INSPECTRITE

SAFETY MANUAL

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1.1 WORKPLACE HEALTH AND SAFETY POLICY

Safety is an integral part of Inspectrite Services Inc.'s operations, intended to protect our employees, sub-contractors, clients, property, the environment, and the general public.

There are many costs to accidents and unsafe work practices. The greatest costs are human lives. By protecting our employees and sub-contractors, we are also protecting the far-reaching costs of serious accidents. We are also protecting our ability to continue doing business and employing people.

Employees, subcontractors and contractors who knowingly violate safety rules may face disciplinary action, dismissal or even legal action. Visitors may also face legal action if they knowingly disobey safety rules. In addition, Inspectrite Services Inc. may face legal action and fines for violation of regulatory requirements. Those individuals who do not fulfill their safety responsibility will become accountable for any problems their negligence creates and may be liable under the law.

Inspectrite Services Inc. is committed to ensuring that all applicable legislation, including Industry Guiding Principles, is incorporated into our safety program and to the consistent compliance with legislation. Everyone employed by this company is responsible for maintaining the safety program. Managers and supervisors are responsible for identifying safety needs, communicating safety hazards, investigating hazardous conditions and behaviors, provide training, supply and wear the appropriate PPE, and ensuring that they meet legislative safety standards. Their role is supported by input from all employees and sub-contractors.

All company employees/subcontractors and others on company work sites are responsible for obeying all safety rules, following recommended safe work practices and procedures, wearing and using PPE, participating in training, and informing supervisors of all unsafe conditions or behaviors. Everyone has the right and the responsibility to refuse any unsafe work.

By fulfilling our safety responsibilities, everyone who works for our company will share the benefits of a safe and healthy work place.

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

Nicholas Werstiuk – President

Date

1.2 ENVIRONMENTAL/WASTE MANAGEMENT POLICY

The proper safeguard of our environment is important to Inspectrite Services Inc.

While doing work, we shall consider the appropriate protection of human, animal life, plant life, air, water and soil.

We expect each person to do his or her best to prevent harm to the environment.

Our goals on the job can be met without risking harm to the environment.

We shall use, store, and dispose of products in such a manner that it will provide appropriate protection of the environment.

Where possible, we shall recycle products and promote the use of recycled products.

Employees and subcontractors will be kept informed on how to do their job in such a manner to cause minimal harm to the environment.

Management will develop and enforce environmental standards in accordance with all applicable laws and regulations imposed by all governing regulation bodies.

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Nicholas Werstiuk – President

Date

1.3 DRUG, ALCOHOL & FIREARMS POLICY

Introduction

Inspectrite Services Inc.s is committed to the health and safety of the employees, sub-contractors, customers and the public. The company recognizes that the use of illicit drugs and the inappropriate use of alcohol, medications or other substances can have a serious adverse effect on the safety and wellbeing of many. The objective of this program is to minimize the risk of impaired performance due to substance use.

Scope of Application

This program applies to all Inspectrite Services Inc. employees including contractors, subsidiaries and associated companies.

All Workers are responsible for:

- Taking responsibility for ensuring their own safety and the safety of others.
- Reporting Fit for Duty whether they are working Days On, are Formally on Call or responding to an After Hours Call Out or otherwise performing work duties, within or outside of regular working hours.
- Understanding and complying with this Drug and Alcohol Policy as part of their obligation to safely perform their work.
- Using Medication responsibly and notifying their supervisor in advance of any potential side effects that may impair their ability to work safely.
- Notifying a supervisor if they believe that any Worker may not be Fit for Duty.
- Cooperating with an investigation into a violation of this Policy, including any request to submit to Drug and Alcohol testing.

In addition to the responsibilities outlined for Workers, supervisors and managers are responsible for:

- Understanding this Drug and Alcohol Policy and the associated procedures for training, testing and monitoring compliance.
- Reinforcing workplace safety by maintaining a high level of awareness among their Workers of the safety risks that arise from the use of Drugs and Alcohol.
- Being observant for outward indications that a Worker may be impaired at a Company Worksite or may have a Substance abuse problem and responding to these in accordance with this Policy.
- Ensuring that any Worker who exhibits outward signs of impairment by Drugs, Alcohol, or Medication is safely removed and assessed.
- Requesting and arranging for a Drug and Alcohol test in a post-incident or reasonable cause situation as required by this Policy.
- Ensuring that a Worker tested under this Policy does not return to work until either a preliminary or confirmed Negative Test Result is received.
- Where a Contract Worker is tested under this Policy, confirming with the Contractor whether the test result is a Negative or Positive Test Result. (Details as to the substance or concentrations generating the result are not to be obtained.)

The President, General & Operations Management is responsible for:

- Annual review and endorse this policy to ensure it complies with a recognized industry standard.
- Ensure clear communication and execution of expectations with respect to this policy.
- Ensure Inspectrite Services Inc. Oilfield maintains client and industry standards upon which this policy is based and the procedures for policy compliance and keeping up to date with any changes.
- Developing and implementing appropriate training programs that will promote awareness of, and confirm knowledge and understanding of the policy.

Prevention

Inspectrite Services Inc. recognizes that appropriate emphasis must be placed on the prevention of alcohol and drug abuse and dependency. Therefore this company is committed to:

- Clearly communicating its expectations with respect to employee substance use.
- Use of general programs for employee health and awareness.
- Provide specific education and awareness of substance use and available treatment resources to the employee, supervisor and managers.
- Support peer prevention or referral programs or other initiatives based on shared responsibility.

Assessment and Rehabilitation

Inspectrite Services Inc. recognizes that alcohol or drug dependency is a treatable condition and that early intervention greatly improves the probability of a lasting recovery. Employees who suspect they have a substance dependency or emerging alcohol or drug problems are encouraged to seek advice and to follow appropriate treatment promptly, before job performance is affected or violations of this policy occur.

Information concerning an employee's health status or involvement with an assistance program, external treatment agency and all medical records in the possession of the company will continue to be held in strictest confidence. Such information will not be disclosed except:

- As authorized by the informed consent of the employee.
- As required by law.
- Where there is a serious and imminent risk that the health or safety of the employee or others would be jeopardized.

Disciplinary Action

No employee with an alcohol or drug problem will be disciplined or involuntarily terminated for requesting help in overcoming the problem or because of involvement in a rehabilitation effort. However, if an employee violates the following provisions of this policy, or does not meet satisfactory standards of work performance as a result of substance abuse, appropriate disciplinary action will be taken, up to and including termination of employment. Such action cannot be avoided by a request at that time for rehabilitation, or disclosure that the individual is already involved in treatment. This policy does not require and should not result in any exemptions from normal job performance requirements.

Job Categories

This policy applies to management, employees, sub-contractors, consultants or any other 3rd party contractors. All Inspectrite Services Inc. job sites and position are considered safety-sensitive and all are subject to the same testing, rules and disciplinary action.

Rules Concerning Possession, Use or Effects

To minimize the risks of impaired performance due to substance use, the following are strictly prohibited for employees in all job categories. Violations are grounds for disciplinary action up to and including termination of employment.

Use, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia or un-prescribed drugs for which a prescription is legally required in Canada, while on company business or premises.

Presence in the body of illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada or their metabolites while on company business or premises.

Use, possession, distribution, offering or sale of alcoholic beverages on company premises, except for approved social functions or other exceptions with written approval by the CEO/President or Operations Manager.

Having a blood alcohol concentration of 0.04% (0.04 grams per 100 ml) or higher while on company business or premises.

Intentional misuse of prescribed medications, over the counter medications, or other substances while on company business or premises.

Being unfit for scheduled work due to the use or after-effects of alcohol, illicit drugs, un-prescribed drugs for which a prescription is legally required in Canada, or the intentional misuse of medications.

In addition to the above, any employee that knows he/she has to work shall limit their consumption prior to the working hours so that there is no alcohol in the body while at work.

Employees in all job categories have a responsibility to manage potential impairments during working hours due to legitimate use of medications, in consultation with their personal physician, pharmacist or our corporate physician. In appropriate circumstances, management personnel may issue a modified work program or temporary reassignment while using the prescription medication.

Testing

All employees, sub-contractors, and consultants are subject to testing under the following guidelines. These shall include, but are not limited to:

- **Post Incident Testing –** Should the employee's performance be found to be the contributing factor in an accident, protocol will require an alcohol and drug test. In the event of an incident where the employee's performance is a contributing factor, post incident testing must take place within three hours. This process would follow the same chain of custody format and if uncertain about the employee's ability to perform their duties, they will be removed from the work site and TAKEN home to await the results of the test. Results to follow through to the Medical Review Officer and then the Safety Advisor.
- **Random testing** of each area within our company is a possibility and may be directed by client and or Industry. The process for selection may include putting the employee names in a hat or box and randomly pulling out a pre-selected number. These employees would then be taken to a secured washroom facility and then asked to submit to giving a sample. The chain of custody forms will be filled out and after documentation, and sample, the employee would return to work. Results will follow to the Medical Review Officer then to the Safety Advisor.
- **Reasonable Cause Testing –** any employees displaying physical signs of impairment (i.e. smell of alcohol, slurred speech, etc.) or is found to be in consumption or possession of alcohol, illicit drugs or drug paraphernalia, or where there is reasonable cause to suspect an employee is impaired as a result of alcohol or drugs, the individual shall be required to comply with drug testing. After observing, documentation and consulting with area manager or Safety Manager, the suspect employee will be taken aside and told of the suspicion. After the initial contact, the employee will be asked to submit to a urinalysis test for alcohol and drugs. The employee will then be removed from the work area and taken home to await the test results. The proper chain of custody format will be followed. Results will follow through to the Medical Review Officer and then the Safety Advisor.
- **Pre-Access Testing-** Testing required to gain access to a clients site.

A *positive test result*, failure to report for the test, refusal to submit to a test, refusal to consent to disclose test results to management, or an attempt to tamper with a test sample are grounds for disciplinary action up and including termination of employment.

Testing of all samples will be conducted through a certified lab and includes both screening and confirmation test. This drug and alcohol testing complies with recognized industry standards (Enform Alcohol and Drug Policy Model and/or the COAA Model for Providing a Safe Workplace) and will go beyond such requirements where it is necessary to ensure the accuracy and integrity of the results. Test candidates will be asked to declare their current or recent use of medications and to complete the informed consent document. Rigorous sample collection, storage and chain of custody procedures will be followed.

Alcohol testing may be administrated with a Breathalyzer, or breath tube devise. Confirmation will be by urinalysis or a certified Breath Alcohol Analyzer. Pre-Access and post Incident drug tests will be administered by urinalysis. Random testing may be done by oral swab. The testing program will cover alcohol and specified drugs only, and will not include testing for other medical conditions.

Urine samples will be analyzed by a fully certified laboratory using a two-step process, with initial screening by enzyme immunoassay (EMIT) and all confirmations being performed by gas chromatography/mass spectrometry (GS/MS). The laboratory will be required to present its current certification on demand showing their qualifications and the equipment/technician certification. The laboratory shall meet all requirements set out by The Standards Council of Canada.

Confirmed positive, a qualified medical review officer will review the test results, and the employee concerned will be given an opportunity to explain the findings to the Medical Review Officer before it is communicated to management.

All test results will be held in strictest confidence and placed in a confidential file with limited access.

Senior Management will annually review and endorse this policy to ensure it complies with a recognized industry standard.

All employees, subcontractors, supervisors and site management will sign-off acceptance of this program as a condition of employment upon hire and with revisions to the policy.

1.4 CELL PHONE USE POLICY

The purpose of this policy limiting the use of cell phones and other communication devices at work is to protect you and to follow Provincial Legislation. Inappropriate use of communication devices at work can cause injuries because it is distracting and may interfere with the proper and safe use of vehicles and equipment.

With respect to Distracting Driving Legislation, please see the following Government of Alberta documents regarding Legislation highlights.

The devices covered by this Policy include cell phones, blackberries, mobile phones, text pagers, two-way radios and other wireless devices, whether owned by Inspectrite Services or the individual workers.

This policy applies to workers, subcontractors, as well as management.

The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work; and conducting job-related activities, whether such vehicles are owned by Inspectrite Services or the workers. The policy applies to all conversations, whether personal or business-related.

Prohibited uses include:

a. While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any device in the work place for inappropriate purposes, including but not limited to: engaging in personal conversations; playing games; surfing the internet; checking e-mail; and sending or receiving text messages.

b. While operating / driving a vehicle, workers may NOT answer a communication device. They must pull over in a safe spot before any conversation may take place. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If you must make a call, you must pull over in a safe manner and location first.

Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.

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Nicholas Werstiuk – President

Date

1.5 SAFETY RESPONSIBILITIES & ACCOUNTABILITY FOR HEALTH & SAFETY

Owner/Management

Management shall:

1. Have in possession an inspectrite services safety manual and full understanding of the manual.
2. Ensure the program is maintained and is responsible for the success of the program.
3. Ensure that all new employees and/or subcontractors are properly trained before working independently.
4. Ensure that any and all personal protective equipment required to perform work is provided to complete the job safely and efficiently.
5. Ensure that all employees have a clear understanding of all instructions, safe work procedures and safe work practices.
6. Ensure that all employees have proper and current safety training/certificates as well as first aid supplies.
7. Ensure that all equipment, vehicles and tools are maintained in safe working order.
8. Ensure that regular inspections are done to vehicles, equipment, and facilities as well as to work procedures.
9. Correct any unsafe conditions.
10. Investigate all incidents and report any injuries to the workers' compensation board.
11. Ensure compliance with legislation.
12. Set a good example.
13. Ensuring the health, safety and welfare of workers.
14. Ensuring workers are aware of their rights and duties under the law and are aware of any health and safety issues.
15. Providing competent supervisors, training workers, and preventing violence and harassment.
16. Ensuring public safety at or in the vicinity of work sites
17. Working with the joint work site health and safety committee or health and safety representative.

Supervisors/Mentors

Supervisors/Mentors:

1. Are responsible for their assistant/trainee and shall ensure that safe work procedures and practices are established, promoted, and followed.
2. Shall promote health and safety awareness and instruct workers about same.
3. Shall correct unsafe practices and/or conditions and advise management.
4. Shall enforce company rules.
5. Shall ensure hazard assessments are conducted on all worksites. All hazardous conditions, unsafe acts or unsafe behaviors must be reported to management.
6. Shall ensure equipment and vehicles are properly maintained and inspected.

7. Shall ensure that all incidents / accidents are investigated with management's involvement.
8. Shall comply with legislation.
9. Have the right to refuse unsafe work.
10. Shall set a good example.
11. Must be competent
12. Protect the health and safety of workers
13. Advise workers of all health and safety hazards
14. Prevent violence and harassment

Health and Safety Representative

(sites with 5-9 employees for more than 90 days)

1. Has all the responsibilities of the worker as well as Health & Safety Representative duties and functions that help prevent injuries and illness.
2. Represents the workers, chosen by workers and supports the employer to identify and solve health and safety concerns at the work site.
3. Promotes awareness and interest in health and safety as an important part of the internal responsibility system by creating mutual accountability for health and safety.
4. Provide support for the three basic rights that all employees have in protecting their health and safety: the right to know, the right to participate, and the right to refuse dangerous work.

Health and Safety Committee

(where there are 20 or more workers and the work is expected to last 90 days or more)

1. Has all the responsibilities of the worker and the role to advise and assist, not assume managerial responsibilities for health and safety at the workplace.
2. Each committee must have at least four members and at least half represents the worker and have two co-chairpersons. An employer co-chair is chosen by the employer members on the committee and the worker co-chair is chosen by the worker members.
3. Meetings to be held quarterly during normal work hours, minutes of all meetings to be recorded and provided to the employer within 7 days of the meeting and posted.
4. Committee meeting decisions must only be made when at least half of the HSC members are present and both worker members and employer members are represented, and that at least half of those present represent workers.
5. Receive and address concerns and complaints about the health and safety of workers.
6. Participate in the identification of hazards to workers or other persons arising out of or in connection with activities at the work site

Both Health & Safety Representative and Committee

1. Develop and promote measures to protect the health and safety of persons at the worksite and check the effectiveness of the measures.
2. Cooperate with an OHS officer exercising duties under the Occupational Health and Safety Act, the Regulations and the OHS Code.
3. Develop and promote programs for education and information concerning health and safety,
4. Make recommendations to the employer, prime contractor or owner respecting the health and safety of workers,
5. Must not disclose personal information of an identifiable individual unless the disclosure is required by law.
6. May participate in workplace inspections, incident investigations, and work refusals.
7. Maintain records in connection with the concerns and complaints received.
8. Attend to other matters relating to the duties of the committee, and other duties as may be specified in the OHS Act, Regulations and Code

Employees / Sub-Contractors

All employees / sub-contractors:

1. Shall follow company oral and written practices and procedures to enable him/her to perform his/her duties safely and efficiently.
2. Are required to consult with their supervisor or management should they feel in doubt of the safety involved in their job.
3. Are responsible for conducting a site job hazard inspection familiarizing themselves with their equipment and work site and to correct and/or report to their supervisor any changes or hazards.
4. Are required to wear proper personal protective equipment at all times while working.
    a. Hard hats
    b. Steel toed boots
    c. Safety glasses
    d. Rubber gloves when working with chemicals or hot fluids
    e. Fire retardant coveralls when working within an ignition source or as required
5. Are required to understand and are accountable for their unsafe acts under the occupational health and safety act. They must comply with company rules and legislation.
6. Are responsible for reading, understanding and following the guidelines and regulations of this manual.
7. Must report all hazardous conditions, unsafe acts or unsafe behaviors to the supervisor on site.
8. Are responsible for reporting accidents and incidents to their supervisors immediately after they occur.
9. Shall make suggestions for improvement.
10. Set a good example.

11. Are responsible for ensuring the health and safety of themselves and others
12. Cooperating with their employer/supervisor for purposes of health and safety
13. Refrain from causing or participating in violence and harassment
14. Contractors are responsible for ensuring that work being performed by employers under their control does not endanger the health and safety of persons at the work site.

Visitor's Responsibilities

All visitors:

1. When entering the inspectrite property, must immediately report to the main office prior to entering the shop or work area unless telephone permission has been given.
2. Shall follow instruction of the site supervisor or personal escort.
3. Must wear proper protective equipment when on any site.
4. Must report any hazardous conditions, unsafe acts or unsafe behaviors to management.
5. Must never walk about the work site unescorted.
6. Suppliers must ensure their products are safe to use and comply with the legislation; and any equipment and harmful substances provided include manufacturer's specifications or other instructions for safe use (if they exist).
7. Suppliers must provide notice when their product or equipment doesn't comply with the law.

Right to Refuse Dangerous Work

All persons and positions have the right to refuse dangerous work and are protected from reprisal for exercising this right: workers must continue to be paid while a work refusal is being investigated employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right employers must investigate the matter in cooperation with the joint worksite health and safety committee or health and safety representative, if applicable employers cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk.

Right to Know

Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace: all employers must inform workers about potential hazards all worksite parties must ensure information on health and safety hazards is available onsite.

Right to participate

Workers have the right to be: involved in health and safety discussions participate in health and safety committees.

1. All workers have the right to participate in decision making on matters that affect their health and safety at work
2. Understand the internal responsibility system places mutual accountability for health and safety on employers and workers
3. Conduct hazard assessments as an ongoing health and safety activity and control or elimination the hazards identified.
4. Attend Health & Safety Training and educational information sessions.
5. Participate in workplace inspections, incident investigations, and work refusals.

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Nicholas Werstiuk – President

Date

1.6 MANAGEMENT COMMUNICATION

Management will regularly communicate to all employees/sub-contractors and clients that the company is committed to safety. Management will inform them of the following:

- Safety program goals and performance expectations
- Hazardous conditions and corrective measures
- Allocation of safety responsibilities
- Why safety is important and who it affects.
- Incident and accident reporting procedures.

The minimum that Management will communicate with personnel is twice in a 12 month period. Discussions will take place around the company's commitment to safety and why safety is important. These communications will take place when supervisors and employees /sub-contractors are all present.

In addition, the manager and supervisors will take a tour of a work site to observe work practices and procedures and to talk to the workers about safety. The frequency of these tours will be once in a twelve-month period. All records of management communications will be kept on file.

Management will communicate the company's commitment to safety through any of the following:

- Tours of a work site to observe workers operations and use of safe work procedures.
- Send motivational letters and memos to the employees.
- Participate in monthly safety meetings to deal with any safety issues.
- Include safety topics for the upcoming safety meetings
- Hand out safety awards at safety meetings

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Nicholas Werstiuk – President

Date

1.7 HEALTH AND SAFETY COMMITTEE

An HSC is a group of worker and employer representatives working together to promote awareness and interest in health and safety and identify and solve health and safety concerns at the work site.

Health and safety committee (HSC) is required on work sites where there are 20 or more workers, and the work is expected to last 90 days or more and will involve Health & Safety Representatives (HSR) from our divisions where there are 5 to 19 workers and work is expected to last 90 days or more.

Contents

This package contains tools and templates for joint health and safety committee work.

Rules of procedure

- Name of committee

  Inspectrite Health & Safety Committee

- Constituency and composition of the committee

  a. Name the divisions that require a committee

- Purpose of the committee Promotes awareness and interest in health and safety as an important part of the internal responsibility system by creating mutual accountability for health and safety.
- Provide support for the three basic rights that all employees have in protecting their health and safety: the right to know, the right to participate, and the right to refuse dangerous work.
- Duties and functions of the committee
- Has all the responsibilities of the worker and the role to advise and assist, not assume managerial responsibilities for health and safety at the workplace.
- Each committee must have at least four members and at least half represents the worker and have two co-chairpersons. An employer co-chair is chosen by the employer members on the committee and the worker co-chair is chosen by the worker members.
- Meetings to be held quarterly during normal work hours, minutes of all meetings to be recorded and provided to the employer within 7 days of the meeting and posted.
- Committee meeting decisions must only be made when at least half of the HSC members are present and both worker members and employer members are represented, and that at least half of those present represent workers.
- 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 worksite and check the effectiveness of the measures.
- Cooperate with an OHS officer exercising duties under the Occupational Health and Safety Act, the Regulations and the OHS Code.
- 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,
- Must not disclose personal information of an identifiable individual unless the disclosure is required by law.
- May participate in workplace inspections, incident investigations, and work refusals.
- Maintain records in connection with the concerns and complaints received.
- Attend to other matters relating to the duties of the committee, and other duties as may be specified
- in the OHS Act, Regulations and Code

Records and reports

Under the mandate of this joint committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports & Tracking of Corrective actions
- Inspection reports & Tracking of Corrective actions
- OHS-related training records
- Company health, safety& environment management system
- Manufacturers' specifications
- YTD stats and trending reports
- Annual Hazard Assessment action plans
- COR audit Action Plans

The employer will consider all requests made for documentation not specified within the rules of procedure.

Meetings

These meetings will be conducted within 10 days after being established and then quarterly. Health & Safety Committee Meetings will include:

- Two co-chairpersons, an employer co-chair and a worker co-chair.
- At least four members and at least half of them represent the workers, selected by the workers.
- If some members cannot attend a meeting, the meeting can still take place. However, for the committee to make decisions, there must be a quorum. (at least half present represent workers)
- HSC meetings, duties and functions during normal work hours.
- An HSC must convene a special meeting if requested to do so by an OHS officer.

Role of the co-chairs

The co-chairs shall:

- Control the meetings.
- Ensure the maintenance of an unbiased viewpoint.
- Review previous meeting reports and material prior to the meetings.
- Notify members of meetings.
- Review meeting agendas.
- Review meeting reports.
- Forward a copy of meeting reports to the employer for distribution.
- Prepare recommendation(s) and forward to the employer for a response.
- Prepare all correspondence.
- Determine the process for alternating the co-chair.
- When called upon by the employer, identify employer representatives and worker representative to participate in incident investigations as required

Role of the members

The members shall:

- Be selected in accordance with the Alberta Occupational Health & Safety Act
- Actively participate
- Come prepared and on time for meetings
- Maintain confidentiality

Guests

a) Guests can be invited to committee meetings at the request of the co-chair(s).

b) Guests attending committee meetings must be there for the purposes of:

i. Training

ii. Making a presentation

iii. Consultation

Agendas and meeting minutes

a) The agenda will be determined by the co-chairs.

b) The agenda and any other required documentation will be prepared by the co-chairs and distributedto committee members prior to the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.

c) The minutes of each meeting must be recorded and include the date of the meeting and a listall participants.

d) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, and workers within 7 days

e) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible. In all work location the meeting minutes will be posted on the board n lunchrooms and/or offices electronically

f) Records of these meetings will be retained for 2 years

Terms of office

Committee members will sit on the committee for a minimum of 1 year and elections will be held annually.

a) Members may continue to sit until re-appointed or re-elected, or until a replacement is appointed

b) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.

c) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.

Participation in investigations

a) 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.

b) The investigation of serious incidents must be conducted with the participation of the joint work site ealth and safety committee. This participation will involve a review of all evidence to confirm the established cause factors determined by our company health & safety professionals/management.

Recommendations to the employer

Recommendations to the employer must be:

i. Directly related to health and safety

ii. Doable (reasonably capable of being done)

a) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.

b) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

Decision-making model

a) This committee will make decisions based on consensus.

b) If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter.

Recommendations to the employer must be:

a) ensures the committee's membership represents all OHS concerns at their worksite,

b) sets out a process for replacing members of the committee if they depart,

c) establishes a dispute resolution process to use if the committee fails to reach a consensus about recommendations to be put forward, and

d) creates a process for coordinating with other HSCs established by a prime contractor.

Education and training

HSC & HSR's will be provided training in relation to the duties and functions of their committee and or representative duties. This Training will happen over the term of office and up to 16Hrs in duration.

This Training will include:

a) Workers' rights and responsibilities

b) OHS duties outlined in the Act, Regulation & Code.

c) Workplace Violence & Harassment prevention plans

d) Hazard Identification & Job Observations

e) Worksite Inspections

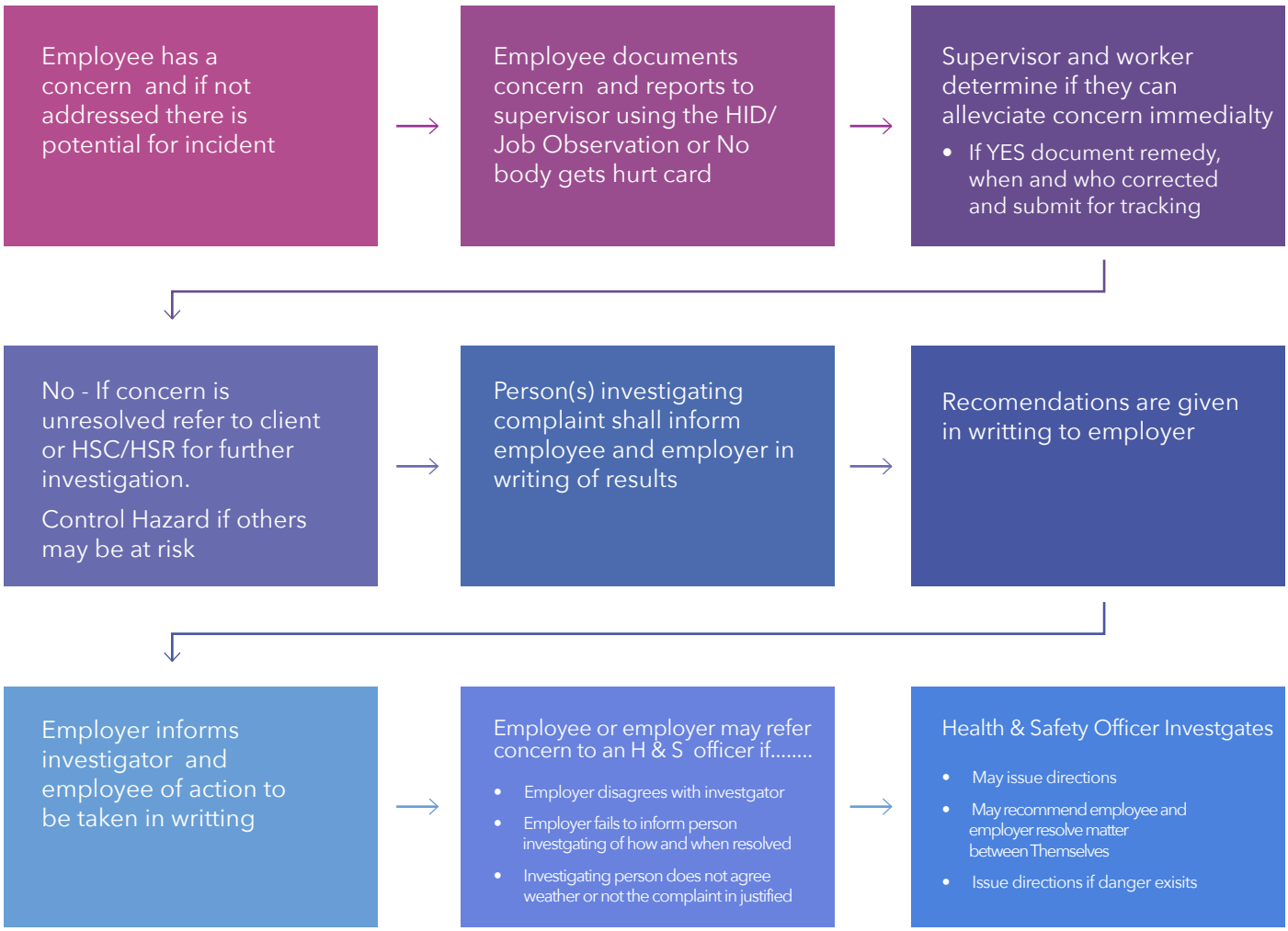
f) Incident Investigations

During training, the committee members and representatives are deemed to be at work and will be paid at their regular rate of pay.

Amendments

These terms of reference may be amended by a majority vote of the committee members

Health & Safety Concern Reporting flow



Health & Safety Concern Reporting flow

Meeting date:		Committee members: present Print name indicate worker or employer rep	Last committee evaluation:	
Previous meeting:			Next committee evaluation:	
Previous meeting:			Days without time-loss injury:	

	Risk (JSA) assessments conducted	Site inspections conducted	OHS program reviews	Site-wide education programs delivered	Recommendations made to employer
This period					
Year-to-date					

Reports	Document	
#	Incidents	• Incidents requiring investigation (resulting in worker injury or near misses) • Property damage incidents, environmental impact incidents, threats of violence
	Inspections	• Equipment • Facilities • DOT • Worksite • Health & safety association/OHS
	Other OHS reports	• COR audit • WCB
	Training and education	• New and young worker training • Equipment and work procedures training • WHMIS 2015 • Spotter • First aid • PPE • Client Specific
	Client	• PRT • Contractor Self Monitor Reports

	Item #	Description	Who	Target date
Old business				
New business				

Committee recommendation

Joint Health and Safety Committee Recommendation

Recommendation #_____ Date_____

To: Inspectrite Management

Please respond in writing by Date: _____ (21 days)

Issue

- Give a clear and complete description of the issue
- Describe what, why, who, where, and when
- Reference the relevant section(s) of Occupational Health and Safety Act, Regulation or Code (where applicable)

Committee recommendation

- Make sure the recommendation deals with workplace health and safety
- Include rationale for your recommendation
- If applicable, include options and pros and cons of each
- For complex issues, include steps involved and suggest timeframe for implementation

Committee decision

Indicate if this recommendation was voted on or decided by consensus

Approved By:	Date:
Signature:	Comments:

Health & Safety Representative/ Committee Term Acceptance

I_____ understand the following as my responsibilities of being a member of the Inspectrite Safety Committee or a Representative.

Health & Safety Representative/Committee Member Responsibilities

(Sites with 5 – 19 employees (HSR) and or more than 20 employees (HSC) for more than 90 days)

- I have all the responsibilities of the worker as well as Health & Safety Representative duties and the role to advise and assist and functions that help prevent injuries and illness., not assume managerial responsibilities for health and safety at the workplace.
- I represent the workers, chosen by workers and supports the employer to identify and solve health and safety concerns at the work site.
- I promote awareness and interest in health and safety as an important part of the internal responsibility system by creating mutual accountability for health and safety.
- I provide support for the three basic rights that all employees have in protecting their health and safety:
    - Right to refuse dangerous work - All persons and positions have the right to refuse dangerous work and are protected from reprisal for exercising this right: workers must continue to be paid while a work refusal is being investigated employers must ensure workers understand the hazards at the workplace, know what needs to be reported and have the support to exercise their right employers must investigate the matter in cooperation with the joint worksite health and safety committee or health and safety representative, if applicable employers cannot take or threaten discriminatory action against a worker for exercising their rights and duties under the legislation other workers may be assigned to the work if they are advised of the refusal, reason for it and are made aware of their own right to refuse work after the employer determines there is not a risk.
    - Right to know - Workers have the right to know of potential hazards and have access to basic health and safety information in the workplace: all employers must inform workers about potential hazards all worksite parties must ensure information on health and safety hazards is available onsite.
    - Right to participate - Workers have the right to be: involved in health and safety discussions participate in health and safety committees. All workers have the right to participate in decision making on matters that affect their health and safety at work. Understand the internal responsibility system places mutual accountability for health and safety on employers and workers. Conduct hazard assessments as an ongoing health and safety activity and control or elimination the hazards identified. Attend Health & Safety Training and educational information sessions. Participate in workplace inspections, incident investigations, and work refusals.
- To be part of a committee that has at least four members and at least half represents the worker and have two co-chairpersons. An employer co-chair is chosen by the employer members on the committee and the worker co-chair is chosen by the worker members.
- Attend Meetings to be held quarterly during normal work hours, minutes of all meetings to be recorded and provided to the employer within 7 days of the meeting and posted.
- Understand that committee meeting decisions must only be made when at least half of the HSC members are present and both worker members and employer members are represented, and that at least half of those present represent workers.

My key responsibilities will include:

- 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 worksite and check the effectiveness of the measures.
- Cooperate with an OHS officer exercising duty under the Occupational Health and Safety Act, the Regulations and the OHS Code.
- Develop and promote programs for education and information concerning health and safety,
- Make recommendations to the employer, respecting the health and safety of workers,
- I must not disclose personal information of an identifiable individual unless the disclosure is required by law.

- I may participate in workplace inspections, incident investigations, and work refusals.
- Assist with retention of records in connection with the concerns and complaints received.
- Attend to other matters relating to the duties of the committee, and other duties as may be specified in the OHS Act, Regulations and Code
- I will Participate in the following in-house training required to understand my Responsibilities as a Health & Safety Committee (HSC) & Representative (HSR)

This Training will include:

- Workers' rights and responsibilities
- OHS duties outlined in the Act, Regulation & Code.
- Workplace Violence & Harassment prevention plans
- Hazard Identification & Job Observations
- Worksite Inspections
- Incident Investigations

During training, the committee members and representatives are deemed to be at work and will be paid at their regular rate of pay.

Acknowledgement and Agreement

I, _____(Employee Name), acknowledge that I have read and understand that the term of my responsibilities to the Inspectrite health & safety Committee/representative duties is for a minimum of 1 year & I understand that if I violate the responsibilities identified I may face disciplinary action up to and including termination of my position in the committee.

Signature: _____

Date: _____

Witness: _____

2.1 HAZARD IDENTIFICATION AND CONTROL

Definitions

Hazard: a source of danger; potential for loss or injury; a condition or practice with the potential for accidental loss.

Risk: the chance of a loss occurring; a measure of the probability and potential severity of harm or loss.

The challenge for Inspectrite Services Inc. is to minimize the risk of the hazard becoming more severe and consequently causing major injury, damage to property or loss of process.

Pre-job hazard identification requires the following steps to be taken:

1. Identifying the hazard associated with a particular job or task / new work site.
2. Identify the required controls designed to either eliminate or mitigate the hazards so they cannot result in an injury or loss.
3. Implement the required controls and tools:
    a. Complete a Job Hazard Assessment Form when beginning a new job or task.
    b. Use Hazard Identification and Near Miss sheets when required
    c. Effective communication and training of employees to recognize the hazards.
    d. Provisions and use of required equipment.

Job Hazard Assessments

Job Hazard Assessment forms are used to determine if any hazards are present that workers may be faced while on the work site. As each inspection is performed on a different work site, JHA's are completed on each new site for each inspection, with the participation of all workers. Topics for review/assessment are hazards, and control measures. An attendance list is recorded on this form. This assessment will be performed before any work starts on the site, when new hazards are identified, or when the scope of the job changes. If there is a written procedure that needs to be discussed it will happen during this time. At any time that two or more employees are present for a task, the findings/ contents on this form will be reviewed and discussed to ensure that any hazards will be identified and plans to eliminate or control the hazard will be initiated and documented on the form.

Hazard Identification and Near Miss Forms

Hazard ID Forms and Near Miss forms are good forms to use when there is a practice that is being done unsafely by yourself or by others working around you. They can easily identify potential hazards or near misses with an easy form.

Safe Work Permits

These permits are issued by the owner or the person that is most familiar with the job and work site (Consultant). It is a simple checklist to ensure that every hazard has been addressed and there is proper mitigation in place to cover each hazard. These are also in place to cover lockouts, gas testing, etc. Permits issued are usually specific to location, time and task. If any of these are going to change during the course of the permit, then the old permit must be closed and a new one must be issued.

2.1(a) Hazard Assessment & Control Process Flow

STEP 1 — **Identify the jobs/task to be performed**
Workplace consideration

- People
- Environment
- Materials
- Tool/Equipment

STEP 2 — **Identify the health and safety hazards involved in completing the job/task**

- Chemical
- Biological
- Physical
- Ergonomic

STEP 3 — **Assess the level of risk for each hazard**

- Severity
- Probability

STEP 4 — **Prioritize jobs/task according to level of risk**

- Prioritizing hazards "Worst First"
- Critical items reviewed first

STEP 5 — **Identify the appropriate control measures**
Note: These may be used in combination with one another

Elimination
- Remove Hazard
- Repair leak
- Replace manual with mechanical

Substitution
- Less cords more outlets
- Replace ineffective PPE with more effective PPE
- Replace worker activity with machine

Engineering
- Less cords more outlets
- Replace ineffective PPE with more effective PPE
- Replace worker activity with machine

Administrative
- Hazard ID
- Inspections
- Site Audits
- OHS Policies
- Training
- FLHA/PTA
- SJP/JSA
- Safe Work Practices
- Site Specific
- PreJob Meeting

PPE
- Suitable to task
- Where/When Required
- Replace defective
- Train workers care/use
- Enforce policy
- Inspect Pre-use

STEP 6 — **Implement Control Measures**

STEP 7 — **Monitor effectiveness of the hazard assessment and control process**

- Scheduled reviews (e.g. after breaks/lunch)
- When change occurs

2.2 HAZARD REPORTING

Hazard reports are used to warn supervisors of any hazardous conditions or work procedures found by workers and others on the site. Hazard reports fill the gaps between Inspectrite Services Inc.'s regular inspections, enabling supervisors to provide a continuously safe workplace.

Hazard Identification Reports

Hazard ID Report forms are an easy way to help the entire company strive for an injury free work place. When filling out a Hazard ID form it identifies the date, location and the hazard of what happened. These forms are not meant to get other employees in tribulations, it is meant to recognize and correct all hazards before they have a chance to become an incident.

Controlling Hazards

After every Hazard Report has been handed in there should be a worker assigned to fix it if possible. Some of the following are recommended corrective measures:

- Mark the hazard with signs, tape, lights, barricades, fences, etc.
- Provide the proper PPE to work in the area that the hazard has been identified.
- Simply informing the other workers that the hazard exists and to use extra caution.

2.3 HAZARD ASSESSMENT

Now that the hazard has been identified, the next step is to identify if there is any corrective action required. There are two variables that need to be looked at to determine this,

Severity and Probability

Hazard Priority Ranking

The hazard priority ranking estimates the severity of the problem if the potential incident were to occur

1. **High** Causing death, wide spread occupational illness, or loss of facilities.
2. **Medium** Causing severe injury, serious illness, and property or equipment damage.
3. **Low** Causing non-serious/minor injury, illness, or damage.

The probability of the problem if the potential incident were to occur is assumed to be probable (likely to occur).

For each hazard that is identified, a corrective action must accompany it. With the corrective action must come a set completion time/date. Whenever possible, identify and correct the cause as well as the specific problem.

These reports must be forwarded/reviewed with the Consultant/Designate on lease prior to work commencing. Supervisor/management must be advised immediately of any priority 1 rankings. From there the corrective action is set and completed. From there the completed report must be reviewed by Management.

Keep in mind that even if the risk associated with the hazard may be small, corrective action needs to be taken.

Risk Control

The final step in conducting the hazard identification review is to determine ways to eliminate or control the hazard through the use of engineering controls, administrative controls, and/or PPE

Eliminate the hazard as this is the most effective measure

- Choose a different process
- Modify an existing process
- Substitute with less hazardous substance
- Improve the environment
- Revise work procedures: consideration might be given to modify steps that are hazardous, changing the chain of steps or adding some other steps.
- Contain the Hazard: if the hazard can't be eliminated, contain it.
- Reduce the exposure to the hazard: this measure is the least effective and should be used only as a last result. By reducing the exposure limit you can take breaks, wear the proper PPE and so on.

Keep in mind that for every hazard that is identified there will be at least one control measure put in place.

Chemical and Harmful Substances

The potential for worker exposure to harmful substances will be identified during all hazard assessments.

Inspectrite Services will ensure that a worker's exposure to any substance listed in Schedule 1, Table 2 of the OH & S Code is kept as low as reasonably achievable and does not exceed its occupational exposure limits.

All chemicals/harmful substances that are used by Inspectrite Services workers have applicable MSDS sheets available in:

- the shop near the First Aid Kit;
- the office on the shelf with all other safety literature; and
- are also located in each inspection unit/vehicle.

Workers are advised to work in a well ventilated area when working with any chemical/harmful substance. As well, while working in the shop, the ventilation system must be activated before any work with chemicals is started.

Applicable formal training with respect to H2S, WHMIS and TDG is mandatory and all workers will abide by all rules and regulations as trained.

WHMIS

Inspectrite Services uses the following controlled products in it's operation:

Brakleen (used for cleaning TTIS of crude oil)

WD40 (used for ultrasound)

Gasoline (in labeled jerry cans)

Diesel (truck fuel)

Synthetic Oil (truck engine oil)

Spray Paint (cans for marking inspected tubing)

All products are used, stored and handled at work in accordance with Part 29, Section 396 of OH & S Code. The shop is equipped with a storage container for pressurized cans. All containers are either factory labeled or company labeled (worksite label).

MSDS Sheets for each product used are available in the shop, each vehicle, as well as the office. These sheets are reviewed annually for validity and accuracy.

Inspectrite Services does NOT handle hazardous waste.

All employees are required to take WHMIS training.

Hydrogen Sulfide (H2S)

There is a potential for worker exposure to H2S on an oilfield lease. Although the risk is minimal in our working region, it is important to acknowledge the seriousness of H2S and our commitment to keeping our employees safe.

The potential for worker exposure to H2S will be identified during all hazard assessments and specifically deals with H2S on our Job Hazard Assessment Form. This form must be completed prior to any work being started on a client's lease. While on a client's lease the service rig crew continuously monitors for H2S gases and ensures that all worker exposure to H2S is kept as low as reasonably achievable. Our workers are never alone on any location where the potential for H2S gas exists. Workers will not be exposed to airborne concentrations of H2S in excess of its occupational exposure limit (10 ppm over an 8 hour period).

Formal training (H2S Alert) with respect to H2S is mandatory and all workers will abide by all rules and regulations as trained. Training for new employees must take place within three months and every three years thereafter.

In the event of an H2S carbon release, Inspectrite Services workers must follow the Emergency Response Plan of the Prime Contractor or service rig company. Workers are required to be familiar with their ERP procedures.

2.4 HAZARD IDENTIFICATION FORM

Hazard Identification Date: (M/D/Y)_____ Reported By:_____

Location: _____

Equipment: _____

HAZARD: _____

_____

_____

Hazard Risk/Severity: 1= High 2=Medium 3= Low 4= Not Applicable (circle one)

Probability: A- Probable B- Reasonably Probable C- Remote D- Extremely Remote (circle one)

Control Measure(s): _____

_____

_____

Person responsible for follow up:

_____

Date of Completion:

_____

Verified by:

_____ Employee

_____ Supervisor

_____ Management

2.5 RISK MATRIX

	Imminent Danger (1- High)	Serious (2- Medium)	Minor (3- Low)	Negligible (4)
A - Probable				
B - Reasonable Probable				
C - Remote				
D- Extremely Remote				

Priority:

Immediate Corrective Action Required

Corrective Action Required

No Corrective Action Required

2.6 JOB HAZARD ASSESSMENT FORM

(To be completed on each location prior to work commencement.)

Company Name:_____ Location: _____ Date:_____

Task to be Performed: Wellhead Tubing Inspection Emergency Muster Area: _____

Location Type: ☐ Sweet Gas ☐ Sour Gas

PPE Required: ☐Hard Hat ☐Safety Glasses ☐Hearing Protection ☐Safety Boots ☐Gloves ☐FR Coveralls ☐Other (please list) _____

Are you working alone? YES NO

Hazard Priority Rating: 1 – High 2 – Medium 3 - Low

	Int'l	Hazard Rate	Safety Recommendations
1. Safe Work and other Permits obtained?			Permit #
2. Signed in at doghouse / warning signs noted?			
3. Wind direction noted?			
4. Personal protective equipment a. in good condition? b. appropriate for task? c. in place and in use?			
5. Lease condition acceptable?			
6. Overhead / ground hazards noted? a. rig power supply b. escape line / anchor plate			
7. Third party operations safe and not conflicting with task?			
8. Vehicle placement and spacing correct and safe?			
9. Hazardous fumes/chemicals/fluids/ atmospheres considered?			
10. Equipment / tools/ proper guards/ pylons in place?			
11. Cords / fittings in good working order?			
12. Has entire area and operation been inspected prior to work?			

13. Fire protection equipment available?			
14. Hoisting of equipment: a. winch / transfer line b. picker truck c. pinch points d. tag line e. chain slings			
15. I fully understand the procedures/ instructions/ process of this task?			
OTHER HAZARDS LIST/COMMENTS:			

**** Hazard Priority Rating # 1or #2 must be addressed prior to commencing task.**
(Rectify, Control, or Eliminate)

Inspector Name: _____(print) Signature: _____

Consultant Name: _____(print) Signature: _____

Hours Worked: _____

STOP & THINK

Revised: Dec 5, 2012

2.7 CHANGING A TIRE ON AN INSPECTION UNIT/VEHICLE

Tools/Equipment Required:

1. Flares/Caution Triangles
2. Jack
3. Wheel Wrench

Personal Protective Equipment Required:

1. Steel Toed Footwear
2. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Park vehicles/ engage parking brake	Unlevel ground passing traffic	M	Stop in an area away from traffic, on a stable, even surface and engage parking brake. Put automatic vehicle in Park; standard vehicle in first gear and engage parking brake.	L
2	Engage Emergency Flashers			Put on emergency flashers. Place flares and/or caution triangle approx. 50 feet in front and back of vehicle for added visibility.	L
3	Remove spare tire / jack / wheel wrench	Passing vehicles Sprains / strains Slips / trips / falls	H	Examine ground conditions and check if traffic will interfere with work and remove the jack, spare tire and wheel wrench.	L
4	Remove hubcap	Wheel wrench may slip and cause injury	H	Remove the hub cap with the wheel wrench.	L
5	Loosen lug nuts	Sprains / strains Lose control of tire as it is coming off	H	Grasp wheel wrench and loosen lug nuts. Loosen in counter clockwise direction but do not completely remove lug nuts from tire.	L

6	Position jack and lift vehicle	Jack not level – vehicle slips off jack	H	Properly position jack and slowly jack-up the vehicle.	L
7	Remove lug nuts, tire and rim	Sprains / strains Lose control of tire as it is coming off	H	Remove lug nuts and flat tire. Move the flat tire clear of the work area by maintaining a safe body position. Lay flat out of way.	L
8	Put on spare tire.	Sprains / strains / hand injury	H	Grasp spare tire with both hands (don't twist) and place on wheel hub.	L
9	Replace lug nuts (snug up)	Sprains / strains	H	Place the spare tire on the hub and install the lug nuts, loosely (finger tight).	L
10	Lower the vehicle.	Vehicle falls too fast.	H	Lower the vehicle jack slowly. Tighten the lug nuts using the wheel wrench going clockwise starting at any one and continuing with the next lug across from it not beside it. Install the hub cap.	M
11	Put tire / jack / wrench away	Slips / trips / falls	M	Using proper lifting techniques, carefully secure the flat tire, jack and wheel wrench.	L

2.8 FIRE AND USE OF FIRE EXTINGUISHERS

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Remove Extinguisher from hanger	Extinguisher may fall and cause injury.	M	Grasp extinguisher securely	L
2	Carry extinguisher in upright position to fire	Fall by tripping or slipping.	M	Observe walking areas, obstacles	L
3	Pull pin of extinguisher, hold hose or horn in one hand	Bodily injury when contact with contents	H	Maintain control of extinguisher; avoid exposing individuals to contents	L
4	Use the extinguisher	Getting caught in spread of fire.	H	Spray contents with rapid sweeping motion at base of flame.	L
		Clothing catching on fire.		Keep proper distance	
		Resurgence of fire.		Move away when extinguisher empties. Never turn your back to fire. Renew attack when necessary	
5	Promptly report use of extinguisher	Extinguisher failure	H	Grasp wheel wrench and loosen lug nuts. Loosen in counter clockwise direction but do not completely remove lug nuts from tire.	L
6	Take extinguisher out of service	Extinguisher will not be available if required again.	H	Properly position jack and slowly jack-up the vehicle.	L

2.9 FUELING UP GASOLINE JERRY CAN

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Put vehicle in park	Vehicle could roll forward causing injury		Place vehicle in park position	
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion		a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	
3	Exit vehicle	Possible slip and/ or falls.		With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	
4	Remove jerry can from back of vehicle	Cut to hand/fingers Lifting Injury		Use caution when lifting jerry can out of the back of the vehicle. Use proper lifting techniques	
5	Place jerry can on ground away from vehicle	Static Spark could lead to explosion		Place jerry can firmly on the ground away from the vehicle	
6	Insert nozzle into jerry can and begin fueling	Spillage		Make sure fuel has finished running from hose and nozzle before removing nozzle from jerry can. - Never "lock" nozzle while refueling.	
7	Hang up fuel nozzle	Slip, trip, fall injury		Be aware of what is below you while walking and hang up nozzle with care.	
8	Replace jerry can cap	Loss of fuel, spillage		Insert cap properly on jerry can opening and turn to lock.	
9	Replace jerry can in back of truck	Back strain due to heavy lifting		Use proper lifting techniques when putting jerry can back in truck	

2.10 FUELING UP GENERATOR

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Put vehicle in park	Vehicle could roll forward causing injury		Place vehicle in park position	
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion		a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	
3	Exit vehicle	Possible slip and/or falls.		With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	
4	Remove jerry can from back of vehicle	Cut to hand/fingers Lifting Injury		Use caution when lifting jerry can out of the back of the vehicle. Use proper lifting techniques	
5	Place jerry can on ground away from vehicle	Static Spark could lead to explosion		Place jerry can firmly on the ground away from the vehicle	
6	Insert nozzle into jerry can and begin fueling	Spillage		Make sure fuel has finished running from hose and nozzle before removing nozzle from jerry can. - Never "lock" nozzle while refueling.	
7	Hang up fuel nozzle	Slip, trip, fall injury		Be aware of what is below you while walking and hang up nozzle with care.	
8	Replace jerry can cap	Loss of fuel, spillage		Insert cap properly on jerry can opening and turn to lock.	
9	Replace jerry can in back of truck	Back strain due to heavy lifting		Use proper lifting techniques when putting jerry can back in truck	

2.11 FUELING UP DIESEL VEHICLES

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Put vehicle in park	Vehicle could roll forward causing injury	H	Place vehicle in park position	L
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion	H	a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	L
3	Exit vehicle	Possible slip and/or falls.	M	With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	L
4	Remove fuel cap	Cut to hand/fingers	M	Use caution when turning cap to remove	L
5	Insert diesel fuel nozzle into fuel tank and fuel up	Spillage	M	Make sure diesel fuel has finished running from hose and nozzle before removing nozzle from tank Never lock nozzle while refueling.	L
6	Hang up diesel fuel nozzle	Slip, trip, fall injury	M	Be aware of what is below you while walking and hang up nozzle with care	L
7	Replace fuel cap	Loss of fuel, spillage	M	Insert cap on fuel tank opening and turn to lock.	L

2.12 SAFE LIFTING/HANDLING PROCEDURES

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Unloading TTIS unit from inspection vehicle	- lifting injury - lose control of tag line - slip / trip / fall	M	- open vehicle end gate - full extend roller bed by opening latch and pulling towards you - unlatch tie down straps - fix hoisting clevis to rig or picker hook - hook tag line to spare TTIS hook - signal crane/winch operator to begin hoisting TTIS - stand back and guide TTIS with tag line to rig floor -if lease conditions are poor, ask for assistance with tag line -ensure “green” rig crew members are aware of procedure -rig crew takes control of TTIS from this point forward. -Use a two persons to lift TTIS if needed	L

2.13 PERFORMING MONTHLY UNIT INSPECTION

Tools/Equipment Required:
Truck/Unit, Inspection Form
Grease Gun, Pen, Clean Rags

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Begin with the interior of the vehicle. Follow Inspection Form Include first aid kit, computer and associated equipment inside cab of vehicle.	Slipping, tripping, falling Bumping/banging head	M	Be careful getting in and out of the vehicle. Use your hand to steady yourself while entering and exiting. Ensure the vehicle transmission is in park position. **Use recommended PPE for all steps.**	L
2	Inspect the exterior brakes, tires and wheel components Follow Inspection Form	Slipping, tripping, falling	M	Use care when bending down to inspect. Be aware of your surroundings Visually inspect all items and mark deficiencies on inspection form.	L
3	Inspect under the hood of the vehicle Follow Inspection Form	Head injury from hood falling down while inspecting under the hood . Pinching fingers and/or smashing hand(s)	H	Ensure hood is completely lifted up and locked in position before inspecting inside. Visually inspect all items and mark deficiencies on inspection form. Check power steering oil and transmission oil using wiping rag.	L

4	Inspect undercarriage of vehicle Follow Inspection Form	Head injury from standing up after bending to look under the vehicle.	M	Use care when bending down to inspect. Be aware of your surroundings. Visually inspect all items and mark deficiencies on inspection form. Grease front end suspension Look for any leaks under the vehicle.	L
5	Inspect TTIS (can), and accessories, Generator, fire extinguisher. Follow Inspection Form	Pinching fingers and/ or smashing hand(s)	H	Ensure cabinet doors are fully extended and lifting cylinders/ shocks are in working order Visually inspect all items and mark deficiencies on inspection form. Check the generator air filter and oil.	L

2.14 PERFORM PRE-TRIP VEHICLE INSPECTION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Walk around vehicle	Slipping, tripping, falling	M	Watch where you are walking – be aware of your surroundings.	L
2	Inspect the following to find any problems/ deficiencies: - look under and around vehicle for leaks (oil, coolant, fuel) - fuel level/gauge - headlamp operation - tail lamps operation - clearance lamps - stop lamps - hazard lamps - turn signal lamps - tires & pressure - fenders/mud flaps - emergency brake - brake operation - seat belts - windshield / glass - mirrors - windshield wipers - fire extinguisher - first aid kit	- engine and/or other component failure - inability to control vehicle - danger to self and other vehicle that you encounter	M	- Visually inspect all items and correct deficiencies and/or advise management - DO NOT OPERATE vehicle if any of these are deficient to the point of damage or safety hazard to worker or vehicle.	L

2.15 SAFE DRIVING / VEHICLE OPERATION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Steel toed Footwear
2. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Perform pre-trip inspection	Vehicle may have flat tire, etc.	M	Follow Pre-Trip Inspection Procedure	L
2	Driving	Lose control of vehicle Accident causing injury or death Damage or injury due to blind spots Loss of load, damage or injury Animals on road	H	See Safe Driving / Vehicle Operation Procedures Abide by Cell Phone Use Policy	L
3	Speed Control	Loss of control causes accidents	H	Drive in 4 wheel drive, if required Drive up to dog house, sign in Discuss any parking issues or load/unloading issues Determine safest location to position inspection vehicle Determine safest route to your parking position	L
4	Winter Driving	Lose control, skidding, sliding causing possible accident or damage to vehicle/ equipment. Rear-ending another vehicle	H	Snow, ice and blowing snow require you to SLOW DOWN. Allow for a longer braking distance If you start to skid, look where you want your vehicle to go an steer in this direction Do not use cruise control in winter	M
5	Driving on Gravel Roads	Skidding and losing control Accident resulting in injury, death and/or equipment/ vehicle damage.	H	Slower speed is recommended as there is less traction. Do not use cruise control.	L

6	Driving in Mud	Ruts developing Wheels not tracking properly in the ruts	H	Slower speed is recommended as there is less traction. Do not use cruise control.	L
7	Driving in Snowy Condition	Skidding and losing control Poor / no visibility Loss of control	H	Slower speed recommended as less traction Use low beam headlights and fog lights Use windshield wipers, as required If you start to skid, steer in the direction that you want your vehicle to go, do not brake, do not accelerate. Never use cruise control in winter Use 4x4 with discretion.	M
8	Driving on Ice	Lack of traction Loss of vehicle control Inability to stop in time possibly causing an accident	H	Ensure tires are appropriate Slow down and accelerate gradually Avoid quick steering movements Allow more braking distance Watch for other traffic errors If you start to skid, steer in the direction that you want your vehicle to go, do not brake, do not accelerate. Never use cruise control in winter Use 4x4 with discretion	M
9	Fatigue	Risk of falling asleep and having a accident Slow reaction time	H	Get plenty of sleep at night If unable to continue driving, contact dispatch, pull over in a safe spot and rest. If necessary, pull over, get out and walk around. If necessary, lower temperature inside the vehicle.	L

2.16 PRE - TUBING INSPECTION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Perform pre-trip inspection	Perform pre-trip inspection	L	See Pre-Trip Inspection Procedures	L
2	Drive to location specified by dispatch / management	Driving conditions (traffic, weather, time of day) Road conditions (weather)	M	See Safe Driving / Vehicle Operation Procedures Abide by Cell Phone Use Policy	L
3	Upon arrival at location, visually scan lease	Poor lease conditions Other vehicles blocking roadway Service rig escape buggy line Layout of lease surface equipment	M	Drive in 4 wheel drive, if required Drive up to dog house, sign in Discuss any parking issues or load/unloading issues Determine safest location to position inspection vehicle Determine safest route to your parking position	L

4	Perform Job Hazard Assessment	Identify all hazards / potential hazards on location and prior to proceeding with rigging up Unacceptable H2s levels (worker exposure to H2S is monitored by client and worker is not exposed to H2S at concentrations exceeding ceiling limit of 15 ppm at any time).	H	Review and complete the Job Hazard Assessment form and document all / any hazards	L
5	Meet with Prime Contractor (consultant, supervisor, or representative) to complete hazard assessment and client work permit	Slip / trip hazard Extreme weather conditions	M	-Walk, never run -Wear appropriate PPE - During winter months traction aids must be worn. Contact supervisor if you don not have traction aids with you. -Finalize hazard assessment with prime contractor and discuss any hidden hazards (ie. H2S levels), if any	L

2.17 TUBING INSPECTION - RIG UP

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Back vehicle up to rig to unload TTIS	Back into lease equipment, rig or other workers Damage equipment/ pipe on ground	H	ALWAYS use a spotter (rig crew) to guide you back to the rig or picker truck Know proper hand signage Ensure back up beeper is sounding Ensure vision is clear thru mirrors & windows	L
2	Inspect Rigging	Defective equipment can lead to serious injury or property damage	H	Inspect all rigging equipment prior to each use. Ensure that the rigging equipment is rated for the weight being lifted (450lbs)	L
3	Unload TTIS unit from inspection vehicle	Cut to hand/fingers Lifting Injury Pinch points Lose control of tag line and drop load Slip / trip/ fall	H	Open the vehicle end gate. Fully extend roller bed with TTIS inspection can on it. Unlatch tie down straps Move can to end of tray (it slides) Fix hoisting chains to winch line or picker hook Hook tag line to spare TTIS hook Signal crane/winch operator to begin hoisting TTIS Stand back and guide TTIS with tag line to rig floor (ask rig hand to assist if poor lease conditions. Rig crew takes control of TTIS from this point forward. NEVER ATTEMPT TO MANUALLY LIFT TTIS BY YOURSELF. USE BUDDY SYSTEM.	L

4	Drive and park truck in ideal position	Poor lease conditions Visibility Surface equipment too close In line of H2S release	H	Drive in 4 wheel drive with spotter, if necessary Note wind direction and park upwind or at crosswind to wellhead.	L
5	String sensor cables to TTIS on service rig and plug them into TTIS	Traffic Tools/pipe fitting being throw from rig floor to ground Poor lease condition	H	Once rig crew positions TTIS on to tubing Place safety pylons to identify cables being placed on ground Ensure crew is aware of cable placement Carefully unspool and lay out cable towards rig. Communicate with “green” service rig crew members Never lay cables in water Remove guard cover from TTIS and caps from cables. Attach ground wire to B.O.P.s Clamp ground cable to wellhead. Plug cords into TTIS Use ratchet strap to hold TTIS in place on wellhead. If at all possible, attach strap from ground position. NEVER walk backwards	L

6	Access rig floor	Slip / trip/ fall	M	Always use handrail when accessing rig Always walk/ never run Ensure footwear is free of debris (mud/ice/snow)	L
7	Enter truck and prepare to read computer screen	Electrical shock if raining/ wet	H	Ensure hands and electrical plug ends are dry before plugging	L
8	Manually checking pipe or ultra-sounding	poor lease conditions steel slivers in hand/ fingers slip, trip, fall items falling off or thrown off service rig floor	H	Never run-on leases – always walk and use caution when walking to and from service rig Wear good quality rubber gloves Ensure crew is aware that you're out of your vehicle and near their rig	L

2.18 TUBING INSPECTION - RIG OUT

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Shut power off to equipment	Electrical shock Damage to equipment	M	1. Make sure hands are clean and dry 2. Turn power off using computer controls.	M
2	Unhook sensor cords from TTIS	Slip, trip, fall injury Falling objects from rig floor (ie varsol/diesel/tools) TTIS falling on your/crushing	H	- walk carefully to rig - stand in a stable position and disconnect sensor cords - never stand beneath TTIS to disconnect -always ensure rig crew knows your location	M
3	Put cover/guard back on TTIS box to protect fittings	Guaranteed equipment damage	H	Ensure crew is aware that you are disconnecting the TTIS and ready for their hoisting hook Stand in stable position, put guard on TTIS NEVER stand beneath TTIS	L
4	Inspect Rigging	Defective equipment can lead to serious injury or property damage	H	Inspect all rigging equipment prior to each use each use. Ensure that the rigging equipment is rated for the weight being lifted (450Lbs)	L
5	Attach hoisting chains to winch line or picker	Improper rigging can cause the load to drop. Can cause jury or death if load drops	H	Ensure that the load is properly rigged. Never stand under a suspended load.	L

6	Connect transfer line hoisting hook (crane) to TTIS	Crushing / falling TTIS	H	Direct crew to snug up winch line on slant rig Visually check to ensure slips are closed NEVER stand beneath TTIS Put connector caps on cable ends	L
7	Disconnect ratchet strap from TTIS		H	Advise crew to pull TTIS up to underneath the tongs before pulling the pump thru the TTIS.	L
8	Roll up/put away cables in the inspection vehicle	Slip, trip, fall injury Damage to cord / cables Lifting injury	H	Grasp cords/cables by their ends and drag / carry back towards truck Roll up cables on mounting brackets on back of truck Use proper lifting techniques while handling cables Never walk backwards	L
9	Back vehicle up to rig to load TTIS	Back into lease equipment, rig or other workers Damage equipment/pipe on ground	H	ALWAYS use a spotter (rig crew) to guide you back to the rig or picker truck Ensure back up beeper is sounding Clear vision, mirrors and windows	L

10	Load TTIS unit from service rig floor or crane on to truck roller bed	Cut to hand/fingers Lifting Injury Pinch points Lose control of tag line and drop load Crush hazard if TTIS drops while loading	H	Fully extend roller bed Stand back and guide TTIS with tag line Must always use rig hand to help load Use tag line to spot can properly on roller bed Tie down TTIS with tie-down straps Disconnect hoisting clevis Unhook tag line Signal crane/winch operator that he has "all clear" to move away Use buddy system when manually lifting TTIS. NEVER STAND OR WALK BENEATH TTIS OR CRANE BOOM.	L
11	Load pylons and other related equipment back into vehicle and prepare to leave site	Poor lease conditions Visibility Lifting injury Pinch points	H	Gather pylons and any other related equipment and place back into box of vehicle Clean up TTIS and cord ends, if time and weather permits TTIS must be strapped down at all times that vehicle is in motion Ensure cabinets and end gate are closed securely Wear PPE always while on lease	L
12	Rigging out on a straight rig	Pinch points Lifting injury	H	Once TTIS is on truck tray, it will be standing up right. Push can to front of tray. One hand on top of can and one hand on side Tip can towards yourself to lay can down on its side on the tray.	L

2.19 POST-TUBING INSPECTION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Meet with consultant or service rig tool push to sign paperwork	Mean/rude consultant Slip/trip	M	Always be nice even if they're not Always walk; never run Be aware of uneven ground/ ice/mud/etc.	L
2	Enter truck and contact (phone) dispatcher to advise of job completion and departure back to shop	Slip/fall while getting into truck	M	Watch your step Wear the proper footwear	L
3	Leave site in a safe manner	Poor lease conditions Crowded lease conditions Power supply cords lying on ground	H	Use 4 wheel drive as necessary Be aware of surroundings Take your time Never drive over cords on ground Follow all posted speed limits and directions	L

2.20 FUELING UP DIESEL VEHICLES

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Put vehicle in park	Vehicle could roll forward causing injury	H	Place vehicle in park position	L
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion	H	a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	L
3	Exit vehicle	Possible slip and/or falls.	M	With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	L
4	Remove fuel cap	Cut to hand/fingers	M	Use caution when turning cap to remove	L
5	Insert diesel fuel nozzle into fuel tank and fuel up	Spillage	M	Make sure diesel fuel has finished running from hose and nozzle before removing nozzle from tank Never lock nozzle while refueling.	L
6	Hang up diesel fuel nozzle	Slip, trip, fall injury	M	Be aware of what is below you while walking and hang up nozzle with care	L
7	Replace fuel cap	Loss of fuel, spillage	M	Insert cap on fuel tank opening and turn to lock.	L

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification		Crew Member Sign & Review Date:_____
3.1 Cell phone usage	3.5 Driving	3.14 Refueling Vehicles, Equipment, Jerry cans	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid		
3.15 Potable Fire Extinguishers	3.21 Backing up vehicles		9-1,10-1,11-1,16-1, 18-1 to	CSTS		
			18-8, 19-1, 23-1,25-1, 26-1	H2S		
			29-1			

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2.21 USE OF PPE

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Ensure PPE is in good repair		H	Ensure all PPE is free of defects and is in good working order Ensure CSA approved where required Fire retardant clothing / coveralls Steel toed footwear	L
2	Utilizing Personal Protective Equipment (PPE) Apply required PPE for the job.	Spills, fire, equipment and traffic Foot injuries from tools and other objects falling, equipment, etc. Hand injuries from tools, scrapes, splinters, corrosive liquids, etc. Head injury from falling debris/tools and work where overhead hazards exist (ie. Service rig) Eye Injuries due to flying debris, splashes or leaks, power tools or excessive light/heat Extreme temperatures, freezing, snowing	H	Gloves (rubber when working with chemical) Hard Hat Safety Glasses or Goggles (with or without tint depending on environment and visibility) Cold weather clothing (ie, lined fire retardant coveralls and/or fire retardant winter jacket and bib overalls)	L

2.22 WASHING INSPECTION UNIT/VEHICLE

Tools/Equipment Required:

Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
1	Put vehicle in park	Vehicle could roll forward causing injury	M	Place vehicle in park position	L
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion	H	Gloves (rubber when working with chemical) Hard Hat Safety Glasses or Goggles (with or without tint depending on environment and visibility) Cold weather clothing (ie, lined fire retardant coveralls and/or fire retardant winter jacket and bib overalls)	L
3	Exit vehicle	Possible slip and/or fall.	M	With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	L
4	Use pressure washer to wash unit	Injury from high velocity water Water and debris in eyes/face Slip and trip	M	Inspect water hoses and equipment being used for defects or blockages. Grasp nozzle handle firmly. Stand back from equipment being washed by approx. 3 feet. Wear proper PPE as listed above. Watch your step as floor is wet and may be slippery.	L

5	Utilize pre scrub/soak, then wash with high pressure soap/water and rinse.	Same as #4 above	M	Always wash from the bottom of vehicle upwards. Wash in wheel wells as well as exterior of vehicle. Never put stream of water near body parts or close to clothing or parts on equipment that could be severed.	L
6	Turn off water source and replace nozzle to proper hangar/ holding device.	Slip/trip Accidental engagement of pressure nozzle	M	Hold nozzle handle properly and firmly.	L

3.0 SAFE WORK PRACTICES

Safe Work Practices	Development		Review		Review	
SWP #	Date (M/D/Y)	By Whom	Date (M/D/Y)	By Whom	Date (M/D/Y)	By Whom
3.1 Cellphone Usage	01/30/04					
3.2 Cleaning Solvent Usage	01/30/04					
3.3 Control Of Traffic Flow On Work Sites	01/30/04					
3.4 Use of Portable Ladders and Use of Step Ladders	01/30/04					
3.5 Driving	01/30/04					
3.6 Working On/With Electrical Apparatus – Live	01/30/04					
3.7 Hazard Control Signage (Usage)	01/30/04					
3.8 Housekeeping	01/30/04					
3.9 H2S	06/14/14					
3.10 Manual Lifting and Carrying	01/30/04					
3.11 Office Safety	01/30/04					
3.12 Power and Hand Tool Usage	01/30/04					
3.13 Performing Tubing Inspections	01/30/04					
3.14 Refueling Vehicles, Equipment, Jerry Cans	01/30/04					
3.15 Portable Fire Extinguisher Usage	01/30/04					
3.16 Work Alone	01/30/04					
3.17 Pressure Washer Usage	01/30/04					
3.18 Changing a Tire on an Inspection Unit - Vehicle	01/30/04					
3.19 Welding, Cutting and Burning	01/30/04					
3.20 Backing Vehicles Up						
3.21 TDG						

3.1 Cell Phone Usage

General

Protecting workers from injuries associated with the IMPROPER use of cell phones while operating a motor vehicle.

Application

Using a cell phone improperly while operating a motor vehicle may be hazardous to the worker and general public.

Protective Mechanisms

Provincial Legislation – Distracted Driving Law

Safe work procedure

Highway Traffic Act

Local Regulations

Manufacturers Recommendations

Cell Phone Usage Policy

Selection and Use

Safe work procedure

Manufacturer recommendations

Supervisor Responsibility

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

Enforcement

Compliance

Worker Responsibility

1. Make driving your first priority.
2. Let your Voice Mail take your incoming calls.
3. Do not engage in any conversation or use of a wireless device while you are operating a motor vehicle.
4. Utilize a hands-free device, if possible.
5. Avoid stressful or emotional conversations.
6. Ensure you know your wireless phone and its features such as speed dial and redial.
7. Never take notes or look up phone numbers while driving.
8. Ensure cellular phones are turned off when refuelling.
9. Know the Distracted Driving Legislation and Cell Phone Usage Policy.

3.2 Cleaning Solvent Usage

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

Application Cleaning solvents are used in construction work to clean tools, equipment and within shop, for general cleaning. Special care must be taken to protect the worker from hazards, which may be created from the use of these liquids. Wherever possible, solvents should be non-flammable and nontoxic.

Protective Mechanisms

WHMIS Training

MSDS in place & current

PPE

ERP (Emergency Response Plan)

Selection and Use As per job requirement

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

Worker Responsibility

1. Ensure all WHMIS requirements are met.
2. Use goggles to protect the face and eyes from splashes or sprays
3. Use rubber gloves to protect hands.
4. Wear protective clothing to prevent contamination of clothes.
5. Check toxic hazards of all solvents before use. (M.S.D.S.)
6. Clean equipment outside when possible.
7. When breathing hazards exists, use ventilation fan in shop.
8. Use non-flammable solvents for general cleaning.
9. Store flammables and solvents in special storage areas.
10. Ensure that proper containers are used for transportation, storage and field use of solvents/flammables.
11. Do not use solvents in areas where food may be contaminated.

3.3 Control Of Traffic Flow On Work Sites

General Protecting workers from injuries and equipment from damage associated with traffic congestion on work sites.

Application Traffic at work sites must be regulated in such a manner to protect the safety and well being of all personnel and equipment.

Protective Mechanisms
- Safe job procedure
- PPE
- Signs and barricades
- ERP (Emergency Response Plan)

Selection and Use As per job requirement

Supervisor Responsibility Supervisors and service rig workers are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and to identify potential hazards

Worker Responsibility
1. Ensure you have a valid operator's license.
2. Erect signs and barricades to direct traffic safely around worksite and/or equipment.
3. Restrict on site traffic.
4. Obtain authorization to enter restricted work areas, leases or plant sites.
5. Vehicles should park with the doors closed, unlocked and the keys in the ignition.
6. Prior to operation, the operator must perform a walk around check of the vehicle.
7. Operate vehicles in a safe, courteous manner.

3.4 Use of Portable Ladders and Use of Step Ladders

General
Ladders can be used safely if they are given the respect they deserve.

Application
Before using any ladder, make sure that it is in good condition and is the right ladder for the job being done.

Protective Mechanisms
Safe work procedure PPE
Safe choice of ladder ERP (Emergency Response Plan)

Selection and Use
As per safe work procedure
Safe choice of ladder

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

Provide only CSA and ANSI Standard ladders will be used, wooden ladders are prohibited

Worker Responsibility

1. When setting up a ladder, secure the base and "walk" the ladder up into place.
2. The ladder should be set at the proper angle of one foot (1') horizontal to every four feet (4') vertical.
3. Before using a ladder, make sure it is secured against movement.
4. When in position, the ladder should protrude three feet above the intended landing point.
5. Workers shall not work from the top two rungs of a ladder.
6. Don't overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet to a new position.
7. Always face the ladder when using it. Grip it firmly and use the three-point contact method when moving up or down.
8. The minimum overlap on an extension ladder should be one meter unless the manufacturer specifies the overlap.
9. Keep both metal and wood ladders away from electrical sources.

Step ladders are to be used only on clean and even surfaces.

1. No work is to be done from the top two steps of a step ladder, counting the top platform as a rung.

2. When in the open position ready for use, the incline of the front step section shall be one foot horizontal to six feet vertical.

3. The step ladder is only to be used in the fully opened position with the spreader bars locked.

4. Tops of step ladders are not to be used as a support for scaffolds.

5. Don't overreach while on the ladder. Climb down and move the ladder over to a new position.

6. Only CSA Standard ladders will be used.

3.5 Driving

General Protecting workers from injuries associated with driving operations.

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

1. **Speed Control:** Always drive within the limitations of the road conditions and your vehicle. Never exceed the posted speed limit. You must slow down when you encounter washboard, loose gravel, ruts, sharp corners or other hazards.
   Excessive speed for the road conditions is the number one cause of accidents. Slow down! No cruise control in winter.
2. **Winter Driving:** Winter driving has its own set of hazards. Snow, ice and blowing snow dictate that you drive even slower than usual because of the longer braking distance needed in these conditions.
3. **Driving on gravel:** Gravel is a specific type of road surface with unique driving characteristics. There is less traction than on a paved highway, and the hazard of skidding is much greater. To combat this hazard, you must drive slower than on paved roads. Avoid use of cruise control
4. **Driving in mud:** There are a number of hazards to consider when travelling on wet muddy off-highway roads. One problem area is the development of ruts in the road surface. Depending on the width of your vehicle, your wheels may not track properly in the ruts. Therefore, slow down and take a firm grip on the steering wheel to prevent it from being jerked about by the ruts.
5. **Driving in snowy conditions:** Driving in a snow storm presents several types of hazards: visibility, slippery roads, and snow drifts on road, disorientation and snow blindness. If you must drive in a snow storm, use low beam headlights and fog lights. Keep your windshield defroster on. Use your windshield wipers constantly to avoid snow and ice build-up.
6. **Driving on ice:** When driving on ice, it is very important to have appropriate tires. Avoid any quick movements of the steering wheel. Slow down. Accelerate gradually and allow more distance for stopping. Do not lock up your wheels when braking. All of these guidelines are intended to preserve your vehicles traction on ice.
7. **Fatigue:** Fatigue is a condition every driver encounters at one time or another. To continue driving when you're tired places you and other motorists in danger. As a professional, you know that when you're tired the only thing to do is contact dispatch, pull over and rest.
8. **Driving in the dark:** Darkness limits your view of the road including animals that may be in the ditches or on the road. Drive according to the conditions. Slow down your speed and avoid using cruise control.

Protective Mechanisms

Safe work procedure	Company Rules
Highway Traffic Act	Manufacturers Recommendations

Selection and Use

As per safe work procedure

Company Rules

Manufacturers Recommendations

Supervisor Responsibility

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

Compliance

Enforcement

Worker Responsibility

1. Ensure you have a valid operator's license.
2. Be conversant with traffic laws and regulations.
3. Plan trip in advance and advise dispatch regarding route that you are taking and estimated departure/arrival times.
4. Buckle up, drive defensively and follow posted speed limits.
5. Back in when practical.
6. Be patient and pass other vehicles only when safe to do so.
7. Ensure the vehicle has an emergency road kit.
8. Ensure you are not under influence of alcohol or drugs or fatigue.
9. Be familiar with vehicle and its capabilities.
10. Avoid offering rides to strangers or hitchhikers.
11. Anticipate crises and avoid them.
12. Perform a "walk around" prior to travelling.
13. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving.
14. Refer to SWP for "Cell Phone Use" and the Cell Phone Policy.
15. Ensure your load is secure and all compartments are firmly latched.
16. Warm up your vehicle before driving off.
17. DO NOT use cruise control in the winter.
18. Accelerate and brake gently to reduce skids or spinouts.
19. Ensure winter clothing does not restrict movement, vision or hearing.
20. Ensure fuel tank is full when possible.
21. Monitor weather reports.
22. Avoid driving while fatigued.
23. Lengthen your following distance behind the vehicle ahead of you.
24. Be patient and pass other vehicles only when safe to do so.

3.6 Working On/With Electrical Apparatus - Live (GENERATORS)

General Protecting workers from injuries associated with working on live electrical systems

Application Electrical apparatus, equipment and circuits shall be designed and operated in accordance with the Canadian Electrical Code.

Protective Mechanisms
Safe job procedure
P.P.E
E.R.P. [Emergency Response Plan]

Selection and Use As per job requirement

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

Worker Responsibility

1. Do not start generator until truck is in proper position and distance required from site facilities for safe work standard as per E.R.C.B. rules and regulations.
2. Before starting generator, ensure that starting it will not endanger yourself or another operator/crew member.
3. When starting generator, ensure nothing is plugged into it.
4. Ensure all groundings are in place.
5. Ensure that the operation of the generator will not endanger yourself or another.
6. Never fuel up generator when it is running (in operation) nor while it's hot.
7. Be conversant with E.R.P. (Emergency Response Plan).

3.7 Hazard Control Signage (Usage)

General	Protecting workers from injuries associated with improper use of warning signs
Application	Work sites should have appropriate and adequate signage to identify site hazards in place prior to the commencement of any work process.
Protective Mechanisms	Safe work procedures Government regulations Local jurisdictions Worksite traffic guidelines PPE
Selection and Use	As per safe work procedures
Supervisor Responsibility	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Signage selection Hazard analysis
Worker Responsibility	1. Ensure signage is in good condition, clean, legible and suited to to purpose. 2. Ensure signage is secured. 3. Routinely inspect signage for placement, cleanliness and physical damage. 4. Ensure lease traffic control pylons are clean, in good repair and are in place at all times.

3.8 Housekeeping

General
Protecting workers from injuries associated with improper housekeeping.

Application
To ensure employees are aware of the potential and existing hazards in their work areas.

Protective Mechanisms
Safe work procedures
ERP (Emergency Response Plan)
Manufacturers recommendations
MSDS
Working Alone Policy

Selection and Use
As per safe work procedure
ERP
MSDS

Supervisor Responsibility
Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training
Work Site Inspections
Selection of Equipment

Worker Responsibility
1. Ensure that all electrical cords are wrapped up and put away.
2. Ensure that countertops and trucks are kept clean.
3. Ensure floors and aisles are kept clear, dry and not cluttered.
4. Ensure that tools and equipment used are cleaned and put away after use.
5. Ensure proper type of fire extinguisher is available.
6. Ensure coffee makers are used according to manufacturer specifications.
7. Ensure chairs are in good repair.
8. Ensure floor mats are kept clean and in good repair – free of tripping hazard.
9. Ensure dash in vehicles is kept clear and free of potential flying objects.
10. Ensure that items are not poorly stacked.
11. Empty waste bins when full and replace with clean garbage bags. Remove refuse bags to designated area.
12. Keep doors to and from buildings free from obstacles.

3.9 Code of Practice H2S

General

In our company we have deemed that we cannot address H_2S without thinking about how it is related to hydrocarbon gases.

Sometimes, we focus on hydrogen sulphide hazards, even when the risk is relatively low. In such cases, hydrocarbon gases might pose the greater risk. To be safe workers need to address the most important hazard first.

Application

To ensure employees are aware of the potential and existing hazards in the work environment

Hazards

- Hydrogen sulphide gas released from gas or liquid streams presents a toxic hazard.
- Explosive gas mixtures might lead to a fire or explosion.
- Hydrocarbon gases can cause intoxication.
- Lack of oxygen, where hydrocarbon gases displace air, could lead to death.

Regulations

Provincial Occupational Health and Safety regulations address working alone when there is risk of serious injury and require a safe work procedure. Alberta regulations more specifically address working alone if the worker is wearing a respirator.

Workplace Hazardous Materials Information System requires Disclosure in Material Data Sheets if hydrogen sulphide is above one percent (10 000ppm).

Exposures

Hydrogen Sulphide

Within Inspectrite's operations, exposure to hydrogen sulphide must never exceed 5ppm.

All provincial occupational health and safety acts and regulations require that worker exposure to hydrogen sulphide be strictly limited.

In Alberta, exposures to hydrogen sulphide must not exceed:

- 15 ppm at any time
- 10 ppm for eight hours

Hydrocarbons

In our company, exposure to hydrocarbons must never exceed 10 percent LEL.

Protective Mechanisms

Safe work procedures
ERP (Emergency Response Plan)
Manufacturers recommendations
Alberta Fire Code
Local Legislation
MSDS
Working Alone Policy

Selection and Use

As per safe work procedure
ERP
MSDS

Supervisor Responsibility

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

Code of Practice An employer must have a code of practice governing the storage, handling, use and disposal of H_2S if there is potential for exposure.

It should include measures to take if there is an uncontrolled release of H_2S and procedures to follow if there is such a release.

An employer must ensure that the exposure limit is kept as low as reasonable achievable. Employees must not be exposed to airborne concentrations of H_2S in excess of 10 ppm over an 8 hour time period. Atmospheric testing must be assessed before worker exposure.

Worker Responsibility

1. Ensure you are conversant with emergency evacuation.
2. **Training**- Workers working in potential hydrogen sulphide and hydrocarbon areas must be formally trained in H_2S Alive and shall have refresher training to maintain the workers competence.
   At work sites where gases contain less than 0.4 percent (4000 ppm) Hydrogen Sulphide:
   Site-employee training must include:
   - H2S Alive.
   - First Aid including CPR.
   - Gas Testing.
   - Code of practice.

   At work sites where gases contain more than 0.4 percent hydrogen sulphide:
   Site-employee training must include:
   - H_2S Alive.
   - First Aid including CPR.
   - Gas Testing.
   - Code of practice.
3. **Locations**- The oil and Gas Industry is the single largest source of H_2S in Western Canada. Knowing where this toxic gas is usually found will help you develop strategies to reduce your likelihood of exposure. General locations linked to H_2S occurrence include:
   - Drilling Operations.
   - Well Stimulation Operations.
   - Well Service Operations.
   - Field Production Facilities.
   - Plant Facilities.
   - Trucking and Pipeline Operations.
   - Petro-Chemical Facilities.

   Workers may also be exposed to H_2S in these common areas:
   - Wellheads;
   - Piping systems;
   - Vessels;
   - Pipelines;
   - Tanks;
   - Pits and low spots;
   - Confined or enclosed spaces;
   - Sour spills.

Exposure Limits All provincial occupational health and safety acts and regulations require that worker exposure to hydrogen sulphide be strictly limited. All workers who are working in areas that contain H_2S must familiarize themselves with the Inspectrite H_2S Code of Practice.

Special Equipment

Equipment will include:

- Personal Gas Monitors and Multi-head detectors.
- Respirators under any of the following conditions:
  - o When hydrogen sulphide level reach 10ppm.
  - o When hydrocarbon gases reach 10 percent LEL.
  - o When required by site-specific procedures.

1. **Worker Requirements**

Respiratory Protection

Definitions

Hydrogen Sulphide (H_2S)

It is a naturally occurring gas found in a variety of geological formations. It is encountered in a variety of industrial processes, including sewage and wastewater treatment facilities and the production and refining of petroleum, pulp and paper, metals, sulphur compounds and heavy water.

H_2S gas is colourless, heavier-than-air in its pure state and extremely toxic. In low concentrations, it has a rotten egg smell and causes eye and throat irritation. It can also deaden your sense of smell and can cause death at higher concentrations.

An H_2S release can happen in a number of different ways:

- Pumping a fluid from a holding tank to a tank truck.
- Agitating a sludge or liquid at the bottom of a vessel.
- Depressurizing a system, vessel or tank that may contain a fluid with H_2S in it.
- Raising the temperature of a fluid containing H_2S.

Hydrocarbon and Hydrogen Sulphide-Work Requirements

Less than 4000 ppm H_2S (Priority Risk is LEL)

Hydrocarbon Gas Level	SCBA or SABA	Detection	Backup	Evacuation
0% to 10% LEL	Not required	Intermittent	Not required	Not required
10% to 30% LEL Stable and Known	Required	Continuous	Not required	Nonessential Personnel
10% to 30% LEL Unstable or unknown	Required	Continuous	Required	Nonessential Personnel
More than 30% LEL	Do not enter	Do not enter	Do not enter	All personnel

* The Detection device used must always have an LEL Head.

Hydrocarbon and Hydrogen Sulphide-Work Requirements

More than 4000 ppm H2S (Priority Risk is H_2S)

H_2S Gas Levell	SCBA or SABA	Detection	Backup	Evacuation
0 to 10 ppm	Not required	Intermittent	Not required	Not required
10 to 100 ppm Stable and known	Required	Continuous	Not required	Nonessential Personnel
10 to 100 ppm Unstable or unknown	Required	Continuous	Required	Nonessential Personnel
More than 100 ppm But less than 30% LEL	Required	Continuous	Required	All personnel
More than 100 ppm More than 30% LEL	Do not enter	Do not enter	Do not enter	All personnel

*The Detection device must have a H_2S Head.

Hydrocarbons

Petroleum hydrocarbons include natural-gas-vapour products that, under certain conditions, can be fatal.

Hydrocarbons are flammable and their vapours can explode when mixed with air.

The immediately dangerous to life and health (IDLH) value for all light hydrocarbon vapours isn't known. But propane, for example, has an IDLH value of 20,000 ppm.

Light hydrocarbon vapours have an intoxicating effect. When enough of these vapours mix with air in the breathing space, workers often become disoriented and might collapse. Exposure to high amounts can cause death.

Hydrocarbons- the effects of Inhaling

Level (ppm)	Exposure Effects
Less than 1000	No known effects from 12 hours exposure
C4: 1000 to 2000(10% LEL) C1: 1000 to 5000(10% LEL)	Signs of intoxication might appear
C4:2000 to 20,000 (100% LEL) C1: 5000 to 50,000 (100 % LEL)	Obvious signs of intoxication, loss of physical coordination, reduced ability to reason and perform mental tasks
50,000 to 250,000	Increased breathing and reduced mental capacity due to unsafe oxygen levels
More than 250,000	Irreversible brain damage

Hydrogen Sulphide-Ranking and Labelling Hazards

	For gas containing less than 0.4 %(4000 ppm)	For gas containing more than 0.4 % (4000 ppm)
Ranking of hazards	1. Intoxication or explosive mixture 2. H_2S 3.Asphyxiation	1. H_2S 2. Intoxication or explosive mixture 3.Asphyxiation
WHMIS labelling dependent on function (using properties in MSDS	Label as, for example • Pipeline spec gas • Fuel gas • Raw gas (low H2S)	Label as, for example • Raw gas (high H2S) • Acid gas (high H2S) • Hydrogen sulphide

General Procedure

1. Approach potential hazard with H_2S monitor and combustible-gas detector
2. Classify the hazard
3. Address the most important hazard
4. Determine need for respirators
5. Determine level of detection and monitoring needed
6. Determine frequency of detection and monitoring
7. Evacuate (as required)

3.10 Manual Lifting And Carrying

General Protecting workers from injuries associated with material lifting and carrying.

Application Most lifting accidents are due to improper lifting methods. All manual lifting should be planned and safe lifting procedures followed.

Inspectrite Services ensures that manual lifting and carrying is kept at a minimum. Workers are required to push/pull out a roller bed in the back of the inspection unit. As well they lift electrical cords, gasoline jerry cans and use a tag line to guide the TTIS unit into position. These actions carry the most risk of injury.

All employees are instructed in proper handling and lifting techniques and informed of their own limitations. Hazards are assessed on a case by case basis and workers are required to do a hazard assessment prior to lifting or moving any heavy object.

Inspectrite recognizes that although we do not have mechanized lifting equipment of our own, we do utilize the service rig hoisting equipment. This equipment is operated by the service rig crew. Inspectrite workers only guide the TTIS with a tag line as it is being hoisted and lowered. See Risk Assessments in Section 2, Page 8 for control measures.

The inspection units/vehicles are equipped with a roller bed in the box that allows for easy movement of the TTIS. This bed removes the requirement for heavy lifting, pushing or pulling.

All Inspectrite Services workers are trained in specific measures to eliminate or reduce the possibility of musculoskeletal injury. This training includes but is not limited to:

a. identification of factors that can lead to an injury;

b. the early signs and symptoms of musculoskeletal injury; and

c. preventive measures including procedures, mechanical aids and PPE.

References:

Alberta Human Resources and Employment

Workplace Health & Safety Bulletins

Musculoskeletal Injuries – Part 2 Symptoms and Types of Injuries

Lifting and Handling Loads – Part 1 Review the Issues

Lifting and Handling Loads- Part 2 Assessing Ergonomic Hazards

Lifting and Handling Loads – Part 3 Reducing Ergonomic Hazards

Protective Mechanisms

Safe work procedure

Safe lifting procedures

PPE

ERP (Emergency Response Plan)

Selection and Use

As per safe work procedure

Safe lifting procedure

Supervisor Responsibility

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

Selection of lifting equipment

Worker Responsibility

1. Ensure that you know your physical limitations and the approximate weight of materials.
2. The use of power equipment or mechanical lifting devices should be considered and employed where practical.
3. Obtain assistance in lifting heavy objects.
4. Ensure a good grip before lifting and employ proper lifting technique.
5. Avoid reaching out.
6. Be aware of hazardous and unsafe conditions as covered on #16 of the Job Hazard Assessment form.

3.11 Office Safety

General Protecting workers from injuries associated with office environment

Application To ensure employees are aware of the potential and existing hazards in the office environment

Protective Mechanisms

- Safe work procedures
- ERP (Emergency Response Plan)
- Manufacturers recommendations
- Alberta Fire Code
- Local Legislation
- MSDS
- Working Alone Policy

Selection and Use

- As per safe work procedure
- ERP
- MSDS

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

Worker Responsibility

1. Ensure you are conversant with emergency evacuation.
2. Ensure that all electrical cords are in good condition and are not overloaded.
3. Ensure that computer monitors are adjusted to correct height and kept clean.
4. Ensure fans/space heaters are used to manufacturer specifications.
5. Ensure floors and aisles are kept clear and not cluttered.
6. Ensure that only one drawer of the filling cabinet is open at one time and that drawers are closed when not in use.
7. Ensure proper type of fire extinguisher is available.
8. Operate microwave according to manufacturer's specifications.
9. Ensure coffee makers are used according to manufacturer specifications.
10. Ensure fax/photocopier is maintained according to manufacturer's specifications.
11. Ensure chairs are in good repair.
12. Ensure rugs are kept clean and in good repair – free of tripping hazard.
13. Ensure paper cutter blade is placed in closed lock position.

3.12 Power and Hand Tool Usage

General

Protecting workers from injuries associated with the use of power and hand tools

Application

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

If a tool is defective in some way, DO NOT USE IT. Defective tools must be locked out immediately and reported to Management for repair or replacement.

Be aware of problems like:

- Chisels and wedges with mushroomed heads
- Split or cracked handles
- Chipped or broken drill bits
- Wrenches with worn out jaws
- Tools which are not complete, such as files without handles

To ensure safe use of hand tools, remember:

- Never use a defective tool;
- Double check all tools prior to use; and
- Ensure defective tools are repaired.

Air, gasoline or electric power tools, require skill and complete attention on the part of the user even when they are in good condition. Don't use power tools when they are defective in any way.

Watch for problems like:

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

**For further information see the appropriate current Occupational Health and Safety Regulations.*

Protective Mechanisms

Safe work procedures

ERP (Emergency Response Plan)

Manufacturers recommendations

Alberta Fire Code

Selection and Use

As per safe work procedure

ERP

MSDS

Supervisor Responsibility

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

Worker Responsibility

1. Electrical tools must have 3 wire (grounding) cord and plug, excluding double insulated tools.
2. Grinder discs, buffers and stones to be used only for designed application and at rated speed.
3. Stationary grinders must have properly adjusted tool rests and stones to be properly dressed.
4. Angle grinders to have Original Equipment Manufacturer (O.E.M.) guard.
5. On/off switches must be functional and positioned so Operator has access.
6. Accessories can only be used that are designed for use with the tools specified.
7. Saw blades must be designed for the product being cut and at the rated speed, O.E.M. guards must be in place and functional.
8. Chisels, punches, hammer, wrenches, etc. to have all burrs ground from striking area.
9. Chisels, punches, screwdrivers, etc. to have tips properly dressed.
10. Cracked and/or splintered handles to be replaced.
11. All tools must be cleaned after use and repairs made before being properly stored.
12. Tools to be used for designed purpose only.
13. Repairs to tools must be performed by qualified personnel, using O.E.M. parts or equivalent.
14. Deficiencies must be reported to management in writing.

3.13 Performing Tubing Inspections

General	Protecting workers from injuries and equipment from damage associated with performing tubing inspection.
Application	To ensure that workers are aware of the potential of and existing hazards while performing tubing inspection jobs.
Protective Mechanisms	Safe work procedure Manufacturers recommendations PPE ERP (Emergency Response Plan)
Selection and Use	As per job requirement Manufacturers recommendations
Supervisor Responsibility	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training on proper usage. Proper selection of equipment Conversant with proper regulations
Worker Responsibility	1. Ensure you are fully trained with operation and maintenance of vehicles and tubing inspection equipment. 2. Follow all E.R.C.B. and client safety rules, regulations and requirements. 3. Perform walk around inspection on vehicle pre-trip. 4. Ensure equipment is clean and good working order. 5. Ensure that all safety guards are in place, and hoisting slings are in good working condition. 6. Ensure you are wearing all proper PPE. 7. Ensure you have a spotter when backing up vehicle. 8. Ensure pylon markers are placed to protect cables/cords from traffic. 9. Ensure you are familiar with Prime Contractor's ERP. 10. Ensure you meet with the consultant and sign in when you arrive on location. 11. Complete a Job Hazard Inspection prior to commencing work 12. Communicate with supervisor and/or crew on any safety concerns. 13. Ensure that starting any equipment will NOT endanger yourself or another worker. 14. Ensure that performing any part of your job does not endanger yourself or another worker. 15. Contact management/dispatch prior to departure from site. 16. NEVER stand beneath TTIS.

3.14 Refueling Vehicles, Equipment, Jerry Cans

General	Protecting workers from injuries associated with refueling operations
Application	Refueling of vehicles and equipment is a daily task in construction industry which may be hazardous if not carried out properly.
Protective Mechanisms	Safe work procedure Alberta Fire Code Applicable Legislation PPE ERP (Emergency Response Plan)
Selection and Use	As per job requirement Manufacturers recommendations
Supervisor Responsibility	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.
Worker Responsibility	• Ensure you are conversant with regulations • Ensure refueling area is ventilated • Ensure vehicle/equipment is shut off prior to refueling • Ensure there is no smoking or open flames in vicinity • Avoid spillage on vehicle, equipment or ground • Ensure cellular phones are turned off • Fill marked jerry cans with gasoline on the ground only, NOT ON TRUCK DECK – due to risk of static charge. • Do not re-enter vehicle while refueling in case of static charge. • Do not put filling nozzle into locked position while refueling to avoid spill

3.15 Portable Fire Extinguisher Usage

General	Protecting workers from injuries associated with IMPROPER use of fire extinguishers
Application	Portable fire extinguishers must be installed, inspected and maintained on a regular basis to ensure proper operation in an emergency.
Protective Mechanisms	Safe work procedure Alberta Fire Code Manufacturers recommendations PPE
Selection and Use	As per safe work procedure Alberta fire code Manufacturers recommendations
Supervisor Responsibility	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Proper selection of equipment Conversant with proper regulations
Worker Responsibility	1. Ensure you are fully trained with operation and maintenance of fire extinguishers. 2. Check Cylinder. 3. Inspect cartridge puncture cap. 4. Weigh cartridge. 5. With cartridge removed, check action of puncture lever. 6. Check hose and nozzle for obstruction. 7. Check date of manufacture. 8. Check level and condition of powder. 9. Check fill-cap threads and gasket. 10. Attach visual seal. 11. Check Pressure Gauge. 12. Advise Management when fire extinguisher is due for annual service.

***SEE NEXT PAGES FOR FIRE EXTINGUISHER CLASSIFICATIONS AND CAPACITY.**

3.16 Working Alone

General Protecting workers from injuries associated with working alone.

Application To ensure employees are aware of the potential and existing hazards in their work areas while working alone.

Protective Mechanisms

- Safe work procedures
- ERP (Emergency Response Plan)
- Manufacturers recommendations
- MSDS
- Proper PPE
- Communication Devices

Selection and Use

- ERP
- MSDS

Supervisor Responsibility

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

Management is responsible to provide an effective means of communication in the shop.

Worker Responsibility

While Travelling Alone:

1. Ensure full concentration on the road (see SWP Driving)
2. Abide by the Cell Phone Policy and SWP Cell Phone Usage.
3. Ensure vehicle is well maintained, including adequate fuel.
4. Ensure vehicle is equipped with first aid and emergency supplies.
5. Ensure dispatch is aware of your route of travel (journey management) to and from location.
6. Contact dispatch prior to departure from work site and your travel intentions (are you going to Bonnyville for fuel?).
7. Ensure you have a supply of food, water and appropriate clothing for weather conditions.

While Working Alone in Shop:

8. Ensure that dispatch knows you will be working in the shop and approximate duration.
9. Ensure floors and aisles are kept clear, dry and not cluttered.
10. Ensure that tools and equipment used are in safe working order.
11. Be aware of location of fire extinguisher.
12. Know where the first aid supplies are located.
13. Keep doors to and from buildings free from obstacles.
14. Know where the intercom is located that connects to the office.
15. Ensure to have your cell with you at all time and be aware of phone location in case of poor cell phone reception.
16. If effective electronic communication is not practicable at the work site, worker must contact your supervisor at designate intervals
17. Contact dispatch prior to departure from shop.

3.17 Pressure Washer Usage

General Protecting workers from injuries associated with IMPROPER use of pressure washer (including commercial cash washes)

Application Pressure washers must be maintained on a regular basis to ensure proper operation.

Protective Mechanisms Manufacturers recommendations

PPE (eye protection, heavy rubber gloves, coveralls)

Selection and Use Manufacturers recommendation

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

Proper selection of equipment

Conversant with proper regulations

Worker Responsibility

1. Ensure you are fully trained with operation of pressure washers.
2. Ensure you inspect the water hoses, equipment being used and being washed and PPE before starting.
3. Make sure hose connections are tight and secure.
4. Make sure there is sufficient water pressure.
5. Check hose and nozzle for any obstruction.
6. Grasp nozzle handle properly and firmly.
7. Stand back from equipment being washed approx. 3 feet.
8. Never put your hand or body in front of spray nozzle.
9. Never direct spray at any part of yourself or others.
10. Ensure there is adequate ventilation.
11. Do not use solvents.
12. Use soap and water or approved hand cleaner to clean off any debris from hands

3.18 Changing A Tire on an Inspection Unit / Vehicle

General	Protecting workers from injuries associated with changing a tire.
Application	Maintenance on motor vehicles must be performed according to all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines.
Protective Mechanisms	Safe work procedure Highway Traffic Act Flares or Caution Triangles Manufacturers Recommendations
Selection and Use	As per safe work procedure Company Rules Manufacturers Recommendations
Supervisor Responsibility	Supervisors are responsible to facilitate and/or provide proper instruction to their workers on requirements and training Compliance Enforcement
Worker Responsibility	1. Ensure you have been trained to safely change a tire. 2. Ensure your vehicle is pulled over in a save location. 3. Park on a level surface, activate hazard flashers and/or place flares or caution triangles approx 50 feet in front and back of vehicle. 4. Set your parking brake 5. Contact dispatch to advise of breakdown and location. 6. Proceed with changing tire as per Safe Work Procedure.

3.19 Welding, Cutting and Burning

General Protecting workers from injuries associated with working around welders

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

Protective Mechanisms
- Safe work procedure
- PPE
- Alberta Fire Code
- ERP (Emergency Response Plan)
- Applicable Legislation

Selection and Use
- As per safe work procedure
- Applicable Legislation

Supervisor Responsibility Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training.

Worker Responsibility

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

3.20 Backing Vehicles Up

General

Protecting workers from injuries associated with driving operations.

Application

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

Protective Mechanisms

Safe work procedure

Company Rules

Manufacturers Recommendations

Selection and Use

As per safe work procedure

Company Rules

Manufacturers Recommendations

Supervisor Responsibility

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

Compliance

Enforcement

Worker Responsibility

1. Avoid backing up whenever possible
2. Always park so your first move is forward
3. Circle check your vehicle.
4. Always look back.
5. Check clearances (Front, Back, Side, Overhead).
6. Back slowly (never at a speed faster than a brisk walk).
7. Use a guide whenever possible:
    a. If you lose sight or eye contact with guide or employee, STOP immediately and locate that person before proceeding.
    b. If parked or stopped always use proper parking procedure:
        - Set brake
        - Put transmission in appropriate gear (park)

3.21 TDG

General Protecting workers from injuries associated with the transportation of dangerous goods

Application Flammable liquids must be transported and stored in approved containers bearing CSA, ULC and WHIMIS labels. TDG (Transportation of Dangerous Goods) trained (Consigner & Carrier).

Protective Mechanisms

WHMIS & TDG Training	PPE
MSDS in place & current	ERP (Emergency Response Plan)

Selection and Use As per job requirement

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

Worker Responsibility

1. Ensure classification and documentation is in place and retained by carrier.
2. Ensure placards as per TDG regulations.
3. Flammable liquids must be transported and stored in approved containers bearing CSA, ULC and WHIMIS labels.
4. Ensure flammable liquids are not carried in passenger compartment of a vehicle.
5. Ensure that the containers are not damaged and that caps or fittings are properly secured after filling.
6. Ensure contained in an upright position and are secured to prevent overturning.

3.22 FALL PROTECTION SAFE WORK PROCEDURE

Objective To instruct workers how to safely use travel restraint and fall arrest systems.

Application All employees called upon to work from a work platform that is raised more than 3 meters from a solid flat surface or on platforms less than 3 meters above debris, machinery, equipment or materials which would make it likely that a fall from the platform would be injurious.

Management Responsibility

Management is responsible to ensure that:

- Safe Work Practices and Procedures are developed and implemented for the use of travel restraint and fall arrest systems;
- The harnesses and lanyards purchased for these processes meets the appropriate CSA standards.
- Training programs are put into place to ensure that personnel using travel restraint and fall arrest systems are appropriately trained to do so and that the training is documented.

Supervisor Responsibility

Supervisors are responsible to:

- Facilitate appropriate training for their workers on proper use fall protection in accordance with the current edition of the OH&S Act, Regulation and Code.
- Verify that all personnel using travel restraint and fall arrest systems are trained before allowing them to work on the elevated platform or use the equipment.
- Personally inspect the arrangements made for working on the elevated platform and ensure that the railings, platforms and anchor points for the travel restraint and fall arrest systems are adequate for their purpose.
- Verify that the anchor points for lanyards are at shoulder height of the shortest worker (or higher) whenever possible and that they are adequate to perform their function:
    - Anchors for travel restraint systems must be able to withstand a pulling force of 3.5 kilonewtons (approximately 800 pounds)
    - Anchors for fall arrest systems must be able to withstand a pulling force of 16 kilonewtons (approximately 3500 pounds).
- Make every reasonable effort to avoid the necessity for fall arrest systems and to limit the situation to legitimately permit the use of travel restraint systems:
    - Travel restraint systems are systems that do not permit the worker to actually fall over the edge of the platform but instead restrict the travel of the worker to a point inside the edge of the platform.
    - Fall arrest systems are designed to stop the fall of personnel that have actually fallen over the edge of the platform.
    - There is essentially no risk of injury from the operation of a travel restraint system but there is a significantly greater risk of injury from the action of a fall arresting system.

        - In addition, the amount of holding strength needed to restrict the travel of a worker is significantly lower than the holding strength needed to stop the fall of a worker that has fallen.
- Notify the involved workers whether the situation is a control zone situation, a travel restraint situation or a fall arrest situation and ensure that the appropriate precautions are taken for the specified situation.
- In fall arrest situations, develop a rescue plan for situations where a worker falls from the platform.
- Ensure that the provisions of this procedure are followed in all situations.

Worker Responsibility

Workers are responsible to:

- Read and understand all provisions of this procedure before working in a control zone or using either travel restraint or fall arrest systems,
- Politely refuse to work in a situation that requires the use of a travel restraint or fall arresting system before being formally trained in the use of these safety devices.
- Strictly comply with all provisions of this procedure and all instructions of the Site Supervisor with respect to the use of travel restraint or fall arrest systems,
- Perform appropriate pre-use inspections of the work situation and of all the equipment of the travel restraint or fall arrest systems before use.
- When the situation is a control zone situation:
    - A control zone is an area between the unguarded edge of a platform and a working area. The control zone must be a minimum of 2 meters wide,
    - Where workers are working within or close to the inner edge of a control zone, the control zone must be bordered by raised barrier or warning line,
    - People working on a raised platform, deck or roof that has a control zone between the work area and the unguarded edge do not need to wear either travel restraint or fall arrest equipment,
    - Workers may travel directly through the control zone between the working area and the edge of the platform without wearing travel restraint or fall arrest equipment, but this must only be done to enter or leave the platform and using the most direct route,
    - Workers working within the control zone must wear either travel restraint or fall arrest equipment as appropriate (see below).
- When the situation is a travel restraint situation:
    - Full body harness is required in a travel restraint situation,
    - Verify that any guardrails that are in place for worker protection are attached in a manner that would prevent the fall of any worker that fell against the guardrail in an uncontrolled manner. Test the solidity of the guardrail,

- Verify that the length of the lanyard used will restrict worker travel to a point from which falling off the platform is impossible.
- Ensure that the lanyard restricts travel to the unprotected edge of the platform that is nearest to the anchor point. (an unprotected edge is one where there is no guardrail in place that would be able to stop the workers fall),
- Verify that the lanyard is effectively connected to the anchor point designated by the site supervisor.

- When the situation is a fall-arrest situation:
  - The only time when a fall-arrest situation may be contemplated is when there is a need to allow the worker to travel off of the work platform to carry out the task in question,
  - Every reasonable effort must be made to avoid the need for a fall-arrest situation,
  - A full body harness is required in all fall arrest situations,
  - The chance of injury from the harness is increased as the distance of free-fall increases. Therefore, the free-fall distance must be restricted as much as possible. The length of the lanyard used must be limited as much as it is possible to do so,
  - The free fall distance is the distance that the lanyard would allow the worker to fall past the edge of the platform (worst-case). By regulation, if the free-fall distance will exceed 1.2 meters an approved shock absorber must be used:
    - It must be considered unlikely that this situation would be unavoidable. Supervisors and workers must make every effort to limit the allowance for free-fall to a MAXIMUM of 1 meter,
    - A shock absorber, mounted on a lanyard allowing approximately 1 meter of free fall before the shock absorber activated, would bring the worker to a stop at a level approximately equal to the level of the balcony below the one he/she fell from. This could be quite hazardous because the workers body could be thrown or bounced against the lower balcony edge. Care must be taken to avoid this situation.
- Inspection and care of travel restraint and fall arrest equipment shall ensure that:
  - This equipment must (by law) be fully inspected by a competent person (usually the person that will use the equipment) before each use,
  - This equipment is stored in a manner that prevents its exposure to oils, grease and solvents and any other substances that could contribute to its deterioration,
  - Equipment must be used, maintained and recertified as specified by the manufacturer,

- If a fall arrest system has stopped a worker's fall, all components of the system must be removed from service and discarded or re-certified by a professional engineer or the original manufacturer:
    - Workers are expected to tag the equipment in question and take it to the site supervisor.
- If any component is judged by an inspector to be defective, it shall be immediately removed from service and shall not be returned to service until it has been inspected, repaired or recertified by the manufacturer or another person that is certified as competent to take such actions.

Fall Protection Rescue Plan

A Fall Protection Plan must be in place prior to any work commencing if a worker, at a site, may fall 3 meters or more and the worker is not protected by guardrails. This plan must comply with the current OH&S Part 9-140. This generic fall arrest rescue plan can only be considered a starting point for the site-specific fall arrest rescue plan.

Rescue Plan:

- Site Supervisors shall take charge of the situation to prevent/control panic and to ensure that the rescue operation goes both smoothly and safely.
- Personnel that are involved in the rescue operation who go onto an elevated work platform must all be fully equipped with fall arrest equipment that is connected to an anchor point separate from the one that is holding the suspended worker.
- The supervisor, wearing appropriate fall arrest equipment that is anchored to a separate anchor, shall position him/herself at the edge of the platform the worker fell from in a position to see the suspended worker or on the balcony below the suspended worker (whichever seems most appropriate to him/her.
    - The supervisor shall make suitable arrangements to ensure good communication with all rescuers during the rescue operation,
    - The supervisor's lanyard shall be adjusted to ensure that he cannot fall off the platform (Travel Restraint),
    - He/she shall take appropriate precautions to prevent abrasion/cutting of the suspended worker's lanyard as the worker is raised or lowered.
- In most cases, the suspended worker will be suspended from a balcony and there will be another balcony below him/her:
    - In such cases, the rescue effort shall preferably be directed towards getting the suspended worker into a safe position on the lower-level balcony, then releasing the lanyard that is suspending him/her to allow him/her to be lowered safely,
    - A lanyard shall be attached to the worker's harness dee ring and anchored to the lower balcony's anchor point. The worker will be pulled toward the lower balcony as closely as possible. The worker's lanyard may impede this process somewhat,

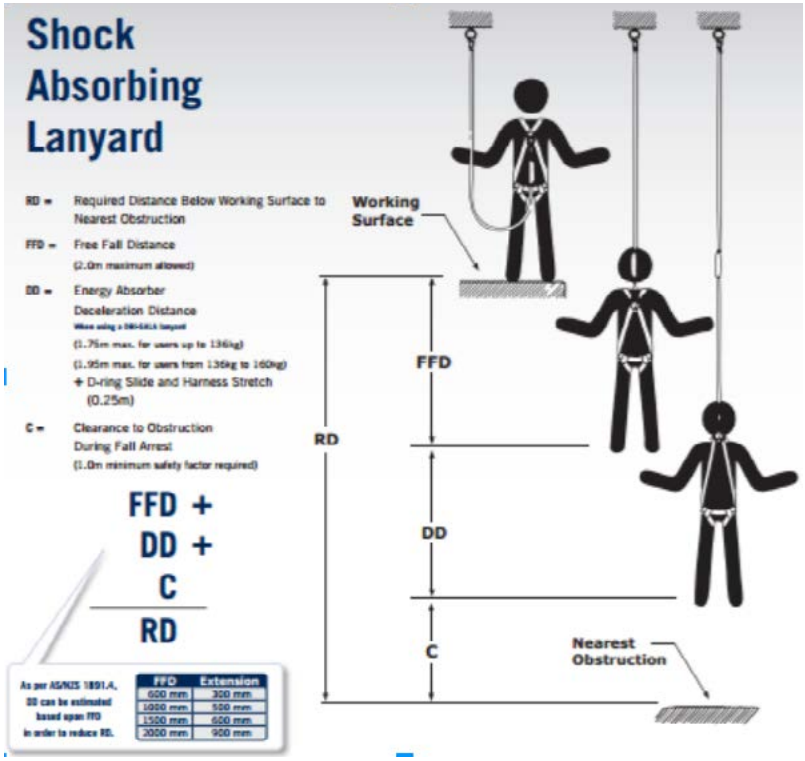
- Then the rescuers on the floor that the worker fell from may take the tension off the rope-grab and lower the suspended worker toward the lower balcony floor:
- This operation shall not be attempted by less than two workers – to pull on the rope. Two to pull on the rope and one to control the rope-grab,
- Wherever possible, more than two people should be used to pull on the lanyard to raise the suspended worker,
- The worker controlling the rope grab must understand the need for quick reaction if the people pulling on the rope begin to have difficulty controlling the load. In such a case, the rope grab must be released immediately so it will grab the rope and prevent the worker from experiencing a second fall.
- The previous two operations may need to be repeated once or twice to get the worker safely onto the lower balcony.

- In situations where there is no balcony below the work platform, an alternate effective fall arrest rescue plan must be devised. This plan must be documented before work begins on the elevated work platform and must remain available on site for the duration of the process.

3.22 FALL PROTECTION PLAN

<table>
<tr><td>Company:</td><td>Site Contact:</td><td>Phone/Cell #:</td></tr>
<tr><td>Location:</td><td colspan="2" rowspan="4">Work Description:</td></tr>
<tr><td>Date:</td></tr>
<tr><td>Time:</td></tr>
<tr><td>Permit #</td></tr>
<tr><td colspan="3">Worksite Fall Hazards: (i.e: swing, impact, environment, people)</td></tr>
<tr><td colspan="3">Fall Protection System Type and Components to be used:
(i.e: restaraint, positioning, arrest, barriers)</td></tr>
<tr><td>Procedure used for assembly and disassembly:</td><td colspan="2">Anchor Points:
(3600 lb/force per worker each anchor) location</td></tr>
<tr><td colspan="3">Maintenance use and inspection (i.e.: Harness assembly, D-ring, lanyard, shock absorber.)</td></tr>
<tr><td colspan="2" rowspan="3">Rescue/Response Plan: (i.e.: ladder truck, man basket)</td><td>Emergency Contact Number:</td></tr>
<tr><td>Emergency Radio Channel:</td></tr>
<tr><td>Rescue Team Members</td></tr>
</table>

Worker Competency/ Safety: Please circle Y/N			
Have all workers been properly trained in fall protection?	**Y**	**N**	**Date:** **Supervisor Print & Sign:**
Are workers familiar with the equipment selected for use?	**Y**	**N**	
Total fall distances calculated meets site specific fall clearances?	**Y**	**N**	**Employee Print & Sign:**
Have all necessary equipment been provided for use?	**Y**	**N**	**Employee Print & Sign:**
Have workers been properly instructed in plan & assessment?	**Y**	**N**	**Employee Print & Sign:**
Equipment used complies with manufacturer's recommendations?	**Y**	**N**	**Employee Print & Sign:**
Has equipment been inspected prior to use?	**Y**	**N**	**Employee Print & Sign:**
Is sufficient number of personnel on site to complete rescue?	**Y**	**N**	**Employee Print & Sign:**



3.23 RIGHT TO REFUSE UNSAFE WORK

Introduction

One of the basic principles of any safety program and the OH&S Act is the right of all workers to refuse work which presents an imminent danger to the worker.

Any task which a worker believes can cause injury to him/her or to fellow workers, and that has not had the hazards of this task properly address, can be refused.

All workers and sub-contractors are provided training on their right's to refuse and this safe work practice at the time of orientation. This safe work practice will also be reviewed regularly during toolbox/tailgates/safety meetings and at minimum annually.

Regulations

Must be in accordance with Occupational Health and Safety.

Standards

- A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
- 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.
- If emergency action is required to correct a condition which constitutes an immediate threat to any employee and / or subcontractor, only those qualified and properly instructed personnel 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.
- Supervision cannot reprimand a worker for refusing unsafe work.
- The Worker will be trained in the proper way to refuse unsafe work by following these steps:
    1. Examine the hazards of the situation. Look for existing controls which can be applied to remove the hazard risk to the employee and allow the work to be completed safely
    2. Inform the supervisor or site safety of the new controls. Have the supervisor review the task with the worker and ensure the hazards have been controlled and the work is safe to conduct
    3. If an existing control cannot be applied to remove the hazard, the worker should Inform the supervisor of conditions and reasons why work is of imminent danger and suggest solutions
    4. Await supervisor's instructions
    5. Under no circumstances is anyone to perform work that has been refused unless the hazards have been addressed.
    6. The worker refusing work is required to fill out a hazard identification form and turn it in to his/her supervisor. The supervisor will complete the form with the controls implement to address the identified hazard.
    7. A supervisor or employer receiving a report must immediately investigate the matter and ensure that any unsafe condition is remedied without delay.

3.24 ATMOSPHERIC TESTING

It is the responsibility of the monitor user to ensure the monitor you are using is in good working order.

Once you receive your monitor, before you leave to the work site:

- Check to ensure your monitor battery and alarm is working.
- Perform a bump test.

Once you arrive at the work site:

- Ensure you place your monitor upwind of the work in progress.
- Protect the monitor against the elements (rain, cold, winds that could carry dust or fibres.) These conditions will impede the efficiency of the monitor.

There are many different makes and models of monitors out there, ensure you know how to use the monitor you are provided. Know how to use it, understand its limitations and follow manufacturers specifications.

LEL readings mean that there is danger if any ignition sources are present.

H2S indicated the atmosphere can become poisonous

O2 indicates the area could be deficient of oxygen and therefor all workers in the area must evacuate to a safe area. Once in a safe area, call operations to inform them of the type of hazard that has presented itself and provide any information they may ask for.

Atmospheric Testing

The initial gas test is performed by the permit issuer prior to issuing the permit

Levels should read as follows:

H_2S	CO	LEL	O_2
0	0	0	20.9

Any deviation from these initial reading should be monitored closely and if changes are drastic or sudden, immediate action should be taken.

- Shut down all potential ignition sources (Welding, grinding, open flame cutting) and call the operator and your supervisor.
- The source of these changes should be located and rectified before work commences again. This is the operators responsibility.
- Evaluate the potential of hydrocarbon release as well as oxygen deficiency. Communicate with others in your work area to move to a safe area.

Hydrocarbon Gas Level	SCBA or SABA	Detection	Backup	Evacuation
0% to 10% LEL	Not required	Intermittent	Not required	Not required
10% to 30% LEL Stable and Known	Required	Continuous	Not required	Nonessential Personnel
10% to 30% LEL Unstable or unknown	Required	Continuous	Required	Nonessential Personnel
More than 30% LEL	Do not enter	Do not enter	Do not enter	All personnel

H_2S Gas Level	SCBA or SABA	Detection	Backup	Evacuation
0 to 10 ppm	Not required	Intermittent	Not required	Not required
10 to 100 ppm Stable and known	Required	Continuous	Not required	Nonessential Personnel
10 to 100 ppm Unstable or unknown	Required	Continuous	Required	Nonessential Personnel
More than 100 ppm But less than 30% LEL	Required	Continuous	Required	Nonessential Personnel
More than 100 ppm More than 30% LEL	Do not enter	Do not enter	Do not enter	All personnel

See Section 6.9(a) for How to use Monitor

3.25 CONFINED SPACE ENTRY CODE OF PRACTICE

PURPOSE

The purpose of this Code of Practice is to ensure the safety of InspectriteService Inc . employees and subcontractors who enter a Confined or Restricted Space and meet requirements of Alberta's Occupational Health and Safety, Act, Regulation and Code. At any time should Legislation requirements change they shall take precedence over this Code.

INTRODUCTION

Confined and Restricted Spaces could potentially be extremely dangerous spaces. Entries are required for inspections; maintenance; repairs and cleaning; construction activities, or any other similar operations which are done as a part of the daily operation of the plant sites and are essential for the continued ongoing operation of facilities. Unplanned or uncontrolled Confined or Restricted Space entries can potentially be extremely hazardous to the health of those attempting to execute them.

The practice outlined herein is viewed as a means of protecting the health of the individual by significantly reducing the risk of accidental injury associated with entering Confined or Restricted Spaces, and to make Inspectrite Service Inc. employees and subcontractors aware of the hazards associated with the work and the safe practices necessary to mitigate / eliminate these hazards.

Understanding and applying the Health and Safety principles are fundamental to the proper implementation of this Code of Practice. This Code of Practice supports the fundamental principles developed by Inspectrite Service Inc. It also identifies the maintenance required of ongoing programs to ensure the safety and health of all employees and subcontractors, and reduce the probability and magnitude of incidents in and around Confined or Restricted Spaces.

Inspectrite Service Inc. shall develop and regularly audit its own specific standards to ensure that such standards meet the needs of their specific work place and comply with the Code and all applicable Legislative safety requirements.

SCOPE

This Code of Practice applies to all employees and subcontractors of Inspectrite Service Inc.

RESPONSIBILITY

In accordance with the Alberta Occupational Health & Safety (OH & S) Act, Chapter 1,

Section 2 (1) – Obligations of employers, workers, etc.

1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so,

a. The health and safety of:

- Workers engaged in the work of that employer, and
- Those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and

b. That the workers engaged in the work of that employer are aware of their responsibilities and duties under this Act, the regulations and the adopted code.

2) Every worker shall, while engaged in an occupation:

a. Take reasonable care to protect the health and safety of the worker and of other workers present while the worker is working, and

b. Co-operate with the worker's employer for the purposes of protecting the health and safety of:

- The worker,
- Other workers engaged in the work of the employer, and
- Other workers not engaged in the work of that employer but present at the work site at which that work is being carried out.

EMPLOYER RESPONSIBILITIES

In addition to Section 1.4 of this RCOP where a Confined Space is to be entered by workers the employer or designate (e.g. Supervisor) is responsible to ensure that:

a. Adequate steps have been taken to eliminate/control all hazards present,

b. All applicable Legislative requirements, this Code of Practice and any other facilities specific standards, rules, procedures, and practices are followed,

c. Ensure all workers are "competent" (see Definition Appendix II) to perform duties assigned. This can be achieved by completing and signing the Competency Guide Line (see Appendix III) or by developing your own competency assurance guide. Frequency of the competency assurance is left to the discretion of the Employer. When utilized this Competency Assurance must be documented and retained (See Appendix IV).

EMPLOYEE RESPONSIBILITIES

In addition to Section 1.4 of this RCOP where a Confined Space is to be entered by workers the employee is responsible to ensure that:

a. They have received training to perform task or duties assigned,

b. They utilize the training received to perform task or duties assigned,

c. They follow all applicable Legislative requirements, this Code of Practice and any other facilities specific standards, rules, procedures, and practices,

d. They identify to their supervisor when they feel they are not competent to perform the tasks or duties assigned.

CONFINED SPACE AND RESTRICTED SPACE - RCOP BASICS

Hazard Assessments

In generality, the purpose of a hazard assessment is to identify and evaluate those conditions that could lead to workers getting hurt or becoming ill. Assessing hazards involves taking a look at what could harm workers at a workplace – the typical question to ask is "What could go wrong?"

Doing a hazard assessment allows Inspectrite Services Inc. to decide whether appropriate precautions have already been taken to prevent accidents and injuries, or whether more needs to be done. A hazard assessment takes into account the hazards specific to the work task being done.

It also takes into account the potential for hazards present in the surroundings to affect the worker performing the task e.g. movement of vehicles, upset of stored materials, collapse of unsecured structures, collapse of earthen piles, surrounding processes, adjacent activities, when processes or conditions change, etc.

Confined Space and Restricted Space Hazard Assessments

As per Part 5, Section 45 of the Alberta Occupational Health & Safety Code:

If a worker will enter a Confined Space or a Restricted Space to work, an employer must appoint a competent person to:

- **a.** Identify and assess the hazards the worker is likely to be exposed to while in the Confined Space or Restricted Space,
- **b.** Specify the type and frequency of inspections and tests necessary to determine the likelihood of worker exposure to any of the identified hazards,
- **c.** Perform the inspections and tests specified,
- **d.** Specify the safety and personal equipment required to perform the work, and
- **e.** Identify the personal protective equipment and emergency equipment to be used by a worker who undertakes rescue operations in the event of an accident or other emergency.

This assessment will also include and identify emergency evacuation and communication requirements.

This assessment will be written, dated and approved by appropriate level of supervision.

Note: Affected workers will be involved in the hazard assessment and in the control or elimination of the hazards identified (i.e. through the Daily Hazard Assessment, Job Hazard Analysis, or Permit System processes)

Hierarchy of Hazard Assessment for Confined Spaces and Restricted Spaces

Hazard assessments related to Confined Space or Restricted Space Entries are conducted by various levels of employers and employees involved in the preparation of and entry of the Confined or Restricted Space.

Multiple levels of hazard assessment are required to determine if a space is a Confined Space - Level 1, 2 or 3 or a Restricted Space. Identification of the type of space will be determined by the specific tasks conducted within the space.

Initial Hazard Assessment for Entry:

Normally performed by the equipment owner,

Considers current and past service of the equipment,

Considers the design, access and egress limitations,

Considers all preparation and controls required if applicable, to permit safe entry.

Work Scope Hazard Assessment (e.g. Job Safety Analysis)

Normally performed by the supervision of the crew undertaking the task with worker involvement,

Considers the detailed scope of work to be performed and the impact that the work may have on the atmosphere within the space or the personnel entering or working in the space,

Identifies the hazards associated with the detailed scope of work to be performed and details the required controls to address the hazards identified,

Any changes in work scope at any time must be relayed back to the equipment owner so that the classification of entry can be re-examined to ensure the correct classification of the space.

Hazard Assessment

- Normally performed by all workers involved in the task,
- Considers immediate ambient conditions in the task area prior to commencement of work,
- Identifies hazards related to the specific task(s) being performed and details the required controls to address the hazards identified,
- Shall be updated to reflect any changes in the task identifying any new related hazards and controls.

Is This a Confined Or Restricted Space?

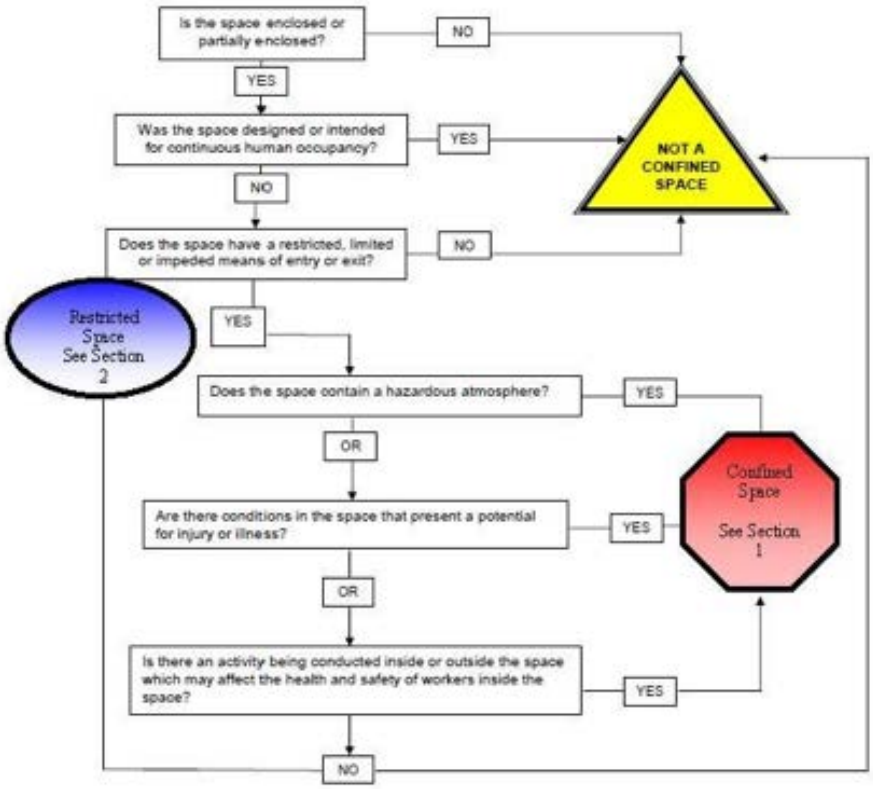


FIGURE 1

Flow Chart Source: OH & S Explanation Guide 2009

TRAINING

Role of Employer:

1. Inspectrite Service Inc. will ensure that employees and subcontractors assigned duties related to Confined Space or a Restricted Space Entry are trained by a competent person in:
    - Recognizing hazards associated with working in Confined Spaces or Restricted Spaces, and
    - Performing the worker's duties in a safe and healthy manner.
2. An employer must keep records of the training given under subsection (1)
3. An employer must ensure that competence in the following is represented in the workers responding to a Confined Space or Restricted Space emergency:
    - First aid,
    - The use of appropriate emergency response equipment,
    - Procedures appropriate to the Confined Space or Restricted Space.

Employers Responsibility:

An employer must ensure that:

1. The safety and personal protective equipment required is available to workers entering a Confined Space or Restricted Space,
    - A worker, who enters, occupies or leaves a Confined Space or Restricted Space uses the safety and personal protective equipment,
    - The personal protective, emergency and rescue equipment required is available to workers undertaking rescue operations in a Confined Space or Restricted Space,
    - A communication system is established that is readily available to workers in a Confined Space or Restricted Space and is appropriate to the hazards. (See Definition in Appendix II)
    - Workers in a Confined Space or Restricted Space are protected from hazards created by traffic in the vicinity of the Confined Space or Restricted Space,
    - Workers affected by the hazards identified in the hazard assessment report will be informed of the hazards and the methods used to control or eliminate the hazards.
2. An employer must ensure that all personal protective equipment, and emergency equipment required for use in a Confined Space or Restricted Space is inspected by a competent person before workers enter the Confined Space or Restricted Space to ensure the equipment is in good working order.
    - Each employee is responsible for inspection of their basic Personal Protective Equipment (PPE); documentation of inspection will be recorded on the workers Hazard Assessment.
    - Employer shall ensure specialized PPE and emergency equipment will be inspected and maintained as per manufacturer's specifications.
    - An employer must ensure that written records of the inspections required by legislation are retained. (E.g. Job Hazard Analysis (JHA) sign off, Respiratory Protective Equipment (RPE) as per Legislation, etc.).

EMERGENCY RESPONSE

As per Part 5, Section 55 of the Alberta Occupational Health & Safety Code:

1. An employer must ensure that a worker does not enter or remain in a Confined Space or Restricted Space unless an effective rescue can be carried out.
2. A worker must not enter or stay in a Confined Space or Restricted Space unless an effective rescue can be carried out.
3. An employer must ensure that the emergency response plan includes the emergency procedures in place to evacuate the Confined Space or Restricted Space immediately.
    - When an alarm is activated,
    - If the concentration of oxygen inside the confined space drops below 19.5 percent by volume or exceeds 23.0 percent by volume, or
    - If there is a significant change in the amount of hazardous substances inside the Confined Space.
4. An employer must ensure that an effective means of communication is in place to summon emergency response. (In reference to Part 28 of the Alberta OH & S Code – Working Alone) (See Definition in Appendix II).

CONFINED SPACE

Confined Space Definition

Confined Space is an enclosed or partially enclosed space, not intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction, which may become hazardous to a worker because of:

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

Identifying a Confined Space

A location will be considered a Confined Space if:

- It is determined by an approved Hazard Assessment that it is a Confined Space,
- Entry requires permitting and gas testing, as designated by area work practices,
- Activities conducted within or within the vicinity of the Confined Space has the potential to change the atmospheric conditions of the Confined Space,
- Requires additional equipment preparation and controls to permit safe entry.

CLASSIFICATION OF CONFINED SPACE LEVELS

To reflect the relative hazards, and to ensure a consistent approach, Confined Space entries have been classified into Level 1, Level 2, and Level 3. The classification of entry shall be based on the conditions present at the time of entry with consideration for potential changes of conditions as identified in the hazard assessment.

Note: A person must not enter or work at a work area if more than 20 percent of the lower explosive limit of a flammable or explosive substance is present in the atmosphere (as per OH&S Code Part 10)

CONFINED SPACE

Level 1

1. A Confined Space will be considered Level 1 if the entry is either the first or initial entry or any of the following apply:
    a. The hazards in the Confined Space or in its proximity are either not known or have not been determined,
    b. Oxygen concentration is less than 19.5% or more than 23.0% by volume,
    c. Explosive or flammable atmosphere between 10% and 20% Lower Explosive Limit ("LEL"),
    d. The area atmosphere exceeds the protective limits of air purifier respiratory equipment.
2. The following controls must be put in place for a "Level 1" classified entry:
    a. Will require an approved hazard assessment,
    b. Supplied breathing air available and worn,
    c. Continuous atmospheric testing,
    d. All Entrants and Monitors must be trained in the use of supplied breathing air equipment,
    e. PPE as per the approved hazard assessment,
    f. A qualified Confined Space Monitor in attendance at all times
    g. A specific, documented Rescue Plan which has been developed reviewed and approved by the equipment owner and the Emergency Response Representative,
    h. A valid Confined Space Entry Permit,
    i. A valid Level One Entry Tag hung at each entrance,
    j. A documented Evacuation Plan,
    k. Confined Space Signage as per the Level of Entry classification.

Note: Any time a Level 1 entrance is left unattended the entrance must be barricaded physically and a "Danger Do Not Enter" sign displayed across the entrance.

Level 2

1. A Confined Space will be considered Level 2 if all identified hazards are controlled and
    a. Oxygen concentration is between 19.5% and 23.0% by volume, and
2. Either of the following exists or is likely to exist:
    a. Explosive or flammable atmosphere > (greater than) 1% and < (less than) 10% Lower Explosive Limit ("LEL"),
    b. Concentration of toxic substances exceeds 50% of the Occupational Exposure Limit ("OEL").
3. The following controls must be put in place for a "Level 2" classified entry:
    a. Will require an approved hazard assessment,
    b. A qualified Confined Space Monitor in attendance at all times
    c. A valid Confined Space Entry Permit,
    d. A valid Safe Entry Tag hung at each entrance,
    e. A documented Evacuation Plan,
    f. A valid Rescue Plan,
    g. PPE as per the approved hazard assessment,
    h. Continuous atmospheric testing if there is a potential for the atmosphere to change unpredictably
    i. Confined Space Signage as per the Level of Entry Classification.

Level 3

1. A Confined Space will be considered Level 3 if all identified hazards are controlled, the potential for change is unlikely, and all of the following apply:
    a. Oxygen concentration is between 19.5% and 23.0% by volume,
    b. Concentration of explosive gases is less than 1% of LEL,
    c. Airborne concentration of toxic substances is less than 50% of OEL.
2. The following controls must be put in place for a "Level 3" classified entry:
    a. Will require an approved hazard assessment,
    b. A qualified Confined Space Monitor may be required,
    c. A valid Confined Space Entry Permit,
    d. A valid Safe Entry Tag hung at each entrance,
    e. A documented Evacuation Plan,
    f. A valid Rescue Plan with rescuers and communication devices,
    g. PPE as per the approved hazard assessment,
    h. Confined Space Signage as per the Level of Entry classification.

Note: If the hazard assessment determines that a Confined Space Monitor is not required at the point of entry, a competent worker must be designated to be in communication with worker(s) in a Confined Space. (E.g. Co-worker, buddy system) and the entry log must still be maintained.

PROTECTION - HAZARDOUS SUBSTANCES AND ENERGY

1. An employer must ensure that workers within a Confined Space are protected by means of positive isolation against the release of hazardous substances or energy that could harm them.

2. An employer must ensure that a worker does not enter a Confined Space unless adequate precautions are in place to protect a worker from drowning, engulfment or entrapment.

TESTING THE ATMOSPHERE

1. If the hazard assessment identifies a potential atmospheric hazard and a worker is required or authorized by an employer to enter the Confined Space, the employer must ensure that a competent worker performs a pre-entry atmospheric test of the Confined Space:
   a. Verify that the oxygen content is between 19.5 percent and 23.0 percent by volume,
   b. If more than 20% of the lower explosive limit (LEL) of an explosive substance is present in the atmosphere a worker may NOT enter.
   c. Identify the amount of toxic substance,
2. The employer must ensure that the testing required is performed using calibrated test instruments appropriate for the atmosphere being tested and the instruments are used in accordance with the manufacturer's specifications.
3. The employer must ensure that as often as necessary after the first time a worker enters the Confined Space, a competent worker:
   a. Performs and records the tests and,
   b. Identifies and records any additional hazards.
4. If tests identify additional hazards, the employer must control or eliminate the identified hazards. Any additional hazards identified must be included in the original hazard assessment.

VENTILATION AND PURGING

1. If the atmospheric testing identifies that a hazardous atmosphere exists or is likely to exist in a Confined Space, an employer must ensure that the Confined Space is ventilated, purged or both before a worker enters the Confined Space.
2. If ventilating or purging a Confined Space is impractical or ineffective in eliminating a hazardous atmosphere, the employer must ensure that a worker who enters the Confined Space uses personal protective equipment appropriate for the conditions within the Confined Space.
3. If mechanical ventilation is needed to maintain a safe atmosphere in a Confined Space during the work process, an employer must ensure it is provided and operated as needed.
4. If mechanical ventilation is required to maintain a safe atmosphere in the Confined Space, the employer must ensure that:
   a. The ventilation system incorporates a method of alerting workers to a failure of the system so that workers have sufficient time to safely leave the Confined Space, and
   b. All workers must evacuate a Confined Space or use an alternative means of protection if a ventilation system fails.

INERTING

1. An employer must ensure that a Confined Space is inerted if it is not reasonably practicable to eliminate an explosive or flammable atmosphere within the Confined Space through another means.
2. If a Confined Space is inerted, an employer must ensure that:
   a. Every worker entering the Confined Space is equipped with supplied air respiratory protection equipment,
   b. All ignition sources are controlled,
   c. The atmosphere within the Confined Space stays inerted while workers are inside.

ENTRY PERMIT SYSTEM

The Entry Permit System contains several components; An Entry Tag which must be completed before any permit is issued for entry to a Confined Space, the Safe Work Permit for Entry, an Entry Log and specific Confined Space Signage.

Entry Tag

Before any permit is issued for entry to a Confined Space, an Entry Tag must be completed and hung at the entrance to the Confined Space by the equipment owner and will contain the following information as a minimum:

Equipment number, identification or description,

a. Entry level,
b. Checks completed (gas tests, temperature, cleanliness, etc.),
c. Frequency of subsequent tests,
d. Personal protective equipment required for entry,
e. Name and signature of tester,
f. Date and time and results of all atmospheric tests,
g. On the reverse of the tag the date, time and results of subsequent atmospheric tests will be recorded.

Confined Space Level 1 Entry Tag (OSSA REQUIREMENT)

a. A visually distinguishable Salmon Pink and White Level 1 Entry tag shall be used to identify the space as being Immediately Dangerous to Life or Health (IDLH).

Confined Space Level 2 & 3 Entry Tag (OSSA REQUIREMENT)

a. A Green and Yellow Safe Entry Tag shall be used.

ENTRY PERMIT

1. A person must not enter a Confined Space without a valid entry permit.
2. An employer must establish an entry permit system for a Confined Space that:
   a. Maintains a list of the names of each worker who enters the Confined Space,
   b. Gives the location of the Confined Space,
   c. Specifies the time during which an entry permit is valid,
   d. Takes into account the work being done in the Confined Space,
   e. Takes into account the Code of Practice requirements for entering, being in and leaving a Confined Space,
   f. Ensures all required documents are collected and maintained for retention.
3. An employer must ensure that, before a worker enters a Confined Space, an entry permit is properly completed, signed by a competent person and a copy kept readily available at the Confined Space location.

CONFINED SPACE TAGS & SIGNAGE

Whenever an entrance to a Confined Space is left unattended 3 types of signs are used as indications of the status of the space and the requirements for entry.

DANGER, DO NOT ENTER:

This sign overrides all other signs at entrances to Confined Spaces. When it is in place NO ONE is to enter the space under any circumstances. Operations personnel are the only personnel who are allowed to remove this sign.

This sign will be placed immediately upon opening the space by the equipment owner and if an event occurs that could compromise the conditions in a Confined Space.

For Confined Space Level 1 entries the "DANGER, DO NOT ENTER" sign must be hung at the entrances every time the space is left unattended.

For Confined Space Level 2 & 3 entries, a "DANGER DO NOT ENTER" sign must be hung at the entrance whenever the space is evacuated due to emergency.

If entry is required into a Confined Space, Operations personnel must be contacted to evaluate the conditions of the Confined Space, test the atmosphere of the space, and remove the sign if everything meets the standards to enter and work.

CONFINED SPACE MONITOR AND PERMIT REQUIRED FOR ENTRY:

Operations Personnel will hang a Confined Space Monitor and Permit Required for Entry Sign to signify that a space is safe to enter. People authorized to enter must have a valid Safe Work Entry Permit and there must be a Confined Space Monitor present at the entrance prior to entering.

This sign can be removed by the Confined Space Monitor provided all the permit criteria are met and the Safe Entry Tag is valid and current.

For Level 2 & 3 Confined Space entries, when the Confined Space is left unattended, provided the status of the Confined Space has not changed, this sign must be hung at the entrance by the Confined Space Monitor when leaving.

CONFINED SPACE PERMIT REQUIRED FOR ENTRY:

For Level 3 Confined Space entries where a Confined Space Monitor is not required, this sign must be hung by the Operations Personnel at the entrance to indicate that although there is a Safe Entry Tag on it, the space can only be entered with a valid Safe Work Entry Permit.

CONFINED SPACE MONITOR

Confined Space Level 1 & 2 Entry

1. For every Level 1 and 2 Confined Space Entry, a Confined Space Monitor will be assigned.
2. The Confined Space Monitor will:
   a. Hold valid Monitor Certification,
   b. Be deemed competent as a Confined Space Monitor by their employer,
   c. Be capable and equipped to summon rescue personnel, if required.
   d. A means of communication is mandatory,
   e. Be in communication or visual contact with personnel inside the Confined Space at all times,
   f. Initiate evacuation as necessary, and ensure proper signage is posted at the entrance(s) to the Confined Space,
   g. NEVER leave the entrance to the Confined Space with people inside unless properly relieved by another Certified Monitor
   h. NEVER enter the Confined Space for any reason,
   i. After verifying all personnel have exited the Confined Space, ensure correct signage is in place prior to leaving the Confined Space entrance(s) unattended (e.g. breaks and end of shift),
   j. Control the number of personnel allowed in the Confined Space, as identified by hazard assessment,
   k. Maintain a Confined Space Entry and Exit log (as per site specific requirements) for the duration of the job. The logs must be safely stored for record retention purposes
   l. Ensure Entry and Exit points are kept clear and clean,
   m. Maintain awareness of potential hazards in the vicinity of the Confined Space that may affect the health and safety of the worker(s) inside,
   n. Be identified by wearing a blue Confined Space Monitor vest.

Confined Space Level 3 Entry

Confined Space Level 3 Entries may require a Confined Space Monitor as determined by the hazard assessment. If a Confined Space Monitor is not deemed necessary a competent worker designated by the employer must be in communication with the worker(s) in a Confined Space (As per Working Alone Legislation and OH&S PT. 5).

CONFINED SPACE ENTRANT TRACKING

For all Confined Space Level 1 and 2 entries, and when there is a Confined Space Monitor on a Level 3 entry, all personnel who enter the Confined Space will leave their ID Card or Lock (depending on site requirements) outside the space. (I.e. clipped to the ring, board or cable, lock box etc. provided at the entrance, so as to be easily identified and easily located at the entrance to the Confined Space).

Personnel are expected to enter and leave a Confined Space by the same entrance. If this is not possible, then they must return to their point of entry to retrieve their ID card and inform the Confined Space Monitor as soon as they exit the Confined Space.

Retaining Records

An employer must ensure that all records with respect to entry and work in a Confined Space, including entry permits, safe entry tags and entry or exit logs are retained for not less than

a. 1 year if no incident or unplanned event occurred during the entry, or

b. 2 years if an incident or unplanned event occurred during the entry.

RESTRICTED SPACE

Restricted Space

The 2009 Edition of the OH&S Code has introduced the concept of a "Restricted Space". As discussed below, Restricted Spaces and Confined Space share certain common characteristics. They differ however in key areas that may help employers and workers to operate more safely and efficiently.

Like Confined Spaces, Restricted Spaces have a limited means of entry and exit. Entry points may not be designed for easy walk in. Other limitations include access by ladders or by stairways that provide poor access because of steep slope, narrow width or extreme length. Physical obstructions such as bulkheads, collapsed material, or machinery may impede exit. Limited means of entry and exit can make escape or rescue difficult.

Restricted Space Definition:

A "Restricted Space" is an enclosed or partially enclosed space, not intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction. **All other hazards are either non-existent or have been eliminated or controlled as required by Part 2 of the OH & S Code.**

Note: Employers and workers must be mindful that a restricted space can become a Confined Space if conditions or work practices change.

Identifying a Restricted Space

1. A location may be considered a Restricted Space if:
   a. It is determined by an approved hazard assessment that it is not a Confined Space,
   b. Entry does not require permitting or gas testing as designated by area work practices,
   c. No work or activities conducted within or within the vicinity of the restricted space will or have the potential to change the atmospheric conditions of the Restricted Space.

HAZARDOUS SUBSTANCES AND ENERGY

1. An employer must ensure that any hazardous energy in a Restricted Space is controlled in accordance with Part 15 of the Alberta OH & S Code.

PERMITTING, ATMOSPHERIC TESTING AND TENDING WORKER REQUIREMENTS:

Part 5 of the Alberta OH & S Code states that Restricted Spaces are not subject to the permitting, atmosphere testing and tending worker requirements of a Confined Space.

a. Atmospheric testing must conform to specific work area requirements in conjunction with the hazard assessment and are a specific permitting requirements,

b. A competent worker designated by the employer must be in communication with the worker(s) inside a restricted space and must have a suitable system for summoning assistance in the event of an incident or emergency as specified by the valid rescue plan (e.g. Radio). (As per Working Alone Legislation and OH&S Part 5),

c. A copy of the approved Restricted Space hazard assessment will be located and readily accessible for review at the Restricted Space.

Additional Controls:

In addition, if a location has been identified as a Restricted Space, the following controls must be put in place for a “Restricted Space” Entry:

a. An Evacuation Procedure including a documented communication process (as part of the approved Restricted Space hazard assessment) between entrants and a competent worker has been established,

b. A valid Rescue Plan.

Retaining records

The approved hazard assessment will be retained as per Inspectrite Service Inc. company policy. It is the recommendation that these records are retained for a period not less than those specified as per the Confined Space Documentation Records Retention.

DEFINITIONS

"Accreditation" or "**Accredited"** means authorization, in writing, from the Training Provider, of a Safety Training Standard. In order to be a Safety Training Provider of a Standard, an Organization's Accreditation status must be current.

"Board of Directors" mean the Owners of the OSSA that provide, in writing, endorsement for initial documents and approval for any revisions or exceptions to a Safety Training Standard or Regional Code of Practice.

"Communication System" means an established method of communication between workers inside the Confined Space and the Confined Space Monitor, as well as between the Confined Space Monitor and the Emergency Response contact. Methods must be defined within the hazard assessment and may encompass but not limited to the following: Voice, hand signals (requires direct line of sight), radios, handheld mike phone, lights, cell phone or an air horn (e.g. Klaxon horn).

"Competent worker": in relation to a person, means adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.

"Confined Space" means a Restricted Space, which may become hazardous to a worker entering it because of

a. An atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explositivety, or toxicity,

b. A condition or changing set of circumstances within the space that presents a potential for injury or illness or,

c. The potential or inherent characteristics of an activity, which can produce adverse or harmful consequences within the space.

    i. "LEVEL I" a Confined Space that presents a situation that is immediately dangerous to life or health (IDLH). These include but are not limited to oxygen deficiency, explosive or flammable atmospheres, or concentrations of toxic substances.

    ii. "LEVEL 2" a Confined Space that is not immediately hazardous to life or health, but has the potential for causing injury and illness, if preventive measures are not used.

    iii. "LEVEL 3" a Confined Space in which the potential hazard would not require any special modification of the work procedure.

"Confined Space Monitor" means a person defined in legislation as a "tending worker" adequately trained and certified, capable of summoning rescue assistance and assigned to remain on the outside of the Confined Space while maintaining communication with those working inside.

"Evacuation Plan" means a pre-determined plan to evacuate the Confined Space or Restricted Space should an alarm be activated, or if there is a significant change in or about the Confined Space or Restricted Space that would affect the health and safety of those people working in the Confined Space or Restricted Space. The Evacuation Plan shall be reviewed by all participants involved in a Confined Space or Restricted Space Entry.

"Flammable (Explosive) Atmosphere" means an atmosphere containing a flammable gas or vapour at a concentration between the lower explosive limit (LEL) and the upper explosive limit (UEL).

"Immediately Dangerous to Life or Health" ("IDLH") means an oxygen deficient atmosphere or an atmospheric concentration of any harmful substance that poses an immediate threat to life or may cause irreversible or delayed adverse health effects or may interfere with an individual's ability to escape from a dangerous atmosphere.

"Inerting" means intentional displacement of the atmosphere by a non-reactive gas (such as nitrogen) to an extent that the resulting atmosphere is non-combustible (oxygen levels reduced below that needed to support combustion) but thereby creating an oxygen deficient atmosphere.

"Initial Entry" refers to the first entry, performed or directed by the area owner, into the Confined Space or Restricted Space to verify conditions and ensure the Confined Space or Restricted Space is safe for subsequent "ongoing entries" to perform work.

"Isolation" means a process whereby the Confined Space is removed from service and completely protected against the inadvertent release of material by the following: blanking/blinding, misaligned sections of all lines and pipes, a double block and bleed system, lockout of all sources of electrical power and nuclear devices, blocking or disconnecting all mechanical, pneumatic, hydraulic linkages and sources of potential stored energy.

"Legislation" means all municipal and local news, statues, ordinances, by-laws and regulations, orders, directives and decisions rendered by any ministry, department or administrative or regulatory agency relating in any way to the health and safety of workers in the Province of Alberta.

"Lower Explosive Limit," ("LEL") means the lower value of the range of concentrations of a substance, in a mixture with air, at which the substance may ignite.

"Occupational Exposure Limit" ("OEL") means the maximum concentration of substances to which a person may be exposed for specific lengths of time as defined by relevant legislation.

"OH&S Act, Regulation, and Code" means the current Occupational Health and Safety Act, Regulation and Code of the Province of Alberta, and includes all of the regulations passed under the Act from time to time

"Organization(s)" means and includes any individual, corporation, partnership, firm joint venture, syndicate, association, government, governmental agency or board or commission or authority, and other forms of entity or organization.

"Purging," means the method by which gases, vapors or other airborne impurities are displaced from a Confined Space.

"Regional Code of Practice (RCOP)" means a Code of Practice, endorsed by the OSSA, governing the practices, procedures and safety training standards, to be followed at each of Inspectrite Service Inc. job sites. These codes can be amended by the OSSA from time to time.

Note: At any time should Legislation requirements change they shall take precedent over the Regional Code.

"Rescue Plan" means a plan developed that addresses rescue equipment, location of this equipment, Rescue Personnel requirements, and means of communication and implementation of rescue.

"Restricted Space," means an enclosed or partially enclosed space, not intended for continuous human occupancy that has a restricted, limited or impeded means of entry or exit because of its construction.

"Standard" means the minimum acceptable content requirements for a Training Provider's training program that is set out in an OSSA Safety Training Standard, as amended by the OSSA from time to time.

"Steering Committee" means the Committee appointed by OSSA to provide, in writing, Accreditation status to an Organization.

"Training Provider" mean those Organizations that have received Accreditation status, in writing, from the OSSA to provide a Safety Training Program.

"Upper Explosive Limit" ("UEL") means the higher value of the range of concentrations of a substance, in a mixture with air, at which the substance may ignite.

References:

The following references have been used in the development of this Regional Code of Practice:
OSSA Member Company applicable Safety Standards

OSSA Regional Code of Practice CSE2004-02RC

Alberta Occupational Health and Safety Act, Regulation and Code – Rev. Oct. 2013

Alberta Occupational Health and Safety Code Explanation Guide – Rev. 2013

3.26 FIT FOR DUTY

Inspectrite Services Inc. has a strong commitment to provide a safe work environment for all its employees working in the Oil and Gas Industry. In order to assist in maintaining a safe working environment it is essential that employees and subcontract employees are physically and mentally able to perform the duties associated with their assigned tasks.

It is the employee's responsibility to take care of themselves and others when it comes to being fit for work. If you notice a co-worker, who is not fit for work, make him or her stay home or report to your supervisor immediately.

All employees will be trained on Inspectrite's policies and procedures in relation to fitness for duty.

Purpose and Scope

The health of employees and candidates is evaluated to:

- Establish that employees are able to continue working without detriment to their health or safety or that of others;
- Establish that candidates are able to meet the health requirements of the job prior to appointment;
- In the case of postings, assess if individuals or their dependents have a health condition that may require resolution prior to posting, ongoing medical attention during posting or possible evacuation at posting;
- Establish the conditions under which employees with illnesses, injuries or disabilities are able to continue working.

Responsibilities

Employee Responsibilities:

a. Employees are responsible for managing their health in a manner that allows safe performance of job responsibilities.

b. Employees must come to work fit for duty and must perform their job responsibilities in a safe, secure, productive, and effective manner during the entire time they are working.

c. Employees are responsible for notifying their supervisors when they are not fit for duty.

d. Employees are responsible for notifying their supervisors when they observe a co-worker is acting in a manner that indicates the co-worker may be unfit for duty. If the supervisor's behavior is the focus of concern, an employee may inform their upper level manager or may call Human Resources – Employee Relations for further guidance.

e. Employees who suspect they have a substance dependency or emerging alcohol or drug problems are encouraged to seek advice and to follow appropriate treatment promptly, before job performance is affected or violations of this policy occur.

f. Employees must report to supervision when they have taken any prescribed or over the counter medication prior to their shift or when the medication could affect their ability to perform the day's work safely.

Supervisor Responsibilities:

a. Supervisors are responsible for monitoring the attendance, performance, and behavior of the employees they supervise and must remove workers from the job site that may exhibit unsafe behaviours.

b. Supervisors are responsible for promptly following the procedures in this policy when presented with circumstances or knowledge that indicate that an employee may be unfit for duty.

c. Supervisors are required to immediately remove from the worksite any persons who under reasonable suspicion may be under the influence of alcohol or drugs until proven otherwise through applicable testing.

d. Supervisors will provide reasonable assistance to workers who are unable to perform their job duties.

TYPE OF EVALUATIONS

Pre-placement (Pre-appointment)

A pre-placement health evaluation is carried out when a candidate is to be hired for a specific job that has certain health requirements or an inherent element of risk to health and safety. Candidates are required to meet certain occupational requirements of the position before being appointed to the position.

Fitness to Work Evaluations (routine)

It is the supervisor's responsibility to ensure that all Inspectrite Services Inc.employees, before performing any tasks are physically/mentally fit and well rested. If any employees are not mentally or physically fit, they may be sent home or for a non-routine evaluation.

Fitness to Work Evaluations (non-routine)

Fitness to work evaluations are provided to determine if an employee has been affected by a workplace hazard and/or is medically fit to safely and efficiently perform the tasks of a specific job. The evaluations are carried out with the employee's consent and with input from the treating physician, if any. The evaluations are directed towards confirming the employee's health capability to carry out, or continue to carry out the duties of the position and, where warranted, what limitations should be considered.

Management should arrange for fitness to work evaluations where an employee:

1. has been exposed to an unexpected occupational health hazard, such as a chemical spill; or
2. as a result of job changes, will be exposed to a different hazard or more strenuous work as indicated in the annex;
3. Appears to be having difficulty in performing the duties of the position or the employee's actions appear to be affected by health related factors.
4. is absent for a lengthy period and a return date has not been established or an employee is returning to work after a period of medical leave and there is concern about his/her fitness for duty.

NOTE: In rehabilitation/return to work cases where an action plan has already been developed and approved by the attending/assessing physician and the insurance company's rehabilitation staff, it is not mandatory for departments to request fitness-to-work evaluations from Health Canada. Only in those instances where there is concern about an employees' fitness to carry out their modified duties through the return to work plan or through a job change should referrals be made to Health Canada.

PROCEDURES

a. In situations where there is a basis to think that a crime may have been committed and/or the employee is making threats to harm himself or herself or others, or is acting in a manner that is immediately dangerous to himself or herself or others, the supervisor will contact the RCMP. The Site Manager will be consulted regarding the fitness for duty procedure after the immediate safety issue has been addressed.

b. When the supervisor personally observes or receives reliable information that an employee may be unfit for duty, the supervisor will validate and document the information or observations as soon as is practicable using the Non occupational Injury Report or complete an Employee Statement. If possible, the supervisor should have another observer complete a separate observation report (witness statement). Each observer should completely and accurately outline how the employee's behavior jeopardizes safety or the employee's ability to perform his or her job.

Note: Actions that may trigger the need to evaluate an employee's fitness for duty include, but are not limited to: problems with dexterity, coordination, concentration, memory, alertness, vision, speech, inappropriate interactions with coworkers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements.

c. The supervisor forwards the reports to Site manager, reviews the documents to determine if it is appropriate to move forward with a fitness for duty evaluation or deem the worker fit for duty (documented on the employee fit for duty form).

d. The Site Manager will submit the observation reports and other supporting documentation to the site safety advisor or designee to schedule the evaluation.

e. In situations where there is reason to believe that the employee is working under the influence of drugs or alcohol, the supervisor and other observers must complete the Reasonable suspicion report and ask the employee to agree to a voluntary substance testing.

    i. If the employee agrees, the Employers Health Clinic will conduct substance abuse testing, which may include breath alcohol testing and/or a 7-panel drug screen. Test results will be reported to the Employee and Site safety advisor or designee through the usual business practice.

    ii. If the employee refuses, the employee will be removed from employment as per policy.

f. When evaluation is needed after normal business hours, the employee may be taken to the Emergency Department accompanied by company supervision, safety or management.

g. If the employee does not agree, the supervisor will arrange safe transport home for the employee and have employee notify him or her of the fitness for duty evaluation appointment depending upon type of evaluation.

CONFIDENTIALITY

The assessing health professional discloses to the employer only information that enables the employer to take appropriate measures, e.g. information on limitations related to the health requirements of the position. Confidential medical information is not provided unless it is required to determine appropriate accommodation strategies or options and is provided with the written consent of the individual.

To ensure confidentiality of medical information, the disclosure of information during a worker's compensation claim must be consistent with the Treasury Board Policies on Injury on Duty and Workers Compensation or according to the legislation and procedures of the worker's compensation boards.

An individual may see a private physician; the site safety advisor shall provide the notification of work limitations form and a description of the work, including the workers (PDA's)physical demands analysis. The private physician enters the results on the form provided and, with the written consent of the employee, forwards the form along with the laboratory test results in confidence to the employee's supervisor and the individual. With the possible exception of worker's compensation claims & Non Occupational Injury and illness, all requests for evaluations from outside consultants must follow this procedure. When proving Fit to work upon return from a Non occupational Illness or Injury, only a Doctor's Note with reference of review of worker PDA's will be required.

LEGISLATION

i. Access to Information Act

ii. Canada Labour Code, Part II and pursuant Hazardous Substances Regulation and Diving Operations Regulation

iii. Canadian Human Rights Act

iv. Official Languages Act

v. Privacy Act

DEFINITIONS

The term **"fitness for duty"** means that an individual is in a physical, mental, and emotional state which enables the employee to perform the essential tasks of his or her work assignment in a manner which does NOT threaten the safety or health of oneself, co-workers, property, or the public at large and is the ability to perform the duties of the job in a safe, secure, productive, and effective manner.

The term **"occupational health evaluation"** in this standard, means any specific screening, assessment or examination of an individual which is carried out by an occupational health professional to determine or monitor the individual's occupational health status and includes, when appropriate, preventative measures such as recommended immunizations as well as consultations with other health professionals.

The term **"occupational health professional"** in this standard applies to qualified physicians, nurses or mental health specialists hired or delegated by the occupational health service provider, Health Canada (HC).

3.27 FATIGUE MANAGEMENT

INTRODUCTION

The purpose of the fatigue management program is to ensure that all management, supervisory personnel and employees understand what fatigue is, how extended hours of work or extended consecutive days of work can affect fatigue levels. The goal is to educate and recommend appropriate and proactive methods of effectively dealing with managing worker fatigue so as to further assist in a controlled and safely executed project. For work to be done safely managers and workers need to know how to protect themselves and others from injuries associated with fatigue.

REGULATIONS

- Must be in accordance with Occupational Health and Safety.
- Alberta Employment Standards
- Alberta Traffic Act

TRAINING

All Inspectrite Service Inc. oilfield services employees are required to understand the hazards of being fatigued at work. This educational awareness will consist of the following:

- What is fatigue
- Signs, symptoms and consequences of fatigue
- Roles and responsibilities
- Preventative methods for dealing with fatigue
- Reporting procedures
- Monitoring methods

Supervisors and senior management will have the following additional training:

- Assessing and documenting a worker's level of fatigue
- Monitoring and enforcing Fatigue Risk Management Program, practices and procedures
- Reporting fatigue assessment for incidents
- Considering fatigue in investigations
- Promoting effective fatigue prevention techniques
- Supporting the Fatigue Risk Management Program & Reporting program feedback

STANDARDS

Inspectrite Service Inc. evaluates all job tasks to control fatigue as well as assess fitness for duty of all employee's and subcontractors prior to any task.

- All employees and subcontractors will be trained in fatigue management and safe practices.
- Workers are required to take micro breaks to minimize fatigue and increase mental fitness.
- Workers are to report to their supervisors, any prescribed or over the counter medication that may cause drowsiness.
- Workers must never operate motor vehicles, all terrain vehicles and/or heavy equipment while excessively fatigued.
- Operators of Commercial Vehicles shall be aware of the Provincial Drivers Hours of Service Regulations(AR317/2002) - As per provincial regulations a driver must not operate more than 13 hours' drive time during the drivers work shift or drive at any time after 15 hours or more consecutive hours on duty.
- Workers must report fatigue to their immediate supervisor if it poses a potential hazard to themselves or others.

GUIDE TO PREVENTING INCIDENT AND INJURIES RELATED TO FATIGUE.

WHAT FATIGUE IS?

Simply put, fatigue means exhaustion, tiredness, sluggishness or sleepiness. It is not just a perception- a feeling of being tired- but also a physical state experienced by your body. It's your body's way of telling you it's had enough.

WHAT IT DOES TO YOU?

- You may not see properly
- You may have slower reflexes and reactions
- You may have micro sleeps (up to 60 seconds where the brain goes to sleep and you black out no matter what you're doing)
- You may go on auto pilot (automatic behavior where you do routine tasks but aren't having any conscious thoughts.)
- You may not make good decisions
- You may not be able to solve problems
- You may not be able to concentrate or remember
- You may not notice things you usually would
- You may be less productive or efficient
- You may have poor judgement
- You may make more mistakes than usual;
- You may not communicate well
- You may not handle stress well
- You may be moody

WHAT CAUSES IT?

Lack of Sleep

The major cause of fatigue is a lack of sleep-just once or over time. You may have a late night and be tired the next day, or you may get too little sleep every night and develop a sleep debt.

Work Schedule and Fatigue

Work also plays a role in fatigue. Physical and mental activities tax your body. You need time off to rest before heading back to work, so you need to set limits on hours and days. When setting up your work schedule, you need to make allowances for these situations:

- Long hours of physical or mental activity
- Inadequate breaks
- Not enough rest between work days
- Shift work (permanent or rotating)
- Extended or compressed work weeks and day-off patterns
- Being on call
- Travelling in multiple time zones

If your schedule is causing fatigue on the job, talk to your supervisor. Companies and supervisors need to recognize your need for rest. Also really think twice before taking on more than one job because fatigue can quickly make you unfit to do any of them properly or safely. If you can't make changes to your work schedule, be sure to maximize your **off-work rest.**

Lack of sleep and poor work scheduling are the primary culprits of fatigue, but there are many other factors.

WHAT MAKES IT WORSE?

Sleep Cycle

We all have our biological sleep rhythm, and fatigue hits us harder during our naturally sleepy periods. If you're working then, watch carefully for signs of fatigue.

Your Health

If you have a condition such as diabetes, allergies, hypertension, or a short –term illness like a cold, you can be more easily fatigued. What`s more, the over- the –counter or prescription medication you take for a condition or illness could affect your sleep or make you drowsy. For example, some cold medicine, back pain medicine, and muscle relaxants can cause drowsiness.

If you have health issues or you are taking medication, talk to your supervisor and be careful to watch for fatigue. Sleep disorders can also add to your fatigue.

You're Work Conditions

Fatigue and its effects are intensified by two kinds of work:

1. Monotonous or simple tasks that last half an hour or more and aren`t stimulating enough to keep a tired mind on the task
2. Complex, mentally challenging tasks that are too stimulating for a tired mind to cope with

Where you are working could also affect your level of fatigue. For example, if you are doing the work in a taxing environment, such as outdoors in the cold or heat, or in factory with a lot of noise or poor ventilation, you could become more fatigued. Even being away from home for long periods can affect you.

WHAT IT LOOKS LIKE

Becoming fatigued isn`t like getting a cold. You won`t get such clear signs as a runny nose or sore throat and unfortunately, being fatigued makes it harder to notice that you are fatigued. That's why it`s so important to remember the fatigue warning signs below, and watch carefully for them in yourself and others. If you see them, take action right away.

Physical Symptoms

- Drowsiness
- Yawning
- Eyes closing or getting sore
- Vision going out of focus or blurring
- Slower physical reaction time
- Micro-sleeps
- Automatic behavior
- Mental Symptoms
- Poor concentration, including wandering thoughts
- Inability to remember things you have just done, seen or heard
- Failure to respond to changes in your surroundings or situation
- Less alertness and watchfulness
- Poor logic and judgement, including taking risks you usually wouldn't

Emotional Symptoms

Fatigue can make your mood change from normal and stable to any of the following:

- Bored
- Restless
- Depressed
- Giddy
- Grouchy
- Impatient

Both employers and employees have a responsibility to manage risk related to fatigue.

In general, Inspectrite Service Inc. will take the following measures to mitigate work and workplace conditions that can contribute to fatigue:

- promote and communicate a corporate message stressing the importance of fatigue risk management
- recognize individuals who apply fatigue risk management strategies
- include fatigue risk management planning as a measure of job performance and post-job evaluations
- ensure that incentive programs do not promote worker fatigue
- manage people who are deemed unfit for work as a result of fatigue with fairness
- create a work environment that promotes alertness
- implement controls to mitigate the effect of or reduce exposure to fatigue
- allow for micro breaks in cool/warm areas
- ensure sufficient resources of personnel, equipment and support
- plan work to accommodate the hottest or coldest periods of the day
- provide additional fluid for hydration when temperatures are extreme
- adjust time factors to incorporate the additional physical requirements and challenging environmental and physical conditions
- select PPE appropriate to the situation to limit the duration of tasks requiring PPE
- design or select equipment that is engineered for ease of use with minimal opportunity for error or misuse

WHAT YOU CAN DO ABOUT IT

If you notice you have signs of fatigue, don`t ignore them! Take immediate action to make sure your fatigue doesn`t make you a hazard to yourself or others. If you are working and fatigued report that to your supervisor. Your supervisor can then try to reassign you to a less risky task or let you rest.

In the meantime, here is a list of temporary measures you can use to deal with fatigue.

1. **Take a Nap:** This is the best treatment for fatigue! Sleeping for 20 minutes may refresh you enough so you can keep working safely. If you are driving, make sure you get off the road to a well-lit area (not just off to the shoulder) and have good ventilation in your vehicle.
2. **Take a Break:** Stop what you are doing, walk around or exercise, and get some fresh air.
3. **Make Yourself Uncomfortable:** Sit straight if you're in a chair, and if possible, keep your environment cool, well ventilated, a bit noisy.
4. **Have a Snack:** Stay hydrated, eat light meals, and avoid sleep-inducing foods and alcohol. Don`t trust caffeine for alertness-whether it`s in coffee, tea, energy drinks, pop, chocolate, or pills. Caffeine takes about half an hour to have any effect, lasts only a short time and leaves you even more tired when it wears off. Eating properly gives you more energy.
5. **Change It Up:** Break any monotony you`re experiencing. For example, if you are driving, change the radio station often, sing-along, or talk to yourself. But please don`t use your cell phone while driving!
6. **Stimulate Your Mind:** Do something else that is more interesting. Talk to a co-worker or listen to talk radio.

Remember: These are only temporary measures. If you are too tired to work safely, then stop what you are doing.

Get enough sleep

The best way to prevent fatigue is to get enough quality sleep. This means making time for effective sleep during your time off and catching up on your sleep debt if needed.

Eat right for alertness

Cravings, hunger and overeating result from skipping meals or not eating on a schedule. This kind of eating leads to spikes and lows in your energy and body chemistry. Take time to stop for breaks and do your best to eat your meals and snacks at the same time every day.

Besides eating regularly, you should try to eat foods that give you good energy. This doesn't mean you need to go on a tofu and celery diet to prevent fatigue. Just choose foods carefully to keep up your energy at work.

FOODS FOR ENERGY	FOODS TO AVOID
SLOW ACTING PROTEINS Raise blood sugar in about 40 mins	Candies, sweets and pastries
Lean meats (skinless chicken)	Fatty meats (chicken with skin)
Fish or shellfish	Fried foods (French fries)
Soybeans, tofu, and other beans	High fat dairy products (ice cream)
Low fat dairy products	"Junk food" (potato chips)
FAST ACTING CARBS Raise blood sugar in about 20 mins	Fast foods (pizza, burgers)
Fruits and vegetables	Soft drinks, pop
Wholegrain breads, cereal and crackers	Alcohol
Potatoes, rice, and noodles	**CHOOSE FOODS CAREFULLY TO KEEP UP YOUR ENERGY AT WORK.**
Fruit juice	

Right to refuse unsafe work

However, you have a personal responsibility to refuse unsafe work-whether it's because of fatigue or any other unsafe situation, and most company health and safety management systems confirm your right and responsibility to do so.

Sleep Debt

Most people need about 8 hours of sleep a day-some a bit more and some a bit less. If you need a bit more or less, don't feel that you must conform. But do be honest about how much you actually need to be at the top of your game.

When you get less sleep than you need, you're creating a sleep debt. If you need your alarm clock to wake up on time, you're in sleep debt territory, and cancelling that debt often can't be done overnight. The more sleep debt you have, the more good sleep it may take you to pay it back.

Sleep Disorders

Some people have physical or neurological sleep problems/disorders and may not realize it until a bed partner tells them! You may suspect you have one if you aren't sleeping well, you aren't waking refreshed, or your bed partner is complaining about your moving or gasping or snoring. Consult your doctor and/or health care specialist about these common sleep disorders.

Improve Your Sleep Space

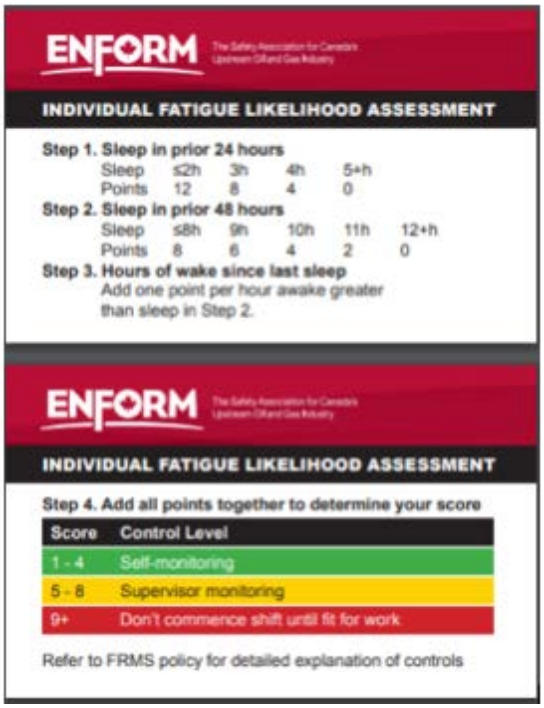
Where you sleep makes a difference to how you sleep. Use these tips to improve your sleep space.

- Temperature: a cool room with good air circulation will be in sync with your body's internal temperature, which drops during sleep.
- Light: Make your room as dark as possible using blinds, heavy curtains, or an eye mask to block light. Strong light or sunlight can upset your internal clock.
- Noise: A quiet room is good for falling asleep. So, turn off the T.V .and cell phone. Mask noise with a fan or use earplugs.
- Bed: Make sure you have layered blankets and a mattress that is large enough and works for you, whether it is firm or soft, foam or springs.
- Distractions: Remove the TV and turn alarm clocks or watches around so you aren't tempted to keep checking the time.
- Away from home: At a hotel or camp, unfamiliar surroundings may make it harder to sleep. Put out a few photos or favorite things to make it feel homier. Take your own pillow. In a hotel, choose a room away from elevators and snack machines.

The information is meant to help work crews to understand fatigue, recognize it, and take appropriate corrective and preventative action for it.

SUPERVISOR RESPONSIBILITY'S

Hazard Assessment



When a supervisor suspects that a worker is too fatigued to be fit for work, having a standard procedure to follow ensures consistency. Score the employee using Enform's "individual fatigue likelihood assessment tool".

The following questions may be helpful for identification of worker fatigue using the assessment tool for supervisors:

- How many hours did the employee work in the past week?
- What is the pattern of hours worked in the past week?
- Is the employee suffering from acute sleep loss?
- Does the employee have a sleep debt?
- Is the employee required to work at a time out of sync with the waking cycle of the employee's circadian rhythm?
- Do environmental factors pose an additional fatigue load?
- Does the employee's condition match the mental, physical, and emotional demands of the work?
- What is the physical intensity of work?
- Does the employee's physical fitness match the work demands?
- What events are currently going on away from work? Is the employee experiencing life stressors?
- How well has this employee coped in the past?
- Does the employee get support at work and at home?

Monitoring and enforcing Fatigue Risk Management Program, practices and procedures:

Inspectrite Service Inc. will review this Safe work practice annually with all employees and subcontractors for worker awareness and promote effective fatigue prevention techniques.

Supervisors will utilize the individual fatigue likelihood assessment tool to determine fitness for duty in relation to fatigue and effectively direct and track hours worked to ensure the worker is not put into a position of risk.

Supervisors and workers will complete a fit for duty form or a reasonable suspicion form to document and identify result of the Individual fatigue likelihood assessment when a supervisor suspects that a worker is too fatigued to be fit for work. This information will be retained in a workers personal file to manage any trends and recommend treatment options.

Incident Analysis

Managing fatigue requires the recognition and assessment that fatigue is a possible factor in workplace incidents. Incident investigation questions should provide the investigator with an indication of whether fatigue could have been a contributing cause of an incident. If fatigue is considered a potential cause, the investigator can examine additional fatigue-related questions such as the following:

- When did the worker last sleep?
- Where did the worker last sleep?
- How long did the worker sleep the last time?
- Did the worker have a restful sleep?
- What was the time of shift?
- How many consecutive hours had the worker worked?
- What and when was the worker's last break between shifts?
- How many days had the worker worked in a row?
- How many hours did the worker work on those days?

If an investigator knows or strongly suspects fatigue as a contributing cause of an incident, the investigator could also assess the following:

- Work schedule
- Work task type and length
- Work and workplace conditions
- Worker health and stress
- Workplace health and safety culture

An in-depth examination should reveal if, or to what extent, fatigue is a cause or contributing factor in a workplace incident.

Supporting the Fatigue Risk Management Program & Reporting Program Feedback

Supervisors are required to support the fatigue management program as part of their daily fit for duty checks with all employees and subcontractor and provide feedback on effectiveness. They are also required to consider fatigue as a factor during incident investigations, changes of behavior and attitude and are required to document all findings and recommendations.

Inspectrite Service Inc. will evaluate this program annually to determine the effectiveness of the program and to ensure the program is working and allows for continuous improvement

3.28 LOCK OUT/TAG OUT

INTRODUCTION

For work to be done safely, managers and workers need to know how to protect themselves and others that may be working in the area from injuries associated with improper energy isolation. A lock-out/tag-out will be required where a system or equipment requiring work to be done on it, can present a potential hazard to life or property.

REGULATIONS

- Must be in accordance with Occupational Health and Safety.

GUIDELINES:

- All employees are trained on basic Lock out Tag out during company orientation.
- Client specific training will be conducted in relation to site procedures and practices.
- No work will be done on any equipment that has not been locked out either with a locking mechanism or tag placed by workers involved in the work.
- If machinery or equipment is shut down for maintenance, no work may be done until all parts and attachments have been secured against inadvertent movement.
- Zero energy must be verified after lock out device is installed.
- This practice is to ensure the protection of site personnel working on any equipment that could endanger the worker or cause possible equipment damage. As with all general procedures, there will be some variances for specific equipment. This will be addressed by site personnel as required.

Lock-out/tag-out equipment

- Lockouts will be padlocks if possible.
- Scissor type locks.
- Locks identifying who has locked it out.
- Key locks only
- Tags stating, “Do not operate”. (This may only be used if there is no other way to lock out a device and will require that other controls be in place)
- Various locking devices, which can prevent the equipment under repair or unsafe to use from being activated.
- A safety watch to ensure the equipment is not activated if it cannot be properly locked out. Where the lockout process does not use a lock and key, the site supervisor or manager shall designate a person to coordinate and control the lockout process. Only this person can remove the lock out device used.
- Under no circumstances is anyone to ignore a lockout tag and attempt to turn on a piece of equipment under repair. Removing, ignoring or disregarding lockouts or lockout tags will result in immediate disciplinary action up to and including termination.

Lock Out Practice

- No personnel will work on any equipment presenting a safety hazard unless it is lock/tagged out and all energy sources are turned off, disconnected, and/or released prior to work being performed.
- All personnel working on the equipment or machinery will lock out the unit if possible.
- If many workers are working on machinery or equipment or a large number of energy isolating devices must be locked out, a group lockout procedure may be used.
- Before commencing work, everyone working on the locked-out components must apply a personal lock to the key securing system. Workers may lock out a secondary key securing system if 2 qualified workers lock out the primary key securing system and place their keys in the secondary system. On completion of his or her work, each worker must remove his or her personal lock from the key securing system.
- When lockout of energy isolating devices is required, the devices must be secured in the safe position using locks or securing systems in accordance with procedures that are made available to all workers who are required to work on the machinery or equipment.
- Combination locks must not be used for lockout. Each personal lock must be marked or tagged to identify the person applying it
- The equipment will be locked out prior to any work starting on it
- The lead or supervisor of the repair will ensure the unit is locked out properly before any work is started by walking the lock out to trust and verify the LOTO (walk it down with client). Any person working under the LOTO must install a personal lock while they are performing work. If there is a deviation on the LOTO the lead or supervisor must ensure they re-walk the LOTO along with any personal working on that LOTO.
- All tags will be filled out completely with the name of the locking out employee and the conditions of the lock out.
- Procedures must be implemented for shift or personnel changes, including the orderly transfer of control of locked out energy isolating devices between outgoing and incoming workers.
- Effective means of verifying lockout must be provided and used. Before commencing work, a worker must verify that all energy sources have been effectively locked out. Locked out equipment is not operational and has been effectively locked out. All lock out will be visually confirmed.
- All personnel working on the equipment will be aware of the lock-out procedure used and conditions to return unit to active state.
- Supervisors to review and understand site specific LOTO procedures and practices prior to working on an isolated system.

The application of a lock is not required if

- The energy isolating device is always under the exclusive and immediate control of the worker while working on the machinery or equipment.
- A tool, machine or piece of equipment which receives power through a readily disconnected supply, such as an electrical cord or quick release air or hydraulic line, is disconnected from its power supply and its connection point is always kept under the immediate control of the worker while work is being done.

- If it is not practicable to shut down machinery or equipment for maintenance, only the parts which are vital to the process may remain energized and the work must be performed by workers who are qualified, authorized and follow the safe work procedure to do the work.
- If a group lockout procedure is being used, the written procedure must be posted where all workers will see it. It will be reviewed at the daily toolbox meeting prior to the start of work.

Removal of Lock-out/tag-out by others

- A personal lock must only be removed by the worker who installed it, or if this is not possible, the matter must be referred to the supervisor or manager in charge, who will be responsible for its removal.

The supervisor or manager in charge must:

- Prior to start up or return to active state the supervisor will ensure that all workers are accounted for and out of harm's way.
- Ensure all locks are removed by the individuals that placed the lock on the energy control device.
- If not possible, make every reasonable effort to contact the worker who installed the lock and get permission to remove it.
- If the person who installed the lock out tag out cannot be contacted, then a qualified person will examine the equipment lock out to determine if it is safe to remove the lock out. The lock out will be removed only if another maintenance or repair person of at least equal qualification deems it safe.
- Ensure that all hazards are removed from the area and guards are in place.
- Ensure that the machinery or equipment can be operated safely before removing the lock.
- Notified the worker at the start of his or her next shift if the worker's personal lock(s) have been removed since the worker's previous shift.
- Ensure all personnel working on the equipment are aware of the lock-out procedure used and conditions to return unit to active state.

4.0 SAFE JOB PROCEDURES (INDEX/ANNUAL REVIEW)

Safe Job Procedure	Development		Review		Review	
SWP #	Date (M/D/Y)	By Whom	Date (M/D/Y)	By Whom	Date (M/D/Y)	By Whom
4.1 Changing a Tire on an Inspection Unit Vehicle	12/19/08	E&C.D	01/15/16	N.W	09/24/17	K.W
4.2 Fire and Use of Fire Extinguishers	12/18/08	E&C.D	05/23/16	N.W	09/24/17	K.W
4.3 Fueling up Jerry Can	12/18/08	E&C.D	04/01/16	N.W	04/05/17	N.W
4.4 Fueling up Generator	09/14/09	E&C.D	01/15/16	N.W	01/27/17	N.W
4.5 Fueling up Vehicle	12/18/08	E&C.D	06/18/16	N.W	09/03/17	K.W
4.6 Manual Lifting etc	12/07/08	E&C.D	08/24/16	N.W	07/25/17	N.W
4.7 Perform Monthly Unit Inspection	06/05/10	E&C.D	01/15/16	N.W		
4.8 Perform Pre Trip Inspection	12/19/08	E&C.D	06/18/16	N.W	06/07/17	N.W
4.9 Post Tubing Inspection	12/18/08	E&C.D	01/15/16	N.W	02/12/16	K.W
4.10 Pre Tubing Inspection	12/18/08	E&C.D	01/15/16	N.W	02/12/16	K.W
4.11 Safe Driving Vehicle Operation	12/19/08	E&C.D	06/18/16	N.W	02/12/16	K.W
4.12 Tubing Inspection Rig Out	12/18/08	E&C.D	02/16/16	N.W	02/12/16	K.W
4.13 Tubing Inspection Rig Up	12/18/08	E&C.D	02/16/16	N.W	02/12/16	K.W
4.14 Use of PPE	12/18/08	E&C.D	09/08/16	N.W		
4.15 Wash Inspection	12/18/08	E&C.D				
4.16 Handling Pipe in Shop	12/02/14	C.K.				
4.17 Office	01/15/16	N.W			02/12/16	K.W
4.18 Crane/ winch/ Picker lifts	02/12/16	K.W				
4.19 Finger Inspection of piping	06/12/17	K.W				

4.1 CHANGING A TIRE ON AN INSPECTION UNIT/VEHICLE

Tools/Equipment Required:

1. Flares/Caution Triangles
2. Jack
3. Wheel Wrench

Personal Protective Equipment Required:

1. Steel Toed Footwear
2. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Park vehicles/ engage parking brake	Unlevel ground passing traffic		Stop in an area away from traffic, on a stable, even surface and engage parking brake. Put automatic vehicle in Park; standard vehicle in first gear and engage parking brake.	
2	Engage Emergency Flashers			Put on emergency flashers. Place flares and/or caution triangle approx. 50 feet in front and back of vehicle for added visibility.	
3	Remove spare tire / jack / wheel wrench	Passing vehicles Sprains / strains Slips / trips / falls		Examine ground conditions and check if traffic will interfere with work and remove the jack, spare tire and wheel wrench.	
4	Remove hubcap	Wheel wrench may slip and cause injury		Remove the hub cap with the wheel wrench.	
5	Loosen lug nuts	Sprains / strains Lose control of tire as it is coming off		Grasp wheel wrench and loosen lug nuts. Loosen in counter clockwise direction but do not completely remove lug nuts from tire.	
6	Position jack and lift vehicle	Jack not level – vehicle slips off jack		Properly position jack and slowly jack-up the vehicle.	

7	Remove lug nuts, tire and rim	Sprains / strains Lose control of tire as it is coming off		Remove lug nuts and flat tire. Move the flat tire clear of the work area by maintaining a safe body position. Lay flat out of way.	
8	Put on spare tire.	Sprains / strains / hand injury		Grasp spare tire with both hands (don't twist) and place on wheel hub.	
9	Replace lug nuts (snug up)	Sprains / strains		Place the spare tire on the hub and install the lug nuts, loosely (finger tight).	
10	Lower the vehicle.	Vehicle falls too fast.		Lower the vehicle jack slowly. Tighten the lug nuts using the wheel wrench going clockwise starting at any one and continuing with the next lug across from it not beside it. Install the hub cap.	
11	Put tire / jack / wrench away	Slips / trips / falls		Using proper lifting techniques, carefully secure the flat tire, jack and wheel wrench.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.16 Working Alone SWP	3.18 Changing A Tire on an Inspection Unit - Vehicle SWP		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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Approved By: Nicholas Werstiuk	**Date:** December 5, 2012

4.2 FIRE AND USE OF FIRE EXTINGUISHERS

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Remove Extinguisher from hanger	Extinguisher may fall and cause injury.	M	Grasp extinguisher securely	L
2	Carry extinguisher in upright position to fire	Fall by tripping or slipping.	M	Observe walking areas, obstacles	L
3	Pull pin of extinguisher, hold hose or horn in one hand	Bodily injury when contact with contents	H	Maintain control of extinguisher; avoid exposing individuals to contents	L
4	Use the extinguisher	Getting caught in spread of fire.	H	Spray contents with rapid sweeping motion at base of flame.	L
		Clothing catching on fire.		Keep proper distance	
		Resurgence of fire.		Move away when extinguisher empties. Never turn your back to fire. Renew attack when necessary	
5	Promptly report use of extinguisher	Extinguisher failure	H	Always check extinguisher after use and have it re-charged	L
6	Take extinguisher out of service	Extinguisher will not be available if required again.	H	Have it recharged and put back in service immediately	L

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.8 Housekeeping	3.11 Office Safety	3.15 Portable Fire Extinguishers	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.3 FUELING UP GASOLINE JERRY CAN

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Put vehicle in park	Vehicle could roll forward causing injury		Place vehicle in park position	
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion		a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	
3	Exit vehicle	Possible slip and/or falls.		With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	
4	Remove jerry can from back of vehicle	Cut to hand/fingers Lifting Injury		Use caution when lifting jerry can out of the back of the vehicle. Use proper lifting techniques	
5	Place jerry can on ground away from vehicle	Static Spark could lead to explosion		Place jerry can firmly on the ground away from the vehicle	
6	Insert nozzle into jerry can and begin fueling	Spillage		Make sure fuel has finished running from hose and nozzle before removing nozzle from jerry can. - Never "lock" nozzle while refueling.	
7	Hang up fuel nozzle	Slip, trip, fall injury		Be aware of what is below you while walking and hang up nozzle with care.	
8	Replace jerry can cap	Loss of fuel, spillage		Insert cap properly on jerry can opening and turn to lock.	
9	Replace jerry can in back of truck	Back strain due to heavy lifting		Use proper lifting techniques when putting jerry can back in truck	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.1 Cell phone usage	3.5 Driving	3.14 Refueling Vehicles, Equipment, Jerry cans	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.15 Potable Fire Extinguishers	3.21 Backing up vehicles		9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.4 FUELING UP GENERATOR

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	After Pre-Trip Inspection, Park inspection unit outside of shop	Run over something Poor weather conditions		Ensure lights of vehicle are on. Ensure lane is free of objects/ obstructions	
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion		a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	
3	Exit vehicle	Possible slip and/ or falls.		With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	
4	Open end gate of vehicle, lift handle and slide out roller bed	Cut to hand/fingers Lifting Injury		Use caution when opening end gate sliding out roller bed	
5	Climb onto back of truck.	Static Spark could lead to explosion		Grasp generator handle and truck box, step on rear bumper and climb onto back of truck.	
6	Open gasoline jerry can and affix pouring spout	Spillage		Wear rubber gloves, eye protection and coveralls.	

7	Open lid to fuel tank on generator and tip jerry can slowly to fill tank slowly	Slip, trip, fall injury		Do not refuel while engine is hot. Make sure you have good footing and good grasp/hold of jerry can at all times. Use proper lifting techniques.	
8	Replace jerry can cap and generator tank fuel cap	Loss of fuel, spillage		Insert cap properly on jerry can opening and turn to lock.	
9	Replace jerry can in back of truck.	Back strain due to heavy lifting		Place the spare tire on the hub and install the lug nuts, loosely (finger tight).	
10	Climb down from truck, close roller bed and secure end gate.	Slip, trip, fall Pinch fingers/hands		Lower the vehicle jack slowly. Tighten the lug nuts using the wheel wrench going clockwise starting at any one and continuing with the next lug across from it not beside it. Install the hub cap.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.1 Cell phone usage	3.5 Driving	3.14 Refueling Vehicles, Equipment, Jerry cans	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.15 Potable Fire Extinguishers	3.21 Backing up vehicles		9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.5 FUELING UP DIESEL VEHICLES

Tools/Equipment Required:

1. Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Put vehicle in park	Vehicle could roll forward causing injury		Place vehicle in park position	
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion		a. Switch key to off position b. Extinguish any cigarettes and turn off cell phone	
3	Exit vehicle	Possible slip and/ or falls.		With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	
4	Remove fuel cap	Cut to hand/fingers		Use caution when turning cap to remove	
5	Insert diesel fuel nozzle into fuel tank and fuel up	Spillage		Make sure diesel fuel has finished running from hose and nozzle before removing nozzle from tank Never lock nozzle while refueling.	
6	Hang up diesel fuel nozzle	Slip, trip, fall injury		Be aware of what is below you while walking and hang up nozzle with care	
7	Replace fuel cap	Loss of fuel, spillage		Insert cap on fuel tank opening and turn to lock.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.1 Cell phone usage	3.5 Driving	3.14 Refueling Vehicles, Equipment, Jerry cans	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.15 Potable Fire Extinguishers	3.21 Backing up vehicles		9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.6 SAFE LIFTING/HANDLING PROCEDURES

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Unloading TTIS unit from inspection vehicle	- lifting injury - lose control of tag line - slip / trip / fall		- open vehicle end gate - full extend roller bed by opening latch and pulling towards you - unlatch tie down straps - Two man lift TTIS off truck and carry to rig floor. NOTE: TWO WORKERS MUST DO THE LIFT. Use proper lifting techniques and ensure that walk way is clear. - fix hoisting clevis to rig. - rig crew takes control of TTIS from this point forward.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.8 Housekeeping	3.10 Manual Lifting and Carrying		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.7 PERFORMING MONTHLY UNIT INSPECTION

Tools/Equipment Required:
Truck/Unit, Inspection Form
Grease Gun, Pen, Clean Rags

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Begin with the interior of the vehicle. Follow Inspection Form Include first aid kit, computer and associated equipment inside cab of vehicle.	Slipping, tripping, falling Bumping/banging head		Be careful getting in and out of the vehicle. Use your hand to steady yourself while entering and exiting. Ensure the vehicle transmission is in park position. **Use recommended PPE for all steps.**	
2	Inspect the exterior brakes, tires and wheel components Follow Inspection Form	Slipping, tripping, falling		Use care when bending down to inspect. Be aware of your surroundings Visually inspect all items and mark deficiencies on inspection form.	
3	Inspect under the hood of the vehicle Follow Inspection Form	Head injury from hood falling down while inspecting under the hood. Pinching fingers and/or smashing hand(s)		Ensure hood is completely lifted up and locked in position before inspecting inside. Visually inspect all items and mark deficiencies on inspection form. Check power steering oil and transmission oil using wiping rag.	

4	Inspect undercarriage of vehicle Follow Inspection Form	Head injury from standing up after bending to look under the vehicle.		Use care when bending down to inspect. Be aware of your surroundings. Visually inspect all items and mark deficiencies on inspection form. Grease front end suspension Look for any leaks under the vehicle.	
5	Inspect TTIS (can), and accessories, Generator, fire extinguisher. Follow Inspection Form	Pinching fingers and/ or smashing hand(s)		Ensure cabinet doors are fully extended and lifting cylinders/shocks are in working order Visually inspect all items and mark deficiencies on inspection form. Check the generator air filter and oil.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.8 Housekeeping	3.21 Backing up Vehicles		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.8 PERFORM PRE-TRIP VEHICLE INSPECTION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Walk around vehicle	Slipping, tripping, falling		Watch where you are walking – be aware of your surroundings.	
2	Inspect the following to find any problems/ deficiencies: - look under and around vehicle for leaks (oil, coolant, fuel) - fuel level/gauge - headlamp operation - tail lamps operation - clearance lamps - stop lamps - hazard lamps - turn signal lamps - tires & pressure - fenders/mud flaps - emergency brake - brake operation - seat belts - windshield / glass - mirrors - windshield wipers - fire extinguisher - first aid kit	- engine and/or other component failure - inability to control vehicle - danger to self and other vehicle that you encounter		- Visually inspect all items and correct deficiencies and/or advise management - DO NOT OPERATE vehicle if any of these are deficient to the point of damage or safety hazard to worker or vehicle.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.7 Hazard Control Signage	3.8 Housekeeping	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.10 Manual Lifting and Carrying	3.13 Performing tubing inspection	3.21 Backing up Vehicles	9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.9 POST - TUBING INSPECTION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Meet with consultant or service rig tool push to sign paperwork	mean / rude consultant slip / trip		Always be nice even if they're not Always walk; never run Be aware of uneven ground/ ice/mud/etc.	
2	Enter truck and contact (phone) dispatcher to advise of job completion and departure back to shop	Slip/fall while getting into truck		Watch your step Wear the proper footwear	
3	Leave site in a safe manner	Poor lease conditions Crowded lease conditions Power supply cords lying on ground		Use 4 wheel drive as necessary Be aware of surroundings Take your time Never drive over cords on ground Follow all posted speed limits and directions	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.7 Hazard Control Signage	3.8 Housekeeping	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.10 Manual Lifting and Carrying	3.13 Performing tubing inspection	3.21 Backing up Vehicles	9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.10 PRE - TUBING INSPECTION

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Perform pre-trip inspection	Perform pre-trip inspection		See Pre-Trip Inspection Procedures	
2	Drive to location specified by dispatch / management	Driving conditions (traffic, weather, time of day) Road conditions (weather)		See Safe Driving / Vehicle Operation Procedures Abide by Cell Phone Use Policy	
3	Upon arrival at location, visually scan lease	Poor lease conditions Other vehicles blocking roadway Service rig escape buggy line Layout of lease surface equipment		Drive in 4 wheel drive, if required Drive up to dog house, sign in Discuss any parking issues or load/unloading issues Determine safest location to position inspection vehicle (7M away from wellhead) Determine safest route to your parking position	

4	Perform Job Hazard Assessment	Identify all hazards / potential hazards on location and prior to proceeding with rigging up Unacceptable H2s levels (worker exposure to H2S is monitored by client and worker is not exposed to H2S at concentrations exceeding ceiling limit of 15 ppm at any time).		Review and complete the Job Hazard Assessment form and document all / any hazards	
5	Meet with Prime Contractor (consultant, supervisor, or representative) to complete hazard assessment and client work permit	Slip / trip hazard Extreme weather conditions		Walk, never run Wear appropriate PPE Finalize hazard assessment with prime contractor and discuss any hidden hazards (ie. H2S levels), if any.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.7 Hazard Control Signage	3.8 Housekeeping	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.10 Manual Lifting and Carrying	3.13 Performing tubing inspection	3.21 Backing up Vehicles	9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.11 SAFE DRIVING / VEHICLE OPERATION

Tools/Equipment Required: Personal Protective Equipment Required:

1. Steel toed Footwear
2. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Perform pre-trip inspection	Vehicle may have flat tire, etc.		Follow Pre-Trip Inspection Procedure	
2	Driving	Lose control of vehicle Accident causing injury or death Damage or injury due to blind spots Loss of load, damage or injury Animals on road		See Safe Driving / Vehicle Operation Procedures Abide by Cell Phone Use Policy	
3	Speed Control	Loss of control causes accidents		Drive in 4 wheel drive, if required Drive up to dog house, sign in Discuss any parking issues or load/unloading issues Determine safest location to position inspection vehicle Determine safest route to your parking position	
4	Winter Driving	Lose control, skidding, sliding causing possible accident or damage to vehicle/equipment. Rear-ending another vehicle		Snow, ice and blowing snow require you to SLOW DOWN. Allow for a longer braking distance If you start to skid, look where you want your vehicle to go an steer in this direction Do not use cruise control in winter	

5	Driving on Gravel Roads	Skidding and losing control Accident resulting in injury, death and/or equipment/ vehicle damage.		Slower speed is recommended as there is less traction. Do not use cruise control.	
6	Driving in Mud	Ruts developing Wheels not tracking properly in the ruts		Slow down and take a firm grip on the steering wheel immediately Use 4x4 if required. Do not use cruise control.	
7	Driving in Snowy Condition	Skidding and losing control Poor / no visibility Loss of control		Slower speed recommended as less traction Use low beam headlights and fog lights Use windshield wipers, as required If you start to skid, steer in the direction that you want your vehicle to go, do not brake, do not accelerate. Never use cruise control in winter Use 4x4 with discretion.	

8	Driving on Ice	Lack of traction Loss of vehicle control Inability to stop in time possibly causing an accident	H	Ensure tires are appropriate Slow down and accelerate gradually Avoid quick steering movements Allow more braking distance Watch for other traffic errors If you start to skid, steer in the direction that you want your vehicle to go, do not brake, do not accelerate. Never use cruise control in winter Use 4x4 with discretion	M
9	Safe distance from well head & positioning truck	Possible exposure to explosive gases. Other contractors/workers		Ensure gas test of area is completed before positioning truck. -Ensure a safe distance from wellheads is maintained (minimum 7 meters) Use spotter & proper hand signals when backing up. Review SWP 3.5 & 3.20 Driving and Backing up vehicles	
10	Fatigue	Risk of falling asleep and having a accident Slow reaction time	H	Get plenty of sleep at night If unable to continue driving, contact dispatch, pull over in a safe spot and rest. If necessary, pull over, get out and walk around. If necessary, lower temperature inside the vehicle.	L

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.1 Cell phone usage	3.5 Driving	3.14 Refueling Vehicles, Equipment, Jerry cans	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.10 Manual Lifting and Carrying	3.21 Backing up Vehicles		9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.12 TUBING INSPECTION - RIG OUT

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Shut power off to equipment	Electrical shock Damage to equipment		Follow Pre-Trip Inspection Procedure	
2	Unhook sensor cords from TTIS	slip, trip, fall injury falling objects from rig floor (ie varsol/diesel/tools) TTIS falling on your/ crushing		Walk carefully to rig Stand in a stable position and disconnect sensor cords Never stand beneath TTIS to disconnect Always ensure rig crew knows your location	
3	Put cover/guard back on TTIS box to protect fittings	Guaranteed equipment damage		Ensure crew is aware that you are disconnecting the TTIS Put guard on TTIS	
4	Disconnect ratchet strap from TTIS	Crushing / falling TTIS		Put connector caps on cable ends Advise crew to pull TTIS up to underneath the tongs before pulling the pump thru the TTIS.	

5	Roll up/put away cables in the inspection vehicle	Slip, trip, fall injury Damage to cord / cables Lifting injury		Grasp cords/cables by their ends and drag / carry back towards truck Roll up cables on mounting brackets on back of truck Use proper lifting techniques while handling cables Never walk backwards	
6	Back vehicle up to rig to load TTIS	Back into lease equipment, rig or other workers Damage equipment/pipe on ground. Possible exposure to explosive gas		ALWAYS use a spotter (rig crew) to guide you back to the rig. Ensure back up beeper is sounding Clear vision, mirrors and windows Gas test before positioning truck. Maintain a safe distance from well heads (minimum 7 Meters)	
7	Load TTIS unit from service rig floor	Cut to hand/fingers Lifting Injury Pinch points Slip/trips/falls		Fully extend roller bed Two man lift TTIS off rig floor and carry to truck . NOTE: TWO WORKERS MUST DO THE LIFT. Use proper lifting techniques and ensure that walk way is clear before lifting. Position on rollers. Roll back into truck bed Secure tie downs.	

8	Load pylons and other related equipment back into vehicle and prepare to leave site	poor lease conditions visibility lifting injury pinch points		Gather pylons and any other related equipment and place back into box of vehicle Clean up TTIS and cord ends, if time and weather permits TTIS must be strapped down at all times that vehicle is in motion Ensure cabinets and end gate are closed securely Wear PPE always while on lease	
9	Rigging out on a straight rig	pinch points lifting injury		Once TTIS is on truck tray, it will be standing up right. Push can to front of tray. One hand on top of can and one hand on side Tip can towards yourself to lay can down on its side on the tray.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.8 Housekeeping		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.13 TUBING INSPECTION - RIG UP

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Back vehicle up to rig to unload TTIS	Back into lease equipment, rig or other workers Damage equipment/pipe on ground Possible exposure to explosive gas		ALWAYS use a spotter (rig crew) to guide you back to the rig or picker truck Know proper hand signage Ensure back up beeper is sounding Ensure vision is clear thru mirrors & windows Gas test before positioning truck. Keep a dafe distance from well heads(7 Meters)	
2	Unload TTIS unit from inspection vehicle	Cut to hand/fingers Lifting Injury Pinch points Lose control of tag line and drop load Slip / trip/ fall		Open the vehicle end gate. Fully extend roller bed with TTIS inspection can on it. Unlatch tie down straps Move can to end of tray (it slides). Two man lift TTIS off truck and carry to rig floor . NOTE: TWO WORKERS MUST DO THE LIFT. Use proper lifting techniques and ensure that walk way is clear before lifting. Rig crew takes control of TTIS from this point forward.	
3	Drive and park truck in ideal position	Poor lease conditions Visibility Surface equipment too close In line of H2S release		Drive in 4 wheel drive with spotter, if necessary Note wind direction and park upwind or at crosswind to wellhead.	

4	String sensor cables to TTIS on service rig and plug them into TTIS	Traffic Tools/pipe fitting being throw from rig floor to ground Poor lease condition		Once rig crew positions TTIS on to tubing Place safety pylons to identify cables being placed on ground Ensure crew is aware of cable placement Carefully unspool and lay out cable towards rig. Communicate with "green" service rig crew members Never lay cables in water Remove guard cover from TTIS and caps from cables. Attach ground wire to B.O.P.s Clamp ground cable to wellhead. Plug cords into TTIS Use ratchet strap to hold TTIS in place on wellhead. If at all possible, attach strap from ground position. NEVER walk backwards	
5	Access rig floor on vertical wells ONLY	Slip / trip/ fall		Always use handrail when accessing rig Always walk/ never run Ensure footwear is free of debris (mud/ice/snow)	

6	Start Generator / Gen Set	Recoil rope may break, causing a fall or injury Electrical shock Fire Explosion	H	Inspect recoil rope prior to use. Turn on switch Pull starter rope to start Plug in electrical cord – ensure dry hands Never refuel generator while it's running Never refuel generator while it's hot	M
7	Enter truck and prepare to read computer screen	Electrical shock if raining/wet	H	Ensure hands and electrical plug ends are dry before plugging	L
8	Manually checking pipe or ultra-sounding	poor lease conditions steel slivers in hand/fingers slip, trip, fall items falling off or thrown off service rig floor	H	Never run on leases – always walk and use caution when walking to and from service rig Wear good quality rubber gloves Ensure crew is aware that you're out of your vehicle and near their rig	L

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.8 Housekeeping		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.14 USING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Tools/Equipment Required: Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Ensure PPE is in good repair			Ensure all PPE is free of defects and is in good working order Ensure CSA approved where required Fire retardant clothing /coveralls Steel toed footwear	
2	Utilizing Personal Protective Equipment (PPE) Apply required PPE for the job.	Spills, fire, equipment and traffic Foot injuries from tools and other objects falling, equipment, etc. Hand injuries from tools, scrapes, splinters, corrosive liquids, etc. Head injury from falling debris/tools and work where overhead hazards exist (ie. Service rig) Eye Injuries due to flying debris, splashes or leaks, power tools or excessive light/heat Extreme temperatures, freezing, snowing		Gloves (rubber when working with chemical) Hard Hat Safety Glasses or Goggles (with or without tint depending on environment and visibility) Cold weather clothing (ie, lined fire retardant coveralls and/or fire retardant winter jacket and bib overalls)	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.8 Housekeeping			Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.15 WASHING INSPECTION UNIT/VEHICLE

Tools/Equipment Required:

Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Put vehicle in park	Vehicle could roll forward causing injury		Place vehicle in park position	
2	Shut off engine	a. Possible spark or backfiring causing explosion and injury b. possible explosion		Switch key to off position Extinguish any cigarettes and turn off cell phone	
3	Exit vehicle	Possible slip and/or fall.		With hand on steering wheel, swing legs out of vehicle and place feet firming on ground.	
4	Use pressure washer to wash unit	Injury from high velocity water Water and debris in eyes/face Slip and trip		Inspect water hoses and equipment being used for defects or blockages. Grasp nozzle handle firmly. Stand back from equipment being washed by approx. 3 feet. Wear proper PPE as listed above. Watch your step as floor is wet and may be slippery.	
5	Utilize pre scrub/ soak, then wash with high pressure soap/ water and rinse.	Same as #4 above		Always wash from the bottom of vehicle upwards. Wash in wheel wells as well as exterior of vehicle. Never put stream of water near body parts or close to clothing or parts on equipment that could be severed.	
6	Turn off water source and replace nozzle to proper hangar/ holding device.	Slip/trip Accidental engagement of pressure nozzle		Hold nozzle handle properly and firmly.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.8 Housekeeping	3.17 Pressure Washer		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

Developed By: Edward & Cindy Duchesne	**Date of Issue:** December 18, 2008 **Date Revised:** June 18, 2014
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4.16 HANDLING PIPE IN SHOP

Tools/Equipment Required:

Fire Extinguisher

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls
5. Hard Hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Inspect Pipe	Pinch fingers between piping, poor housekeeping		Stay alert, hand placement, plan task, proper gloves for task, check lighting	
2	Perform Job Hazard Assessment	Identify all hazards / potential hazards on location and prior to start up Exposure to noise, flying debris, insects, using utility knife		Review and complete the Job Hazard Assessment form and document all / any hazards Ear plugs when required, stay hydrated, safety glasses, bug spray, Identify ERP of area, cut resistant gloves	
3	Shop Clean up	Manual lifting, splinters, repetitive motion, sharp edges, awkward furniture and equipment		Gloves, coveralls, proper lifting, use help, change positions, steel toe boots	
4	Dispose of material	Manual lifting, poor body position Repetitive motion, pinch point on bin lid		Ensure load is manageable, use help, proper lifting techniques Micro breaks, change position, use caution and gloves	

5	Load or unload skids/ equipment	Pinch point between sign and back of truck or deck of trailer Overexertion/back strain/ drop/crush Traffic/ equipment could hit you/ uneven ground Flying debris/ windy condition/ unsecure load/ manual lifting/ poor body position Repetitive motion/ pinch points Dealing with fuel/ spills		Wear Impact resistant gloves, watch your hand placement, use a spotter and communicate Use the buddy system or mechanical device Set up signs for communication with others/ use spotter, high visibility vest or clothing/ pick your path/ stay aware Manageable loads/ safety glasses/ secure material/ use help Micro breaks/ change position/ use caution and the right gloves for job Watch footing/ rubber gloves/ spill kit	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.15 Portable Fire Extinguisher Usage	3.7 Hazard Control Signage	3.8 Housekeeping	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
3.10 Manual Lifting and Carrying	3.13 Performing tubing inspection	3.21 Backing up Vehicles	9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

Developed By: Carol Krsovan	**Date of Issue:** December 18, 2008 **Date Revised:** June 18, 2014
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4.17 OFFICE

Tools/Equipment Required:
Fire Extinguisher

Personal Protective Equipment Required:
1. N/A

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Office Set Up Phone Typing/Emails/ E files/Internet Printing/ Filing/Coping/ Scanning Replacing Paper and Ink	Repetitive Strain Injuries		Review SWP for office-correct body position, ergonomic chair, stretch and take micro breaks	
		Slips, trips and falls due to slippery surfaces, obstructions, restricted access		Due care and attention, clear obstructions Review SWP for Slips, trips and falls Use Ice melt and keep ice and snow off walk way	
		Muscle skeletal injury's		Have an ergonomic key board, monitor stand and maintain 90 degrees with elbows. Take breaks as required.	
		Eye Strain/ Headache		Adjust chair and monitor for correct posture/take micro breaks. Look away from computer at regular intervals. Review SWP on Office Safety	
		Paper Cuts/ Chemicals in Ink		Follow manufacture recommendation for replacement of inks. Dispose empty ink properly. Load paper one pkg at a time	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.8 Housekeeping		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.18 CRANE/WINCH TRUCKER/PICKER TRUCK LIFTS

Tools/Equipment Required:
Fire Extinguisher

Personal Protective Equipment Required:
N/A

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Review of permit /Hazard Assessment/ERP	Not understanding task or job scope. Not understanding what to do in an emergency		Review job scope with crew, operator and supervisor prior to execution of work. Review hazard assessment. Ask questions when unsure of task. Stop work if needed. Review site ERP and communication system. Ensure that all communication equipment is working properly	
2	Equipment Inspection	Equipment malfunctions/ damage. Leaks.		Ensure the operator does an inspection checklist on all equipment being used. Report damages/ malfunctions. Remove from service: Do not use damaged equipment.	
3	Review Traffic Accommodation Strategy/ Flagging Accommodation Strategy/ Flagging	Vehicular & pedestrian traffic /Moving equipment in work area		Ensure that all signage, delineators, cones and traffic control devices are set up in the proper locations. Ensure that traffic control has been established before the crew & equipment moves onto the road. All personnel must wear Hi-Vis outerwear. . Be aware of your surroundings. Watch for moving equipment/traffic.	

4	Inspect rigging & Equipment	Damaged or faulty slings/ chains, shackles Rigging is not rated for weight. Equipment not rated for lift		Inspect rigging before each use. Remove/Tag out damaged rigging. Ensure that sling/chains are rated for the weight. Ensure the equipment used is rated for the load.	
5	Rig slings/ chains	Improper rigging can lead to loads falling Unable to maintain control of lifted load		Use proper rigging techniques. Double check before lift. Never stand under a suspended load. Use tags lines. Have good communication and hand signals with operator	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.5 Driving	3.8 Housekeeping		Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

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4.19 FINGER INSPECTION OF PIPING

Tools/Equipment Required:

1. Pipe Inspection Gauge

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls

	Task	**Potential Accidents and Hazards**	**Risk Rating**	**Recommended Safe Job Procedures**	**Risk Rating**
			potential		resulting
1	Inform service rig that a pipe inspection check is required	Conflicting work		Communicate with all workers in area to ensure there is no conflicting work	
2	Driller to secure pipe with break handle & blocks	Possible falling/ dropping pipe		Ensure that the driller has secured the pipe with break handles and blocks before commencing work.	
3	Visual inspection	Potential for cuts, abrasions from burs or other sharp objects		Visually inspect the pipe before doing using gauge tool to confirm that there is no risk to hands/arms	
4	Hand inspect the inside of pipe	Working under a suspended load Hand injuries		Ensure pipe is secure. Never stand directly under pipe; stand to the side. Visually inspect the pipe. Be careful not to cut hands.	
5	Inform service rig of pipe's condition	Problematic or disgruntled worker		If worker is disgruntled about the inspection, notify supervision of situation	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.9 H2S Code of Practice	3.13 Performing Tubing Inspections SWP	3.16 Working Alone SWP	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

Developed By: Kristy Wakefield	**Date of Issue:** June 12, 2017 **Date Revised:**
Approved By:	**Date:**

4.20 INSPECTION OF PIPING

Tools/Equipment Required:

1. Pipe Inspection Gauge

Personal Protective Equipment Required:

1. Gloves
2. Steel toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Inform service rig that a pipe inspection check is required	Conflicting work		Communicate with all workers in area to ensure there is no conflicting work	
2	Driller to secure pipe with break handle & blocks	Possible falling/ dropping pipe		Ensure that the driller has secured the pipe with break handles and blocks before commencing work.	
3	Visual inspection	Potential for cuts, abrasions from burs or other sharp objects		Visually inspect the pipe before doing using gauge tool to confirm that there is no risk to hands/arms	
4	Wipe pipe with rag to clean & Use the gauge to inspect pipe	Working under a suspended load Hand injuries		Ensure pipe is secure. Never stand directly under pipe; stand to the side. Visually inspect the pipe. Be careful not to cut hands.	
5	Inform service rig of pipe's condition	Problematic or disgruntled worker		If worker is disgruntled about the inspection, notify supervision of situation	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.9 H2S Code of Practice	3.13 Performing Tubing Inspections SWP	3.16 Working Alone SWP	Part 4-1,5-1,7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1,16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1,25-1, 26-1	H2S	
			29-1		

Developed By: Kristy Wakefield	**Date of Issue:** June 12, 2017 **Date Revised:**
Approved By:	**Date:**

4.21 TORQUE TESTING TUBING ON SERVICE RIGS

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Safety Glasses
3. Steel toed footwear
4. Fire retardant coveralls
5. Hard hat

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Travel to location	Wildlife, unfavorable road/lease conditions		Scan ditches, drive to conditions, obey traffic laws	
2	Sign in with Rig	Missed on headcount in the event of emergency		Sign in with rig and/or consultant on site	
3	Complete Hazard Assessment	Missed/ unidentified hazards		Perform thorough hazard hunt on site and document all hazards presents and control each hazard	
4	Job set up	Conflicting work		Communicate with all workers in area to ensure there is no conflicting work	
5	Secure tubing tongs	Unanticipated movement during tong operation		Secure tongs	
6.	Inspect hydraulic line etc.	Defective equipment			
7.	Tong operation/Bucket unit	Unsecured tong jaws		Ensure tong jaws are secured correctly prior to operation	
		Pinch/crush points		Stay of out the line of fire	
		Musculoskeletal injuries		Utilize proper lifting techniques and perform periodic stretching to avoid muscle strain	
8.	Back up tongs & rigging	Heavy, tripping on stairs		Ask for assistance if needed, maintain 3 point contact when climbing stairs, do not rush.	
9.	Set up back up tongs	Tripping hazards		Maintain good housekeeping	
10.	Dyes	Loose dyes		Ensure to properly install dyes, tighten dyes.	

11.	Back up arm	Improper installation		Attach back up arm to derrick. Ensure all shackles are properly installed. If chain is used, ensure chain is of proper rating and has a safety latch. Inspect all chains, shackles and components for defects or missing parts.	
12.	Perform torque test- engage in high gear (pipe out of slips) until back up tongs bite.	Swing path		Stay clear of swing path of tongs	
13.	Perform torque test – engage in low gear while rig at high revs	Incorrect torque		Monitor Hydraulic PSI and torque on the testing gauge. Make Hydraulic PSI adjustments if required and repeat until target torque is achieved	
14.	Clean up	Trips/slips, heavy lifting, muscle strain		Gather tools and equipment and remove from rig floor and put back in truck. Keep 3 point contact on stairs. Get assistance as needed. Inspect equipment as you put away.	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
    - "POTENTIAL" severity of the consequence
    - "POTENTIAL" likelihood of the consequence
    - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
    - The severity of the consequence
    - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
    - "RESULTING" severity of the consequence
    - "RESULTING" likelihood of the consequence
    - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW.

JOB MUST BE STOPPED

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Developed By: Owen Gibson	**Date of Issue:** July 3, 2017 **Date Revised:**
Approved By:	**Date:**

4.22 FINGER INSPECTION OF PIPING-SLANTED

Tools/Equipment Required:

Personal Protective Equipment Required:

1. Gloves
2. Steel-toed Footwear
3. Safety Glasses
4. Fire Retardant Coveralls

	Task	Potential Accidents and Hazards	Risk Rating	Recommended Safe Job Procedures	Risk Rating
			potential		resulting
1	Inform service rig that a finger check is required	Conflicting work		Communicate with all workers in area to ensure there is no conflicting work	
2	The derrick hand stands still with transfer line & pushes over pipe	Possible falling/ dropping pipe		Ensure that the driller has secured the pipe with break handles and blocks before commencing work.	
3	Visual inspection	Potential for cuts, abrasions from burs or other sharp objects		Visually inspect the pipe before doing the finger inspection to confirm that there is no risk to hands	
4	Hand inspect the inside of pipe	-Working under a suspended load -Hand injuries		-Ensure pipe is secure. Never stand directly under pipe; stand to the side. -Visually inspect the pipe before the finger inspection. Only finger check the inside of the piping.	
5	Inform service rig of pipe's condition	Problematic or disgruntled worker		If worker is disgruntled about the inspection, notify supervisior of situation	

Steps to Achieve LOW Risk Factor

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M, or L for:
   - "POTENTIAL" severity of the consequence
   - "POTENTIAL" likelihood of the consequence
   - Calculate the POTENTIAL risk factor (from matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M, or L for
   - "RESULTING" severity of the consequence
   - "RESULTING" likelihood of the consequence
   - Calculate the RESULTING risk factor (from matrix)
6. IF the resulting risk factor is not rated as LOW, **JOB MUST BE STOPPED**

Severity \ Likelihood	H	M	L
H	H	H	L
M	H	M	L
L	M	L	L

Applicable Safe Work Practice			OH & S Code Parts	Required Certification	Crew Member Sign & Review Date:_____
3.9 H2S Code of Practice	3.13 Performing Tubing Inspections SWP	3.16 Working Alone SWP	Part 4-1,5-1, 7-1,8-1 to 8-5	First Aid	
			9-1,10-1,11-1, 16-1, 18-1 to	CSTS	
			18-8, 19-1, 23-1, 25-1, 26-1	H2S	
			29-1		

Developed By: Kristy Wakefield	**Date of Issue:** June 12, 2019 **Date Revised:**
Approved By:	**Date:**

5.1 COMPANY SAFETY RULES

1. Every person employed with Inspectrite Services Inc. will be responsible for both his / her own safety and the safety of others. Always think before you act.
2. All work shall be carried out in accordance with appropriate safe work practices / procedures and the supervisor's or management's direction and applicable legislated standards.
3. Ensure that starting or operating any vehicle / equipment will not endanger yourself or another worker.
4. Report all unsafe conditions or acts to your Supervisor/Management so corrective measures can be taken as soon as possible.
5. Only those tools/equipment that are in good repair, with all guards and safety devices in place, shall be used.
6. All incidents that result in damage or injury are to be reported to a supervisor/management immediately. First aid treatment is to be obtained promptly for any injury.
7. Everyone must know the procedures to follow in case of emergency/evacuation in the area that you are working. (See Emergency Response Plan (ERP) – each unit has a copy in their safety book).
8. Wear a CSA approved hard hat except when in an office, vehicle or designated break area. Under no circumstances are metal hard hats to be worn.
9. Wear CSA approved safety work boots on site. Runners, soft soled or sided shoes, hobnailed or steel plated boots are not acceptable.
10. CSA Approved safety equipment, (i.e. safety glasses, face shields, and/or hearing protection) shall be supplied by Inspectrite Services Inc. as required and will be worn for your protection.
11. All personnel shall wear fire retardant coveralls. Undershirts, tank tops, short pants and hoodies are not acceptable. Clothes that burn easily or melt such as polyesters or nylon must not be worn. All clothing must fit closely to the body to avoid getting caught in or snagged by moving equipment parts.
12. No person shall wear bracelets, rings, dangling necklaces, a wristwatch or similar article that may have contact with moving parts of equipment.
13. Facial hair such as beards, goatees, manchurians or unrestrained hair longer than the shirt collar or side burns longer than the bottom of the ear are not permitted. Anything longer than a day of growth is not accepted either.
14. No person shall possess, consume or be under the influence of any alcohol or illegal non-prescription drugs on any Inspectrite Services Inc. site. Noncompliance will be considered grounds for immediate disciplinary action and removal from the site.
15. Rowdiness, horseplay, practical jokes, sleeping or fighting have absolutely no place on any work site, is prohibited and shall be considered grounds for immediate disciplinary action or removal from the site.
16. Conveyance or the use of firearms, other weapons and explosives on site are strictly prohibited.
17. Theft, vandalism or any other abuse or misuse of company property is prohibited.
18. Prior to driving, all workers will walk around their vehicle, complete a Pre-Trip Inspection and ensure loads and tool boxes are secured.

19. All workers driving will obey Provincially legislated standards, obey the posted speed limits, carry their drivers' license, and have his or her seat belt buckled up at all times. They will maintain their vehicle/unit in a clean, safe and operable condition. They will drive with due care and attention at all times.
20. Smoking shall only take place in designated smoking areas. Smoking is NOT permitted in company vehicles.
21. All open flames, lighters, heaters or sparks from static electricity, radios or metal contact are extremely dangerous in any work facility and must be avoided.
22. Each person is responsible to ensure that the work site and the work unit is kept clean of refuse, waste, and surplus materials, after completion of each job and at the end of each day. Proper housekeeping is your responsibility.
23. Improper lifting methods account for approximately 25% of all occupational injuries; therefore, proper lifting methods must always be used. See our Safe Work Practice and Procedure.
24. Tubing Inspectors (or assistants) are required to trip the emergency shutdown in their vehicles if the situation requires.
25. Obtain client Safe Work Permits when required as per Consultant.
26. Always report to Client Consultant or designate when you arrive at any work site.
27. Avoid use of cell phones while at work (see Cell Phone Use Policy).
28. Workplace violence & harassment will not be tolerated and any reporting or information leading to such an event will be fully investigated.permitted in company vehicles.

_____ _____

Nicholas Werstiuk – President Date

5.1a SHOP RULES

1. Only those tools/equipment that are in good repair, with all guards and safety devices in place, shall be used. Document unsafe / defective tools and advise supervisor / management immediately.
2. Return tools after use
3. Clean up your own mess.
4. Put refuse in appropriate bins.
5. Remove garbage when full
6. Clean up any spills off of floor (oil, etc.).
7. Turn off lights in shop when you are leaving unless advised otherwise.

_____ _____

Nicholas Werstiuk – President Date

5.2 ENFORCEMENT POLICY

All employees and sub-contractors are required to perform their jobs safely, competently, and efficiently without jeopardizing their own personal well being, the safety of others, property and/or the environment. At all times workers shall strive to be in compliance with applicable government legislation, the company safety standards and our client's relevant rules and regulations.

Workers and sub-contractors who contravene any of the above safety and performance standards shall be held personally responsible and subject to disciplinary and/or legal action.

Depending on the severity of the noncompliance, disciplinary action will include: verbal warning, written reprimand, unpaid suspension from work, and/or termination. Each noncompliance shall be thoroughly reviewed on an individual basis. The extent of the disciplinary action shall be determined by management and dealt with accordingly.

** The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk – President Date

5.3 DISCIPLINARY ACTION

Verbal Warning This includes discussions of the violations or infraction and a warning of more severe actions should this offence be repeated. Management will document any discussions.

Written Reprimand This involves discussion of the violations and a written record of the violation and reprimand. A copy will be given to the employee/worker and a copy will be kept on file. As well, a verbal warning will be given regarding more severe actions that will be taken should this offence be repeated.

Suspension Without Pay This includes release from all job duties without pay for a period of time. This set time will be Progressive. First suspension will be up to and including 5 days. The Second suspension will be up to and including 15 days. Suspension will be documented and kept on file if this substandard behavior is repeated.

Terminations of Employment This will only be used when all other attempts to correct the substandard behavior have failed. Formal discharge will be documented in a letter to the employee. This will only be taken as a final step when sound judgment indicates no other alternative.

5.4 Policy / Regulation Violation
EMPLOYEE WARNING REPORT

Employee's Name: _____

Date of Warning: _____

Warning Issued by: _____

Project / Location: _____

Company Statement : Description of Violation (including date)

_____

_____

_____

Agreed Remedy to Above Violation:

_____

_____

Employee Statement (check the appropriate statement):

☐ agree with the company's statement

☐ disagree with the company's statement for the following reasons:

_____

_____

_____

_____ _____

Employee Signature Date

_____ _____

Supervisor/Management Signature Date

☐ would like to receive a copy of this statement for my records.

PLEASE BE AWARE THAT THIS REPORT WILL BE KEPT ON FILE AT THE OFFICE, AND THE ISSUE AND/OR POLICY MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING IN THE FUTURE.

6.1 PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the policy of Inspectrite Services Inc. to have all workers use the proper PPE when and where appropriate.

All employees, sub-contractors, and visitors will be trained on the selection, use and care of and will wear the following when required:

- o Hard hats (CSA Certified)
- o Steel Toed Footwear (CSA Certified)
- o Long Pants and Long Sleeved Shirts
- o Approved Golves
- o Safety Glasses (CSA Certified)
- o Fire Retardant Coveralls or Fire Retardant Winter Jacket and Bib Overalls
- o Ear Protection

All other PPE required not mentioned above will be supplied for the employee by Inspectrite Services Inc.

All PPE used will be in good condition, inspected prior to each use and maintained according to the manufacturer's instructions.

All company supplied PPE will conform to O.H.& S. requirements and relevant standards.

See Part 18 of the Occupational Health & Safety Act, Regulation and Code.

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk – President *Date*

6.2 EYE AND FACE PROTECTION

This PPE is designed to protect the worker from such hazards as:

- flying objects and particles
- molten metals
- splashing liquids, and
- ultraviolet, infrared and visible radiation.

This PPE has two types. The first type, "basic eye protection" includes:

- eyecup goggles, and
- mono-frame goggles and spectacles with side shields.

The second type, "face protection" includes:

- metal mesh face shields for radiant heat or hot humid conditions
- chemical and impact resistant (plastic) face shield
- welders shields or helmets with specific cover, and
- filter plates and lens.
- sunscreen

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial eye safety protection. All eye protection must be CSA approved.

Comfort and fit are very important in this selection of safety eyewear. Lens coating, venting, and filtering may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lens should not be worn at the work site. They can trap or absorb particles or gases causing irritation or blindness. Hard contact lens may break into the eye when hit. If contact lens need to be worn on site, ensure there is some way of letting others know around you that you are wearing them at work.

Basic eye protection should be worn with face shields. **Face shields** alone often aren't enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the O.H.&S. manuals, Material Safety Data Sheets (MSDS) or your supplier will help in your selection.

Do

- ensure you eye protection fits properly
- clean safety glasses daily and more often if needed
- store safety glasses in a safe, dry, clean place when they are not in use
- replace damaged or poor fitting PPE
- use sunscreen to protect from the sun

Don't

- modify eye / face protection
- use eye / face protection that is not CSA approved

6.3 FOOT PROTECTION

Safety footwear is designed to protect your foot against hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact.

Safety foot wear is divided into three grades which are indicated by colored tags and symbols.

The symbol indicates the strength of the sole. For example, **a triangle** means puncture resistant sole able to withstand 135 kg (300 lbs.) of pressure without being punctured by a 5 cm (2 inch) nail. For more information look at the Alberta's O.H.&S. statute and regulations or CSA standards "Protective Footwear".

In the oil patch it is recommended that only the **green triangle** grade footwear, which also gives ankle support, be used

Your choice of footwear should always over protect, never under protect.

Do

- choose footwear according to the job hazard and CSA standards
- lace up boot and tie laces securely, boots don't protect if they are a tripping hazard
- use a protective boot dressing to help the boot last longer and provide greater water resistance
- choose a high cut boot to provide ankle support

Don't

- wear defective safety footwear
- under protect your feet or modify safety footwear

6.4 HEAD PROTECTION

Safety headwear is designed to protect the head from impact from falling objects, bumps, splashes from chemicals or harmful substances, and contact with energized objects or equipment.

Most head protection is made up of two parts:

1. the shell (light and rigid to deflect blows)
2. the suspension (to absorb and distribute the energy of the blow)

All head protection (hard hats) must meet CSA Standards.

Both parts of the headwear must be maintained according to manufacturer's instructions. If attachments are used with the headwear, they must be designed specifically for the use with the specific headwear used. Bump caps are not considered a helmet. In Alberta they can only be used when the only hazard is where a worker might strike his/her head against a stationary object.

Inspection and Maintenance

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation. The usual maintenance for head gear is to simply wash it with a mild degreaser and rinse thoroughly.

Do

- replace head gear this it pitted, holed, cracked or brittle
- replace head gear that has been subjected to a blow even if it cannot be seen
- remove form service any head gear if its serviceably in doubt
- replace head gear and components according to manufacturer's instructions
- consult O.H.& S. or your supplier for information on head gear

Don't

- drill, remove peaks, alter the shell or suspension in any way
- use solvents or paints on the shell
- put chin straps over the brim of class B head gear
- use any liner that contains metal or conductive material
- carry anything in the hard hat while wearing the hard hat.

6.5 HEARING PROTECTION

Inspectrite Services workers are never exposed to high noise levels; however, hearing protection is provided and encouraged in the event they deem it necessary for themselves.

Hearing protection is designed to reduce the level of sound energy reaching the inner ear. A workers exposure to noise must not exceed those listed in Schedule 3, Table of the OH & S Code.

The "rule of thumb" for hearing protection is: use hearing protection when you can't carry on a conversation at a normal volume of voice when you are three feet apart.

Remember, this is only a rule of thumb. Any sound over 80dba requires hearing protection. Hearing loss can be very gradual, usually happening over a number of years.

The most common types of hearing protection in the industry are **earplugs** and **earmuffs** all of which must meet CSA standards. If you choose to use the other types of hearing protection ask your supplier or O.H.& S. office for further information.

It is important to have different styles for hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size are different. One style may not fit every person on your crew. If hearing PPE does not fit properly or is painful to use, the person will not likely use it. If the hearing protection is not properly fitted, it will not supply the level of protection it was designed to deliver.

Most earplugs, if properly fitted, generally reduce noise to the point where it is comfortable.

If your hearing protection does not take the sharp edge off the noise, or if workers have ringing, pain, headaches, or discomfort in the ears, your operation requires the advise of an expert.

6.6 LIMB AND BODY PROTECTION

Due to the nature of the industry and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as **"job exposures"** (exposure to fire, extreme temperatures, body impacts, corrosives, chemicals, ultraviolet radiation, molten metals, cuts from sharp or abrasive materials).

PPE in this category would be items such as:

- ***flame and chemical resistant clothing***
- leg, arm, chin and belly guards,
- specialized hand pads and grips,
- leather aprons and leggings,
- full body suits,
- various types of plastic boot covers and over shoes, and
- ***skin protection (sunscreen)***

Workers exposed to skin hazards must wear protective equipment. For the purposes of Inspectrite Services, all workers are required to wear flame resistant clothing (coveralls, etc.). This clothing must fit closely to the body. As well, the use of sunscreen on the face and hands is recommended.

For more information on the types of specialty PPE you require, check your local O.H.& S. manual. With all the PPE, following the manufacturer's instructions on its use, care and cleaning is critical and will help you get the full service life from your specialty PPE.

6.7 HAND PPE (GLOVES AND MITTS)

PPE for the hands include: finger guards, thimbles and cots, hand pads, mitts, gloves and barrier creams. Choose hand protection that will protect against the job hazard. Gloves should fit well and be comfortable.

Types

PPE for the hands come in many forms, each are designed to protect against certain hazards. Gloves most commonly used in the industry are made from leather, cotton, rubber, synthetic rubbers, and other man made materials.

Do

- inspect hand PPE prior to each use
- ensure that they fit properly
- use the proper hand PPE for the job
- use gloves when handling objects that could injure the hands
- wash all chemical fluids off before removing the glove

Don't

- wear hand PPE with metal parts while working around electrical equipment
- use gloves or hand protection that is worn out or defective

6.8 SAFETY BELTS, LANYARDS AND LIFE LINES

Body belts and harnesses are used in the industry to provide the worker working at heights above ground level with the freedom of movement and the protection from falls. These devises will arrest a fall and absorb some of the shock of the fall. The systems are usually worn around the body and attached to a lanyard, fall arresting devise or rope grab. Better quality systems usually have some form of shock absorber in the system.

Inspectrite Services workers are never required to access heights above 2 metres from ground level.

Do

- properly train and practice with the system you decide to use
- use webbing type harness instead of a leather harness
- use only the manufacturer's components instead for replacement parts
- inspect carefully prior to each use
- have the harness fitted snugly to the worker using the system
- ensure the anchor points are secure and able to support the load in the event of a fall
- follow the manufacturer's instructions on care and use
- ensure all lines used with the system have thimbles
- use the proper safety rated fastening with the system
- **use a full body harness with shock absorber whenever possible**

Don't

- use the system for any other than its intended
- modify, change or put additional holes in the harness or hardware

6.9 Gas Detection and Monitors

Introduction
The uses of Personal Protective Equipment (PPE) form the final line of defense between employee and hazard and apply to all employees at the work site, including subcontractors, visitors and client or customer representatives.

Where possible, hazards will be eliminated or controlled to reduce the risk associated with a specific task.

These Controls include:
- Elimination of the Hazard
- Isolation of the hazard
- Administrative Controls

Inspectrite Services Inc. Services will make available all required PPE for its employees. All employees will receive training in the use, care, maintenance and storage of the PPE issued to them.

Legislation
All personal protective Equipment will be within the requirements of the local OH&S legislation and specific requirements of a customer or client. Where site-specific PPE exists, employees of Inspectrite Services Inc. will follow those requirements.

No piece of PPE will be modified or changed contrary to the manufactures instructions or specifications or OH&S Legislation.

All PPE will be inspected prior to use for integrity and flaws. All PPE that is of questionable reliability, damaged or in need of service or repair will be removed from service immediately. All PPE that has been removed from service will be tagged "OUT OF SERVICE" Any PPE Tagged "OUT OF SERVICE" will not be returned until repaired and inspected by a qualified person.

Selection of Personal Protective Equipment
Personal Protective Equipment (PPE) should be selected based on the following information:
- Hazard Assessment
- Material Safety Data Sheets
- Customer/Client Requirements
- Occupational Health and Safety Requirements

Gas Detection
Gas testing is done to ensure that no explosive gases are present before starting work that may create a source of ignition. Gas testing should be done as part of your hazard assessment process and done periodically thereafter to ensure that the workers breathing atmosphere is within limits prescribed by Occupational Health and Safety Rules and Regulations, Seven Lakes & Client/ Customers policies and procedures prior to the start of any work.

Gas Monitors
Personal Monitors - are intended for personal safety. They are worn by workers as personal protective equipment. Most personal monitors are designed to detect H_2S.

Multi Head Monitors – are intended for personal and crew safety. They are used when detecting a specific gas usually H_2S (as per installed sensors – Max 5) as well as % oxygen (deficient or enriched), LEL (Combustible Gases) and CO_2 (Carbon Monoxide).
Specialty Monitors- Sample Draw Volumetric Pumps or Continuous Electronic Monitors draw a measured sample of gas through a detector tube. Detector tubes can be used to test over 150 different types of gases. Detector tubes are very gas specific.

Fixed Monitors – are permanently installed sensing heads that are installed throughout a plant site wherever 24 hour gas surveillance is required. The sensing heads will be connected to a control room where operators can monitor remotely.

For all type of gas testing you should begin by checking for current calibration, bump the monitor before use to ensure it is functioning accurately and has the correct alarms set for the site you are working at as this may vary by client.

Gas testing for entry into a confined space must be carried out by a qualified safety watch or operations personnel with a current Confined Space entry certificate.

Atmospheric Hazards & Exposure Limits
Occupational Health & Safety Regulations stipulate that gas testing is required to ensure that air quality in the workplace is within acceptable limits for

- Oxygen levels in air
- Combustible or Explosive Gases
- Toxic or Poisonous Gases

Effects of Oxygen Enriched or Deficient Atmospheres

Oxygen Concentration	Effect
23% and Above	Increased flammability of materials
21%	Ideal
20.90%	Normal
19.5%	Minimum for safe work conditions
18% and Less	Increased breathing, impaired thoughts
14% and Less	Impaired judgment, fatigue, poor coordination
10% and Less	Sudden collapse and unconsciousness, death

Flammability/LEL (Lower Explosion Limit) and UEL's (Upper Explosion Limit)

Substance (Fuels)	L.E.L. (% By volume in air)	U.E.L (% By Volume in air)
Acetylene	2.5	Increased flammability of materials
Butane	1.8	Ideal
Methane	5.3	Normal
Natural Gas	4.0	Minimum for safe work conditions
Carbon Monoxide	12.5	Increased breathing, impaired thoughts
Hydrogen	4	Impaired judgment, fatigue, poor coordination
Hydrogen Sulphide	4	Sudden collapse and unconsciousness, death

Toxic Gases and Vapours
Worker Exposure Limits OEL (Occupational Exposure Limit)

Hazard	Hour OEL	15 Min OEL	Ceiling or Max
H2S	10ppm	15ppm	15ppm
Hydrocarbon Intoxication	1000ppm	1500ppm	
Carbon Monoxide	25ppm	0.0ppm	0.0ppm
Ammonia	25ppm	35ppm	0.0ppm
Benzene	0.5ppm	2.5ppm	0.0ppm
Chlorine	0.5ppm	1.0ppm	0.0ppm
Gasoline Vapours	300ppm	500ppm	0.0ppm

See Schedule 1 Chemical Substances of Alberta OH & S Code for additional Hazards

The potential for the development of these hazardous conditions is affected by:

- Physical nature of the space
- Work being performed
- Processes associated with the space
- Products used or produced in conjunction with the space
- Natural processes (decomposition, oxidization, absorption etc.)
- External sources of contamination

Detector Calibration & Field Test (Bump)

Normal Concentrations in Clean Air

Oxygen – 20.9% H2S – 0.0ppm LEL – 0.0% C0 – 0.0ppm

Alarm Settings

Oxygen – 19.5% H2S - 10ppm LEL – 10% C0 – 25ppm

Workers using multi head or personal monitors will be required to bump test their monitors every day prior to commencing work.

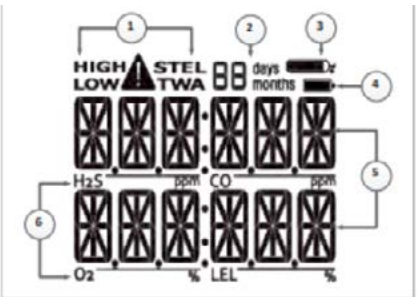
WHEN THE ALARM SOUNDS LEAVE THE AREA IMMEDIATELY

HOW TO USE THE MONITOR

Detector Components

Entry	Description
1	Alarm Bar LEDs
2	Maintenance LEDs
3	Display
4	Audible Alarm Port
5	Power/Menu Button
6	Dual-Tox Sensor Port
7	LEL Sensor Ports
8	O_2 Sensor Port
9	Calibration Cap Ports
10	IR Communication Window
11	Alligator Clip with Safety Ring
12	Certification Label
13	Model & Serial Number Label

Display Layout



Entry	Description
1	Alarm Condition
2	Life Remaining
3	Calibration/Test Mode
4	Battery Indicator
5	Gas Readings
6	Gas Identifiers

Turning On the Detector

To activate the detector, press and briefly hold down the power/menu button. Upon activation, the alarm bars will flash, the detector will vibrate and start up tone will sound while the detector self-tests the visual, vibrating and audible alarms. Gas readings will begin to display immediately. Each sensor will show a chasing "0" for the sensor reading while it is stabilizing and being self-tested. Once all sensors have completed the warm up and stabilization sequence (< 65 seconds), the detector is ready to detect all applicable gases.

This detector is not designed to be turned off. Once activated, it will run continuously for 24 months.

Bump Testing

The detector can be configured to keep track of regular bump testing intervals in a Bump Log. When a programmed bump test comes due, or if the last bump test has failed, then the detector's display will continually flash "BUMP DUE" until the detector has been successfully bump tested. Performing a bump test that will be recorded in the Bump Log can be done either automatically: insert the detector into the MGC-S Dock or MGC-S Wall Mount Dock, or manually: apply gas according to the Manual Bump Test Instructions described below.

Manual Bump Test Instructions

Press the power/menu button two separate times in quick succession (double-tap) to access the Main Menu. The display will then show, in the following order:

1) Unit Life Remaining

2) Current Date/Time

3) User-Programmed Text Message

4) "SHOW STATUS" Prompt - When the screen displays "SHOW STATUS", quickly press and release the power/menu button to display the current calibration status followed by the current bump test status.

When a bump interval has been programmed into the detector and a bump test is due, the current bump test status will show: "L. BUMP ___" (the date of the last bump test) followed by "BUMP DUE". Audible, visual & vibrating prompting to apply gas will automatically start. The display will alternate between "BUMP DUE" and "APPLY GAS". Snap the MGC-S Calibration Cap (provided with the detector) into place over the sensor ports. Apply gas to the detector at a flow rate of 0.5 LPM and do not disturb while test is being performed. Once all of the sensors have been tested, the detector will go into alarm. Remove the MGC-S Calibration Cap and the detector will return to normal operation after a short period of time. The bump due date will be automatically reset. The bump test will be recorded in the bump log.

When a bump test interval has NOT been programmed into the detector, the current bump test status will show: "L. BUMP___" (the date of the last bump test). Quickly press the power/menu button while the display shows "L. BUMP___" to force a manual bump test. Audible, visual & vibrating prompting to apply gas will start. The display will alternate between "BUMP XXXd." and "APPLY GAS". Snap the MGC-S Calibration Cap (provided with the detector) into place over the sensor ports. Apply gas to the detector at a flow rate of 0.5 LPM and do not disturb while test is being performed. Once all of the sensors have been tested, the detector will go into alarm. Remove the MGC-S Calibration Cap and the detector will return to normal operation after a short period of time. The bump test will be recorded in the Bump Log.

Press power/menu button

If a sensor fails the bump test, display will show "ERROR" and designate which sensor (CO, H2S, O2 or LEL) did not pass. The failed sensor will be disabled and will need to be replaced

During a manual bump test, the audible, visual & vibrating prompting to apply gas will continue for approximately two minutes. If gas is not applied within the two minutes, then the bump test will automatically fail. The prompts will cease, the detector will return to normal operation, but the display will continually flash "BUMP DUE" until the detector has been successfully bump tested. Please note, to abort a bump test at any time, press the power/menu button once and the detector will return to normal operation.

Event Log

The detector stores the last 25 alarm events. These are organized by first in, first out (FIFO) so the 26th event will replace the first event and so on. The detector records the specific alarm conditions for each event as follows:

- Date and time at the start of the event
- Duration of the alarm condition
- Each sensor's peak alarm status and reading

Bump Log

The detector stores the last 25 bump tests. These are organized by first in, first out (FIFO) so the 26th bump test will replace the first bump test and so on. Bump tests are differentiated from normal events when the alarm condition occurs inside of an MGC-S Dock or MGC-S Wall Mount Dock, or when the detector is manually bump tested according to the Bump Testing section. The detector records the bump status for each test as follows:

- Date and time of bump test
- If the bump test was performed manually or with the MGC-S Dock/Wall Mount Dock
- Each sensor's peak alarm status and reading
- The result of each sensor's bump test

Alarm Behavior
The following table describes the detector's behavior under various alarm conditions:

Alarm Condition	Audible Alarm	Vibration Alarm	Visual Alarm
Low	Slow Beep	Slow Vibration	Slow LED Flash
High	Fast Beep	Fast Vibration	Fast LED Flash
TWA	Slow Beep	Slow Vibration	Slow LED Flash
STEL	Fast Beep	Fast Vibration	Fast LED Flash
Multi	Slow/Fast Beep	Slow/Fast Vibration	Slow/Fast LED Flash
Sensor Error	Fast Beep	Fast Vibration	Fast LED Flash
Low Battery	1/3 of battery life remaining: Battery outline only 20 minutes remaining: single beep/flash, battery outline only 10 minutes remaining: single beep/flash, battery outline flashes 5 minutes remaining: continuous beep/flash every 5 seconds expired: 5 long beeps flashes then "LOW BAT" is displayed		

Storage
Store the detector in a safe, dry place between 32°F and 77°F (0°C - 25°C).

6.9(a) ATMOSPHERIC TESTING DOCUMENTATION

Employee Name:	Location:	
Job Task:	Unit:	Permit #:

Authorized Gas Tester **MUST** monitor & document all gas testing as required.						
Date: D/M/Y	**TIME**	**O_2%**	**H_2S**	**LEL%**	**CO**	**Other:**
COMMENTS:						

6.9(b) Gas Testing: Knowledge Quiz

Name:_____ **Date:**_____

True or False- Please circle one answer for each question.

1. Atmospheric testing is a method of hazard identification?

   True or False

2. Atmospheric testing should be performed at different levels?

   True or False

3. The acceptable level of H2S exposure over a 8hr period is 10ppm?

   True or False

4. Hydrogen sulphide is lighter than air therefore it rises into the atmosphere?

   True or False

Multiple Choice- Please circle one answer for each question.

5. How often is a quad head monitor required to be bump tested?
   a) Monthly c) Weekly
   b) Never d) Daily

6. What does IDLH stand for?
   a) Instant death lurks here
   b) Immediately dangerous to life and health
   c) Intergrated and differentiated level of hazards
   d) Inflammability detection level hazard

7. Atmospheres that contain flammable component above what percent of it's LEL are considered hazardous in a confined space?
   a) 2.5% c) 7%
   b) 5% d) 10%

8. A quad head monitor detects which gases?
   a) Oxygen, carbon monoxide, benzene, and hydrogen suphide
   b) LEL, oxygen, hydrogen sulphide and benzene
   c) Voc's, hydrogen sulphide, nitrogen, and carbon monoxide
   d) Carbon monoxide, hydrogen sulphide, oxygen, LEL

9. When a quad head monitor alarms, all employees should?
   a) Check the monitor too see if the battery is dying
   b) Evacuate the work area
   c) Shut off the monitor
   d) Stop the job to exchange the monitor

Employee Signature:_____ **Date:**_____

6.9(ba) Gas Testing: Knowledge Quiz - Answer Key

Name:_____ **Date:**_____

True or False- Please circle one answer for each question.

1. Atmospheric testing is a method of hazard identification?

   True or False

2. Atmospheric testing should be performed at different levels?

   True or False

3. The acceptable level of H2S exposure over a 8hr period is 10ppm?

   True or False

4. Hydrogen sulphide is lighter than air therefore it rises into the atmosphere?

   True or False

Multiple Choice- Please circle one answer for each question.

5. How often is a quad head monitor required to be bump tested?
   a) Monthly c) Weekly
   b) Daily d) Never

6. What does IDLH stand for?
   a) Instant death lurks here
   b) Immediately dangerous to life and health
   c) Intergrated and differentiated level of hazards
   d) Inflammability detection level hazard

7. Atmospheres that contain flammable component above what percent of it's LEL are considered hazardous in a confined space?
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8. A quad head monitor detects which gases?
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   c) Voc's, hydrogen sulphide, nitrogen, and carbon monoxide
   d) Carbon monoxide, hydrogen sulphide, oxygen, LEL

9. When a quad head monitor alarms, all employees should?
   a) Check the monitor too see if the battery is dying
   b) Evacuate the work area
   c) Shut off the monitor
   d) Stop the job to exchange the monitor

Employee Signature:_____ **Date:**_____

6.9(c) Gas Testing Competency Checklist

Certification and Clearance

YES NO Holds a valid Gas Testing certificate
YES NO Holds a valid H2S Certificate
YES NO Holds Client Specific Training (Permit Receiver, Site Specific, etc.)
YES NO Holds a valid fire extinguisher training certificate
YES NO Knowledge of OH&S regulations

Monitor Functions

YES NO Completes a daily bump test on personal and 4 head monitor
YES NO Performs function test on personal monitor (pushing the button once)
YES NO Performs fresh air calibration on 4 head monitor
YES NO Performs Peak Checks
YES NO Attaches pump to the monitor correctly
YES NO Function tests the pump to verify its drawing air
YES NO Understands exposure limits (H_2S, LEL, CO, O_2)
YES NO Understands site specific exposure limits for working in flammable and hydrocarbon areas
YES NO Understands limitations of monitors in extreme hot/cold temperatures

Atmospheric Testing

YES NO Dons appropriate respiratory protection (if req.) prior to gas testing (site or job specific)
YES NO Performs gas testing at regular intervals (site or job specific)
YES NO Documents Gas Testing Records
YES NO Identifies potential leak points for gas testing (drains, flanges, fittings, pumps, seals, etc.)
YES NO Gas tests at different levels (some gases are lighter/heavier than air)
YES NO Is alert of work site surroundings (wind direction and indicators)
YES NO Reviews Company/Client SJP/SWP for task

Emergency Response

YES NO Fire Fighting Equipment readily available (task specific)
YES NO Knowledge of emergency response procedures
YES NO Communication for summoning rescue personnel
YES NO Knowledge of site muster points and emergency meeting points

YES NO **Competent**

Employee Signature:_____ **Date:**_____

6.9(d) Monitor Bump Tracker

Date: D/M/Y	Monitor Number	Pass/Fail	Name	Signature

7.1 PREVENTATIVE MAINTENANCE POLICY

It is the policy of Inspectrite Services Inc. to maintain all vehicles, tools, and equipment in a condition that will maximize the safety of all personnel.

To accomplish this, a "Maintenance Program" shall be maintained and shall include the following components:

- Adherence to applicable regulation, standards, and manufacturers specifications;
- Services of appropriately qualified maintenance personnel; and
- Scheduling and documentation of all maintenance work.

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

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

7.2 VEHICLE MAINTENANCE POLICY

The purpose of the policy is to control losses of human and material resources by setting specific guidelines for the inspection and maintenance of **Inspectrite Services Inc.'s** vehicles.

- Once a month each vehicle/unit will be inspected by the person assigned to operate that specific vehicle or the Manager.
- If no specific person is responsible for a particular vehicle management will delegate an individual to inspect the vehicle.
- The Vehicle/Unit Inspection Report form will be filled out during this inspection and turned into the office for evaluation and corrective action.
- The vehicle/unit inspection report must be totally complete including a witness by the person aiding in the inspection of the vehicle (if available).
- If unusual sounds or behavior is noticed while operating the vehicle, the operator will stop and investigate, if the problem appears to be mechanical in nature or no cause is apparent your supervisor must be notified of the problem.
- Employees providing their own vehicle under the terms of their employment are also bound by this policy.

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

7.3 FIRE EXTINGUISHER MAINTENANCE POLICY

- Inspections may be performed by any employee with the proper instruction
- Fire Extinguishers shall be inspected when initially placed in service and thereafter at approximately 30 day intervals
- Periodic inspection of fire extinguishers shall include a check of the following:
    a. Location in designated place
    b. No obstruction to access or visibility
    c. Operating instructions on nameplate is legible and facing outward
    d. Safety seals and tamper indicators not broken or missing
    e. Fullness determined by weighing or "hefting"
    f. Examination of obvious physical damage, corrosion, leakage, or clogged nozzle
    g. Pressure gauge reading or indicator in the operable range or position
    h. Condition of tires, wheels, carriage, hose and nozzle (for wheeled units)
    i. WHMIS label in place
    j. Inspectrite Services Ltd.'s ID # is in place and Legible
- After completing an inspection if no deficiencies are found the employee will sign and date the tag attached to the top of the tank.
- When an inspection of any fire extinguisher reveals a deficiency in any of the conditions listed in (*) a., b., h., i, & j. Immediate corrective action shall be taken.
- When an inspection of any rechargeable fire extinguisher reveals a deficiency in any of the conditions listed in (ï) c., d., e., f., & g. it shall be subjected to applicable maintenance procedures
- When a fire extinguisher is removed from service for maintenance or recharging it shall be replaced by a fire extinguisher suitable for the type of hazard being protected and shall be of at least equal rating

Maintenance

- Maintenance can only be done by qualified personal with the proper tools & training.
- Fire extinguishers shall be subjected to maintenance at intervals of not more than 1 year
- Every 6 years, stored pressure fire extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

7.4 FIRST AID SUPPLIES/EQUIPMENT POLICY

It is the policy of **Inspectrite Services Inc.** to provide and maintain all first aid supplies and equipment in a condition that will maximize the safety of all personnel.

First Aid kits are located in each inspection unit/vehicle as well as in the washroom located in the shop. As well, an eye wash station is situated in the shop washroom as well as on the south wall of shop. These first aid supplies are clearly identified and in a conspicuous area(s) in the shop. As well, signs are posted to ensure that each worker knows the location of first aid supplies.

Any use of First Aid supplies will be reported and all supplies will be inspected on an annual basis for completeness and expiry dates.

MSDS sheets are located in a binder on the wall near the washroom in the shop. These MSDS sheets are reviewed on an annual basis for validity and completeness.

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

7.5 MAINTENANCE SCHEDULE

TYPE OF EQUIPMENT	TYPE OF INSPECTION	SCHEDULE
TRUCK (4)	Pre-trip Inspection	As required prior to trip
	Monthly Inspection	Monthly
	Regular Manufacturer Maintenance Program	As per kms to approx. 12000 km
GENERATORS (3)	Visual Inspection	Prior and after use
	Oil, Filter, Sparkplug	Approx. every 100 hrs or monthly
COMPUTERS (3)	Preventative Maintenance Cleaning	As required – housekeeping
PRINTERS (3)	Preventative Maintenance Cleaning	As required – housekeeping
MONITOR / KEYBOARD / MOUSE (3 each)	Preventative Maintenance Cleaning	As required – housekeeping
BATTERY BACKUP INVERTER (3)	Preventative Maintenance Cleaning	As required – housekeeping
TTIS POWER CONTROL UNIT	Preventative Maintenance	As required – housekeeping
TTIS INSPECTION UNIT (BOX) (3)	Visual Exterior Inspection– Electrical connectors, hoisting hooks, cover plates, rollers, inner component protection tube Visual Interior Inspection	Before each use Every 3 months
CABLES (3)	Visual Inspection – looking for cracks	Before each use
PPE Hard hat, safety glasses, coveralls, safety boots	Visual Inspection	Before each use

EACH TRUCK IS A UNIT COMPRISED OF 1 EACH OF THE ABOVE EXCEPT FOR 1 TRUCK. MONTHLY INSPECTIONS WILL INCLUDE VISUAL INSPECTIONS OF EACH COMPONENT LISTED ABOVE.

8.1 HEALTH & SAFETY TRAINING/COMMUNICATION POLICY

The purpose of this policy is to provide for general and specialized health, safety and related training throughout our organization.

Inspectrite Services Inc. will provide, and workers will participate in, all health, safety and related training that is necessary to minimize losses of human and physical resources of the company.

This training / communication will include, but not be limited to:

- Health and safety orientations for newly-hired personnel
- Health and safety training for supervisors and management.
- Specialized health, safety and related training.
  - H2S Alert
  - Standard First Aid / CPR
  - WHMIS Training
  - TDG Training
  - Defensive Driving
  - Bear Safety (information session)
  - Light Duty Vehicle Improvement (ACSA)
- Health and Safety Meetings
- Message Board

REMEMBER: “Learning continues for a Lifetime”

** The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

8.2 COMMUNICATIONS SYSTEMS

Through effective communication systems, Inspectrite Services Inc. can distribute information and receive valuable feedback for employees and sub-contractors. From feedback we can determine how well our rules, procedures, and other messages are being understood.

The following are some ways of communication:

- Pre-Job Meetings with Service Rig Push or Consultant
- Monthly Safety Meetings
- Message Board
- Pre-trip Inspection Report

Some of the topics of communication are as follows:

- Safety policies
- Safety rules
- Safety posters
- Incident reports
- Hazard reports
- Emergency procedures

8.3 SAFETY MEETINGS

PRE-JOB SAFETY MEETINGS

1. The Worker and Client (Consultant or Service Rig Tool Push), if applicable, will hold a pre-job safety meeting prior to the start of work on the site covering the scope of work, hazards and safety concerns as the Client /or representative deems necessary.
2. A Job Hazard Assessment must be completed and signed by the Worker before work begins on the site.
3. When applicable, the Pre-job Safety Meeting will be coordinated with the Client (or representative) and follow their format.
4. The Worker will post signs, pylons, flags, lights, alarm barricades, labels, placards or any other materials so needed to warn of potential hazards.

GROUP MEETINGS

1. Inspectrite Services Inc. will hold monthly safety meetings. Safety meetings are to be held monthly to get employee feedback on safety problems, review incidents, review the previous months inspections, and minutes, discuss specific hazards, special procedures for work, etc.
2. Every safety meeting will have legible minutes available for employee review. These minutes will include names of all those attending, items discussed, and responsibilities assigned.
3. Discussions on:
    a. Safe practice on specific subjects (i.e. defensive driving, rigging up)
    b. Review lost time accidents or near misses
    c. Review safety statistics
    d. Job site rules that need attention
    e. Safety and equipment inspections and recommendations.
4. Feedback on:
    a. Safety concerns from employees/workers.
    b. The identification and discussion of any safe or unsafe act, procedures, equipment or persona that anyone site has noticed. If an action/decision is required it will be given a schedule, priority and person responsible and put on the action list.
5. Recognition / Commendations by handing out awards and/or giving recognition, written or verbal for any safety achievements.

8.4 HEALTH & SAFETY ORIENTATION

Every employee and sub-contractor that performs work for Inspectrite Services Inc. will receive an orientation.

Some topics that will be discussed during the orientation are as follows:

- Company Safety Policies
- Specific job hazards
- Safety precautions
- Job responsibilities
- Regulatory requirements
- Company enforcement policy
- Worker's rights
- Safe work practices and procedures
- Company Safety Rules

Records are kept on the employee's file. These records will track an individual's progress and training.

Employee Hiring

a. Pre-screen potential employees to identify any potential restrictive conditions such as back problems, dizziness, weak heart, epilepsy, etc.

b. Pre-screen potential employees for drug use at management's discretion..

c. Conduct qualification checks to ensure each new employee is capable of performing all aspects of his or her job safely.

d. Conduct a new employee orientation for every employee.

e. All employees must complete the Employee Personal Information Form prior to commencing work. Identify any potential restrictive conditions such as weak heart, epilepsy, diabetes and any prescribed medications, their risk, emergency contacts and plan if a medical emergency occurs on job site,

f. Provide safety procedures orientation.

New Hire Orientation

The supervisor will ensure that each new employee on the job site has a site and hazard orientation. On job sites where the Client has an existing orientation program, it will automatically take precedence; while on all other sites, surface and overhead hazards must be identified along with evacuation routes and assemble points. Following a job-site evacuation, employees will not return to work until advised to do so by the Supervisor, Safety Representative or Client.

New hires will also require formal training with respect to:

- H2S Alive Training (within 3 months)
- Standard First Aid / CPR (within 3 months)
- WHMIS/TDG Training (within 3 months)
- Defensive Driving (9 months)

The Safety Orientation Checklist will be used as a guide to cover all safety items.

8.5 EMPLOYEE PERSONAL INFORMATION FORM

Name: _____

Address: _____

_____

Telephone # _____

Date of Birth: _____ SIN: _____ Drivers' License # _____

Safety Tickets with Expiry Dates:

First Aid _____

H2S _____

WHMIS _____

TDG _____

Other _____

Next of Kin Name:

_____ Phone # _____

Emergency Contact:

_____ Phone # _____

Any medical condition(s) (allergies, etc.) or medication(s) you are prescribed that we should be aware of in case of emergency:

_____

_____

_____ _____

Signature Date

8.6 SAFETY ORIENTATION CHECKLIST

DATE: _____

DATE HIRED: _____

NAME: _____

Occupational Health and Safety Regulation

____Employer Responsibilities ____Worker Responsibilities

____Right to Refuse Unsafe Work ____Workers Right to Know

____Working Alone Policy/Procedure ____Relevant Legislation (co. specific)

Workers Compensation

____Reporting (injuries, illness) ____Coverage

____Modified Work Program

Workplace Hazardous Information System

___ Safety Data Sheets ____Worker Education Programs

____Employer/Employee Responsibilities ____Labels

____Transportation of Dangerous Goods ____Classes of Dangerous Goods

Hazard Identification

____Common Sources ____Types of Hazards

____Common Injury Causes (lifting etc.) ____Control Methods

Common Workplace Hazards and Controls

____Vehicles ____Lifting

____Tools ____Ladders

____Compressed Air ____Housekeeping

____Smoking ____Impairment (alcohol, drugs, fatigue) ____Enforcement Policy ____Ergonomics

____Role of the Employee and Supervisor when Unsafe Work is Detected

____Company Rules

Common Oil & Gas Hazards and Controls

____Rotating Equipment ____Pipe Handling

____Overhead Lines ____Heat/Cold Exposure

Common Rig Hazards and Control

____Service Rigs

Personal Protective Equipment

____General

____Clothing Requirements: Care, Maintenance, and Fitting

____Head Protection

Personal Protective Equipment

____General

____Clothing Requirements: Care, Maintenance, and Fitting

____Head Protection

____Foot Protection

____Eye Protection

Safe Work Practices/Procedures/Responsibilities

____Safe Work Practices / Responsibilities

____Safe Work Procedures / Responsibilities

Fire Prevention/Extinguishers

____Fire Prevention ____Fire Extinguishers

Driving

____Journey Management ____Safe Driving Behaviors

____Policy/Procedures ____Vehicle Inspections

Emergency Response

____Emergency Response Procedures ____Employee Responsibilities

____Training

Safety Communication

____Emergency Numbers ____Orientations

____Pre – Job Meeting w/ Site Supervisor ____Safety Meetings

____Worker Input ____Site Inspections

Reporting

____Hazard ____Incident/Accident and Near Miss

____Spill and Release

I have participated in and agree to abide by the Inspectrite Services Inc. orientation documentation, which outlines and reviews Company Policies, Safety Procedures and Work Site Responsibilities/Procedures.

_____

Employee Signature

_____

Company Representative (print and sign)

8.7 ON THE JOB TRAINING

On The Job Training is an important part of ongoing training. It provides hands-on experience in proper work procedures for each job and helps ensure employees are competent to do their job. It can also be used as a refresher course.

This On the Job Training is encompassed in our Short Service Worker Program as follows.

Definition of a Short Service Worker Program (SSW)

- Any new employee or sub-contractor to Inspectrite Services Inc. that does not have the adequate experience in the position that they were hired for, and / or the knowledge of that worksite.
- Any employee or subcontractor, who is inexperienced, has insufficient training or qualifications, or who may be unfamiliar with the work site or a piece of equipment.

Definition of a Mentor

- Any employee or sub-contractor to Inspectrite Services Inc. that has adequate experience in the position that they hold and the knowledge of the worksite.
- Any employee or sub-contractor who has experience, sufficient training and qualifications, and who is familiar with the worksite and the equipment operated there.

The objectives and goals of this program are to:

- Manage the risk SSW present to themselves and others that work around them
- Identify SSW on the job site so that all other workers can be vigilant when working with the SSW and observing their work habits
- Ensure that SSW receives all relevant training and information to perform their duties safely
- Safely take advantage of hands on training
- To provide the worker with enough information and experience to eventually perform the specific tasks alone.

Responsibilities of the SSW:

- To absorb as much information as possible by listening, asking questions, doing the work
- Ensure that you understand the task completely before attempting to perform it
- Only perform tasks that you have been instructed to do by your mentor
- Do not start any new task without direct instructions to do so from your mentor

Responsibilities of the Mentor:

- Take responsibility for the on-site training of the SSW
- To protect and educate the SSW during their training period of all the possible hazards
- Ensure that the SSW is properly trained and has all the knowledge to perform the task safely
- To continually monitor the process of the SSW, updating and reporting progress to the supervisor
- Assess SSW for tasks/training proficiency after 3 months using the SSW Assessment Form.

Rules of the SSW Program:

- No mentor shall train more than one SSW at one time
- If the mentor is unavailable to supervise the SSW for a particular day the supervisor will review the progress of the SSW and arrange either special duties or a temporary mentor. Management can assume responsibility at this time.
- The duration on which the SSW will remain in the SSW depends on the rate at which they demonstrate that tall the tasks can be performed
- Removing the SSW from the SSWP requires approval from management.

Glossary

SSW Short Service Worker

SSWP Short Service Worker Program

EMPLOYEE (SSW) NAME:	
Position:	
Start of Work:	
Signature:	
Date:	
MENTOR NAME:	
Position:	
Signature:	
Date:	
MANAGEMENT NAME:	
Position:	
Signature:	
Date:	

The SSW will complete the following training:	Within	Date Completed	Trained By
ISI Orientation	First day		
H2S Alive	3 Months		
Standard First Aid / CPR	3 Months		
WHMIS / TDG	3 months		
Defensive Driving	9 months		
Other oil company orientations:	Ongoing		
Devon			
Twin Butte			
Bonavista			

SSW Assessment

SSW / Trainee: _____ Mentor/Trainer: _____

	PROFICIENT?	
TASK/ TRAINING	**YES**	**NO**
Driving		
Completing Job Hazard Assessment form on location		
Backing up to service rig		
Moving TTIS box from truck to service rig		
Accessing service rig platform		
Running cables from TTIS to truck – pylon marking		
Walking around lease and to/from service rig and truck		
Cleaning TTIS after job completion and preparing to leave site		
Use of generator for power source		
Performing inspection service on oil leases		
Refueling vehicle and generator		
Maintenance on trucks: oil changes, checking fluid levels, etc.		

Maintenance on generators: oil changes, etc.		
Installation of tires on truck		
Performing other duties in shop		
Housekeeping: shop and vehicles/tools/equipment		
Safety Program – orientation/training		
PPE required, care, maintenance, fitting		
First Aid / CPR Training		
H2S Alive Training		
WHMIS / TDG Training		
Other (list):		

COMMENTS:

_____

_____

_____

_____
Mentor Signature Date

_____
Trainee Signature Date

9.1 INSPECTION POLICY

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

This company will maintain a comprehensive program of safety inspections of all vehicles, facilities, work sites and workers.

Management is responsible for the overall operation of the program.

All Tubing Inspectors are responsible for directing formal inspections on the work site that they control and for involving assistants/trainees in these types of inspections. They are also responsible for conducting ongoing informal inspections of the areas that they are working.

Workers are responsible for participating and contributing to the inspection program by completing at least one Vehicle Inspection every six months.

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

9.2 INSPECTION GUIDELINES

Types of Inspections:

- General Site Inspections
- Unit (Equipment and Vehicle) Inspections
- Formal Inspections
- Informal Inspection
- Engineered Safety Inspections (Fire Extinguishers)

General Site Inspections

General sites include all field and office work sites, shops, and company leisure areas. All of these sites should be regularly inspected for any possible hazards including unsafe work practices and procedures.

The work site inspection should assess the following:

- Physical layout and conditions of the site, including the location, terrain, season and weather.
- Hazards of materials handled
- Conditions of equipment and tools used
- Work practices and behavior of people at the site
- Level and quality of supervision given to the employees

While these inspections are taking place there are some important things that are to be observed:

- Slip and Trip Hazards
- Presence of dangerous gases
- Faulty or missing emergency equipment
- Improper or missing signs
- Faulty machinery, cables, tie downs, etc.
- Poor housekeeping
- Confined spaces
- Inadequate or missing PPE
- Blocked exits
- Overhead hazards
- Electrical hazards
- Personnel following proper procedures
- Use of the proper tools
- Personnel know the Emergency Response Plan
- Inadequate or missing first aid kit or supplies.

Unit (Vehicle and Equipment) Inspections

All vehicles and equipment should be informally inspected daily (or just prior to leaving for work) by their operators (Pre-Trip Inspection) to monitor wear and tear. If more than one person is responsible for the equipment or vehicle, responsibility for inspections will be assigned. Formal Monthly Unit Inspections are required.

Field/Job Site Inspections

Job Hazard Assessments (inspections) must be completed monthly on work on any oil well lease.

Office/Meeting Room Safety Inspections

Office/meeting room safety inspections must be completed once every two months.

Inspection (Scoping) Practice Inspections

A tubing inspection practice inspection must be completed by a supervisor on a random basis but not less than once every six months on each employee.

Fire Extinguisher Inspection

All fire extinguishers will be inspected every month and maintained once per year by a qualified person/facility.

First Aid Kit Annual Inspection

All first aid kits will be inspected monthly and thoroughly annually and maintained with respect to inadequate or missing supplies.

Personal Protective Equipment Annual Inspection

All PPE will be inspected daily/pre use and thoroughly annually and maintained with respect to manufacturer specifications.

9.3 MONTHLY UNIT INSPECTION FORM

Inspected by: _____ Date: _____

UNIT # _____ KMs: _____

Rating Legend: **P** = Passed in good working condition

M = Passed but maintenance required

R = Rejected, replacement necessary immediately

MONTHLY - Items to inspect:

Driver's Compartment	**Under the Hood**	**Undercarriage**
windshield wipers ____	power steering system ____	transmission ____
seat & seatbelts ____	exhaust system ____	steering box ____
horn & switches ____	air filter ____	cotter pins ____
beam indicator ____	cooling system _____	tie rod and tie rod ends ____
steering, column security,	fuel pump and system ____	shock absorbers ____
power assist ____	fan and belt ____	oil pan ____
mirrors ____	windshield washer	drag link ____
windshield ____	pump and container ____	springs ____
instrument lamps ____	battery and wiring ____	pitman arm ____
hazard warning kit ____	anti-freeze ____	differential ____
steering travel ____	hoses (radiator) ____	suspension ____
clutch disengagement ____	hoses (heater) ____	rear axle bearing
Brakes, Tires and Wheels	power steering oil ____	sway bar
reservoirs and valves ____	transmission oil ____	engine oil leaks
grease u-joints ____		grease front end suspension
tire pressure ____	BACK UP ALARM (beeper) ____	
tire wear _____	Air Shut Off ____	
road clearance ____		

TTIS and Other Items to inspect:

TTIS electrical connectors ____	TTIS power control unit ____	computer/laptop ____
TTIS hoisting hooks ____	battery backup / inverter ____	signal light bar ____
TTIS cover plates ____	monitor ____	GENERATOR ____
TTIS rollers ____	keyboard ____	air filter ____ oil _____
TTIS inner protection tube ____	mouse ____	FIRE EXTINGUISHER ____
TTIS cables ____	printer ____	FIRST AID KID ____

Review Date: _____

Comments: _____

_____

Corrective Actions: _____

_____

Date Corrective Actions Completed: _____ Manager's Signature: _____

9.4 FIRE EXTINGUISHER INSPECTION FORM

Inspected by: _____ Date: _____

Extinguisher Location: _____

Rating Legend: **P** = Passed in good working condition

M = Passed but maintenance required

R = Rejected, replacement necessary immediately

MONTHLY - Items to inspect:

No obstruction to access or visibility ____

Operating instructions on nameplate is legible and facing outward ____

Safety seals and tamper indicators not broken or missing ____

Fullness determined by weighing or Ahefting@____

Examination of obvious physical damage, corrosion, leakage, or clogged nozzle ____

Pressure gauge reading or indicator in the operable range or position ____

Condition of hose and nozzle ____

WHMIS label in place ____

Inspectrite Services Ltd ID is in place and legible ____

AFTER YOU COMPLETE THE INSPECTION, YOU MUST SIGN AND DATE THE TAG ATTACHED TO THE TOP OF THE TANK.

WHEN AN INSPECTION OF ANY FIRE EXTINGUISHER REVEALS A DEFICIENCY IN (a, b, h, i, and j) ABOVE, IMMEDIATE CORRECTIVE ACTION SHALL BE TAKEN.

WHEN AN INSPECTION OF ANY RECHARGEABLE FIRE EXTINGUISHER REVEALS A DEFICIENCY IN ANY OF THE CONSITIONS LISTED IN c, d, e, f, AND g, IT SHALL BE SUBJECTED TO APPLICABLE MAINTENANCE PROCEDURES.

YEARLY:

Maintenance can only be done by a qualified person with proper tools and training.

Fire extinguishers shall be subjected to maintenance at intervals of not more than one year.

Every 6 years, stored pressure fire extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.

Review Date: _____

Comments: _____

_____

_____

Corrective Actions: _____

_____

Date Corrective Actions Completed: _____ Manager's Signature: _____

9.5 OFFICE/MEETING ROOM INSPECTION FORM

Inspected by: _____ Date: _____

Location: _____

Priority Index: 1. Imminent Danger 2. Serious 3. Minor 4. Acceptable

Items to inspect:

☐ building and structure	☐ storage facilities, areas	☐ hand and power tools
☐ windows, floors, doors	☐ ventilation	☐ first aid kit, contents of kit, training
☐ aisles, work surfaces	☐ containers	☐ personal protective equipment
☐ lighting	☐ computer equipment inspected	☐ safety training
☐ electrical wiring, cords	☐ emergency phone numbers posted	☐ smoking
☐ exits, alarms, emergency lighting	☐ housekeeping	☐ bulletin board
☐ fire protection equipment	☐ warning signs, labels	
☐ heating and cooling	☐ proper lifting	
☐ sanitation available	☐ maintenance	
☐ warning signs, labels		
☐ safe work practices		
☐ job procedures		

Item#	Location	Hazards Observed	Priority	Date/Time Action	Designate

Review Date: _____

Comments: _____

_____

_____

Corrective Actions: _____

_____

Date Corrective Actions Completed: _____ Manager's Signature: _____

9.6 SCOPING PRACTICE INSPECTION FORM

Inspected by: _____

Date: _____

Unit Operator: _____

Rating Legend:

P = Passed - proper procedure followed

M = Passed but further training required

R = Rejected, immediate corrective measured required

operator knows and follows standard work procedures
operator properly uses tools and equipment
operator correctly uses personal protective and other safety equipment
operator is adequately trained to perform his work properly
operator knows emergency response procedures

Review Date: _____

Comments: _____

_____

_____

_____

_____

Manager's Signature: _____

9.7 PRE-TRIP INSPECTION

DATE/TIME: _____ **KM:** _____

MAKE/MODEL: _____ **UNIT #** _____

ITEM	O.K.	REQUIRE ACTION	COMMENTS
Any leaks under vehicle? (oil, coolant, fuel)			
Fuel Level / Gauge			
Fluid Levels / Gauges			
Brake Operation			
Emergency Brake			
Windshield Wipers			
Windshield / Glass			
Mirrors			
Tire Pressure / Condition			
Lights / Marker Lamps			
Steering			
Fenders / Mud Flaps			
End gate/canopy doors secure			
Seat Belts			
Back Up Alarm			
Fire Extinguisher			
First Aid Kit			

MAINTENANCE DONE: _____ **KM:** _____

OPERATOR: _____ **SUPERVISOR:** _____

Comments: _____

_____

_____

Corrective Actions: _____

_____

_____

Date Corrective Actions Completed:_____ **Manager's Signature:**_____

9.8 INSPECTIONS SCHEDULE

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Unit 2												
Unit 2 – fire ext.												
Unit 3												
Unit 3 – fire ext.												
Unit 4												
Unit 4 – fire ext.												
Unit 5												
Shop												
Shop – fire ext.												
Office (1 ea 2 mo)												
Terry (1 ea 6 mo)												
Randi (1 ea 6 mo)												
Allen (1 ea 6 mo)												
Unit 2 semi-annual												
Unit 3 semi-annual												
Unit 4 semi-annual												
Unit 5 semi-annual												

May- All Fire Extinguishers Must Go In for Annual Inspections

Total /114

10.1 INCIDENT REPORTING AND INVESTIGATION POLICY

Incident investigations are an integral component of Inspectrite's Health and Safety Program and shall be conducted to determine the cause of an incident in order to implement corrective action to prevent future occurrences.

Inspectrite will fully investigate the following types of incidents:

1. Incidents that result in injuries requiring first aid or professional medical attention.
2. Incidents that cause property damage or interrupt operations with potential loss.
3. Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.
4. Incidents that involve workplace violence & harassment
5. Incidents where work is refused due to safety.

Management will review all investigative written reports. Reports shall not be investigated to assign blame. Investigations are necessary to prevent a recurrence by determining and eliminating the cause(s).

Responsibilities:

1. All employees shall report all incidents as soon as possible to the immediate supervisor, secure the scene (protect evidence) and assist in the investigation when requested
2. Health & Safety Representatives and Committee members may participate.
3. Supervisors are qualified and competent to perform investigations; all Supervisors must complete 3rd Party training from Alberta Construction Association- Leadership for Safety Excellence Course
4. Supervisors shall conduct initial investigations and submit their records to the Manager.
5. The Manager shall determine the need for, and if necessary shall direct, detailed investigations. They shall review all incidents and ensure that recommendations are adequate and have been completed.

Workers will be kept informed on all incidents and near misses to aid in our commitment to safety training and prevent recurrences. Corrective actions shall be discussed with all workers as soon as practicable.

Where investigations indicate a serious potential hazard, a hazard analysis form will be completed on the specific job or task by the workers involved.

All incidents that fall under Section 18 of the OHS Act must be reported to OHS and to WCB or other regulatory agencies as defined by the OHS Act.

** The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

10.2 INVESTIGATION PROCEDURE

1. Take control of the scene.
2. Initiate the Emergency Response Procedure.
3. Ensure that any injured persons are cared for.
4. Take action to eliminate or reduce the risk of further injury or damage to occur.
5. Immediately inform your site supervisor (consultant). They are trained in first aid and can assist with/or administer the proper treatment and medication.
6. Inform Management who will decide if any government agencies or insurance companies will be called.
7. Get the "big picture" of what happened.
8. Examine equipment / materials involved.
9. Preserve the evidence – collect and safeguard any physical evidence. Where practicable, the scene of any incident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the incident has been investigated.
10. Take photographs of the scene.
11. Interview witnesses and obtain written statements where appropriate.
12. Analyze all of the available information to determine the causes.
13. Look for causes where "the system failed the worker" not only for those where "the worker failed the system".
14. Develop recommendations regarding what corrective action will prevent recurrence and a list of action plans, along with identified responsible parties and target dates of completion.
15. Complete the Inspectrite Incident/Accident Report form and assist Management with completion of the Employer's Accident Report (WCB) in necessary.
16. Management should follow-up and verify that corrective action is completed.

NOTE: Incident investigations are NOT conducted to fix blame. They are conducted to find facts to help prevent recurrence.

10.3 INCIDENT / ACCIDENT REPORTING

1. Incidents / Accidents that require reporting to Occupational Health & Safety are:
    a. An injury or an accident that results in death.
    b. Injury or incident resulting in a worker being admitted to hospital for more than 2 days.
    c. An unplanned or an uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury.
    d. Collapse or upset of a crane, derrick or hoist.
    e. Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
    f. Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

10.4 Incident Accident Investigation Report

Incident Date (MM/DD/YR):		**Time of Incident (24 hr clock):**
Worker's Name:		**Occupation:**
Age:	**Sex:**	**Experience:**
Location (specific):		
Incident Type:__Injury / Illness __Property Damage __Equipment Damage ___Vehicle Collision ___Other		
If you checked other, explain:		
Injury / Illness:		
Incident Type:__First Aid __Medical Aid __Modified Work __Lost Time __Fatal		
Nature of Injury/Illness:		
Object/Equipment/Substance Inflicting Injury/Damage:		
Property Damage:		
Item(s) / Property Damaged:		
Description of Damage(s):		
Estimated Loss/Damage Cost:		
Other Actual/Potential Loss:		
Type:		
Description		
Estimated Cost:		
Evaluation of Risk Potential if Not Corrected:		
A. Loss Severity Potential: ☐ Major ☐Serious ☐ Minor		
B. Probable Recurrence Rate: ☐Frequent ☐Occasional ☐Rare		
Description of the Incident:		

Diagram of the Scene: ***Use the Back of the Page for the Diagram***	
Immediate / Direct Cause(s):	
Description:	
Underlying / Indirect Cause(s):	
Description:	
Corrective Action(s) (Immediate, Interim, Final):	
Recommendations Completed by Whom:	Date/Time:
Date Report Completed: (MM/DD/YR)	
Owner/Manager's Signature:	**Worker's Signature:**
Witnesses if any: **(statement(s) attached)**	

10.5 NEAR MISS REPORT

Near Miss Date: (MM/DD/YR)	**Reported By:**	
Description (What, Where, When, Who, How)		
Acts or conditions that led directly to the near miss?		
Why was the unsafe act committed, or why was the unsafe condition presen		
What steps have / will be taken to prevent a similar near miss?		
Person responsible for follow up:	**Date of Completion:**	
Verified by:		
Employee: (Signature)	**Supervisor: (Signature)**	**Management: (Signature)**

10.6 HAZARD IDENTIFICATION FORM

Hazard Identification Date: (M/D/Y)	**Reported By:**	
Location:		
Equipment:		
Hazard:		
Person responsible for follow up:	**Date of Completion:**	
Verified by:		
Employee: (Signature)	**Supervisor: (Signature)**	**Management: (Signature)**

10.7 INCIDENT / LOSS WITNESS STATEMENT

Name: _____ Company: _____

Location: _____ Date: _____ Time: _____

Telephone: _____Cell: _____ Other: _____

Description of Incident/Loss: _____

When completing this statement, be sure to include all events and factors that led to this incident / loss. Include actions taken during and after. Please print clearly. Attach all original Witness Statements to the incident/loss report. Use the back of this form for additional information.

Detailed Description:

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____

10.8 MODIFIED WORK POLICY

Modified work will help with the return to work and the rehabilitation of the injured worker.

1. Inspectrite Services Inc. will make every reasonable effort to provide modified work to any employee who is unable to perform their regular duties.
2. Only meaningful work will be provided for the modified work program. These jobs will comply with WCB Guidelines.
3. Participants in this program will provide feedback to make future improvements to the modified work program.
4. All injured or ill employees will be considered for the modified work program.

*** The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk– President Date

10.9 MODIFIED WORK OFFER

Dear: _____

In keeping with our policy, Inspectrite Services is offering the following modified work

placement. The modified position is: _____.

The duties that we expect you to perform are as follows:

_____

_____

_____

_____

_____

The hours of work will be from _____ to _____.

Your rate of pay will be the same as your pre-accident rate of pay, which is: _____

The length of this modified work offer will be from _____ to _____.

During your modified work placement you will be supervised by: _____.

If you have any concerns please notify your supervisor immediately.

Offer Accepted By:_____ Date:_____

Offer Not Accepted By:_____Date:_____

Supervisor:_____ Date:_____

10.10 SAMPLE LETTER TO THE PHYSICIAN

Dear Doctor:

Inspectrite Services Inc. has developed a Modified Work Program. Our goal is to assist the employee with the early return to work. This will be done without sacrificing the health, safety or well being of our employees.

We ask your assistance in reaching our goal by providing us with some information from the Physician's WCB Report or a copy of the WCB report.

Enclosed is a Medical Assessment Form containing the information that we are interested in.

Thank you for your cooperation. I may be reached at (780) 207-0125.

Yours truly,

Nicholas Werstiuk

10.11 MEDICAL ASSESSMENT FORM

Employee's Name: _____

Job Classification: _____

Injury Sustained:

_____

_____

_____

Is the employee fit for regular duties? _____Yes or _____No

If not, can the employee perform alternate duties? _____Yes or _____No

Current Work Capabilities:

_____Sedentary

_____Light

_____Medium

_____Heavy

_____Very Heavy

Are there any other physical restrictions?

_____

_____

_____

Employee will be unable to work from _____ to _____.

Next medical review: _____

_____ _____

Physician's Signature Date

10.12 MEDICAL RELEASE FORM

To Whom It May Concern:

Medical Release

This is my authority to release medical information pertaining to my fitness for work to my employer, Inspectrite Services Inc., for the purpose of coordinating my return to work in the Modified Work Program.

Worker's Signature:_____ Date:_____

Witness's Signature: _____ Date: _____

11.1 EMERGENCY RESPONSE PLAN

The Emergency Response Plan must be initiated immediately in any of the following situation, or other similar situation:

a. Serious Injury or Death
b. Fire and/or Explosion
c. Serious Vehicle Accident (i.e., involves injuries and/or the police)
d. Critical Equipment Damage (i.e. required work shut-down)
e. Hazardous Material Spill
f. Natural Disaster
g. H2S Man Down / Hydrocarbon Release
h. Wildlife

WHILE ON A CLIENT'S LEASE, ALWAYS FOLLOW THEIR (Prime Contractor or the Service Rig Company's) EMERGENCY RESPONSE PLAN.

NOTE: If in doubt the need to use the emergency response plan, err on the side of caution and initiate our plan immediately.

DOCUMENTATION

1. The company site representative, or another appropriate company representative will complete the Incident Report Form to record the basic information regarding the incident.
2. A copy of the Company's Incident Report form will be provided to the client's site representative in a timely fashion.

ANNUAL REPORTING

Inspectrite Services Inc. will compile their incidents yearly and prepare a summary report of their performance in accordance with their Statistics Procedure. The report will be prepared and issued using the company's Yearly Summary Report Form.

REVIEW

This ERP and related additional information will be reviewed annual to ensure it is current and relevant.

LOCATION: SHOP/YARD/OFFICE/ON ROAD

POTENTIAL EMERGENCIES (based on Hazard Assessment)	The following are identified potential emergencies: • FIRE / EXPLOSION • HAZARDOUS MATERIAL SPILL • SERIOUS INJURY / DEATH • SERIOUS VEHICLE INCIDENT • CRITICAL EQUIPMENT DAMAGE • NATURAL DISASTER

EMERGENCY PROCEDURES

In the event of a **fire or explosion** occurring within or affecting the work site, make the following decision and ensure the appropriate key steps are taken:

- Find (locate course of fire/explosion as appropriate)
- Inform (advise all personnel)
- Restrict (restrict fuel to fire)
- Extinguish (attempt with appropriate extinguisher, if safe to do so)
- Alert the nearest fire station (call 911)
- Evacuate all persons to muster point and account for everyone
- Treat any injuries
- Follow appropriate shutdown procedures for all involved equipment/vehicles
- Notify management/authorities and local residents where necessary

In the event of a **serious injury / illness or death:**

- send for medical or first aid (call 911)
- start first aid immediately
- do not move casualty unless necessary to prevent further injury
- follow appropriate shutdown procedures for all involved equipment/vehicles
- transport casualty to hospital, if appropriate
- notify management
- notify policy and OH & S authorities, if necessary

In the event of a **H2S release:**

- Evacuate immediately
- Sound the alarm. Immediately notify someone that there is an H2S release
- Assess the situation. Do a head count and consider other hazards
- Protect rescue personnel. Put on SCBA/SABA to protect rescue personnel.
- Rescue victim.
- Revive victim.
- Get medical aid.

In the event of a **critical equipment damage:**

- attend to injured (if necessary)
- ensure no continued danger to yourself, personnel and others
- identify involved equipment
- secure involved equipment to prevent further damage or injury, if safe
- follow appropriate shutdown procedure for all associated equipment/vehicles
- assess damage
- notify management
- take pictures of scene, if possible
- prior to start up of repaired equipment ensure company procedures followed

In the event of a **hazardous material spill:**

- put on necessary personal protective equipment
- minimize the quantity of spill (determine source and shut off)
- minimize spread of material (to waterways, floor drains, etc.)
- in closed areas, ventilate area (shop vent fan switch located beneath fan on south wall
- review MSDS if required (located in shop and binders in each unit)
- clean up spill using materials/techniques appropriate to mater and size of spill
- notify management
- as appropriate, notify environmental authorities

In the event of a **serious vehicle incident:**

- attend to any injured – administer First Aid, if necessary
- notify local authorities – call 911 (police, emergency vehicles)
- notify management
- obtain names & contact information for witnesses/operators
- take pictures if possible

In the event of a **natural disaster:**

- shut down all operations
- take cover (protect yourself and others)
- if outside, do not stand underneath a natural lightning rod, or in the open. Avoid projecting above the surrounding landscape.
- inform management

LOCATION OF EMERGENCY EQUIPMENT	Emergency equipment is located in shop at: Fire Extinguisher • at North Entrance Man Door • 1 between 2 largest bay doors • Emergency equipment is located in office/house at: • Fire Extinguisher • 1 in Laundry Room • 1 powder electrical fire extinguisher on bookshelf in office Fire Extinguishers are located in each truck in the read box at the front driver's side.
EMERGENCY RESPONSE TRAINING REQUIREMENTS	Use of fire extinguishers – done on orientation and then reviewed annually
LOCATION & USE OF EMERGENCY FACILITIES	The nearest emergency services are located: (see Emergency Phone List) • Fire Station – La Corey Fire Station, Iron River Fire Hall (call 911) • Ambulance – Bonnyville (call 911) • Police – Bonnyville (call 911) • Hospital – Bonnyville (call 911)
EMERGENCY COMMUNICATION REQ'TS	In shop/yard/office – communicate by long horn blast, yell HELP, HELP, HELP, or shop to office intercom. In vehicle / on lease – communicate with cell phone for outside help
FIRST AID	First Aid supplies are located at: • Type No. 1 First Aid Kit – located in shop washroom • Eyewash Station – located in shop washroom and on south wall shop • First Aid Kits – located in each truck First Aiders – all staff are trained and certified in First Aid and CPR, and are readily available to assist injured workers Transportation for seriously ill or injured workers is by ambulance. Call 911

MATERIAL SAFETY DATA SHEETS (MSDS)	Material Safety Data Sheets are located: • in the office on bookshelf • in each vehicle in Safety Binder • in shop in binder on wall near washroom • in shop attached to chemical storage cabinet door
PROCEDURES FOR RESCUE & EVACUATION	For evacuation and rescue: • Evacuate and direct all persons to the muster point either near the house/office or near the shop depending where emergency is (see site plan) • Assist ill or injured workers to evacuate the building • Account for everyone • Provide first aid to injured workers if required • Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility if required.
DESIGNATED RESCUE AND EVACUATION WORKERS	All workers are trained in rescue and evacuation

Signed by: _____

Nicholas Werstiuk – President

11.2 EMERGENCY EVACUATION PROCEDURES (Client's site/lease)

A formal evacuation plan is in place at all sites to safely remove all personnel from a potentially dangerous situation (site muster area). When working with a service rig on an oil company lease/ location, **follow the service rig company's or the oil company's Emergency Response Plan (ERP).**

Their evacuation plan will include:

- an evacuation signal – generally a long solid or 2-3 short horn blasts
- appropriate shutdown system for all equipment and vehicles - in your case, your vehicle and generator
- clear, adequate evacuation paths that will not take personnel through a "danger" area (site muster area or upwind of H2S gas release or wellhead)
- appropriate gathering points for all personnel – site muster area or upwind of H2S gas release or wellhead.
- appropriate emergency transport is planned and available for response when necessary
- trained first aid personnel and equipment are available at all sites to provide initial response to an injury.
- specific emergency contact numbers for the worksite are available and posted or otherwise readily available in the service rig's doghouse.your inspection truck is equipped with an emergency shutdown, an ERP booklet which includes an Emergency Phone List, a fire extinguisher, and first aid kit.

STEPS

1. Evacuation procedures shall be initiated by the Service Rig Personnel, Service Rig Tool Push and/ or Consultant.
2. The person instigating the site evacuation shall instruct that there be horn blasts. This person, having the site evacuated, shall ensure that the emergency response procedure is activated.
3. ALL workers are to first look at wind sock to determine wind direction and leave their work area upon hearing the evacuation signal and assemble at the designated muster station / meeting point.
4. The Tool Push will be responsible for taking a roll call following the evacuation to ensure that all workers are accounted for and will then report to the Prime Contractor as required in the Site Health and Safety Plan.
5. The Tool Push and/or Consultant (Prime Contractor) shall determine if the site is safe to reoccupy following an evacuation. No one is to enter the site without authorization.

11.3 EMERGENCY EVACUATION PROCEDURES (SHOP/YARD/OFFICE)

A formal evacuation plan is in place at the shop to safely remove all personnel from a potentially dangerous situation (site muster area). When working in the shop or yard, the evacuation plan | is a follows:

- an evacuation signal – generally a long solid or 2-3 short horn blasts
- appropriate shutdown system for all equipment and vehicles - in your case, any vehicle and equipment you are working with
- clear, adequate evacuation paths that will not take personnel through a "danger" area - site muster area
- appropriate gathering points for all personnel – site muster areas
- appropriate emergency transport is planned and available for response when necessary
- trained first aid personnel and equipment are available at all sites to provide initial response to an injury.
- specific emergency contact numbers for the worksite are available and posted or otherwise readily available in the shop and office.
- each inspection truck is equipped with an emergency shutdown, an ERP booklet which includes an Emergency Phone List, a fire extinguisher, and first aid kit.
- the shop and office have the ERP booklets, Emergency Phone Lists, fire extinguishers, first aid kits and eyewash station.

STEPS

Evacuation procedures shall be initiated.

1. The person instigating the site evacuation shall notify other workers in the work area (shop/office). This person, having the site evacuated, shall ensure that the emergency response procedure is activated.
2. ALL workers are to leave their work area upon hearing the evacuation signal and assemble at the designated muster station / meeting point.
3. The initiator will be responsible for taking a roll call following the evacuation to ensure that all workers are accounted for.
4. The initiator and/or management, following an evacuation, shall determine if the site is safe to reoccupy following an evacuation. No one is to enter the site without

11.4 EMERGENCY RESPONSE PROCEDURE: COMMUNICABLE DISEASE OUTBREAK

Infectious Disease/Pandemic

The spread of an infectious disease, such as influenza (the flu) is a major concern for all individuals. Influenza is a virus, of which there are many strains because it continually mutates. Coronaviruses are a large family of viruses. Some cause respiratory illness in people, ranging from mild common colds to severe illnesses.

An epidemic or a pandemic is the spread of an infectious disease (typically a virus) among a group of people or among populations of a wide region. Unlike many other hazards, humans are the main source of the hazard as we are carriers.

Inspectrite Services management will own and follow the protocols outlined by this procedure, industry, clients, and health authorities by developing and implementing the required response protocols and business continuity plans in relation to the risk assessment for the task depending on the severity and probability of the risk.

Virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- Touching contaminated objects or surfaces, then touching your eyes, nose or mouth.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Symptoms include:

- cough
- runny nose
- fever
- sore throat
- difficulty breathing
- pneumonia

Recommended Strategies

Actively encourage sick employees to stay home.

Tele-commuting, re schedule work and consideration of training or work-at-home strategies as required for business continuity.

Employees who are showing symptoms of the viruses are recommended to stay at home and notify their supervisors. If an employee calls in with symptoms:

- The employee will call 811 to get any recommendations on how to proceed. If the recommendation from 811 or a medical health provide is self-isolation the employee MUST take the 5 days off before coming back to work.
- After the 5 days the employee will call 811 again to confirm that they are able to come back to work or if the employee still has symptoms 811 may request testing. To which we will wait for the results.

Separate Sick Employees

Employees who appear to have any symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and may be sent home immediately.

- The worker will remain in the company truck
- The manger will establish a process to manage and notify key contact and affected employees and/or client/suppliers of a situation once identified and communicate again upon return. The Manger will decide on the severity of the incident.
- The employee will call 811 to get direction on how to proceed. If the recommendation form 811 is self-isolation the worker MUST take the 5 days off before coming back to work. If 811 recommends that the employee get tested, then arraignments will be made to get the employee to the location If a family will be available to pick the employee up, that will be arranged. If not possible, the supervisor, manger or safety will drive the worker home.
- The employee will be taken home at this time as Alberta Health Services does not recommend people going to health clinics & ERs.
- Any other employees working with the possibly infected worker, will stay on site until they show any symptoms or a positive result from test comes back from possibly infected employee. If any employee that was working with the possibly infected employee begins to show symptoms the above steps will be followed.

Many of the following methods can greatly reduce the spread of infectious diseases:

Hand Washing

- Practice appropriate hand washing. Scrub your hands under warm water (as warm as you can handle) with regular soap for a minimum of 20 seconds and rinse for a minimum of 20 seconds. Hand washing is effective, not because of the soap, but because the rubbing of your hands, the soap and the water, SLUFF the germs off.
- Where hand washing is not possible, the use of alcohol-based hand sanitizers should be used. Be aware that the presence of oil and dirt on the hands may cover up the germs and the hand sanitizer does not kill all of the germs.
- Dry your hands on clean towels, paper towels, etc.
- Wash your hands on a regular basis, both at home and work.
- Wash your hands prior to any contact with your mouth, food, eyes, nose, etc.
- Wash your hands after going to the bathroom, visiting a public place, etc.
- Teach your children and other family members how to appropriately wash your hands.
- Inspectrite will provide antiseptic hand cleaners/towelettes or other hygiene products when handwashing facilities are not available.

If You Are Sick or Showing Signs of Illness

- Report to management
- Stay at home
- Seek medical treatment
- Cough or sneeze into your sleeve or a tissue, and wash your hands before touching anything

Cleaning

- Use one part bleach to one part tap water for disinfecting surfaces, equipment, dishes, etc
- Keep surfaces clean
- Clean surfaces frequently, especially surfaces that are frequently touched (doorknobs, faucets, handrails)

General

- Consideration of appropriate immunizations to help avoid illness.
- Avoid public places, limit large or crowded spaces and venues if any type of communicable disease is in progress and a potential risk,
- Educate yourself and family on pandemic preparedness
- Employees will periodically review the plan and emergency communication strategies thru annual training and testing the communication of prevention of illness, potential symptoms, prevention techniques and return to work plans. This will include:
    - Periodic testing of emergency communication strategies
    - Identify and learn from corrective action and processes following a communicable illness event.
    - Management will monitor the risk of potential outbreaks and adapt a process for implementing additional protocols from lessons learned following a pandemic event.

Know the Signs

Viral Infections

- Include colds, flu, laryngitis, chest colds (bronchitis), and most sore throats.
- Are more contagious than bacterial infections.
- If more than one person in your family has the same illness, it is most likely a viral infection.
- Usually, you get better in 4-5 days but it may take as long as three weeks to fully recover.
- Antibiotics do not work against viruses.

Bacterial Infections

- Are less common than viral infections.
- Do not spread as easily from one person to another as viral infections do.
- Cause infections such as pneumonia and strep throat.
- Antibiotics do work against most bacteria.

11.5 EMERGENCY PHONE NUMBERS

OFFICE & SHOP LOCATION: 4803 – 51st
Glendon, AB

RCMP / POLICE: 911

FIRE: 911
(780) 724-3511 – Elk Point/Lindbergh

AMBULANCE: 911

NEAREST HOSPITAL:

Bonnyville	(780) 826-3311
Cold Lake	(780) 639-3322
Elk Point	(780) 724-3847
St. Paul	(780) 645-1702
Lloydminster	(306) 825-4321
Vermilion	(780) 853-5305

POISON CONTROL: 1-800-332-1414

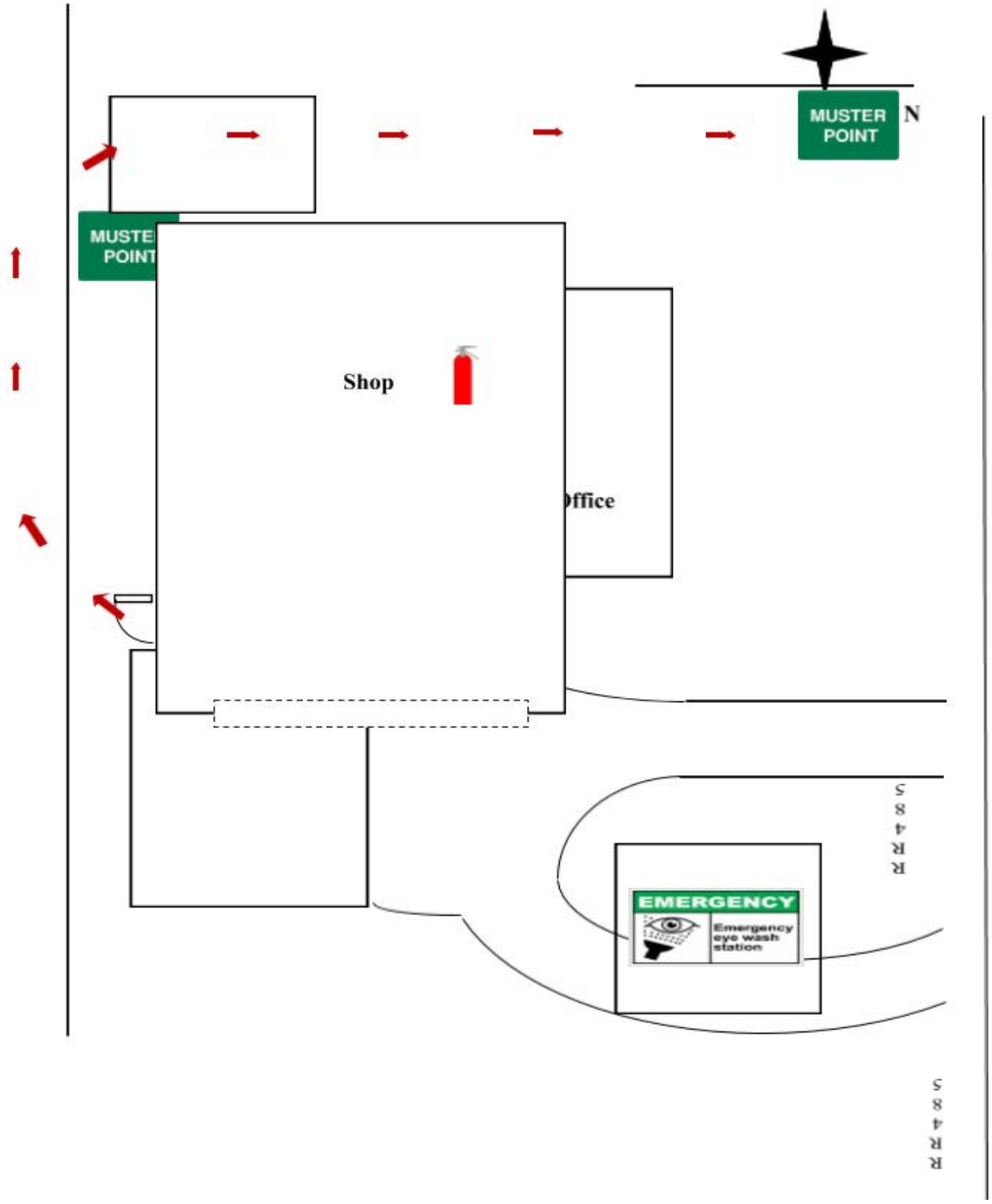
OCCUPATIONAL HEALTH & SAFETY: 1-866-415-8690 (toll free in Alberta)

OFFICE: Nicholas Werstiuk
(780) 207-0125 (cell) (Prime Contractor)

EMERGENCY RESPONSE TEAM:

Coordinator	Nicholas Werstiuk
First Aiders	Nicholas Werstiuk

Tell them who you are / what the emergency is / where the location is.


MUSTER POINT
N
MUSTE POINT
Shop
Office
EMERGENCY
Emergency eye wash station

11.6 EMERGENCY RESPONSE DRILL

Date of Drill: _____ Location: _____

Time of Drill: _____ Conducted By: _____

In attendance:

_____
_____
_____

Describe the type of emergency drill conducted:

_____
_____
_____

Summary of completed drill (i.e., what worked well, what needs improvement, etc.):

_____
_____
_____\
_____
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Follow-up action required:

_____
_____
_____
_____
_____

_____ Date_____

Nicholas Werstiuk - President

12.1 WORKPLACE VIOLENCE & HARASSMENT POLICY

It is Inspectrite Services Inc.'s policy that all workers have a right to work in an environment free of discrimination, including freedom from all forms of harassment and violence. This policy applies to workers, supervisors, subcontractors, clients, services rig personnel, consultants and management.

Violations of respect in any of the forms previously stated will not be tolerated and violations will be dealt with as expeditiously as possible. Each reported case will be promptly investigated, and confidentiality will be maintained to the extent possible in light of the personal nature of these matters and the important privacy interests of all concerned. Management will take appropriate remedial action when an investigation confirms harassment and/or violence has occurred with the further option of outside counseling or education if required.

DEFINITIONS

Occupational Health & Safety defines workplace violence and harassment as follows:

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, comments, bullying or action because of race, religious beliefs, color, physical disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation and a sexual solicitation or advance.

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

Workplace harassment, both on and off premises, which may create an intimidating, offensive or hostile work environment, whether it be in the form of physical or verbal harassment is prohibited and will not be tolerated.

Prohibited harassment and/or violence include:

- sexual harassment, such as repeated offensive or unwelcome sexual flirtations, advances, propositions; continual or repeated verbal abuse of a sexual nature; sexually explicit or graphic verbal commentaries about an individual's body; sexually degrading language used to describe an individual; and the display in the workplace of sexually
- suggestive objects or pictures,
- abuse (emotional/psychological abuse)
- physical aggression
- physical assault

Employers and supervisors must ensure workers are not subject to nor participate in workplace harassment or violence. Reasonable conduct of an employer or supervisor related to the normal management and direction of workers or a work site include:

- Changing work assignments.
- Scheduling, assessing and evaluating work performance.
- Inspecting workplaces, implementing health and safety measures.
- Taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause.

PROCEDURES

- It is imperative that the alleged offender immediately be made aware that the behavior or conduct is offensive to the victim and be given the opportunity to stop such behavior.
- The victim will be required to report the behavior or conduct to their immediate supervisor or their Human Resources department.
    - The person designated as the reporting contact should not be under the direct control of the alleged harasser
    - The person designated as the reporting contact should not be the alleged harasser of the worker
- *Management will then investigate and determine what action is necessary using the Incident Investigation Report form and statements.*
    - The victim will be required to record details of the incident including the date and time, frequency, location(s), supporting documents, nature of the behavior in question and names of any persons who may have witnessed the behavior.
    - The health and safety committee or representative supported by management and HR will provide the conducted hazard assessment to identify all existing and potential hazards that put measures into place to eliminate or control each identified hazard to protect the worker(s) to assist in the investigation.
- Management and all involved will not disclose the circumstances related to the incident or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.
- The investigation will be maintained as an incident and tracked to prevent or identify re-occurrence.
- The worker is to report to the police as required

EMPLOYER RESPONSIBILTIES

Inspectrite Services Inc. management and supervisors shall ensure as far as it is reasonably practicable to:

- Be responsible for maintaining a work environment that is free of harassment & violence for all workers, customers and clients. If a supervisor neglects to follow up on a complaint of harassment, that person may also be liable under the Human Rights Citizenship and Multiculturalism Act for failing to take prompt and appropriate action.
- Ensure that workers engaged in work on Inspectrite Services Inc. worksites are aware of their responsibilities, rules, regulations and consequences if any such workers breach this harassment policy.
- Be responsible for the enforcement, training and awareness of this harassment policy. Inspectrite Services Inc. Will train their workers on their role & responsibilities.
- Will provide secure worksites by ensuring the shops are locked, lighting.

WORKER RESPONSIBILITIES

Workers are responsible to:

- Treat coworkers, clients, and the public with the respect and dignity.

- Participate in the development and implementation of policies and procedures.
- Participate in educational programs.
- Reduce incidents of violence and harassment by practicing principles of prevention.
- Report incidents of violence and harassment.

SHARED RESPONSIBILITIES

Maintain confidentiality when appropriate while investigations of violence and/or harassment are in process.

- Participate in post abuse debriefing sessions.
- Provide moral support to coworkers who are victims of abuse.

INTERVENTION AND FOLLOWUP

Management of abusive incidents after their occurrence is as critical as efforts towards prevention. Incidents need to be documented, investigated and remedied as effectively as possible, to reduce further damage and cost to the company. Intervention must be timely and address the rights and responsibilities of both victim and alleged abuser. Post assault stress among workers can result in an escalation in the number of cases of violence and/or harassment. It is the policy of Inspectrite Services Inc. that the policies and procedures will be reviewed at least once annually to ensure effectiveness and revise as necessary.

DISCIPLINARY ACTION

Where allegations of abuse against a worker have been substantiated, Inspectrite Services Inc. shall take disciplinary action. This may range from a verbal or written warning in relatively minor cases to suspension, or finally termination for the most serious offenses.

ASSISTANCE

A person who believes they have been subjected to violence and/or harassment has the right to access assistance in communicating their objections and if warranted in pursuing the complaint more formally. This is particularly important in cases where the alleged offender is in a position of authority or where there are communication barriers. As a minimum, assistance may be provided by trained human resources representation and may also include support by a coworker, a trained contact person or a professional association representative.

This policy will be reviewed:

- Orientations
- When an incident of violence occurs
- If the joint work site health and safety committee or the health and safety representative
- Annual during a safety meeting

**The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

_____ _____

Nicholas Werstiuk – President Date

12.2 VIOLENCE / HARASSMENT PROGRAM RESPONSBILITIES & ACCOUNTABILITY

Owner/Management

Management will endeavor to educated and/or train our workers with respect to:

- recognizing workplace violence / harassment
- clarifying roles and responsibilities
- reporting procedures
- training/educating those charged with investigating incidents
- communicating with other agencies such as police, community and social services, and medical services
- increasing awareness regarding rights and available assistance
- increasing awareness of applicable legislations, our policy and procedures
- advice that the worker can consult a health professional of his/her choice for treatment or referral if they report an injury or adverse symptoms resulting from workplace violence or is exposed to workplace violence.

Management will endeavor to minimize or prevent violence / harassment by:

- assessing the risk of such behavior
- determining who is at risk
- assessing the work environment
- paying attention to warning signs
- promoting respect
  - ensuring that workers understand our commitment to preventing
- workplace violence and harassment,
  - ensuring that workers understand our commitment to a prompt and
- appropriate response to a reported incident of violence or harassment

Management will communicate / educate in the following forms:

- Safety Meetings
- Posters
- One-on-one discussions
- Literature (i.e.: Work Safe Alberta Bulletin “Preventing Violence and Harassment in the Workplace”)
- New Hire Orientation

Management will investigate all complaints/reports of harassment and/or violence and take remedial action as required in a prompt and appropriate manner.

Workers

Workers will:

- Understand their rights and responsibilities under our Workplace Violence and Harassment Policy and procedures for reporting and documenting violence or harassment
- understand how to recognize workplace violence and/or harassment
- prevent workplace violence/harassment
- promote respect and dignity with workers, clients and the public
- assess your work environment with respect to methods of summoning assistance or escape
- pay attention to warning signs
- eliminate potential weapons
- trust your instincts. If you sense impending danger, react accordingly
- use a team approach (if you're in a situation where hostility could occur, use the "buddy system")
- report incidents of violence and harassment
- participate in education programs
- understand the follow-up and support services that are available to you in the event of an incident involving violence or harassment.

Right to Assistance

Any person who believes they have been subjected to violence and/or harassment has the right to access assistance in communicating their objections and, if warranted, in pursuing the complaint more formally. This can also include the right to address your concerns to the Alberta Human Rights Commission.

Steps Prior to Formal Reporting

When incidents of violence or harassment occur, you are encouraged to immediately report and initiate a formal investigating process.

If the abuse has been subtle we encourage the following:

- make your feelings known verbally to the alleged offender, directly or with the assistance of a third party. This should be the first step in the procedure. It is imperative that the alleged offender immediately be made aware that the behavior or conduct is offensive to the victim and be given the opportunity to cease such behavior.
- When action taken as listed above is unsuccessful (i.e. the behavior persists) formal reporting as follows is the next step.

Formal Reporting

After an incident of abuse, violence or harassment:

- Fill out a report (Violence/Harassment Report). This includes documenting all concerns and/or appending the written record of any previous incidents.
- Submit the completed report to Management. If a conflict of interest exists, a completed report can be submitted to the Safety Officer.

No Recriminations

Complainant's will be neither penalized nor subjected to any prejudicial treatment as a result of making the complaint. Retaliation, coercion, intimidation, or interference from co-workers directed at an individual for making a complaint or who assists in the investigation of such charges, shall be treated as a form of workplace harassment. No correspondence pertaining to a complaint, other than the complainant's personal property, shall be placed on his/her personal file.

Intervention

Managing abusive incidents after their occurrence is as critical as efforts towards prevention. Incidents will be documented, investigated and remedied as effectively as possible, to reduce further damage and cost. Intervention will be timely and address the rights and responsibilities of both the victim and the alleged abuser.

Disposition of the Complaint

Management will take appropriate remedial action when an investigation confirms harassment and/or violence has occurred. This may include written reprimand, outside counseling or education, suspension from duties, and/or termination of employment.

In the case of unsubstantiated complaints made with malicious intent, the complainant will be given a written reprimand. They may also receive outside counseling or education, suspension from duties, and/or termination from employment. As well, any documents in the worker's personnel file with reference to the complaint will be removed and destroyed.

Confidentiality

Strict confidentiality will be maintained by all individuals. It is the responsibility of any individual who becomes aware of an incident of violence or harassment not to disclose details of the incident to any third party without prior consultation with the victim.

Evaluation of Program

The policy and procedures for our Violence/Harassment Program will be reviewed on an annual basis as with all of our policies.

Complaint Resolution Alternatives

Any individual has the right to pursue their concerns through alternate forums. This may include exercising your rights through any law of Alberta or Canada.

Investigation

When investigating allegations of abuse, Inspectrite Services will consider the following:

- incidents will be investigated promptly (within approximately two weeks depending on the circumstances);
- written complaints will be encouraged and the complainant will be encouraged to sign their complaint;
- confidentiality will be maintained;
- interviews will be made with only those individuals absolutely necessary to maintain confidentiality. The complainant and the accused will be interviewed in every case;
- encourage those with knowledge of the case to refrain from discussing details with others; and consider the safety of the complainant throughout the investigation.

Management of the Offender

Inspectrite Services will address an incident of abuse in an objective and consistent manner. In substantiated complaints, the following factors will be considered when determining corrective action:

(a) impact of the abuse on the victim;

(b) nature of the abuse;

(c) degree of aggressiveness and physical contact in the abuse;

(d) period of time over which the abuse took place;

(e) frequency of the abuse; and

(f) vulnerability of the victim.

Referral of the offender to appropriate professional resources for assistance and follow-up will be considered. Consideration will be given to specific circumstances and the role of the offender within our company. The following are possible options which may be considered when taking corrective action:

(a) apology;

(b) counseling or training; November 2006

(f) report to professional body;

(g) verbal or written reprimand (depending on severity of incident);

(g) discipline;

(h) discharge; or

(i) filing a complaint or criminal charges

Victim Support

Workers who have been victims of abusive behavior will be debriefed shortly after the incident.

Debriefing may involve:

- review of critical incident facts
- review of victim needs
- assessment for symptoms of Post-Traumatic Stress Disorder
- social support
- the capacity to make meaningful sense of the episode.
- if legal action has been initiated, co-workers will be encouraged to ensure that victims are supported throughout the process.

Following an incident, any or all of the following may be provided:

- physical support to the victim such as immediate medial care;
- advice to consult a health professional of the worker's choice for treatment or referral;
- environmental support which may include removing either the victim or the offender from the environment or adjusting the environment in order to reduce the potential for continued abuse;
- psychological support for affected individuals (the victim, other workers and offender, if appropriate) through appropriate intervention, counseling or removal form the work environment;
- social support form co-workers, supervisors;

- assistance to the victim in liaising with appropriate services such as the Workers' Compensation Board; and
- information about rights that exist under legislation, and other legal options and support in accessing these options.

Inspectrite Services will be sensitive to, and respect, the individual's wishes at all times

while monitoring the ability of the individual to function effectively as a member of our organization. Sources of information, education and support in around Alberta will be provided.

Tips for Preventing and Managing Incidents of Violence or Harassment

Although no incident of abuse is deserved, there are steps that workers can take to reduce the incidents of violence or harassment on the job. The following practical suggestions are from a guide entitled "Violence in the Workplace" from the Canadian Centre for Occupational Health and Safety (1999). Although these situations may never be encountered while working for Inspectrite Services, the information provided below can be utilized during all aspects of daily interaction.

Dealing with a potentially violent person

Tips for verbal communication

- Focus your attention on the other person to let them know you are interested in what they have to say.
- DO NOT glare or stare, which may be perceived as a challenge.
- Remain calm and try to calm the other person. DO NOT allow the other person's anger to become your anger.
- Remain conscious of how you are delivering your words.
- Speak slowly, quietly and confidently.
- Speak simply. DO NOT rely on official language or complex terminology.
- Avoid communicating a lot of technical or complicated information when emotions are high.
- Listen carefully. DO NOT interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk. DO NOT tell the person to relax or calm down.
- Remain open-minded and objective.
- Use silence as a calming tool.
- Acknowledge the person's feelings. Indicate that you can see he or she is upset.

Tips for Non-Verbal Behavior and Communication

- Use calm body language – relaxed posture with hands unclenched, attentive expression.
- Arrange yourself so that your exit is not blocked.
- Position yourself at a right angle rather than directly in front of the other person.
- Give the person enough physical space …this varies by culture, but normally 1-2 m is considered an adequate distance. 2006
- Get on the other person's physical level. If they are seated try kneeling or bending over, rather than standing over them. DO NOT pose a challenging stanch such as:
    a. standing directly opposite someone
    b. putting your hands on your hips
    c. pointing your finger
    d. waving your arms

e. crossing your arms

- DO NOT make sudden movements which can be seen as threatening.
- DO NOT fight. Walk or run away. Get assistance from a supervisor or police.

Responding to a Physical Attack

If you are attacked:

- Make a scene, yell or scream as loudly as possible. Try shouting words like STOP, FIRE or HELP.
- If you are being pulled along or dragged, fall to the ground and roll.
- Give bystanders specific instructions to help you. Single someone out and send them for help. For example, "You in the yellow shirt, call the police."
- If someone grabs your belongings, DO NOT resist. Throw the item to the ground several feet away from the thief and run in the opposite direction, yelling "help" or "fire".
- DO NOT chase a thief.
- Run to the nearest safe place, a safe office or an open store.
- Call security or the police immediately after the incident.
- If the attack does not warrant calling the police, inform your supervisors or the authorities at your workplace.
- File an incident report.

Be Prepared

Take a self defense course.

Try to imagine yourself responding successfully to different types of attacks. Practice your responses.

Working Off-Site

If you work away from a traditional office setting you must exercise extra caution. In many cases you have less or no ability to control your work environment. You may require special training to avoid violence by using conflict resolution and mediation tactics. Nevertheless, the following specific preventive tactics or procedures will minimize or prevent risks associated with working off-site:

- Have access to a cellular telephone or similar means of communication.
- Use an established check-in procedure that allows you to manage typical situations you may encounter off-site.
- Prepare a daily work plan so that you and others know where and when you are expected somewhere.
- Arrange to meet in a safe environment.
- Be alert and make mental notes of your surroundings when you arrive at a new or different setting.
- Use the "buddy system", especially when you feel your personal safety may be threatened
- Determine under which circumstances unaccompanied visiting would involve unacceptable risk.
- Exercise your right to refuse to work in clearly hazardous situations.
- Disclose any feelings of discomfort or apprehension about an impending appointment to your supervisor.
- DO NOT enter any situation or location where you feel threatened or unsafe.

- Carry hand-held alarms, noise devices or other effective alarm devices.

When you are in unfamiliar premises

- Check for escape routes and position yourself near an escape route.
- Mentally rehearse what you will do if an individual becomes aggressive or hostile. Decide what your best preventive tactic will be.
- Take control of the seating arrangements. If possible, seat yourself near the door.
- Maintain a "reactionary gap" between you and the person – out of reach of the average person's kicking distance. Increase the gap by sitting at a table. Be aware of the person's proximity at all times.
- Be well prepared for an appointment. Review the available information about the individual(s) you are meeting.

Terminate the appointment in a non-confrontational manner if the individual appears to be:

- intoxicated
- under the influence of drugs
- emotionally disturbed and threatening or out of control.

DO NOT allow yourself to be backed into a corner. Leave a clear path to the exit.

DO NOT venture too far into the premises e.g. remain near an exit.

DO NOT turn your back on the person or enter a room first.

Terminating a Potentially Abusive Interaction

- Interrupt the conversation firmly but politely.
- Tell the person that you:
  - do not like the tone of the conversation
  - will not accept abusive treatment
  - will end the conversation if necessary.
- Tell the person that you will ask them to leave the building, or that you will leave (if working off-site).
- If the behavior persists, end the conversation.
- Ask the person to leave the building or leave yourself.
- If the person does not agree to leave, remove yourself from the scene and inform your manager or supervisor immediately.
- DO NOT return to the person if you believe they pose a physical threat.
- Advise other staff and have them leave the immediate area.
- Call security or your local police.
- File an incident report.

External Programs and Services – Victim Support

Victim Services
5408 – 50 Avenue
Bonnyville, AB
(780) 826-6123
(780) 812-5400 (24 hour support line)

Alberta Human Rights & Citizenship Commission
(780) 472-7661 (Northern Alberta)
1-800-432-1838 (Toll Free)

RCMP – Bonnyville
5408 – 50 Avenue
Bonnyville, AB T9N 1Y8
(780) 826-3358 (24 hr)

Crimes Compensation Board
7th Floor, 10365 – 97 Street, NW
Edmonton, AB T5J 3W7
310-000 (in Alberta – ask for)

The Support Network
#320, Allarco Building
11456 Jasper Avenue NW
Edmonton, AB T5K 0M1
(780) 482-1098

Alberta Justice
Law Enforcement Division
10th Floor, 10365 – 97 Street NW
Edmonton, AB T5J 3W7
(780) 427-3460

12.3 VIOLENCE / HARASSMENT PROGRAM

Description

Give a thorough description of the incident (what happened, where it occurred, what led up to the incident, who else was present, what action was taken at the time)

_____
_____
_____
_____
_____

Medical Attention Required ☐ Yes ☐ No

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

_____ _____

Signature of person reporting incident Today's Date

Upon completion, please forward to Nicholas Werstiuk

Complainant Information

_____ _____ _____

Last Name First Name Phone #

DD/MM/YY of Incident_____

Time of Day_____

Alleged Abuser(s)

Name, if known: _____

☐ Co-worker ☐ Visitor ☐ Other _____

Name of Witness(es) and/or those providing assistance

_____

☐ Co-worker ☐ Visitor ☐ Other

_____

☐ Co-worker ☐ Visitor ☐ Other

13.1 SAFETY ACTIVITY SUMMARY

For the Period Ending: _____ (Month/Year)

1. Number of Workers Hired:_____
   Number completed Orientation:_____
2. Number of Meetings Scheduled:_____
   Number Conducted: _____
   Percentage Attendance:_____
3. Number of Formal Inspections Scheduled:_____
   Number Completed:_____
   Total Unsafe Acts/Conditions Identified:_____
   Number Corrected:_____
   Number Outstanding:_____
4. Number of Incidents:_____
   Damage Only:_____
   Injury Only:_____
   Injury & Damage:_____
   Near Miss:_____

Number of Investigations
   Completed:_____
   Outstanding:_____

Number of Recommendations Made:
   Completed:_____
   Outstanding:_____

Mileage Driven_____

Comments (detail all lost time and no-loss incidents):

_____

_____

_____

_____ _____

Nicholas Werstuik – President Date

14.1 LEGISLATIVE COMPLIANCE

Safety legislation is designed to protect our workers, the public and the environment. Compliance with legislation helps prevent personal injury, fines, and legal action. Inspectrite Services Inc. will comply with regulatory requirements as a minimum standard. Regulatory requirements include all acts, regulations, policies, and procedures administered by the government and their agencies.

Inspectrite Services Inc.'s work is governed by the following agencies:

- Occupational Health and Safety
- Oil and Gas Regulations
- Municipal Bylaws
- Alberta WCB
- WHMIS Legislation
- TDG Regulations
- Canada Labor Code
- Alberta Traffic Act
- Commercial Vehicle Certificate and Insurance Regulation AR 314/2002

Commercial Vehicle Dimension and Weight Regulation AR 315/2002

- Commercial Vehicle Safety Regulation AR 121/2009

Drivers Hours of Service Regulation AR 317/2002

- Vehicle Equipment Regulation AR 122/2009
- Vehicle Inspection Regulation AR 211/2006
- National Safety Code - NSC Standard 10 Cargo Securement
- Pressure Equipment Safety Regulation AB-516 Rev2, 2010-05-26
- Pressure Equipment Safety Regulation 49/2006 Safety Code Act
- FPA Fire Code

Alberta Occupational Health & Safety Act, Code & Regulation – March 31, 2023

- All of Act
- Part 1 of Regulation
- Part 1, 2, 3, 4,5, 6, 7, 8-1, 10, 11,12, 14, 15,16,17, 18,19,20,21, 22,24, 25,26,27,
- 28,29,30,31 & 37 of Code

I have reviewed and am familiar with the above listed Occupational Health and Safety Regulations.