical examination.

Control Tech shall ensure that, if it is reasonably practicable to do so, a medical examination is performed during normal hours of work.

If the medical examination cannot be performed during normal hours of work, Control Tech must pay the worker the worker's applicable rate of pay for the time of the examination.

Personal employee information is safe guarded to prevent unauthorized access, use and disclosure.

It is important to Control Tech to keep our personal employee information as up to date as possible.

12.4 PRIVACY POLICY AND PROCEDURES

The protection of personal information is important to Control Tech and we have a policy and procedures dealing with the protection of privacy. Any questions about this policy can be directed to the Privacy Officer.

Reference - Bill 44, the Personal Information Protection Act came into force January 2004.

Our employees and company play an important role in protecting personal information. Our employees are required to adhere to this policy and take all reasonable steps to ensure that personal information is protected from unauthorized access.

Our organization does not usually collect personal information from individuals as customers (other than contract information). In the event that we do collect personal information from an individual customer, that information will only be used by us to administer the contract for the product and/or services. When we do deal with individuals as customers, we collect the following types of personal information -

9. Customer or Company Name
    - In order to contact the customer for instructions and billing purposes.
10. Billing Address
    - In order to bill the customer for the services we provided.
11. Telephone Number
    - If requiring additional information regarding the services we are providing.
12. Name of Contact
    - If requiring additional information regarding the services we are providing.
13. Land Location of the Site
    - For billing purposes.

We only collect personal information directly from the customer except when we have the customers consent to collect information from elsewhere or are permitted by law to collect it without the customers consent.

We only use a customer's personal information for the purposes outlined above.

We disclose customers' personal information to the following third parties if -

The customer has requested us (by phone or fax) to forward information onto the customer. We do not disclose personal information to third parties for any other reason.

Business contact information is not protected by this policy. This type of information is not considered to be personal information and may be collected, used and disclosed without consent.

Consent

In most cases customers consent to us collecting, using and disclosing personal information for the purpose outlined above and simply agree to provide us with the personal information.

Storing Your Personal Information

Information is kept after a project is completed in order to resolve any problems or concerns that may arise. We only keep personal information relating to customers for billing purposes. Our customers have the right to access the personal information we hold regarding them.

We apply our best efforts to protect our customer's privacy. If our customers have any concerns they are free to contact the Privacy Officer. We hope that the Privacy Officer will be able to resolve any problems. If concerns are not resolved, the Officer can provide information about making a formal complaint.

Collect, Use and Disclosure of Personal Employee Information

Personal Employee Information - is personal information collected, used, or disclosed for the purpose of establishing, managing, or terminating an employment relationship.

"Personal Employee Information" includes the following:

- Name
- Home Address and Phone Number
- Employment History
- Disciplinary Record
- Tax Credit Information (Provincial and Federal)
- Medical Information or Disability
- Social Insurance Number
- Age
- Wage or Salary paid
- Sex
- Safety Certificates
- Family Status
- Marital Status
- Drives Abstract
- Provincial Health Care Number
- Spouse Details
- Children Details
- Beneficiary for Group Insurance

We will not disclose personal employee information to any other third party unless we have **written permission** from the employee and provide our employees with prior notification. We will **not** disclose the personal information of minor employees except to the government for the sole purpose of payroll and taxes and only with proper signed documentation for giving a work reference.

Employees may access their own personal employee information by making a request to the Privacy Officer. This individual can also address any concerns about the collection, use, or disclosure of personal employee information.

Please feel free to contact the Privacy Officer with any questions.

If your position with our company is terminated please make arrangements to have the appropriate documents signed if you would like us to release information and details about which information can be released. An example would be if you require the above individual to supply job references, etc.

Designated Privacy Officer for Control Tech is : _____

12.4.1 OHS COMPLIANCE AND ENFORCEMENT

At any reasonable hour and without authorization, an OHS officer may enter into or on any work site and inspect that work site except for a premises used as a private dwelling.

An OHS officer may:

- require the production of any records, books, plans or other documents, including electronic documents that relate to the health and safety of workers and may examine them, make copies of them or remove them temporarily for the purpose of making copies
- use data storage, information processing or retrieval devices or systems that are used by Control Tech in order to examine records, books, plans or other documents
- require any person to provide the officer with all reasonable assistance, including using any computer hardware or software or any other data storage, processing or retrieval device or system to produce information
- inspect, seize or take samples of any material, product, equipment or other thing being produced, used or found in or on the work site that is being inspected cause any article, substance or sample taken to be dismantled or subjected to any process or test, but not in such manner as to damage or destroy it, unless under the circumstances damage or destruction thereto is unavoidable or necessary,
- bring along equipment or materials needed and be accompanied and assisted by a person who has special, expert or professional knowledge of a matter relevant to the inspection,
- make tests and take photographs, measurements or recordings in respect of any work site
- require the employer or a person designated by the employer to demonstrate the use of any machinery, equipment, appliance or thing at a work site
- interview and obtain statements from persons at the work site or persons not located at the work site who have information related to the health and safety of workers at the work site
- enter and examine a room or place used as a private dwelling that is a work site only if:
    - the owner or person in possession of it consents to the entry and examination, or
    - the entry and examination is authorized by a judge

12.5 INDIVIDUAL HEALTH AND SAFETY PERFORMANCE EVALUATION

All workers, including management, will have their individual health and safety performance evaluated. Criteria will include consideration of positive and negative behaviour. Examples include:

- Adherence to or violation of health and safety requirements.
- Participation in voluntary programs.
- Positive contributions to the safety management process.

Methods of evaluation include individual performance appraisal, disciplinary process, complimentary letters of appreciation, etc.

12.6 MONITORING STATISTICS

Control Tech maintains an ongoing system for recording events in order to compare statistics over a period of time. Leading indicators measure the activities used by the organization to reduce the likelihood of an incident. Lagging indicators analyze the frequency, severity and type of incidents.

Control Tech will maintain and analyse statistics to help identify trends in both leading and lagging indicators. Leading indicators that can tell if systems are working as expected could include:

- Records of inspections - Are inspections being performed as required?

- Maintenance records – Records indicate all maintenance and repairs completed on each machine, vehicle, etc. as indicated on the unit registry.
- Meeting minutes - Are safety meetings being held according to the schedule?
- Investigation reports - Are appropriate causes being identified? Are corrections being made in a timely manner?

Maintaining statistics over time will allow the identification of trends which can be useful in determining where system changes may be needed.

12.7 HEALTH AND SAFETY KEY PERFORMANCE INDICATORS (KPI)

KPIs are used to determine what changes need to be made, to review individual project management success towards compliance and to track progress towards published goals and objectives. KPI results are supplied to Control Tech management on a monthly basis. Health and

Safety KPIs are tracked for each project manager's responsible area and include:

- Injuries
- Days Away From Work Cases
- Restricted Work Cases, Recordable Medical Cases
- Total Recordable Injuries/Illness and Incident Rate
- First Aid Cases
- Hours Worked
- Vehicle Incidents and Property Damage or Loss
- Reportable Spills
- Workers Compensation Data

12.8 SAFETY AUDITS

Whether completed by internal or external auditors, annual audits give Control Tech a means of identifying how its system measures against a recognized standard. Audit results communicate program successes as well as identify areas in need of improvement and will form the basis of action plans designed to make specified individuals accountable for corrective action within set timelines.

Management will follow up on the status of the action plan on a regular basis to ensure action items are being completed. The Safety Manager maintains a record of the audit. Results of the annual audit are incorporated into changes to the Control Tech Health and Safety Management System, site specific HSE plans or appropriate safety procedures.

Requirements:

- The health and safety system will be evaluated at least annually through the use of an audit process.
- An action plan will be developed and implemented as a result of any internal or external audit.

12.8.1 PURPOSE OF AUDIT

Control Tech learns from the audit findings. Audit will reveal strengths and weaknesses in Control Tech's safety management system and give ideas for improvement. The purpose of this auditing program is to guide auditor, management and employees about the auditing process and procedures of Control Tech.

12.8.2 RESPONSIBILITIES

Auditor

- Ensures safety auditor training is kept up to date
- Completes audit checklist & interviews employees

- Follow auditor Code of Ethics
- Follow the auditor's criteria
- Ensure that all information obtained is treated as confidential and must not be disclosed to parties other than the employer and the certifying partner except where authorized or legally obligated to do so.
- Act in good faith, responsibly with due care, competence, diligence, and without misrepresenting material facts
- Comply with all applicable laws, rules and regulations of Federal, Provincial and local governments as well as applicable regulatory agencies.
- Makes suggestions for action items

Managers and Supervisors

- Participate in audit with honesty and integrity
- Ensures audit action items are completed

Employees

- Participate in audit with honesty and integrity
- Follows action items as they pertain to their position in the company

12.8.3 AUDITOR'S CRITERIA

Accuracy: auditors must be accurate and consistent in their evaluation of data obtained through documentation, interviews, and observation.

Completeness: auditors must ensure their results are complete and avoid any omissions relevant to the scope of their audit.

Clarity: auditors must ensure their action items, suggestions for improvement, and notes, are clear, concise, reflective of the evaluation, and written in plain language.

Honesty: auditors must be honest in their assessments and in their dealings with all persons involved in the process.

Opinion: auditors must separate fact from opinion and be precise in their evaluations. Support for conclusions must be drawn from quantitative, measurable data.

Objectivity: auditors must deal with facts and not allow personal feelings or prejudices to affect their evaluation. Evaluations must be based on objective and measurable data, not subjective opinions or assumptions.

Relevance: auditors must ensure their action items and suggestions for improvement are relevant and will help improve their health and safety management system.

Timeliness: auditors must ensure they comply with all audit requirements, including timeliness of completion, submission, and corrections.

12.8.4 AUDIT REQUIREMENTS

The health and safety system will be evaluated at least annually through the use of an audit process.

An action plan will be developed and implemented as a result of any internal or external audit.

Auditor must verify everything by personally inspecting both the work site and company records.

Audit is not limited to the safety department. Auditor will get input from supervisors, committee members and workers in gathering information during our audit.

Auditor will be open with all employees about the audit process and the benefits of conducting internal audits.

Once the hazards are identified, Control Tech needs to close the loop by determining what corrective actions are required and ensure employees are following them through to completion.

Control Tech will act on the findings by creating and assigning corrective actions based on the audit findings and monitor those actions to completion.

Areas being covered in the audit process include but are not limited to:

- Communication between management, supervisors and workers about safety issues and requirements
- Knowledge of roles and responsibilities at all levels of company
- Completion, review and updates of hazard assessments
- Controls including: elimination, substitution, engineering, administrative and PPE controls
- Completion, review and updating of Control Tech safe work practices and safe job procedures as required
- PPE availability, inspections and used in accordance with Control Tech policy and procedures
- Managers and employees knowledge of and compliance with legislation
- Completion of inspections and documented as required
- Completion of maintenance and documented as required
- Control Tech's Emergency Response Plan is up to date and everyone in the company knows their roles and responsibilities in an emergency.
- Drills are completed and records of drills are maintained and action items completed.
- Training of employees is completed in accordance with the legislation and the company policies and procedures.
- Incidents, accident, near misses, first aid incidents are being reported and action items are identified and followed
- Safety stats are reviewed and communicated to all staff and action items are discussed
- Communication between Control Tech's customers and Control Tech employees with regards to hazards and control measures on customer worksites.

A health and safety program must be reviewed every 3 years or more often if there is a change in circumstances at the work site that creates or could create a hazard to workers, and revised as appropriate.

13.0 INJURY MANAGEMENT/RETURN TO WORK PROGRAM

It is the policy of Control Tech to maintain and support an Injury Management/Early Return to Work Program. This program is designed to minimize the disruption and uncertainty that can accompany an on-the-job injury for both the company and our employees.

It is our goal to maintain a safe workplace for our employees. When an injury does occur, our Injury Management/Early Return to Work Program helps make the process of returning to work as smooth and efficient as possible. This process includes the employee, doctor and supervisor to ensure your health and recovery is always given top priority.

When an on-the-job injury occurs, you can expect prompt medical attention. If the injury results in a prolonged absence from work, you may be a candidate for our Injury Management/Early Return to Work Program. This program offers a medically approved light-duty transitional assignment in anticipation of a return to full duty, or vocational rehabilitation, if necessary.

The success of this program is the responsibility of everyone in the company from top management to every employee. Only by working together can we provide a safe and secure work environment.

Everyone should be alert for potential incidents and strive to eliminate them. If you are aware of an unsafe act or condition, it must be reported immediately to your supervisor to be addressed. This action may prevent an injury from occurring. If an injury does occur, the injury must be reported immediately to a supervisor.

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

13.1 DEFINITIONS

Lost Time - Time spent away from work beyond the day of injury at the direction of the treating health care provider as a result of a compensable injury sustained in the course and scope of employment. The term does not include time worked in a temporary assignment.

Full Duty - Performance of all duties and tasks of the position for which the worker is employed. Full duty entails performing all essential and non-essential functions of the worker's regular job.

Temporary Assignment - Performance of a temporary job assignment intended to return an injured worker to work at less than his/her full duties when a serious injury or serious medical condition prevents the worker from working full duty. Temporary assignments are limited to six months at the same pay, beyond six months; the program will be reviewed in assistance of Control Tech management to determine the next best course of action. Temporary assignments are modified duty and alternative duty.

Modified Duty - Modified duty allows the worker to return to employment in his/her regular job and perform all of the essential functions of the position and those nonessential duties and tasks that are within the capabilities of the worker, given the restrictions imposed by the treating health care provider. Modified duty is a temporary arrangement until the injured worker can resume full duty. If, during the course of the modified duty assignment or after six (6) months, whichever is sooner, it is determined that the worker has permanent restrictions, the program will be reviewed in assistance of Control Tech management to determine the next best course of action.

Alternative Duty - Alternative duty allows the worker to temporarily perform the essential functions of a job and other nonessential duties and tasks, within the restrictions prescribed by the treating health care provider, other than the position for which the individual is employed (regular full-time position). Such alternative duty may be physically located in the same employing department or in a hosting department.

Alternative duty is a temporary arrangement until the injured worker can resume full activities of his/her regular job or until an alternate duty position is no longer needed.

Hosting Department – This is the department that has a temporary assignment position available but not necessarily the worker's department.

Employing Department - Department that the worker is permanently assigned to for his/her full duty regular job.

13.2 GENERAL GUIDELINES

It is the goal and commitment of Control Tech to implement our Return to Work (RTW) Program to return workers to meaningful, productive temporary employment following injury or illness until their health care provider releases them to full duty.

If a worker is injured on the job, Control Tech will make all reasonable efforts to return the person to work in any capacity that is approved by their physician and in accordance with governing workers compensation legislation.

Control Tech will track outcomes of the Injury Management/RTW Program and has established a process to address opportunities for improvement of the Injury Management/RTW program.

Resources will be provided to support the Injury Management/RTW process.

The return to work program provides opportunities for any worker who sustains a compensable injury during the course and scope of employment to safely return to work. If the worker is not capable of returning to full duty, the return to work program provides opportunities for the worker to perform a temporary assignment, either modified or alternative duty as defined below.

Prohibited Actions

This return to work program shall not be applied to any situation or circumstance in a manner that retaliates or discriminates on the basis of race, color, sex, age, national origin, religion or disability.

Authorization for Leave and Lost Time

A worker who must miss work due to an injury or illness must be certified by a health care provider to be off work. It is the worker's responsibility to obtain such documentation from the health care provider and to return it to the supervisor within one working day upon receipt. Employees will be reimbursed for any costs in obtaining written documentation from a health care provider with a valid receipt of payment.

If the health care provider states that the worker cannot perform any temporary assignments/modified duties, Control Tech may challenge the decision depending on the injury and request independent medical information. Some Control Tech sites have a local health care provider that workers may be requested to visit.

Return to Work Co-ordination

The Safety Manager will assist Site Managers/Supervisors with return to work activities/plans for individuals who have sustained a compensable injury or illness during the course and scope of employment. The Safety Manager must have adequate training and knowledge of the local provincial WCB requirements.

Communication

Workers and supervisors are made aware of the program and of its benefits. In addition, all supervisors and workers must understand the processes involved. Control Tech will ensure workers are educated in the usage of the early intervention process, as well as, if time away from work is required, the assistance of the return-

to-work program provided in reintegrating an injured worker back into the workplace. Control Tech shall also communicate with medical practitioners our Injury Management/RTW initiatives.

Temporary Assignment/ Modified Work Procedures

A worker who is absent due to an injury or illness is required to submit written verification of the injury or illness from a qualified health care provider. Such verification must be submitted to the supervisor within one working day upon receipt of the documentation and in compliance the appropriate local Workers' Compensation Act and Control Tech policy.

A copy of the worker's regular job description must be supplied to the health care provider.

If the worker is unable to perform the essential functions of his/her regular job, a temporary Modified Work Plan is developed by the HSE Manager in consultation with operations management. The Modified Work Plan must be completed in writing and accepted or declined by worker. The accepted or declined plan must be forwarded to the Safety Manager which will forward a copy to the local effective Workers' Compensation administrator.

The worker must obtain the appropriate forms from their supervisor or the Safety Manager to be completed by his/her health care provider at each visit or every rotation, whichever is sooner, for assessment of the worker's ability to perform the functions of the temporary assignment/modified work position offered and accepted.

A worker who chooses not to continue a temporary assignment/ modified job must notify the employing/hosting department and/or Safety Manager immediately in writing. A worker who fails to accept a local workers compensation administrator's approved temporary assignment/modified work job and abandons his/her job may be subject to disciplinary action including termination, but local regulatory requirements must be followed.

Employee Reporting Responsibilities

A worker who is a candidate or participant in a modified or alternative duty temporary job assignment under the Return to Work program is responsible for reporting to the Workers' Compensation agency any employment or income earned while performing modified or alternative duty if required by the Workers' Compensation agency.

A worker participating in the Return to Work program must provide his/her supervisor with medical documentation accounting for all absences due to the injury/illness within one day of any absence from work, or face disciplinary action, up to and including termination.

Non-Retaliation

Retaliation against an individual for in good faith filing a request or making a claim under this or related policies, for instituting or causing to be instituted any proceeding under local regulatory guidelines or federal anti-discrimination or anti-retaliation laws, for testifying in an investigation or proceeding, or for otherwise opposing discriminatory or retaliatory actions or practices will not be tolerated. Retaliation by any Control Tech worker is a violation of this policy. Individuals who believe they are the victim of discrimination or retaliation and those who suspect discrimination or retaliation, should report the matter to their immediate Supervisor, the head of their department, or the Human Resources Department.

13.2.1 EMPLOYEE ACKNOWLEDGEMENT

The following shall be incorporated in the new hire training course or otherwise obtained from all workers:

Control Tech believes our workers are the most important assets of our company. We are committed to assisting our injured worker's return to work as soon as medically appropriate and to work with the medical community to help the injured workers regain their livelihood.

The focus of Injury Management/Early Return to Work Program is to meet the needs of both Control Tech and our injured workers by modifying the employee's existing position and/or work schedule.

For this program to be successful, the injured worker must report all injuries to their supervisor or the Safety Manager on the same day of the incident. We will provide our injured workers with information about our Injury Management/Early Return to Work Program and other materials that can be presented to the treating medical provider so a temporary transitional duty assignment can be designed as soon as possible.

Thank you and please remember most injuries can be prevented.

I have read and understand the above.

Employee Signature: _____ Date:_____

Any worker or designated representative is also permitted access to any record of exposure information which pertains to a new workplace or condition(s) to which the worker is being assigned or transferred.

14.0 DRUG & ALCOHOL PROGRAM

Control Tech is committed to the health and safety and productivity of all operations on behalf of its employees, customers and the communities in and through which it operates.

This policy stresses the importance of prevention and early identification of potential problem situations. Employees will be provided with information on health and safety, recognizing related performance problems, and the process to access the company Employee Assistance Program for assistance with an alcohol or drug problem, or any other personal problem that may be affecting work performance.

Control Tech prohibits employees and subcontractors from entering the workplace while under the influence. Any violation to the policy will result in the permanent removal of the employee from Control Tech or our client's premises. Control Tech does not have a return to duty process and any employee or subcontractor violating this policy will be permanently banned from Control Tech or client property.

Any employee or subcontractor on duty or on Control Tech property who possesses, sells, receives, is impaired or is determined to have measurable levels of any alcohol or illegal drug in their blood or urine, post drug/alcohol test, will be subject to immediate disciplinary action or contract dismissal.

Control Tech prohibits the misuse of prescription or over the counter medications. Some types of medications could have undesirable effects, and these can create a safety risk and endanger the employee and others. Employees must notify his/her supervisor if taking a medication that might impair their ability.

Periodically, unannounced inspections will be made of persons entering or leaving Control Tech work sites by authorized Control Tech representatives. Entry onto Control Tech or client property is deemed to have provided consent to an inspection of a person, locker, vehicle, or any other personal effects. Our clients have the right to conduct unannounced searches of your personnel and property and any employee who refuses to cooperate with the searches shall be removed from our clients' property.

Any refusals to submit to a drug/alcohol test is considered as a violation of Control Tech's Alcohol and Drug Policy.

Drug and alcohol testing will be performed by an approved and qualified medical clinic with a medical review officer authorized to perform the tests. All results are treated with confidentiality. The switching or adulterating any urine, blood, or any other samples is a violation of this policy.

All subcontractors and employees are subject to the policies explained above. This Drug and Alcohol Policy is endorsed by Senior Management & is to be posted in a common area.

_____
Dustin Richarde
Director

_____
Greg Kjemhus
Director

_____
Tali Hughes
Director

14.1 PURPOSE

Control Tech strives to achieve a safe and healthy work environment for all workers of Control Tech. To minimize the risk of adverse health effects and unsafe performance due to alcohol or drugs, Control Tech has implemented a comprehensive Alcohol & Drug Program, which consists of our Policy, Practices, Guideline and training. In all situations, workers are expected to report fit for work and remain fit for work throughout their workday or shift and when on scheduled call.

14.2 SCOPE

This policy applies to all staff members and contractors when engaged in business on behalf of Control Tech.

14.3 ROLES AND RESPONSIBILITIES

Company:

- Ensure that all employees understand the existence of and content of the guidelines and work rule as part of the employee's orientation to that company
- Oversee and effect changes to the Alcohol & Drug Program
- Ensure that the alcohol and drug testing is performed according to the standards set out in this document
- Decide which form of drug testing (urinalysis or oral fluid) works in the context of their own environment.

Managers

- Select, manage and audit both the service provider for alcohol and drug testing and the Medical Review Officer
- Support delivery of alcohol and drug awareness presentations
- Offer consultation services to employees who seek assistance with alcohol or drug concerns
- Develop alcohol and drug guidelines for staff and service providers in safety sensitive positions
- Consult with and provide guidance to supervisors on the selection and application of disciplinary actions
- Communicate to individuals offered safety-sensitive positions the medical requirements (including pre-assignment drug testing) prior to employment start date

Safety Officer

- Monitor compliance of safety-sensitive workers with the alcohol and drug program
- Implement alcohol and drug guidelines for staff and service providers in safety sensitive positions
- Coordinate and conduct incident investigations with due consideration of potential alcohol and drug impairment
- Manage alcohol and drug searches on Control Tech property and worksites
- Oversee employee treatment, monitoring and return–to-work programs
- Oversee interpretation and communication of employee alcohol and drug testing results
- Perform duties of the Company Testing Administrator including liaison with the Substance Abuse Experts

Supervisors or Leaders

- Be knowledgeable about the company's alcohol and drug policy and procedures
- Implement the Alcohol & Drug Program
- Assess and periodically review job categories in their areas to identify safety-sensitive positions and facilitate consistent use of this classification across the Company
- Monitor the work performance of workers to make appropriate decisions about alcohol and drug use

- Ensure employees are aware of the Employee Assistance Program
- If employees ask for help in dealing with personal alcohol and drug concerns, guide them to appropriate resources
- Maintain confidentiality as required under Control Tech's Privacy Policy and Employee Privacy Practice
- Investigate situations where there are reasonable grounds to believe there has been a violation of the Alcohol & Drug Program
- Monitor contractor compliance and report to Operations Manager any violations or suspected violations of the Alcohol & Drug Program
- When alcohol and drug tests are required, follow the Control Tech Alcohol and Drug Testing Guideline to arrange for testing in a timely manner
- Take action on reported or suspected alcohol or drug use by workers

Workers

- Read, understand and comply with Control Tech's Alcohol & Drug Program
- Remain fit to work at all times when schedule to be on call and take responsibility to ensure own safety and the safety of others
- Report immediately to a supervisor, any situations where there are reasonable grounds to believe a co-worker is not fit for work
- Be aware of resources available and take responsibility for resolving personal alcohol and drug problems
- Cooperate with any investigation into a possible violation of the Alcohol & Drug Program.
- Use medications responsibly, be aware of potential side effects and notify their supervisor of any potential unsafe side effects where applicable
- Encourage peers or co-workers to seek help when there is a potential breach or breach of policy

14.4 KEY DEFINITIONS

Alcohol - means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol's including methyl and isopropyl.

Company Worksite - any place where Control Tech conducts business, including, without limitation, property, buildings, equipment, road systems, facilities, work camps and vehicles, whether owned, leased or rented.

Company Business - refers to all business activities undertaken in the course of the company's operations, whether conducted on or off company premises. It includes those situations when an individual is on paid time and is representing or could reasonably be perceived as representing, the company (e.g. training on and off site, hosting clients or others, attending conferences or sales meetings, etc.)

Company Premises - includes but is not necessarily restricted to, all land, property, structures, installations, vehicles, and equipment owned, leased, operated, or otherwise directly controlled by the company for the purpose of conducting company business.

Contractor - any individual who is not a Control Tech employee, or a business entity, that is engaged by Control Tech to perform services at a Control Tech Worksite.

Drug - Any drug, chemical or agent including alcohol, that either produces physical, mental or emotional change in the user, or one that is capable of altering the mood, perception, or judgment of the individual consuming it. For the purpose of this policy, drugs of concern are those that inhibit a worker's ability to perform his or her job safely.

Drug Paraphernalia - any equipment, product or material intended or designed for use in manufacturing, compounding, converting, concealing, processing, preparing or introducing an illicit Drug or Alcohol into the human body. This also refers to any product or device that may be used to attempt to mask, tamper with or adulterate an Alcohol and Drug testing sample.

Employees - includes all regular full time, part time, seasonal, temporary, casual, or contracted workers.

Failure to Test - includes the failure to report directly for a test, refusal to submit to a test, or refusal to agree to disclosure of a test result to Human Resources. A failure to test will also include inability to provide sufficient quantities of breath or urine fluid to be tested without a valid medical explanation acceptable to Control Tech.

Fitness for Work - being able to safely and acceptably perform assigned duties without any limitations due to the use or after-effects of sleep deprivation, illness, medications (prescription or non-prescription), alcohol, street drugs, or stress.

Illicit drugs - means any drug or substance which is not legally obtainable and whose use, sale, possession, purchase or transfer is restricted or prohibited by law (e.g. street drugs such as marijuana and cocaine).

Impaired Driving – operating a vehicle while performance is adversely affected by alcohol or drugs, evaluated by testing with a blood alcohol limit at or above established criteria.

Medications - refers to a drug obtained legally, either over-the-counter or through a doctor's prescription, through a Health Canada authorization.

Managers and Supervisors - are individuals accountable for a particular area or shift, includes managers, foremen and others in supervisory positions, and have specific responsibilities around performance management under this policy.

Negative Test Result - a report from a certified lab showing that an individual who provided a specimen for Alcohol or Drug testing did not have an Alcohol or Drug concentration equal to or in excess of the limits set out in this Policy.

Non-Safety Sensitive - Positions that are not considered safety sensitive or potentially safety sensitive will be considered non-safety sensitive. This could include employees who infrequently visit higher-risk locations, provided proper mitigating controls are in place (e.g., continuous supervision, site and safety orientations).

Positive Test Result - a report from a certified lab showing that an individual who provided a specimen for Alcohol or Drug testing had an Alcohol or Drug concentration equal to or in excess of the limits set out in this Policy.

Potentially Safety Sensitive - A potentially safety sensitive position is safety sensitive unless mitigating measures are used to control the hazards and risk to an acceptable level. Examples of mitigating measures include direct supervision, driver training, journey management, fatigue management and working alone programs.

Reasonable Cause - that testing will take place whenever a Control Tech representative has reasonable grounds to believe that the actions, appearance or conduct of an Employee while on duty are indicative of the use of Drugs or Alcohol. The decision to test shall be made by a supervisor, with concurrence of a second person whenever possible (for example, another supervisor, manager or safety officer). The basis for the decision will be documented as soon as possible after action has taken place. The referral for a test will be based on circumstances surrounding an incident or specific, personal observations resulting from, but not limited to such indicators as:

- observed use or evidence of use of a substance (for example, smell of Alcohol);
- observed signs of Drug or Alcohol impairment;
- erratic, disruptive or atypical behaviour or changes in behaviour of the Employee;
- illogical responses to questions or instructions;
- changes in the physical appearance or speech patterns of the Employee;
- the presence of Alcohol, Drugs or Drug Paraphernalia in the vicinity of the Employee or the Company Worksite where the Employee was present; or

- any other observations that suggest Alcohol or Drug use may be a factor (for example, sleeping on the job)

Safety Sensitive Environment - environment that requires that all individuals working or circulating in these areas be alert, exercise sound judgment at all times, accuracy of coordination of multiple muscle functions, and have a direct or indirect role in an operation where inappropriate performance of the task could result in harm to the individuals co-workers, contractors, sub-contractors, customers, the general public, a worksite or to the environment.

Safety Sensitive Position - a position in which the individual has a key and direct role in an operation where performance limitations due to substance use could result in a significant incident or near miss. The potential consequences of such an incident or near miss may include fatalities, serious injury to workers or the public, significant property damage, significant environmental damage or detrimental impact to reputation. A position in Control Tech designated as such, and includes all employees who perform management, operations, maintenance, emergency response functions on a facility or system, and/or are provided a Control Tech vehicle.

Under the Influence - For the purposes of this policy a worker is Under the Influence if a worker is affected by a drug, chemical substance or alcohol in any detectable manner. The symptoms or influence are not confined to those consistent with misbehaviour, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, scientifically valid test and, as in case of alcohol, by a lay person's opinion.

14.5 TRAINING

Supervisors are provided training on recognition of impairment and appropriate response procedures to deal with an impairment situation. Training includes recognizing the signs and symptoms of impairment and the procedures to follow when an employee is suspected of being impaired or having a substance abuse problem.

Refresher training will occur every three years.

14.6 RECORDS

Control Tech must ensure that appropriate records are maintained to demonstrate compliance for as long as we have a contract with a client and then for 3 years after the termination of the contract. Examples include:

- Reasonable Cause Testing Checklist
- Alcohol testing forms (from service provider)
- Signed acknowledgment/consent forms

Drug and alcohol testing records must be kept confidential. These records will be kept in a locked file and be accessible only to designated persons.

14.7 FITNESS FOR WORK

All staff and service providers must arrive and remain fit for work while on Control Tech premises and on company business, when on scheduled on-call and when assisting with an emergency. Fit for work means being able to safely and acceptably perform assigned duties and responsibilities.

To maintain fitness for work, employees & subcontractors are prohibited from:

- Using any drugs or drug paraphernalia that are illegal to use or possess
- Using prescription medications that are not prescribed to them
- Using inappropriately any prescription or non-prescription medication that could cause impairment

14.8 SOCIAL EVENTS

To ensure responsible alcohol consumption at company-wide and other organized social events, event coordinators must implement reasonable measures and must be pre-approved by the Operations Manager or Group hosting the event.

14.9 ALCOHOL AND DRUG TESTING

Drug testing includes both testing and confirmation tests consistent with recognized industry standards (Enform Alcohol and Drug Policy Model, COAA Model for Providing a Safe Workplace, US DOT, HHS, or SAMHSA).

Drug testing must include drug concentration limits consistent with the COAA Canadian Model for Providing a Safe Workplace, and/or US DOT, HHS, or SAMHSA.

Alcohol testing complies with recognized industry standards (COAA Model for Providing a Safe Workplace, US DOT, HHS, or SAMHSA).

Alcohol testing levels must be consistent with the standards referenced in the COAA Canadian Model for Providing a Safe Workplace, and/or US DOT, HHS, or SAMHSA.

The individuals performing sample collections must be appropriately qualified. A SAMHSA-certified laboratory must be used for confirmation testing.

Control Tech shall ensure that these standards are communicated to all levels of the company.

14.9.1 DRUGS BEING TESTED FOR

The names of the drugs being tested for include:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine

14.9.2 TESTING CONCENTRATION LEVELS

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 Benzoylecgonine	—	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 Methylenedioxymethamphetamine
2 Methylenedioxyamphetamine
3 Methylenedioxyethylamphetamine

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

14.9.3 REASONS FOR DRUG TESTING

- Reasonable Cause

- Post Incident
- Return to Duty
- Contractual Agreements - Pre-Access Testing

Reasonable Cause Testing

Testing for drugs and alcohol will take place when the company determines there is reasonable cause to suspect alcohol or other drug use or possession in violation of this policy.

1. Testing may be conducted when an individual reports to work in an unfit condition, and there are reasonable grounds to suspect substance abuse.
2. The decision will be based on specific, personal observations such as, but not limited to:
   - Observed use or evidence of use of a substance (e.g. smell of alcohol)
   - Erratic or atypical behavior of the employee
   - Changes in the physical appearance of the employee
   - Changes in behavior of the employee
   - Changes in the speech patterns of the employee
3. The decision to test will be made by a supervisor in conjunction with a second person (e.g. another supervisor or other individual) wherever practicable.
4. Employee will not be allowed to start or continue work and will be removed to a safe place.
5. The Reasonable Cause Report Form must be filled out and can be obtained through the Safety Manager or on the Control Tech online resources.
   - Immediately direct employee to undergo A&D testing according to the Control Tech's protocol. Employee will be taken for drug or alcohol by a supervisor or manager who has been trained in the procedures.
6. Inform employee of reason for testing

Supervisors will receive training on reasonable cause testing and must document the reasons for requiring a test as soon as possible after the referral is made.

In those situations where the supervisor believes that a Control Tech employee is under the influence of alcohol or other drugs while driving a Control Tech vehicle or operating equipment, this may be a Criminal Code offence, and the Control Tech Safety Manager should be contacted immediately. The local police should investigate the situation and undertake testing.

Post Incident Requirements

Post incident testing is required following required following an incident or near miss where an experienced operating officer, upon consideration of the circumstances, determines that the cause may involve or is likely to involve a rule violation and/or employee judgment.

Situations that warrant testing include a significant incident, near miss, or report of dangerous behaviour. Post-incident testing should be conducted as soon as reasonably practicable.

A decision to proceed with drug or alcohol testing will be made as part of the incident management process where there is objective evidence that the use of alcohol and drugs cannot be ruled out in relation to the cause of the incident, after completion of a Reason for Testing Checklist.

Return to Duty

Employment/reinstatement of employment (Contract for Continuing**)** If employment is continued, testing may be required as a condition of continued employment on return to duty after a positive test for alcohol or drugs or any other significant policy violation.

Any employee dismissed after a policy violation, including those not in safety sensitive positions and those who are not diagnosed as having a substance use disorder, may be required to undergo drug and alcohol testing as terms of continuing employment or reinstatement. In these cases, testing will be conducted on an

unannounced basis for at least two years and will be done according to the terms of the continuing employment or reinstatement contract agreed to by Control Tech.

The test dates will be determined on an unannounced basis through Medical Services. The site manager will be informed that an individual is required to report for a test, and arrangements will be made to complete the collection process as soon as possible after site management has been notified. The scheduling will remain unannounced to the employee until the collection can be arranged.

Pre-Access Testing

In addition to all other requirements of this policy workers performing or circulating within Safety-Sensitive Environment must not report for work or circulate within safety sensitive environment while under the influence of Alcohol, of any quantity, whether at Control Tech worksite or a worksite under the control of a prime contractor.

Some customers or prime contractors of Control Tech require drug & alcohol testing before access to their site is allowed. Where employees performing safety-sensitive job tasks and/or job tasks at a site designated as requiring Site Access testing will be tested for the use of drugs and/or alcohol.

14.9.4 REFUSAL TO BE TESTED

Any refusal to comply with a testing request is considered as a violation of our Alcohol and Drug Policy. This includes:

- Refusing to submit to a test
- Failure to report for a test trying to delay reporting for a test
- Refuse to agree to disclose a test result to the Company
- Confirmed attempts to tamper with a test sample

The subcontractor or employee refusing to submit to the test will be asked to sign a refusal document. A refusal may result in immediate contract dismissal or disciplinary action, up to and including employment termination. If they refuse to sign the document, it will be noted and kept on file.

14.10 FIT FOR DUTY PROCEDURE

- Each supervisor is responsible for taking appropriate action when he/she has specific, objective and documentable grounds to believe a worker is unfit for duty. Another supervisor may be called to the work location to assist in the investigation as outlined.
- In the interest of safety, the supervisor will ensure the worker is removed from the workplace immediately and escorted to a safe place.
- Supervisor will notify the worker representative, may request another supervisor to observe the worker, and may involve other health or safety personnel as required or appropriate.
- Should the worker request a fellow worker or representative to be present, the supervisor will comply.
- Supervisor will give the worker the opportunity to explain why he/she appears to be in a condition unfit for duty.
- Supervisor should attempt to ascertain the nature and severity of the problem and determine if it is a possible violation of this policy, however, the supervisor should not attempt to diagnose a potential health problem.
- After giving the worker the opportunity to explain his/her condition, and after consultation with a worker representative, if the supervisor still believes the worker is in a condition unfit for normal duty.
- The worker should be referred to the appropriate emergency care center (i.e. hospital) or appropriate contracted treatment facilities for further medical attention if it appears to be a

medical problem. The supervisor will involve the local occupational health staff in a "fit for duty" assessment.

Unfit for Duty if:

- They refuse to submit to a drug and alcohol test where reasonable cause exists or in a post-incident situation
- They cause any undue delay in submitting to a drug and alcohol test where reasonable cause exists or in a post-incident situation
- They tamper with or attempt to tamper with a drug and alcohol sample
- Both the testing and confirmation tests for alcohol (breathalyzer) are equal to, or in excess of, 40 mg/100 ml (0.04%); a positive alcohol test or both the testing and confirmation levels for the specified drugs tested are detected at levels equal to or in excess of the limits set out in the COAA Model Rule.

14.11 CONFIDENTIALITY

Confidentiality will be maintained. Identification of fitness to work or failure to comply with treatment recommendations will be disclosed to the Supervisor and Safety Officer. Medical information will be handled (including collection, use, disclosure, storage and retention) in compliance with all applicable privacy legislation.

14.12 IDENTIFICATION OF SAFETY-SENSITIVE ACTIVITIES AND WORKSITES

Work Activities

Level 1 - Slight risk, activities with low consequences of an incident. Risk exposure to hazards is also low.
Level 2 - Minor risk, activities with minor consequences of an incident. Risk exposure to hazards is also minor.
Level 3 - Considerable risk, activities with considerable consequences of incident. Risk exposure to hazards also considerable.
Level 4 - Major risk, activities with major consequences of an incident. Risk exposure to hazards is also major.
Level 5 - Extensive risk, activities with extensive consequences of an incident. Risk exposure to hazards is also extensive.

Work Environments

Level 1 - Slight risk and hazard exposure in the work environment when performing work activities.
Level 2 - Minor risk and hazard exposure in the work environment when performing work activities.
Level 3 - Considerable risk and hazard exposure in the work environment when performing work activities.
Level 4 - Major risk and hazard exposure in the work environment when performing work activities.
Level 5 - Extensive risk and hazard exposure in the work environment when performing work activities.

14.12.1 EXAMPLE SAFETY SENSITIVE ACTIVITIES AND WORKSITES

SEVERITY LEVEL	WORK ACTIVITY	WORK ENVIRONMENT	DESCRIPTION
1	Administrative duties	Office	Office-based work performed in head or regional offices and typically would include administrative duties, meetings, using telephone, accounting, purchasing, drafting, etc.
5	Operation of Vehicles	Company Vehicles	Operation of vehicles where impaired performance could result in a significant incident affecting the health and safety of driver, passengers, the public, or property.
5	Customer designated duties	Customer worksite	Customer worksites that have been deemed safety sensitive

14.13 MEDICATIONS

All employees are required to use medications, both prescribed and over-the-counter, responsibly. The possession of prescribed medications without a legally obtained prescription, and the distribution, offer or sale of prescription medications is prohibited. The intentional misuse of medications (e.g. using the

medication not as it has been prescribed, using someone else's prescription medication, combining medication and/or alcohol use against direction) is prohibited while on duty (including during breaks), on company business, or on company premises, including vehicles and equipment. Medications of particular concern are those that inhibit or may inhibit an employee's ability to perform a job safely and productively.

- Employees will immediately inform their supervisor prior to using prescribed drugs or medication on the job.
- Medication will be in its original vial or be in a vial provided by the pharmacist commonly referred to as "day carriers" and will be in the worker's name and will have the doctor's name and the prescription number on the label, as well as the date of issuance.
- Each prescription will be not older than one (1) year of the date issued.
- Employees will only possess a reasonable amount of medication for a normal shift.
- The worker whose name appears on the label of the vial will not allow any other company worker, visitor, guest, subcontractor or any other person to consume the prescribed drug or medication.
- The worker will not consume the prescribed drug or medication more often than as prescribed by the worker's physician and as set out on the label of the vial.

All employees are expected to manage potential impairment during working hours due to the legitimate use of medications. Employees are required to contact their personal physician, pharmacist or designated medical provider to determine if the medication or combination of medications can have a negative impact on performance, and to take appropriate steps to manage any associated risk.

In case there are reasonable doubts that the medication may impair or inhibit a worker's ability to perform his or her job safely and productively, workers who are performing and circulating within Safety-Sensitive environment must have first obtained a written authorization from an appropriate licensed medical physician stating that the Medication they are using will not affect their ability to safely operate equipment/vehicle or safely perform their duties or circulate within Safety sensitive environment. In the case workers employed in Safety-Sensitive environment, may be assigned to modified work duties or any other alternate arrangement a medication could affect their ability to perform their duties determined by the Company, in order to minimize risks

The medical provider will assess the situation to determine whether the employee can safely perform regular duties. Where it is determined that continued use of the medication will affect the individual's ability to operate safely, employees are required to respect any recommendations including modified work , if needed and available, in order to eliminate safety risks.

14.14 STANDARDS AND PROCEDURES FOR CONTRACTORS

Policy Standards

All contractors are expected to ensure that their representatives remain free from any adverse performance effects of alcohol or other drugs and conduct themselves in an appropriate manner while on company business or premises. They will be made aware of the applicable policy provisions by company management, and are expected to ensure that their employees or subcontractors respect the following standards when on company business or premises:

- no use, possession, distribution, offering or sale of illegal drugs or drug paraphernalia
- no use, possession, distribution, offering or sale of alcohol
- responsible use of prescribed and over-the-counter medications
- no trafficking (distribution, offering or sale) of prescription medications
- report fit for duty and remain fit for duty

Violation Procedures

Where a Control Tech employee has reasonable grounds to believe any individual employed by a contractor is on duty in an unfit condition, or where during the preliminary phase of an investigation, an individual has

been identified as being directly involved in the chain of acts or omissions leading up to an accident or incident:

- the contractor will be notified
- Individuals working for contractor and found in violation of the company alcohol and drug policy will be dismissed from the worksite
- contractor will be required to take the individual(s) to a safe place
- contractor will be expected to investigate the situation
- contractor must satisfy Control Tech that there was no policy breach
- the individual will not be allowed to return to any position with Control Tech without written permission of a Control Tech official, and will be required to adhere to any conditions governing their return

14.15 CONSEQUENCES OF VIOLATIONS

Any worker who fails to comply with this Policy or any Supervisor/Manager who knowingly permits a worker under his or her supervisor to fail to comply with this Policy is subject to appropriate disciplinary action up to and including termination of employment. Any violation of the present Policy shall be applied in accordance with any applicable code of discipline. Given the particular circumstances applicable to any violation of this Policy, the Company, at its entire discretion, will treat said violation as either a “major violation” or a “serious violation” of the Code of Discipline, as both terms are defined and applied in said Code of Discipline.

In all situations, verification of a violation will occur before disciplinary action is taken. The resulting discipline will be case-specific and determined by the investigation team and in consultation with the HSC or HSR and Legal advisor.

14.15.1 GROUNDS FOR TERMINATION

Some violations are considered sufficiently serious that termination of employment will be justified upon a single occurrence. Such violations include, but are not limited to, the following examples:

- Consumption of Alcohol at the Worksite
- The use, possession, distribution or offering for sale of drugs that are illegal to use or possess, while on Company business or premises
- The purchase, possession, distribution or offering for sale of unauthorized alcohol (e.g. bootleg) while on company business or premises
- Failure to report directly for a testing, refusal to submit to testing, refusal to agree to disclosure of a test result to the Company following testing required under the present Policy, or a confirmed attempt to tamper with a test sample are grounds for discipline up to and including termination
- Failure to report an impaired driving charge obtained when operating a Company vehicle or operating a vehicle on Company business
- Loss of driver's license due to an impaired driving conviction when a valid driver’s license is a condition of employment or engagement
- Failure to meet the requirements of a treatment or after-treatment program
- Non-compliance with this practice
- Usage of corporate equipment (pager, cellular, vehicle, etc.) during and outside business hours in the context or transaction, traffic or production of Drug and/or Alcohol.

In situations where Control Tech chooses to continue employment after a violation, the employee involved will be required to enter into a written agreement outlining requirements for their continued employment. These requirements may include:

- Temporary removal from their position or assigned alternative duties
- Assessment by a Substance Abuse Expert to determine the need for a structured treatment program

- Following a treatment and or after-treatment program
- Submitting to unannounced testing for a specified period of time

14.15.2 IMPAIRED DRIVING CHARGE OR CONVICTION

It is prohibited to be on duty or to be in control of a Control Tech vehicle anytime while under the influence of alcohol or drugs, including the after-effects of such use. All employees who drive a company vehicle, or drive on company business are required to maintain a valid driver's license. Any person required to maintain a valid driver's license must report the loss of the privilege to drive to their supervisor.

All individuals that operate any motor vehicle on behalf of Control Tech will be required to maintain a valid driver's license. Any loss of license must be reported immediately, and the individual will no longer be qualified to drive on behalf of the company. Any individual charged with an impaired driving offense (including but not restricted to blowing over the legal BAC in that jurisdiction, driving while impaired, or refusal to blow into a breath analyzer) when operating a vehicle on behalf of Control Tech must inform their supervisor immediately.

Receipt of a charge will result in a full investigation, and a range of actions, which can include alternative work, assessment for a problem, or discipline up to and including dismissal depending on the circumstances. Failure to report the charge will normally be grounds for discipline up to termination of employment. A conviction for an impaired driving offense when driving on company business or in a company vehicle will normally be considered grounds for termination of employment. Each situation will be fully investigated, and action taken will depend on the circumstance surrounding the event.

14.16 SUBSTANCE DEPENDENCY (EMPLOYEE)

An employee may request help to treat an addiction. Assistance is available for employees who struggle with addiction. Control Tech provides support to employees who pursue help with personal alcohol and drug problems. If employees choose not to request help and if there are reasonable grounds to believe work performance is negatively affected by alcohol or drug use, Control Tech will intervene in accordance with this Program.

Assessment & Referral

Individuals who are concerned that they have a substance dependency or developing an alcohol or drug problem are encouraged to seek advice and follow appropriate treatment before performance is affected or violations of this policy occur. Contact information for provincial and territorial assistance programs are provided through the link below and if further assistance is required please see the safety manager.

http://www.canadadrugrehab.ca

- Canadian Residential Drug Rehab Programs
- Medical Programs
- Outpatient Programs
- Meetings (AA, NA, Al-Anon, etc.)

No one with an alcohol or drug problem will be disciplined for voluntarily requesting help in overcoming his or her problem. However, they are expected to access help prior to the initiation of disciplinary action under this policy.

Employees taking prescription or non-prescription medication, which may cause drowsiness, dizziness, or other potential adverse side effects that could affect work, must notify their supervisor.

The supervisor will involve the safety officer in a "fit for duty" assessment. Supervisors along with safety officer shall address any situation when a worker at work does not appear to be fit for duty.

14.16.1 TREATMENT REHABILITATION

Where in the opinion of a qualified professional there is a risk an individual could not do their job safely, the individual will be removed from that job until management is confident they are able to return to work safely.

When a worker is voluntarily undergoing treatment for a substance abuse problem, Control Tech will ensure that they receive the time off that is required to participate in the program.

Employees will be accommodated if an addiction problem exists. If the worker who is undergoing rehabilitation needs to be placed in a treatment facility, Control Tech will hold employment for the individual until they have successfully completed the rehabilitation process.

Once management is fully confident that the worker has been rehabilitated they can return to work. Employees should understand that Control Tech reserves the right to inquire with the rehabilitation facility as to the progress with your treatment and as to your commitment to attendance.

Employees should understand that voluntarily accessing assistance does not eliminate the requirement for participation in an aftercare program, and maintenance of satisfactory performance levels.

Disciplinary action under the policy cannot be avoided by a request for counseling or treatment, or by disclosure of that when individual is already involved in a treatment program.

Work modifications

A medical work modification may be issued, and the employee may be assigned to alternate duties when:

- A qualified professional (i.e. Medical Review Officer, Substance Abuse Expert, personal physician) advises Control Tech that an employee's consumption of alcohol or use of drugs may be preventing the employee from doing their job safely

Control Tech consults, on a confidential basis, with an employee and their treating physician (with the employee's consent) regarding the nature and duration of any potential work modification.

Short-term disability

Employees under active medical care and who are unable to work due to attendance at a recognized treatment program, may qualify for short-term disability benefits. Employees must comply with Control Tech's prescribed treatment programs, which may include counseling and other assessments or programs as necessary to maintain eligibility for short-term disability benefits.

14.17 SEARCHES

To detect, locate and mitigate drug and alcohol possession, searches may be conducted of premises owned, contracted or otherwise controlled by Control Tech, in accordance with the Control Tech Search Practice.

Control Tech reserves the right to conduct unannounced searches for alcohol or drugs on company owned or controlled premises, including mobile equipment and vehicles. Searches will be conducted where the company has reasonable grounds to believe these substances will be present in contravention of the law or this company policy.

Supervisors will identify situations when a search may be warranted, (e.g., presence of drug paraphernalia, reported, visible or olfactory evidence of the presence of alcohol or drugs) and will contact legal experts for advice before taking any action. Management will assist in the conduct of searches, wherever possible, or will advise on the need for the involvement of appropriate law enforcement agencies. Supervisors will not conduct a search themselves before consultation and approval from management.

14.18 DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT

I, _____, understand that Control Tech maintains a Drug & Alcohol Policy requiring all employees to report to work in a substance-free condition.

I have received and read a copy of this Policy. If I did not understand the Policy, I have asked for and have received an explanation. I understand that any breach of the Policy may result in administrative and/or disciplinary measures, up to and including dismissal for cause.

I also understand that as a condition of my continued employment, where the circumstances requiring testing outlined in the Policy exist, Control Tech will require me to undergo substance testing by urinalysis, blood testing, or breathalyzer and I hereby agree to submit to such testing.

I further consent to the collection, use and disclosure of my Personal Information by Control Tech as part of the Policy, and consistent with the provincial Personal Information Protection Act and the federal Personal Information Protection and Electronic Documents Act. I understand that "Personal Information" when used in this agreement refers to information about me as an identifiable individual. I expressly understand that my Personal Information will contain my personal health information collected by Control Tech for the purposes of enforcing this Policy, including the results of any substance testings being released to Control Tech's authorized representative.

I also understand and agree that I am responsible for reporting any drug or alcohol addiction to my supervisor and/or manager. In the event I suffer from a drug or alcohol addiction, I agree to participate in either the Employee Assistance Program or applicable provincial Alcohol and Drug Abuse Commission counseling program as recommended by those programs. I further consent to the disclosure of such Personal Information of mine by the Employee Assistance Program or applicable provincial Alcohol and Drug Abuse Commission counseling or program officials as is necessary for Control Tech to confirm my ongoing participation in, and successful completion of, such counseling programs.

_____ _____

Employee Signature Date

_____

Employee Printed Name

15.0 FIRST AID

15.1 PURPOSE

The purpose of this program is to provide procedures for first aid equipment and procedures when performing work. The material in this document does not take precedence over applicable government legislation which all employees must follow.

15.2 SCOPE

The First aid program applies to all workers. When work is performed on a non-owned or operated site, the prime contractor program shall take precedence, however, this document covers Control Tech employees and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

15.3 RESPONSIBILITIES

Safety Manager

- Develops and/or approves local first aid plans or procedures for all worksites in accordance with the legislation
- Ensures employees are aware of the requirements of the first aid plans or procedures.
- Ensures equipment and supplies are available
- Ensures all workers are trained in first aid, were applicable, and emergency response and evacuation practices and procedures.

Worksite Supervisor

- Responsible for the implementation and maintenance of the first aid procedure for their worksite
- Ensures all equipment and supplies are made available for compliance with the procedure.
- Ensures all workers know where the supplies and equipment are
- Ensures all workers know the emergency response plan for their site. (Responders, muster areas, alarm system, etc.)

Employees

- All workplace injuries must be reported to the site supervisor immediately or as is reasonably practicable
- The designated first aid attendant must treat and document injuries or illnesses as soon as practicable possible following an injury.

15.4 DEFINITIONS

Low Hazard Work means work at administrative sites (where work is clerical or administrative in nature) and dispersal sites (where workers report for assignment and transportation to the actual work site).

High Hazard Work means work involving such things as construction and demolition, operation and maintenance, industrial process facilities, electrical generation and distribution systems, machine shops, metal fabrication shops, etc. (Table 2 of Schedule 2 of the Code gives a complete list); woodlands operations; gas and oil well drilling and servicing operations; mining and quarrying operations; seismic operations, and the detonation of explosives.

Close Work Site: within 20 minutes of medical help.

Distant Work Site: 20-40 minutes from medical help.

Isolated Work Site: more than 40 minutes from medical help.

Emergency First Aider: a person who holds a certificate in emergency first aid from an approved training agency.

Standard First Aider: is a first aider who holds a certificate in standard first aid from an approved training agency.

Advanced First Aider: Emergency Medical Responder, Emergency Medical Technician, nurse, or other person who holds a certificate in advanced first aid from an approved training agency.

15.5 ASSESSMENT FOR FIRST AID

A site specific assessment for first aid shall be developed for each project. The Control Tech Safety Manager will perform a written assessment review and this review will include, but not be limited to, the following areas:

- The number of employees who may require first aid at any time.
- The nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low risk of injury.
- The types of injuries likely to occur.
- Any barriers to first aid being provided to an injured employee.
- The time that may be required to obtain transportation and to transport an injured employee to medical treatment.

15.6 POSTING REQUIREMENTS

Each site shall post, at conspicuous places at the work site, in the vicinity of first aid kits or first aid room, signs indicating the location of first aid services, equipment and supplies or, if posting of signs is not practicable, ensure that each worker knows the location of first aid services, equipment and supplies.

Control Tech must maintain a record of workers who are first aiders. A list of all qualified first aid attendants, qualifications and work locations will be posted, revised as needed and annually, and be contained with the site specific safety plan.

The first aid procedures and a telephone list or other instructions for reaching the nearest police, ambulance, fire station, hospital or physician will be posted.

In a conspicuous position at a workplace a written notice which outlines a policy and procedure for the reporting of injuries.

15.7 FIRST AID PERSONNEL

Availability of First Aid Personnel

Workers certified in first aid are readily available to assist injured workers. Control Tech must provide for each workplace such first aid attendants and services as are adequate and appropriate for promptly rendering first aid to workers if they suffer an injury at work.

Alberta: The type and quantity of first aid attendants must be no less than is required by AB Occupational Health and Safety legislation (Schedule 2, Tables 5, 6, or 7)

British Columbia: The type and quantity of first aid attendants must be no less than is required by Schedule 3-A of the BC Occupational Health and Safety Regulations.

First Aid Attendant Qualifications

First aid providers are certified. a person who is designated as a first aid attendant has successfully completed the first aid training course or first aid examination, and has a first aid certificate in good standing.

A worker who successfully completes the training of an approved training agency must meet the standards for a certificate in emergency first aid, standard first aid, or advanced first aid that are adopted by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board.

Alberta: All First Aid Attendants will be trained to the minimum of Standard First Aid with CPR

- Standard First Aid must be renewed every 3 years.
- CPR renewed annually

British Columbia r2 Types of Qualifications include:

- Class A Qualification (see tables 1 and 2 of the OHS regulations for more details on training requirements)
- Class B Qualification (see table 3 of the OHS of the regulations for more details on training requirements)

First Aid Attendant Responsibilities

The first aid attendant must promptly provide injured employees with a level of care only within the scope of the attendant's training.

Objectively record observed or reported signs and symptoms of injuries and exposures to contaminants based on local regulatory requirements.

Refer for medical treatment employees with injuries considered by the first aid attendant as being serious or beyond the scope of the attendant's training.

15.8 First Aid Equipment & Supplies Requirements - Alberta

First aid supplies are readily available. First aid services, first aid equipment, and supplies required by the OHS Code (Schedule 2) are:

- located at or near the work site they are intended to serve
- available and accessible during all working hours
- supplies and facilities must be kept clean, dry and ready for use

On a monthly basis the site manager or the designated person will conduct an inspection of the first aid facilities (if Control Tech is providing) and supplies to ensure that they meet provincial legislation requirements as related to the type, number and specification of required kits. These inspections shall be documented by marking an inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.

Control Tech shall ensure that anything in the workplace that has been contaminated by blood or bodily fluids is disposed of or cleaned by a competent person in a manner that prevents an employee from being exposed to the blood or bodily fluids.

15.8.1 First Aid Requirements Per Site

# OF WORKERS ON SITE	LOW HAZARD WORK	MEDIUM HAZARD WORK	HIGH HAZARD WORK
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-4	No. 1 First Aid Kit	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 1 First Aid Kit
5-9	No. 1 First Aid Kit	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit
10-19	1 Emergency First Aider	1 Emergency First Aider	1 Emergency First Aider

	No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 blankets
20-49	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Emergency First Aiders 1 Standard First Aider No. 2 First Aid Kit 3 blankets
50-99	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Ki	2 Emergency First Aider 1 Standard First Aider No. 3 First Aid Kit	2 Emergency First Aiders 2 Standard First Aiders No. 3 First Aid Kit 3 blankets

15.8.2 FIRST AID KIT CONTENTS

There are four types of First Aid Kit recognized in Alberta.

A **Type P** First Aid Kit consists of the following

- 10 sterile adhesive dressings, assorted sizes, individually packaged
- 5 - 10 cm x 10 cm sterile gauze pads, individually packaged
- 1 -10 cm x 10 cm sterile compress dressing, with ties
- 5 antiseptic cleansing towelettes, individually packaged
- 1 cotton triangular bandage
- 1 waterproof waste bag
- 1 pair disposable surgical gloves

Number 1 First Aid Kit consists of the following:

- 10 antiseptic cleansing towelettes, individually packaged
- 25 sterile adhesive dressings, individually packaged
- 10 - 10 cm x 10 cm sterile gauze pads, individually packaged
- 2 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 2 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 2 conform gauze bandages -75 mm wide
- 3 cotton triangular bandages
- 5 safety pins - assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 1 - 25 mm x 4.5 m of adhesive tape
- 1 crepe tension bandage —75 mm wide
- 1 resuscitation barrier device with a one- way valve
- 4 pairs of disposable surgical gloves
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 1 waterproof waste bag

Number 2 First Aid Kit consists of the following:

- 10 antiseptic cleansing towelettes, individually packaged
- 50 sterile adhesive dressings, individually packaged
- 20 - 10 cm x 10 cm sterile gauze pads individually packaged
- 3 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 3 - 15 cmx 15 cm sterile compress dressings, with ties, individually packaged

- 1 - 20 cm x 25 cm sterile abdominal dressing
- 2 conform gauze bandages - 75 mm wide
- 4 cotton triangular bandages
- 8 safety pins - assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 1 - 25 mm x 4.5 m roll of adhesive tape
- 2 crepe tension bandages - 75 mm wide
- 1 resuscitation barrier device with a one-way valve
- 6 pairs of disposable surgical gloves
- 1 sterile, dry eye dressing
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 1 waterproof waste bag

Number 3 First Aid Kit consists of the following:

- 24 antiseptic cleansing towelettes, individually packaged
- 100 sterile adhesive dressings, individually packaged
- 50 - 10 cm x 10 cm sterile gauze pads individually packaged
- 6 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- 6 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- 4 - 20 cm x 25 cm sterile abdominal dressings, individually packaged
- 6 conform gauze bandages - 75 mm wide
- 12 cotton triangular bandages
- 12 safety pins - assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- 2 - 25 mm x 4.5 m rolls of adhesive tape
- 4 crepe tension bandages - 75 mm wide
- 1 resuscitation barrier device with a one-way valve
- 12 pairs of disposable surgical gloves
- 2 sterile, dry eye dressings, individually packaged
- 1 tubular finger bandage with applicator
- 1 first aid instruction manual (condensed)
- 1 inventory of kit contents
- 2 waterproof waste bags

15.9 FIRST AID EQUIPMENT & SUPPLIES REQUIREMENTS – BC

* A Level 3 first aid certificate is required and an Emergency Transportation Vehicle ("ETV") must be provided, if:

- there is an obstruction, barrier, rough terrain or other similar circumstances on the access route likely to delay the arrival of an ambulance service for more than 20 minutes after it was dispatched, or
- there are areas in the workplace which an ambulance service cannot safely access, and workers at the workplace are required by Regulations to be trained, equipped and capable of effecting rescue.

LOW RISK OF INJURY AND THAT IS MORE THAN 20 MINUTES SURFACE TRAVEL TIME AWAY FROM A HOSPITAL

WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	LEVEL OF FIRST AID CERTIFICATE FOR ATTENDANT	TRANSPORTATION
1	Personal first aid kit		
2-5	Basic first aid kit		
6-30	Level 1 first aid kit	Level 1 certificate	
31-50	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	
51-75	Level 3 first aid kit Dressing station ETV equipment	Level 3 certificate	
76 or more	Level 3 first aid kit First aid room ETV equipment	Level 3 certificate	ETV

LOW RISK OF INJURY AND THAT IS 20 MINUTES OR LESS SURFACE TRAVEL TIME AWAY FROM A HOSPITAL

WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	LEVEL OF FIRST AID CERTIFICATE FOR ATTENDANT	TRANSPORTATION
1			
2-10	Basic first aid kit		
11-50	Level 1 first aid kit	Level 1 certificate	
51-100	Level 2 first aid kit Dressing station	*Level 2 certificate	ETV
101 or more	Level 2 first aid kit First aid room	*Level 2 certificate	ETV

MODERATE RISK OF INJURY AND THAT IS MORE THAN 20 MINUTES SURFACE TRAVEL TIME AWAY FROM A HOSPITAL

WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	LEVEL OF FIRST AID CERTIFICATE FOR ATTENDANT	TRANSPORTATION
1	Personal first aid kit		
2-5	Level 1 first aid kit	Level 1 certificate	
6-15	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	
16-50	Level 3 first aid kit Dressing station ETV equipment	Level 3 certificate	ETV
51-100	Level 3 first aid kit First aid room ETV equipment	Level 3 certificate	ETV
101-300	Level 3 first aid kit First aid room Industrial ambulance equipment	Level 3 certificate	Industrial ambulance
301 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	2 attendants, each with Level 3 certificates	Industrial ambulance

MODERATE RISK OF INJURY AND THAT IS 20 MINUTES OR LESS SURFACE TRAVEL TIME AWAY FROM A HOSPITAL

WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	LEVEL OF FIRST AID CERTIFICATE FOR ATTENDANT	TRANSPORTATION
1	Personal first aid kit		
2-5	Basic first aid kit		
6-25	Level 1 first aid kit	Level 1 certificate	
26-75	Level 2 first aid kit Dressing station	*Level 2 certificate	
76 or more	Level 2 first aid kit First aid room	*Level 2 certificate	ETV

HIGH RISK OF INJURY AND THAT IS MORE THAN 20 MINUTES SURFACE TRAVEL TIME AWAY FROM A HOSPITAL

WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	LEVEL OF FIRST AID CERTIFICATE FOR ATTENDANT	TRANSPORTATION
1	Personal first aid kit		
2-5	Level 1 first aid kit	Level 1 certificate	
6-10	Level 1 first aid kit ETV equipment	Level 1 certificate with Transportation Endorsement	ETV
11-30	Level 3 first aid kit Dressing station ETV equipment	Level 3 certificate	ETV
31-50	Level 3 first aid kit First aid room ETV equipment	Level 3 certificate	ETV
51-200	Level 3 first aid kit First aid room Industrial ambulance equipment	Level 3 certificate	Industrial ambulance
201 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	2 attendants, each with Level 3 certificates	Industrial ambulance

HIGH RISK OF INJURY AND THAT IS 20 MINUTES OR LESS SURFACE TRAVEL TIME AWAY FROM A HOSPITAL

WORKERS PER SHIFT	SUPPLIES, EQUIPMENT, AND FACILITY	LEVEL OF FIRST AID CERTIFICATE FOR ATTENDANT	TRANSPORTATION
1	Personal first aid kit		
2-15	Level 1 first aid kit	Level 1 certificate	
16-30	Level 2 first aid kit Dressing station	* Level 2 certificate	
31-300	Level 2 first aid kit First aid room	* Level 2 certificate	
301 or more	Level 3 first aid kit First aid room Industrial ambulance equipment	* 2 attendants, each with Level 2 certificates	

15.9.1 ACTIVITIES THAT CONSTITUTE HIGH HAZARD WORK

- Building construction
- Drilling for gas, oil and minerals
- Service for gas and oil wells and power tong service
- Logging
- Sawmilling
- Iron and steel processing and fabrication
- Road construction, earthwork, tunneling and trenching
- Local and provincial hauling and trucking
- Mining and smelting
- Exploration drilling, shaft sinking, quarrying and crushing of rocks
- Manufacturing of concrete block, brick, artificial stone and other clay and cement products
- Power line construction and maintenance

15.10 COMMUNICATION

A means of communication is readily available to notify emergency services of an emergency. Control Tech must provide an effective means for communication between the first aid attendant and the workers served and the first aid attendant to call for assistance. Examples include: radio, telephone, etc.

The emergency communication plan will be contained within the Control Tech site specific Emergency Response for each worksite.

The first aid attendant and all other persons authorized to call for transportation for injured workers must be trained in the procedures.

15.11 REPORTING, DOCUMENTATION AND INVESTIGATION

All workers must report injuries and illnesses immediately or as soon as is practicable after they occur.

Control Tech must maintain at the workplace a record of all injuries and exposures to contaminants that are reported or treated. All work related injuries and illnesses are documented. Control Tech must record every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as is practicable after the illness or injury is reported to the Control Tech.

A record must include the following:

- the name of the worker
- the name and qualifications of the person giving first aid
- a description of the illness or injury
- the first aid given to the worker
- the date and time of the illness or injury
- the date and time the illness or injury was reported
- where at the work site the incident occurred
- the work-related cause of the incident, if any

Control Tech must retain the records for three years from the date the incident is recorded.

All first aid records are to be kept confidential and may not be disclosed except as permitted by law.

Blank first aid treatment forms are kept in kits or onsite in the first aid logbook to which all persons at the work site have access.

All incidents must be investigated. Control Tech must immediately undertake an investigation into the cause of any accident or other incident that:

- serious incidents, as described in Workers Compensation legislation
- resulted in injury to a worker requiring medical treatment,
- did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, or
- was an incident required by regulation to be investigated

Control Tech must ensure that an incident investigation report contains:

- the place, date, and time of the incident,
- the names and job titles of persons injured in the incident,
- the names of witnesses,
- a brief description of the incident,
- a statement of the sequence of events which preceded the incident,
- identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident,
- recommended corrective actions to prevent similar incidents, and
- the names of the persons who investigated the incident

BC OHS Regulation Sec 3.4 , BC Workers Compensation Act, Part 3, Division 10, Sec 173 (1) states:

Control Tech must immediately undertake an investigation into the cause of any accident or other incident that:

- serious incidents, as described in section 172 of the Workers Compensation Act

- resulted in injury to a worker requiring medical treatment
- did not involve injury to a worker, or involved only minor injury not requiring medical treatment, but had a potential for causing serious injury to a worker, or
- was an incident required by regulation to be investigated

An employer must ensure that an incident investigation report contains:

- the place, date, and time of the incident
- the names and job titles of persons injured in the incident
- the names of witnesses
- a brief description of the incident
- a statement of the sequence of events which preceded the incident
- identification of any unsafe conditions, acts or procedures which contributed in any manner to the incident,
- recommended corrective actions to prevent similar incidents
- the names of the persons who investigated the incident

15.12 TRANSPORTATION PLAN

Before workers are sent to a work site, Control Tech must ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility. The equipment and services as must be adequate and appropriate for transporting injured workers to medical treatment. Control Tech must ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal, Control Tech must ensure that other transportation is available that:

- is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site
- protects occupants from the weather
- has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken
- can accommodate a stretcher and an accompanying person if required to

Each Control Tech work site shall have a transportation plan prepared for ensuring the transport of injured or ill workers from the worksite to the nearest health care facility. The transportation plan must consider the following:

1. The types of injuries or illnesses likely to occur given the hazards inherent to the work and the ages and limitations of the workers
2. The number of workers at the work site
3. The distance to be travelled from the work site to the health care facility
4. The availability & type of a provincially licensed ambulance service
   - Ground ambulance
   - Helicopter response service
5. Ambulance or emergency vehicle response times
6. The time(s) of day that the work site is in operation
7. The means of transportation needed to get to the worksite
8. Transportation routes
   - Seasonal or weather changes that may affect the means or routes of transportation and
   - Travel times.

This information shall be contained with each worksite's Emergency Response Plan. Transportation arrangements need to be approved in advance by the Safety Manager.

<u>The written plan must be available to occupational health and safety officer upon request and include:</u>

Who to call: List of the transportation provider(s) that is to be used to transport injured or ill workers. The plan must specify whether a provincially licensed ambulance service is used, whether a transportation provider is summoned from a different location or whether on -site transportation is available.

How to call: Clear statement as to how to summon transportation provider such as radio or cell phone along with a list of telephone numbers or radio channels as appropriate (list must be current and correct)

Who makes the call: list designated person who will call the emergency response/transportation

What to say: list of pertinent information such as the location coordinates, details of situation, details of injuries,

What to expect: A description of what will happen in the event that emergency response.

- If transportation cannot arrive before 40 minutes other transportation must be available to meet emergency responders at a designated place
- While the first injured person is being transported the workers need to know what to do and who to call if someone else gets hurt on the jobsite if work were to continue.

Communication of plan: evidence that the plan has been communicated to workers, including all designated first aiders.

Date of plan completion: is the plan current and specific to the site

16.0 WORKPLACE HARASSMENT & VIOLENCE

Everyone has the right to healthy and safe work environments that are free from harassment and violence. Control Tech is committed to reducing/eliminating violence/harassment in the workplace, to a workplace in which everyone is treated with dignity and respect.

Violence and harassment is not tolerated. Control Tech is committed to reducing/eliminating violence and harassment in the worksite. If eliminating these hazards are not reasonably practicable, Control Tech will put controls to the hazards of violence and harassment in place to reduce the risk.

Control Tech will make every reasonably practicable effort to prevent harassment and violence in the workplace. Acts of harassment and/or violence will not be tolerated.

Control Tech will investigate any incidents of violence/harassment and take corrective action to address the incidents.

Harassment involves any inappropriate conduct, comment, display, action or gesture by a person that involves a threat to the health and safety of another employee.

Personal harassment may include:

- verbal or written abuse or threats
- insulting, derogatory or degrading comments, jokes or gestures
- personal ridicule or malicious gossip
- interference with another's work or 'work sabotage
- refusing to work or co-operate with others
- interference with, or vandalism of, personal property

Control Tech and its Managers and employees, will take all complaints of harassment very seriously. Control Tech is committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

In accordance with OHS Act, all employees, including managers and supervisors employed by Control Tech, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

Employees must adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace. All employees and employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe and secure work environment.

Employees of each property are responsible for ensuring that all policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. The policy will be reviewed and updated every 3 years.

A copy of this policy must be posted in the workplace and be readily available to all employees.

Dustin Richarde Director	Greg Kjemhus Director	Tali Hughes Director

16.1 PURPOSE

The purpose of these procedures is to ensure that employees receive neither injuries due to nor exposure to workplace violence and harassment. The material in this document does not take precedence over applicable government legislation which all employees must follow.

16.2 SCOPE

This program applies to all operations.

16.3 KEY RESPONSIBILITIES

Safety Manager

- Develops and maintains a policy and program respecting potential workplace violence and/or harassment.

Site Supervisor

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the program.
- Enforcing by immediate, and with no hesitation, steps to immediately address any incident of workplace violence and/or harassment.

HSR

In consultation with the HS representative the employer must:

- develop and implement the violence prevention plan and the harassment prevention plan
- review the violence and harassment prevention plans when an incident occurs, when the HS representative recommends it, or every three years

Employees

- All employees, including managers and supervisors, have a responsibility to ensure appropriate conduct in the workplace. Workers are required to refrain from causing or participating in the harassment of another employee, and they must co-operate with harassment investigations.
- All shall be familiar with this procedure and the local workplace Violence and Harassment program.
- Shall immediately report any exposure to or knowledge of workplace violence and/or harassment to their supervisor.

16.4 RESPONSIBILITY OF COMPANY TO INFORM EMPLOYEES

Control Tech must inform employees who may be exposed to the risk of violence of the nature and extent of the risk. The duty to inform employees includes a duty to provide information when a risk of violence is identified related to the risk of violence from other known persons who have a known history of violent behaviour and/or whom employees are likely to encounter in the course of their work.

Workers are instructed in:

- How to recognize workplace violence and/or harassment
- The policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence and harassment.

The appropriate response to workplace violence and harassment, including how to obtain assistance, and procedures for reporting, investigating, and documenting incidents of workplace violence and harassment

Methods used to Educate Workers on the Control Tech Workplace Violence Program

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when:

- The Workplace Violence Program is first established and periodically reviewed thereafter.
- Provided to all new employees and to other employees for whom training has not previously been provided.
- Provided to all employees, supervisors, and managers given new job assignments for which specific workplace security training for the job assignment has not previously been provided.
- Provided to all personnel whenever Control Tech is made aware of new or previously unrecognized security hazards.
- This violence and harassment policies must be posted in the workplace or otherwise readily available for reference by employees.

16.5 DEFINITIONS

Harassment: 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:

- 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
- a sexual solicitation or advance, but excludes any reasonable conduct of an employer or supervisor in respect of the management of workers or a work site

Violence: the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

16.6 TRAINING

Workers are trained on Workplace Violence/Harassment. Control Tech must ensure that workers are trained in:

- the recognition of violence and harassment
- the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment
- the appropriate response to violence and harassment, including procedures for obtaining assistance
- the procedures for reporting, investigating and documenting incidents of violence and harassment

16.7 RISK ASSESSMENT

A risk assessment must be conducted to evaluate the risk of workplace violence. A risk assessment must be performed in any workplace in which a risk of injury to employees from violence arising out of their employment may be present.

16.8 CONTROL MEASURES FOR REDUCING VIOLENCE & HARASSMENT

Traditional methods of engineering and administrative controls include, but are not limited to:

Engineering Controls

- Lighting adequate to eliminate dark areas and heavy shadows and deter potential incidents from occurring
- Adequate escape and access routes present and known to the employees
- All unused doors locked to limit access
- Access to work areas controlled and are there access procedures established for visitors
- There a list of "restricted visitors" or trespassers and is it maintained
- Entry to the area/building controlled with carded entry or security staff
- Physical security devices required (e.g., closed circuit TV, door locks, panic alarms)
- Time-lock safes and other robbery prevention measures
- There an effective means of communication between the employee and persons capable of responding to the employee's needs

Administrative Controls

- Modification or elimination of duties be made to reduce risk
- Work procedures developed
- Staff trained in work procedures
- Sufficient and qualified staff coverage during times of greater risk
- Staff can double-up for specific locations or situations where the probability of violence is higher
- Money handling be reduced or improved
- The local workplace working alone plan factored in workplace violence threats
- An escort or buddy service required for employees working after hours
- Hours of operation modified to close the workplace to the public during high-risk hours (late at night and early in the morning)

Control Tech has identified and established a combination of the following control measures designed to eliminate or mitigate the risks of violence incidents.

- posted signage
- restricted access to work areas
- locked doors to limit access
- security cameras
- alarms
- secured access with locked gate and security fencing around
- adequate lighting to eliminate dark areas and heavy shadows
- personal protective devices
- background checks of employees
- security procedures
- emergency response procedures
- working alone procedures

16.9 COMPLIANCE

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

A person must not engage in any improper activity or behaviour at a workplace that might create or constitute a hazard to themselves or to any other person. Improper activity or behaviour must be reported and investigated.

Managers, supervisors and employees will comply with work practices that are designed to make the workplace more secure and enjoyable and will not engage in threats, harassment or physical actions which create a hazard for others in the workplace. Control Tech will:

1. Inform employees, supervisors and managers about the Workplace Violence & Harassment Program.

1. Evaluate the performance of all employees in complying with the establishment's workplace security measures.
2. Recognize employees who perform work practices which promote security and cohesiveness in the workplace.
3. Provide training and/or counselling to employees who need to improve work practices designed to ensure workplace security.
4. Discipline employees for failure to comply with workplace security practices.
5. Follow established workplace security directives, policies and procedures.

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Control Tech has a communication system designed to encourage a continuous flow of safety, health and security information between management and employees without fear of reprisal and in a form that is readily understandable. The Control Tech communication system consists of the following items:

- New employee orientation on the workplace security policies, procedures and work practices.
- Periodic review of the Workplace Violence Program with all personnel.
- Training programs designed to address specific aspects of workplace security unique to the establishment.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence or incidents of harassment.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.

16.10 WORKPLACE SECURITY INSPECTIONS

Inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed on the following schedule:

Monthly

- When new, previously unidentified security hazards are recognized
- When occupational injuries or threats of injury occur, and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. Each establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

16.11 REPORTING AND INVESTIGATION PROCEDURE

Incidents of workplace violence or harassment must be reported and investigated. The following provides information on how to report an incident of violence or harassment and how an incident of violence or harassment will be investigated:

Complaint Procedure for Harassment:

1. An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop. Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to their immediate supervisor. If the situation involves the supervisor as the harasser the employee can go directly to a Control Tech manager.
2. Once the supervisor receives a complaint, that person shall immediately bring the complaint to the attention of Control Tech manager.
3. The Control Tech manager will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, Control Tech will notify the alleged harasser of the complaint, provide the alleged harasser with the information concerning the circumstances of the complaint and undertake a confidential investigation.
4. Following the conclusion of the investigation, Control Tech will inform the complainant and the alleged harasser of the results of the investigation. If the outcome of the investigation is not to the satisfaction of the complainant they have the right to file a complaint with the Alberta Labour/OHS
5. Where harassment has been substantiated, Control Tech will take appropriate corrective action to resolve the complaint.

Reporting an Act of Violence

1. In the event of an incident of violence any employee shall immediately contact their immediate supervisor.
2. In the event of violence the RCMP or Local Police may need to be called
3. All employees will strictly follow Control Tech policies and procedures for a thorough investigation of the incident.
4. A Control Tech Manager shall lead the investigation with the assistance of those parties designated by the Human Resources department.

Investigation of Violence & Harassment

Control Tech will investigate incidents of violence/harassment in the workplace. Procedures for investigating incidents of workplace violence and harassment include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing threatened or injured employees and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behaviour by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent the incident from recurring.
7. Recording the findings and corrective actions taken.

16.11.1 HEALTH PROFESSIONAL CONSULTATION FOR VICTIMS

Victims of workplace violence are advised to consult a health professional. Control Tech must ensure that a worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional of the worker's choice for treatment or referral.

16.12 SUPERVISORY AND SAFETY STAFF TRAINING

1. Methods to encourage employees to report incidents of violence or harassment
2. Methods to support employees who report incidents
3. Skill in handling crisis situations, identifying the warning signs of aggression
4. Techniques and skills to manage and resolve conflicts
5. Identifying precipitating factors (e.g., mental health issues, workplace stress, substance abuse)

16.13 PROGRAM RECORDKEEPING AND REVIEW

The Violence/Harassment program must be reviewed. With respect to the violence prevention plan, the review must take place on the earliest of the following:

- when an incident of violence occurs
- if the joint work site health and safety committee or the health and safety representative, if applicable, recommends a review of the plan
- every 3 years

Reviews of the following reports and records will be made:

- Incident reports
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Grievances
- Inspection information

16.14 BC WORKPLACE VIOLENCE REQUIREMENTS

Control Tech must inform workers who may be exposed to the risk of violence of the nature and extent of the risk. Control Tech must instruct workers who may be exposed to the risk of violence in:

- the means for recognition of the potential for violence
- the procedures, policies and work environment arrangements which have been developed to minimize or effectively control the risk to workers from violence
- the appropriate response to incidents of violence, including how to obtain assistance, and (d) procedures for reporting, investigating and documenting incidents of violence

A risk assessment must be performed in any workplace in which a risk of injury to workers from violence arising out of their employment may be present.

A worker reporting an injury or adverse symptom as a result of an incident of violence is advised to consult a physician of the worker's choice for treatment or referral.