



All Out Water Well Services & Drilling Ltd.

Company Health and Safety Manual

Foreword

October 2020

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All Out Water Well Services & Drilling Ltd.

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The following Safety Manual is the official **All Out Water Well Services & Drilling Ltd.** Safety Manual and shall be adhered to by all employees.

All Out Water Well Services & Drilling Ltd. has a responsibility to protect workers and the environment while engaged in its activities. To meet our responsibilities, we will operate under the following guiding principles:

Management is responsible for providing a safe working environment and for ensuring that work is performed to accepted standards.

Where any of these safety regulations differ from, or are in conflict with any other regulations (e.g. Department of Labour, Occupational Health and Safety Regulations, Public Health or other government regulations) then the most stringent regulations shall take precedence.

It should be understood that no set of rules or safe work practices could cover all situations that arise. In such cases, the Supervisor or Employee must rely on his/her own experience or trade knowledge and be prepared to justify his/her actions.

Each employee is responsible for working safely with equal concern for the safety of all co-workers. A safe working environment can be achieved through careful planning and through the support and active participation of everyone.

Regulations

The Saskatchewan Occupational Health and Safety Regulations are a fact of life but is not the only set of guidelines we need to be aware of. There are other regulations which affect the safety of employees. Adherence to all applicable regulatory bodies is expected of all employees at all times.

All Out Water Well Services & Drilling Ltd.

Committed to a Safe Workplace

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Part 1 – Company Safety Policy



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Section 1 – Company Safety Policy

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The personal safety and health of employees, contractors, subcontractors, partners and suppliers of **All Out Water Well Services & Drilling Ltd.** is of primary importance and our Management is **committed to providing a safe and healthy work environment.** Safety is a condition of employment with **All Out Water Well Services & Drilling Ltd.,** and will not be sacrificed for the sake of expediency. To the greatest degree possible, management will provide all mechanical and physical facilities required to ensure personal safety and health on our jobsites, in keeping with the highest industry standards.

We recognize that our workers have a right to work in a safe and healthy work environment. We will maintain a Health and Safety Program conforming to the best practices of organizations of this type. To be successful, such a program must start with proper attitudes toward injury and illness prevention on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between management and employee, but also between each employee and his or her co-workers. All employees are responsible for ensuring the safety program is maintained and continues to develop. Only through such a cooperative effort can a safety program for all employees be established and preserved in their best interests. **Management is committed to work in a spirit of consultation and cooperation with our workers in order to achieve success with our Safety Program.**

Objectives

Our objective is a Health and Safety Program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of operations similar to ours. Before commencement of site work, we set Zero injuries as our safety expectation.

Management, supervisors, employees, visitors and customers must all comply with safety program requirements on any location where **All Out Water Well Services & Drilling Ltd.** is primarily responsible for health and safety. On locations where the customer retains primary health and safety responsibility, our employees will comply with the customers' safety program requirements. If employees feel that doing so would place them in danger, they must refuse the work and contact their immediate supervisor.

Our Health and Safety Program will involve:

1. **Informing employees of the written Health and Safety Policies in this manual.**
2. Providing mechanical and physical safeguards to the maximum extent possible.
3. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the health and safety regulatory requirements on every job.
4. Developing and enforcing health and safety rules and requiring that employees cooperate with these rules as a condition of employment.
5. Investigating every accident, promptly and thoroughly, to find out what caused it and to correct the problem so that it will not happen again.
6. Outlining expectations of staff, contractors and subcontractors.

We recognize that the responsibilities for safety and health are shared:



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- **All Out Water Well Services & Drilling Ltd.** accepts the responsibility for leadership of the health and safety program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe working conditions.
- The Owner, Management, and Supervisors are responsible for developing the proper attitudes toward health and safety in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the health and safety of all personnel involved. Management is responsible for ensuring employees under their charge are trained and oriented to work in a safe and responsible manner.
- Employees and sub-contractors are responsible for wholehearted, genuine cooperation with all aspects of the Health and Safety Program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties.

Relevant Legislation

- The Traffic Safety Act of Saskatchewan
- The Highway Traffic Act of Saskatchewan
- Provincial energy, mines and resources acts
- Oil and gas regulations
- Federal and provincial occupational health and safety acts and regulations and municipal bylaws
- Provincial Workers' Compensation Act and regulations
- Workplace Hazardous Materials Information System (WHMIS) legislation
- Transportation of Dangerous Goods Act (TDG) and regulations
- National Energy Board Act
- Canada Labour Code, Part IV

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

Signed: _____
Management

Date: _____



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Section 2 – Assignment of Responsibility and Accountability for Safety

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Objective: To provide specific direction to the line management in their role within our safety policy.

All Out Water Well Services & Drilling Ltd. Responsibilities:

- To provide information, instructions, and assistance to all staff in order to protect the health and safety of all the employees.
- To understand and enforce the accident prevention policy as well as the Occupational Health and Safety legislation.
- To provide all supervisory staff with an understanding of our accident prevention program as well as relevant Occupational Health and Safety legislation.
- To provide all supervisory staff with proper, well maintained tools and equipment, as well as any other special personal protective devices that may be required.
- To provide an ongoing safety program and approved first aid training courses as required.
- To monitor departments and projects and hold them accountable for their individual safety performance.

Supervisor/Foreman Responsibilities:

- To know and apply the firm's safety policy and relevant Occupational Health and Safety legislation.
- To ensure that all employees are educated to work in a safe manner and that they use all protective devices and procedures required by this firm and by legislation to protect their health and safety.
- To warn all employees of any potential or actual dangers and to advise them how to isolate, prevent, or remove such dangers.
- To arrange for medical treatment when required, in the case of injury or illness, including transportation to a doctor or hospital when necessary.
- To report all accidents immediately, to investigate all accidents fully, and to advise management on how to prevent similar accidents in the future.
- To carry out regular inspections of the work place to ensure a safe and healthy environment.

Worker's Responsibilities:

- To read, understand, and comply with this firm's safety policy, safe work practices, procedures, and rules.
- To wear the safety equipment and personal protective devices and clothing required by legislation and their employer.
- To notify supervisor(s) of any unsafe conditions or acts that may be of danger to other workers or themselves.
- To report all accidents and injuries to supervisor(s) as soon as possible.
- To take every reasonable precaution to protect the safety of other workers and themselves.



Sub-Contractor's Responsibilities

Sub-contractors have legal responsibilities for working safely. You, as an employer, are required by law to make your employees aware of these regulations.

The following information is provided to familiarize you with the general safety requirements while working as a sub-contractor to **All Out Water Well Services & Drilling Ltd.** Specific instructions on rules and safe work procedures are available from the site Supervisor.

The following safety rules and regulations shall be complied with on all **All Out Water Well Services & Drilling Ltd.** project sites. Read them carefully.

You Must:

1. Provide proof of good standing with the Workers Compensation Board (WCB)
2. Follow procedures established by **All Out Water Well Services & Drilling Ltd.** to protect the health and safety of yourself and all other workers, and cooperate with your employees in protecting the health and safety of everyone at the work place.
3. Comply with all Occupational Health & Safety Regulations and the orders of an Occupational Health & Safety Officer. You must on request, provide the Officer with information concerning any accidents.
4. Notify the Supervisor or the **All Out Water Well Services & Drilling Ltd.** office immediately, of any accidents or near-misses. There will be no negative consequences for the reporting of near-misses.
5. Discontinue work if you have reason to believe that imminent danger exists, relative to your health and safety or that of your employees. Notify the Supervisor of the problem, and assign your employees in other areas until the dangerous situation has been rectified.
6. Instruct your employees to decline any work or the operation of any power tools or equipment, for which they are not properly trained, unless they are under the direct supervision of an experienced competent worker.

Visitor's Responsibilities:

- Complete a worksite orientation
- Follow the instructions of the Site Supervisor or personal escort
- Never walk around on any worksite unescorted
- Wear all PPE (Personal Protective Equipment) as directed by the Site Supervisor



The right to refuse unsafe work / imminent danger is a fundamental right (and obligation) of workers in all Canadian jurisdictions granted through respective provincial and territorial OH&S Regulations. Right to refuse legislation imposes duties on employees and employers for the reporting, investigation and resolution of imminent danger situations.

Key responsibilities for employees are:

- Refuse to perform work that poses an imminent danger
- Report the work refusal to the task supervisor
- Cooperate in the investigation conducted by supervision / management

Key duties for management are:

- Ensure that no other workers are assigned to the tasks subject to the work refusal
- Investigate the situation and take appropriate actions
- Prepare a written record of the investigation including the actions taken to make the operation safe
- Worker(s) may be assigned to another task during investigation.
- Provide a copy of the investigation to the worker(s) that initiated the work refusal.
- Provincial/territorial legislation provides a process and specific steps for employers and employees to follow in the event of imminent danger situations.

A worker may refuse to perform any particular act or series of acts at a place of employment where the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:

- (a) sufficient steps have been taken to satisfy the worker otherwise; or
- (b) the occupational health committee has investigated the matter and advised the worker otherwise.

The following summarizes the process and associated responsibilities for handling the employee's **right to refuse unsafe work**.

1. No worker must carry out or cause to be carried out any work task/procedure, or operate or cause to be operated any tool, appliance or equipment that would create an **undue hazard**. The worker has a responsibility to himself and his/her fellow workers to refuse unsafe work.
2. Workers must not be disciplined for exercising this right.
3. Workers who exercise their right to refuse unsafe work must **immediately report the problem** to their supervisor.
4. The supervisor must investigate the problem and either correct or explain to the worker why his concerns are not valid.



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Section 4 – Environmental Policy

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All Out Water Well Services & Drilling Ltd. considers environmental protection to be an important and integral part of conducting business. “Environmental considerations are an important part of our decision making process.”

This company's Environmental Policy is to:

- Minimize hazards to public health,
- Protect the environment from adverse effects of construction operations,
- Meet or exceed all legislated standards and regulations,
- Assess potential environmental risks,
- Evaluate and monitor environmental performance to applicable standards,
- Work with industry, government, and workers to maintain environmental awareness, and
- Maintain effective reporting to management.

Additionally, on projects with known environmental contaminants, this company's policy is to:

- Provide education to participating personnel, thus enabling them to understand and share in the responsibility for monitoring and protecting the environment,
- Maintain an effective reporting and communications system, and
- Develop a project environmental action plan commensurate with company standards and regulatory/client requirements.

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

Signed: _____
Management

Date: _____



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Section 5 – Working Alone Policy

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Definition: “To work alone” means to work alone at a work site or travel to a worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

According to Saskatchewan’s OH&S Regulations, **All Out Water Well Services & Drilling Ltd.** has the responsibility to minimize or eliminate risks associated with employees working alone.

All Out Water Well Services & Drilling Ltd. will first conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the worker’s work.

All Out Water Well Services & Drilling Ltd. will, for any worker working alone, provide an effective communication system consisting of:

- Radio communication,
- Landline or cellular telephone communication, or
- Some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.

If effective electronic communication is not practicable at the work site, **All Out Water Well Services & Drilling Ltd.** will ensure that:

- The employer or designate visits the worker, or
- The worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.

Employees of **All Out Water Well Services & Drilling Ltd.** are required by the Act to work safely and cooperate with their employer by following the health and safety rules.

Job Hazard Assessments have been completed in writing and are included in this safety manual in the section titled “Safe Job Procedures”.



Regulations

All Out Water Well Services & Drilling Ltd. will comply with the Saskatchewan OH&S Regulations regarding violence.

Policy and Procedures

All Out Water Well Services & Drilling Ltd. has a policy and procedures respecting potential workplace violence, beginning further down on this page.

Instruction of Workers

All Out Water Well Services & Drilling Ltd. will ensure that workers are instructed in:

- How to recognize workplace violence,
- The policy, procedures and workplace arrangements that effectively minimize or eliminate workplace violence,
- The appropriate response to workplace violence, including how to obtain assistance, and
- Procedures for reporting, investigating and documenting incidents of workplace violence.

Employees are educated on the company workplace violence program during their initial orientation after being hired.

Response to Incidents

All Out Water Well Services & Drilling Ltd. will ensure that a worker is advised to consult a health professional of the worker's choice for treatment or referral if the worker:

- Reports an injury or adverse symptom resulting from workplace violence, or
- Is exposed to workplace violence.

All Out Water Well Services & Drilling Ltd. Workplace Violence Program/Policy

Workplace Violence is considered a serious offence for which necessary action will be imposed.

Procedures

Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. **Violations** of this policy will lead to disciplinary action that may include **termination, arrest, and prosecution.**

Informing Employees

Employees will be informed of this Workplace Violence Policy during Orientation upon being hired. Current Employees and Sub-Contractors will also be informed of this policy through the Orientation process.

Recognizing Workplace Violence

Workplace Violence includes but is not limited to:



- Attempted, threatened or actual conduct of a person that causes or is likely to cause physical injury.

Reporting

Employees are responsible for notifying their supervisor of any threats or acts of violence they have witnessed, received, or have been told that another person has witnessed or received. The supervisor shall then determine the scope of the investigation needed and take the proper corrective action. The supervisor shall also document the entire incident and forward it to management.

Response to Incidents

Employees are advised to consult a health professional of their choice for treatment or referral if:

- They report an injury or adverse symptom resulting from workplace violence, or
- They are exposed to workplace violence.





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Section 7 – Safe Driving Policy / Defensive Driving Training Program

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All employees will be instructed on the contents of this Policy/Program prior to driving company owned or leased vehicles.

Motor vehicle incidents continue to be a major contributing factor in occupational injuries and fatalities. As a result road safety is an important component in our company's health and safety program.

In order to prevent vehicle incidents our company seeks to establish a partnership where the employer and employee adopt a safe approach to the task of driving as they would any other job related activity.

To accomplish on-the-job driving safety, our company will not require any employee to drive under conditions which are considered unsafe or likely to create an unsafe environment.

Any employee that drives a company owned or leased vehicle will be required to successfully demonstrate driving competence to a supervisor prior to undertaking any driving related activities.

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

Employees must maintain adequate licensing and, if driving their own vehicles, insurance.

Employees must promptly report accidents, tickets, and violations.

Employees must never drive while under the influence of alcohol or drugs.

Employees must always wear seatbelts.

Employees must not transport passengers that are not also employees of the company.

Our company also encourages all employees to apply safe driving techniques to all off-the-job activities as well.

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

Assignment of Responsibility

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

- Possess a valid driver's license for the type of vehicle(s) to be operated.
- Comply with all company driving policies, practices and procedures.
- Maintain your vehicle in safe operating condition.
- Attend company safe driving education and training courses.
- Refrain from driving while under the influence of alcohol or illicit drugs.
- Obey all traffic laws.
- Use the seat belt, buckle up.



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Section 7 – Safe Driving Policy / Defensive Driving Training Program

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- Refrain from displaying or reacting to road rage.
- Drive defensively.
- Use their signal lights when turning or changing lanes.
- Immediately report any vehicle deficiencies.
- Require passengers to use their seat belt(s).
- Drive according to weather and highway conditions.
- Refrain from tailgating.
- Pass other vehicles with care and caution.
- Be physically fit to operate the vehicle.
- Drive courteously.
- Refrain from driving when overtired.
- Maintain your focus on driving - be aware.
- Take rest stops when driving long distances.
- Check and validate that ancillary equipment is in/on the vehicle (i.e., First Aid kit, Fire extinguisher).
- Set a good example.

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

Signed: _____
Management

Date: _____



All Out Water Well Services & Drilling Ltd.'s modified work program operates using guidelines from the Saskatchewan WCB as follows:

Our modified work program is in place to help injured workers return to work while recovering and provides the opportunity to contribute to his or her workplace. Temporary modified work includes any changes to regular job duties, as a result of an injury.

Modified Work

Modified work helps an injured worker return to work while recovering and provides the opportunity to contribute to the workplace.

Why offer modified work?

- Retain an experienced worker
- Decrease your worker's time away from work
- Strengthen worker relations by showing an injury doesn't threaten job security
- Boost worker morale
- Maintain a reputation as a supportive employer
- Increase the worker's independence
- Reduce any additional hiring or training costs
- Reduce costs associated with claims

Modified work includes changes in:

- Tasks or functions
- Workload (e.g. hours or work schedules)
- Environment or work area
- Equipment

It can also include work:

- Normally performed by others
- Specifically designated as a modified work program

All Out Water Well Services & Drilling Ltd. will ensure that modified work performed by our employees will be:

- Achievable: Given the patient's injury, can he or she physically do it?
- Safe: Our modified work plan will not endanger the worker's recovery or safety or the safety of others



- Constructive: The modified work plan will contribute to the worker's skill development and their return to full duties
- Productive: The duties will be meaningful to the organization





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Section 9 – Workplace Harassment Policy

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It is the policy of **All Out Water Well Services & Drilling Ltd.** to provide its employees with a work environment that is free from unlawful harassment by the employer, agent of the employer or by another employee. **All Out Water Well Services & Drilling Ltd.** believes that every employee has the right to be treated with dignity and respect and is thereby free from harassment.

All Out Water Well Services & Drilling Ltd. will not tolerate unlawful harassment in the workplace, or in any other setting which employees may find themselves in connection with their employment.

The management of **All Out Water Well Services & Drilling Ltd.** will treat any complaint of unlawful harassment as a serious matter and, where charges are substantial, individuals, regardless of position or seniority will be subject to appropriate disciplinary measures, up to and including dismissal. To the greatest extent possible, all complaints will be kept confidential and employees who see cause to file a complaint shall be protected from retaliation.

Definition of Workplace Harassment

1. **Legislation: Section 3.1(1)(I) of the Occupational Health and Safety Act, 1993: “Harassment”:** means any inappropriate conduct, comment, display, action or gesture by a person:
 - i. **That either:**
 - A. Is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 - B. Subject to subsections (4) and (5), adversely affects the worker’s psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
 - ii. That constitutes a threat to the health or safety of the worker;
2. Furthermore, to engage in a course of offensive or embarrassing comments or conduct that is known, or ought reasonably to be known, to be unwelcome. Harassment includes, but is not limited to sexual harassment, psychological harassment and harassment based on age, sex, race, colour, sexual orientation, religion, creed, political belief, record of offences, place of origin, ancestry, ethnic origin, citizenship, marital status, family status, disability, source of income or any other prohibited ground of discrimination. A poisoned or hostile environment is also a form of harassment and prohibited by law.
3. Harassment includes many forms of behaviour, such as:
 - i. Insulting, intimidating, annoying, embarrassing or otherwise offensive behaviour
 - ii. Inappropriate or unwelcome focus or comments on a person's physical characteristics or appearance
 - iii. Bullying or cyber bullying
 - iv. Isolation and shunning, gossip, rumours, negative blogging, insults, name-calling
 - v. Slamming doors, throwing objects and physical contact
4. **Sexual Harassment** is defined as:
 - i. Unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequence for the victim(s) of harassment.
 - ii. Unwelcome comments, solicitations or requests of a sexual nature (direct or indirect) or conduct of a sexual nature which is intimidating or humiliating where the conduct or comment is unwelcome or unwanted, and has the effect of creating a workplace which is hostile or offensive.
5. Sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature where:
 - i. Submission to such conduct is made explicitly or implicitly a term or condition of employment, or
 - ii. Submission to or rejection of such conduct is used as the basis for decisions affecting employment, promotion or movement within an organization.



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6. Managers or Supervisors must report such conduct, if known to them, to the General Manager or Human Resources Manager **IMMEDIATELY**.
7. Examples of unlawful harassment include, but are not limited to, the following:
 - i. Unwanted sexual advances, flirtations, propositions or demands for sexual favours
 - ii. Unwelcome remarks, jokes, innuendoes, gestures or taunting about a person's body, attire, sex, sexual orientation or marital status.
 - iii. Posting or circulating of offensive photos or visual materials
 - iv. Practical jokes, pushing, shoving, etc., which could cause awkwardness or embarrassment.
 - v. Unwanted physical contact such as touching, patting or pinching
 - vi. Stalking, leering or other gestures of a sexual nature

Unlawful harassment is not to be confused with normal social and interpersonal relations between coworkers. Rather, it is behaviour that is forced, threatening or unwanted. This includes direct contact or contact by voice, written or electronic media.

All Out Water Well Services & Drilling Ltd. will investigate and respond to all reports of unlawful harassment.

Retaliation as a result of an employee reporting harassment is against Company policy and is prohibited by law.

Harassment Complaints Procedure

All Out Water Well Services & Drilling Ltd. encourages all employees to report ALL incidents of unlawful harassment, regardless of who the offender may be.

Steps to take if you believe you are being harassed:

Initially:

- Ask the harasser to stop immediately. The harasser may not realize that you find the behaviour offensive.
- Make your objections known. Inform the harasser that the behaviour is unwelcome or distasteful to you and that it is against Company policy. If you are uncomfortable confronting the harasser, inform your Supervisor/manager or the Human Resources Manager.

If the offensive behaviour persists:

- Outline your complaints fully to the Human Resources Manager
- The Human Resources Manager will be responsible for the investigation of the specific complaint. On occasion an outside investigator may be retained.
- The complainant and the alleged harasser will be advised that an investigation has begun.
- The complainant, the alleged harasser and the witnesses, if any, will be interviewed.
- The findings will be summarized and the Human Resources Manager and appropriate levels of management will reach a decision on recommended action. The results of the investigation will be documented and conveyed to the parties.

All Out Water Well Services & Drilling Ltd. will not disclose the name of the complainant or the alleged harasser except where required by law or otherwise.



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Appropriate disciplinary measures will be taken. The measures taken will be influenced by a variety of factors such as persistence of the harasser, severity of the behaviour, cooperation and willingness to change and other behaviours.

Should this situation not be resolved at this point, the Human Resources Manager's recommendations will be shared with and acted upon by the appropriate level of management.

The Manager of Human Resources will conduct a follow-up investigation within three months of the initial investigation.

(Continued)

This policy has been developed to meet the various provincial regulations: SK OH&S Regulations Part III Section 36.

Signed: _____
Management

Date: _____





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Section 9 – Workplace Harassment Policy

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Workplace Harassment & Bullying Complaint Report

Complainant: _____

Home Address: _____ Home Phone: _____

Work Address: _____ Work Phone: _____

Date(s) and time(s) of alleged incident(s): _____

Name of person you believe harassed you or another person: _____

If the alleged harassment was toward another person, identify that other person: _____

Describe the incident(s) as clearly as possible. Include a full description of the events, and verbal statements (i.e., threats, requests, demands, etc.), and what, if any, physical contact was involved. Attach additional pages as necessary. _____

Where did the incident occur? _____

List any witnesses who were present: _____

How did you or the person harassed (if not you) react to the harassment? _____

This complaint is based upon my honest belief that _____ has harassed me or another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

(Complainant's signature)

(Date)

(Received by)

(Date)

Part 2 – Hazard Identification and Assessment



Introduction

As with all occupational health & safety programs, the purpose of this element is the prevention of injury and illness to workers. This not only reduces human pain and suffering but has the added benefit of reducing other types of losses such as equipment damage, down time, and decreased productivity.

Objective

To understand the techniques necessary to complete an effective hazard assessment and analysis. On completion of this section you will be able to:

- Identify health & safety hazards associated with your work environment
- Evaluate hazards associated to specific jobs
- Prioritize hazards in terms of the risk they pose to workers
- Describe methods used to control the identified hazards
- Explain practical hazard controls applicable to your workplace

Hazard Assessment and Analysis is one of the most useful problem-solving techniques that benefit an entire organization. In order to remain economically viable and competitive in today's fast paced and volatile economy, a company has to be efficient and **"Do the right things the right way"**.

A company must gain the most from their employees' skills, knowledge, and experiences. The company must also gain the most from their equipment and materials involved in the production process, and from the total work environment. At the same time the company must protect its people from occupational injury and illness so that they can remain healthy and productive. Employees and management alike share a large stake in performing hazard assessment. Properly conducted, a hazard assessment can mean the difference between a safe and productive workplace and an unsafe, inefficient one.

Occupational accidents and illnesses are extremely costly and may cause serious injury or death to workers and usually result from unchecked hazards, but accidents are preventable. Before hazards can be controlled they must be identified. Continual monitoring of the workplace is an effective means of identifying hazards. Once workplace hazards are identified, proper hazard control measures can be developed and implemented.

The following information is designed to introduce you to the process of Hazard Identification and Assessment and to provide you with the basic knowledge and tools for conducting them in your specific work environment.

The process that you develop will become the foundation for future monitoring of your worksite activities. When correctly and constantly implemented, hazard assessments will prove to be an excellent method to identify and evaluate hazards, and minimize or eliminate the risk potential.

A written hazard assessment provides immediate and future data concerning hazards and risk potential to those persons in positions of responsibility and accountability. This includes managers, safety representatives, supervisors, and workers alike. Subsequently, people in the workplace are made aware of the existing hazards and can initiate the proper corrective action to deal with the hazard.



Definitions

Accident - an unplanned, undesired event that can result in, or has the potential to cause, personal injury or property damage, or both. Accidents are the negative consequences of improper action or taking no action at all. These negative consequences may not occur immediately but if left uncorrected long enough, they will result in an accident. The severity of the consequence is difficult to predict but may be minor or fatal.

Consequence - for every action there is a consequence that can be either positive or negative. There are many factors that can influence the consequences of an action. It may be the mechanical condition of equipment, safe work procedures, the work environment, or the type of materials being used to name only a few. Taking the right action will result in a positive consequence. Ignoring the hazard or not taking any corrective action will over time lead to a negative consequence.

Hazard - anything that exists with the potential for human injury and/or damage to property or the environment.

Hazard Analysis - a systematic approach that involves evaluating and prioritizing the hazards identified in the hazard assessment, establishing the appropriate control methods and monitoring compliance.

Hazard Assessment - a thorough examination of each task in a company to identify the existing hazards, so that appropriate hazard controls can be implemented.

What is Hazard Assessment?

Hazard Assessment (also known as Job Safety Analysis (JSA) or Job Hazard Analysis (JHA), or any combination of these titles), is an objective process for the examination of potential losses resulting from workplace hazards, changing conditions in the workplace, or health and safety program system failures. The type of loss may be injury or illness to people, mechanical damage to equipment, property damage, loss of production, or environmental damage.

Why Perform Hazard Assessment?

Aside from the obvious benefits such as cost-effective production and a reduction of injury and illness, there is a legislative aspect that must be considered. The Saskatchewan OH&S Regulations outline the need for assessment of potential hazards in the workplace.



Control and Hazard Recognition involves:

- Determining what hazards are present in or at the workplace,
- Assessing the level of risk for the hazards identified,
- Carrying out strategies to eliminate or reduce the risk involved,
- Monitoring and follow-up to ensure the effectiveness of the control strategies chosen or implemented.

Types of Hazards that you may encounter:

- Physical
- Chemical
- Ergonomic
- Biological

When conducting a Hazard Assessment, all four of these elements must be examined, sub-divided and evaluated to see what risks are present.

Some direct results of a Hazard Control Program are fewer injuries and illnesses; increased productivity and reduced costs associated with accidents and increased safety awareness.

Recognition, evaluation and control of workplace hazards are such a fundamental safety concept that it should be understood and practiced by every employee.

Conducting the Hazard Assessment will be the responsibility of the Manager and will be conducted when first starting work on a site.

To conduct a hazard assessment, proceed as follows:

1. Assemble the people who will be involved.
2. Discuss possible hazards with employees and sub-contractors.
3. Tour the entire operation.
4. Look for possible hazards originating with environment, material, equipment and people.
5. Keep asking “what if” on an ongoing basis.
6. Mark on the checklist all items that need attention.
7. Review the findings.
8. Rank the items on a “worst first” basis.
9. Using the rest of your safety manual, start setting up a plan to control the hazards that have been identified.
10. Follow up during the job.
11. Ensure plans to control identified hazards are working.
12. Workers will fill out a PSI daily before task begins.



Part II – Hazard Identification and Assessment

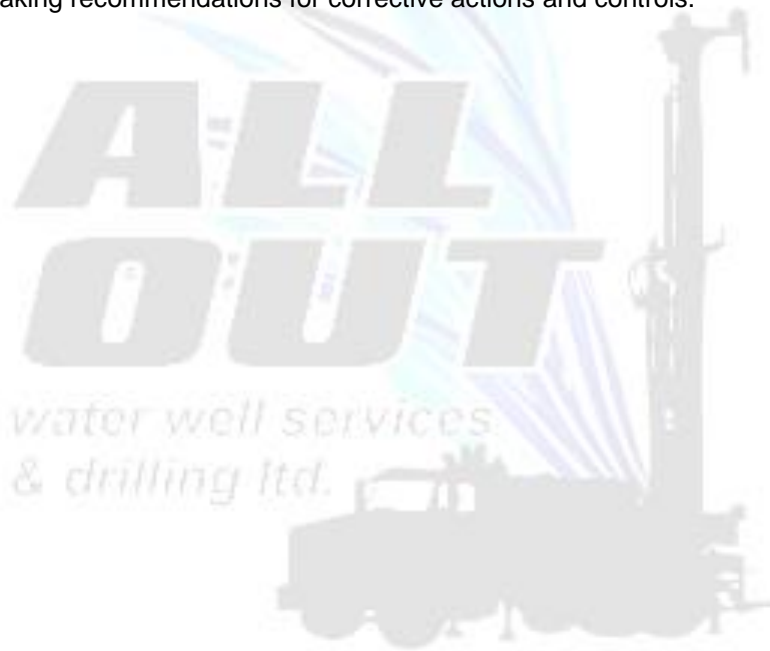
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Section 3 – Good Practices to Avoid Creating Workplace Hazards

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1. Prior to starting work, take a few moments daily to evaluate the work area and work activity for potential hazards.
2. Maintain good housekeeping standards.
3. Inspect tools and equipment prior to use.
4. Maintain protective equipment in good, clean condition.
5. Follow established procedures, and not taking any shortcuts.
6. Reporting hazards and incidents as soon as possible. This could prevent a serious accident.

Before any work at the work site begins, an initial Hazard Assessment should be conducted. The hazard assessment must be management/supervisor led. In small organizations the managers, may choose to conduct the assessment by themselves. In larger operations, you may involve supervisors and workers in this process. The team approach achieves the best results. Site drawings and proposed schedules are critical tools for identifying potential hazards, evaluating them, and for making recommendations for corrective actions and controls.





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Section 4 – Site Hazard Assessment and Hazard Report Forms

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Site Hazard Assessment (Step #1)

Job Location:

Address:

Date/Time:

Assessment Team:

Name: _____ Position: _____

ITEM#	STATUS	IDENTIFIED HAZARDS	LOCATION OF HAZARD
(ex.) Mounting Truck	#2	Worker can slip/fall	Various area of job site
1.			
2.			
3.			
4.			

Hazard Assessment Corrective Action (Step #2)

ITEM#	STATUS	RECOMMENDED ACTION	ACTION TAKEN TIME/DATE	BY WHOM
(ex.) Mounting Truck	#2	Keep step clean, use three point grip	10:00 P.M. 01/05/13	Bill Smith
1.				
2.				
3.				
4.				

#1 Very hazardous, previous accident or high potential of accident **#2** Hazardous with moderate risk
#3 Low risk **#4** O.K. **#5** Not Applicable (N/A)

Note: For corrective action, transfer information by priority number (i.e., 1, 2,3,4,5) to step #2 "Hazard Assessment Corrective Action". Use additional forms as necessary.

Hazard assessments are to be conducted prior to conducting work in a new area or in an unfamiliar way to identify the potential hazards to which employees may be exposed, and to take steps to ensure hazards are corrected.



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Section 5 – Field Level Hazard Assessment

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Assessment Team

Job Site: _____ Date: _____

Name: (Printed)	Initials	Position/Title

***Priority Status for Corrective Action**

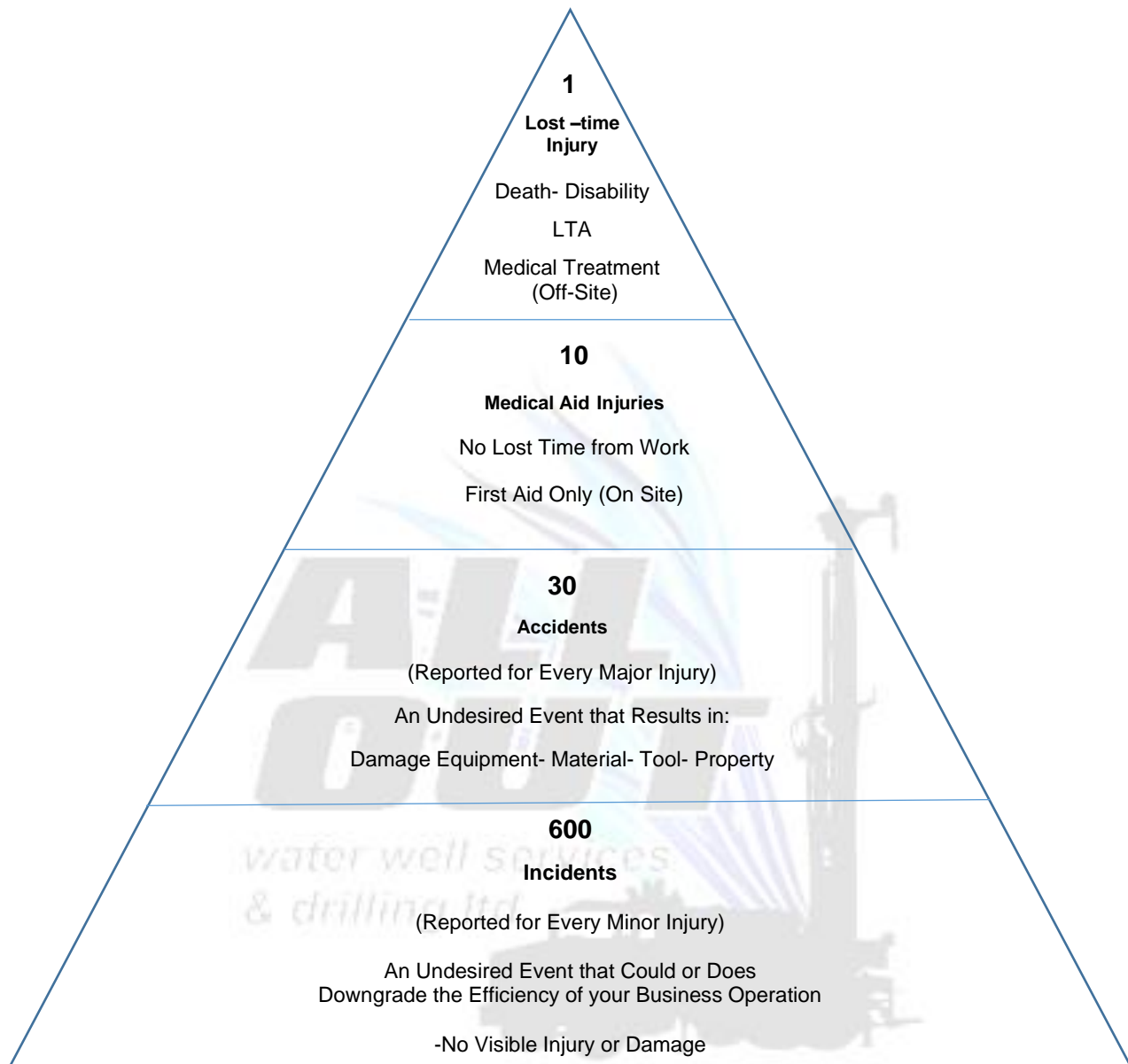
#1 – Very Hazardous, Previous/Incident High Risk

#2 - Hazardous with Moderate Risk

#3 – Low Risk

#4 – Not Applicable

Item #	Identified Hazards	*Priority Status	Corrective Action	By Whom
1	Housekeeping			
2	Material Storage			
3	Waste Disposal			
4	Lighting			
5	Ventilation			
6	Extreme Temperature			
7	Radiation Exposure			
8	Gas (Toxic)			
9	Flammables			
10	Dangerous Pressure			
11	Hazardous Chemicals			
12	High Risk Positions			
13	Electrical Hazards			
14	Overhead Hazards			
15	Underground Hazards			
16	Confined Space Entry			
17	Excavation			
18	Restricted Access/Egress			
19	Ladders			
20	Work at Heights			
21	Scaffolds			
22	Work Over Water			
23	Major Lifts / Crane			
24	Vehicles			
25	Mobile Equipment			
26	High Traffic			
27	Power Tools			
28	Permits			
29	Communications			
30	First Aid / Skills			
31	Others Working in Area			
32	Environmental Hazard			
33	Potential Slip, Trip or Fall			
34	Potential Overexertion or Strain			
35				
36				
37				
38				



On average, 600 incidents lead to 30 accidents, 10 medical aid injuries, and one lost-time injury. The 600 incidents are caused by inappropriate behaviours in the workplace. The 41 accidents, medical aid injuries and incident are the negative consequences of the incidents. These statistics were developed from studies conducted in the 1930s and again in 1969. They are averages - your company may have a better record, or a worse one. The key is that, in any organization, there are consistent ratios between incidents, accidents and injuries. This "pyramid" effect is the basis on which modern accident prevention programs are constructed. It represents accidents reported and incidents discussed and not the total number of accidents or incidents that actually occurred. ***The reporting and investigation of all accidents, incidents and near misses is critical.***



Hazard assessment and analysis is a process used to identify the safest way to do a job. The process involves:

1. Identifying the jobs at the worksite
2. Identifying the tasks associated with identified job
3. Identifying the basic steps of each task
4. Identifying the hazards involved in each task
5. Prioritizing the tasks according to the risk of the hazards (potential & probability)
6. Implementing the hazard controls and monitoring the effectiveness of the controls by an adequate worksite inspection process

Identification of any new hazards created by controls or hazards previously unidentified must be considered and followed through as part of the process.

Completed hazard assessments and analyses can be used in a number of ways:

- To develop or modify safe work procedures.
- As an aid to training.
- To enable work performance to be systematically observed.
- To focus attention on critical steps during safety inspections.
- As a reference guide for jobs that are done infrequently.
- To enable accident investigators to compare the actual events with the company standards.

For those companies that have off site field crews that perform duties at a client's worksite this Hazard Assessment and Analysis process can be cumbersome due to the dynamics of constantly changing site conditions, job assignments and starting of new work assignments.



Selection and Makeup

A Hazard Assessment Team should be selected and should include supervisors, workers, safety representative(s), and management, whenever possible. The critical factor of this process is Teamwork. Direct and meaningful worker participation is critical and essential. The hazard assessment process cannot be restricted to supervisory and managerial levels only.

Training

All members of the Hazard Assessment Team must be trained to an acceptable level in how to conduct hazard assessments and analyses in accordance with the company's system. Training could be done in a formal course, one-on-one instruction with a supervisor competent in performing assessments, or discussed at safety toolbox meetings. As with all safety related training, the training system should be well structured and well documented.

Function

The most important function of the Hazard Assessment Team is actually conducting the hazard assessment, which consists of 6 basic steps:

1. Determine the jobs to be analyzed
2. Determine the tasks to be analyzed for each job
3. Breaking each task down into a sequence of basic steps
4. Identifying all existing and potential hazards of each step
5. Evaluating the control methods for the identified hazards
6. Prioritizing the tasks according to risk

Note: The Hazard Assessment Team may or may not be involved in Step 7 - Implementation and Monitoring of hazard control measures depending on company size and structure.



STEP #1 - Determining the Jobs and Areas to be Analyzed

It is essential to ensure that the most hazardous jobs are examined first. The following factors should be considered when determining the most hazardous jobs:

- Accident Frequency and Severity history of the job (safety statistics).
- Potential for fatality or severe injuries (safety statistics).
- Newly developed jobs (manufacturing new products).
- Jobs that have been modified (new equipment).
- Jobs that are performed frequently (complacency).
- Jobs that are performed infrequently (lack of knowledge).

The inventory of all occupations and jobs in the company should be established and verified in accordance with the Company Organizational Chart.

Company Organizational Chart

The company organizational chart should be kept simple but must accurately reflect the structure, size, and makeup of the entire organization. The chain of command should be accurately reflected in the chart design. It must identify all administrative areas and jobs within the organization as well as the various manufacturing departments' casual or part time employees.

Position titles should be verifiable and the number of the various positions/trades in each department should be clearly definable. The chart must also indicate any day, afternoon, or night shifts if applicable.

Job Inventory

Make an inventory of all the jobs involved in the operation. Define all of the jobs that are performed in the organization. Examples include manager, foreman, shift supervisor, shipper, receiver, welder, machinist, administrative assistant, assembler, labourer, crane operator, mobile equipment operator, painter/sandblaster, pipe fitter, iron worker, millwright, maintenance technician, etc.

STEP #2 - Determining the Task(s)

Next, the various job-specific tasks for each job listed in the inventory must be identified. This does not have to be done for each employee in the position, just the position. This is the actual work that will be performed by the operator or crew during part of, or all of, one average work day. It may involve only company personnel, or a combination of company personnel and contractor personnel on-site.

(Chart on following page)



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A task will usually consist of several steps that must be done in a specific sequence to be performed correctly, such as:

Job Title: Lathe Operator	
Task: Fabricate Spindles	
Steps:	
1. work area preparation	4. fabricate, install, assemble, dismantle, etc.
2. assemble required tools and materials	5. equipment or machinery tear down
3. equipment or machinery setup	6. clean-up of the work area

STEP #3 - Breaking the Task Down Into Basic Steps

Start by listing all the basic steps of the task, in sequence, on the Risk Assessment form. Use as many forms as required. Complex or very hazardous jobs may take several steps to perform.

The next step is to break each task into various steps, Keep the steps in the correct sequence and number them sequentially (1, 2, 3, etc.). Any step that is out of sequence may cause you to miss potential hazards.

Start each step with an action verb (i.e. watch, turn, switch, lift, change, alternate, place, etc.), followed by what is done, not how it is done.

This step can be best achieved by observing an experienced worker doing the job. Supervisors and workers should both be involved in this process to ensure that the basic steps have been noted and are in the correct sequence. The observation should be done under normal working conditions and the workers should be advised that it is the job, not his/her competency that is being analyzed. The worker's comments on the hazards of the job may reveal problems not readily observable by the team and should be noted.

Observation may not be feasible for a new job so the analysis can be completed by discussion among knowledgeable and experienced employees. The identification of basic job steps may initially present some difficulties in that a determination must be made as to the amount of detail required.

If there are too few steps, certain hazards may be overlooked or if there are too many steps, the procedure becomes cumbersome containing too much unnecessary information. A good rule of thumb is that most jobs can be described in less than ten steps and only those steps that an instructor would describe when teaching the job to a worker.

If the job is complex and requires more than ten steps to adequately describe it, the job can be broken down into two or more "components," each with its own hazard assessment. For example, instead of simply stating "Use machine," separate the job into "Set-up machine" and "Operate machine."

STEP #4 - Identifying Potential Hazards

After all the steps have been listed, potential hazards at each job step must be identified. By using all the available information and trying to visualize what could happen, the team should be able to identify all likely hazards. These hazards should be indexed to match the corresponding job step.



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This requires a combination of experience; knowledge; and open discussion between the members of the team.

One approach in starting the hazard analysis is to identify any sources of energy the worker or team may be exposed to or could come in contact with. Energy sources can be, but are not limited to the following:

1. Electrical
2. Chemical (acidic or caustic)
3. Mechanical (moving equipment or rotating machinery)
4. Compressed gases or liquids
5. Overhead work (material or structures could fall and strike workers)
6. Working at elevated heights
7. Powered equipment/ tools (pneumatic, hydraulic, electric)
8. Environmental (heat, cold, wind, sunshine)
9. Other energy sources applicable to the work site or task

The identified hazards must be identified and recorded on the Hazard Assessment form as to the type of hazard - safety hazard (S) or a health hazard (H).

Some examples may be:

Safety Hazard (Acute - immediate effects usually resulting in injury or damage)

1. Exposure to rotating machinery
2. Working under a suspended load
3. Icy conditions due to inclement weather

Health Hazard (Chronic - long term effect from constant exposure to harmful substances)

1. Excessive noise levels
2. Paint fume inhalation
3. Skin contact with solvents

The following considerations should be taken into account when identifying potential hazards:

- Observation of the job
- Knowledge of Accident Causes
- Personal experience



- Imagination
- Murphy's Law - "If anything can go wrong...it will."

When identifying potential hazards that result from a particular Work Related Activity, consider all possible sources of injury or illness specific to the Position in question. For example, Ergonomic Hazards for an office administrator while doing Administration work may arise through repetitive keyboard and mouse usage and improperly designed desk equipment. In comparison, Ergonomic Hazards for a Construction Worker may arise through repetitive shoveling motions while doing Labour work.

There may also be situations where there is a general hazard associated with a work related activity, (For example, Bump Hazards, or any unintentional contact between an employee's limb/extremity and a piece of equipment) that is more likely to occur with some positions than others (possibly because of increased exposure or likelihood due to the environment the employee in that position works in). These should be taken into consideration whilst identifying the potential hazards in the workplace.

STEP #5 - Evaluating Identified Hazards and Control Measures

This step evaluates the potential hazards of each step of the task, any hazard controls currently in place, and identifies what type of hazard controls are required to eliminate, control, or minimize the identified hazards, based on the information gathered in the hazard assessment. The sequence of evaluating hazards and identifying controls should be as follows:

Eliminate the Hazard

Eliminating the hazard completely is the best possible remedy. This may be as simple as replacing a defective piece of equipment or as complex as changing an entire work process. Other options for consideration are:

- Substitute with less hazardous, a more user-friendly product.
- Improve the work environment (ergonomics).
- Modify existing equipment or tools, or replace them with safer ones.

Contain the Hazard

If the hazard cannot be completely eliminated, harmful contact may be prevented through the use of Safe Work Practices and Safe Job Procedures.

Revise Work Procedures

Safe work procedures (**Administrative Hazard Controls**) might be revised in a number of ways to control a potentially dangerous situation. Using an additional worker as a safety watch when working in a Confined Space may be assigned to the job. A review of the hazard assessment may recommend a change in the sequence that steps are performed or the need for additional steps. Additional skill training or safety rules may also be necessary.

Personal Protective Equipment

PPE should only be used when engineered and administrative hazard controls are ineffective or insufficient.



PPE provides an additional degree of protection from injury.

Other

There may be other alternative methods of control available. The hazardous job such as sandblasting could be contracted out. This virtually eliminates any risk to your employees. The process may be so hazardous that the company decides not to manufacture the product any longer.

STEP #6 - Prioritizing the Hazard Assessments

A system must be developed and incorporated into the hazard assessment process that prioritizes the risk of the identified health and safety hazards for the occupations and jobs listed in the inventory. The system should include assessment of the hazards and a ranking system from the highest risk to the lowest risk (worst-first basis). This step determines the order in which hazardous jobs will be controlled.

Using the Priority Rating System rate the completed hazard assessments to determine which jobs will have hazard controls implemented first.

Using the Hazard Assessment Worksheet rate the completed hazard assessments to determine which tasks will have hazard controls implemented first.

1. **Likelihood** The probability, during a period of activity that a hazard will result in an accident with definable consequences:
 - i) 1 (Slight)
 - ii) 2 (Not Likely)
 - iii) 3 (Likely)
 - iv) 4 (High/Very Possible)
 - v) 5 (Expected/Event will occur)
2. **Exposure Frequency:** How often is the worker exposed to the hazard?
 - i) 1 (Annually)
 - ii) 2 (Monthly)
 - iii) 3 (Weekly)
 - iv) 4 (Daily)
 - v) 5 (Continuous)
3. **Consequence:** If something goes wrong, what are the possible consequences?
 - i) 1 (Minor/First Aid)
 - ii) 2 (Moderate/Medical Aid)



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- iii) 3 (Serious/LTI)
- iv) 4 (Major/Fatality)
- v) 5 (Catastrophic/Multiple Fatalities)

4. **Job Risk Factor:** Using the information from the prioritization worksheet, rearrange the tasks in order of priority by adding likelihood, exposure frequency, and consequence numbers together. An example of this would be:

Position Title	Task	Hazards	Likelihood	Exposure Frequency	Consequence	Job Risk Factor
Welder	Grinding	Moving Parts	3	4	2	9
		Flying Debris	3	4	3	10
		Sparks	2	4	3	9

All tasks rating a score of 15 would be at the top of the list (most hazardous) and those tasks with a total of 3 would be at the bottom

STEP #7 - Implementing and Monitoring the Hazard Control Measures

After hazard control measures have been implemented, re-assess the hazard. If the risk is acceptable, continue on with the task. If the level of risk is still too high and unacceptable, additional risk assessment and analysis must be done and further hazard control measures implemented. This process of assessment, analysis and hazard control continues until the hazard is eliminated or reduced to an acceptable level through engineering, administrative, or PPE hazard control methods.



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Section 10 – Job Inventory and Work-Related Activities

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The following is a list of **All Out Water Well Services & Drilling Ltd.**'s company positions in order of **Overall Risk Factor** from highest to lowest:

1. Driller:

- a. Working at a Drilling Site
- b. Operating Drilling Equipment
- c. Equipment & Material Handling
- d. Labour
- e. Utilizing Hand Tools
- f. Exposure to Weather Extremes
- g. Managing Crew

2. Labourer:

- a. Equipment & Material Handling
- b. Utilizing Hand Tools
- c. Labour
- d. Working on a Busy Site
- e. Driving
- f. Exposure to Weather Extremes

3. Heavy Equipment Operator:

- a. Equipment Operation
- b. Pre-Operation Inspection
- c. Driving
- d. Mechanical Tasks
- e. Exposure to Weather Extremes

4. Truck Driver:

- a. Equipment Operation
- b. Driving
- c. Working Alone
- d. Mechanical Tasks
- e. Exposure to Weather Extremes
- f. Administrative Duties

5. President/CEO:

- a. Overseeing Operations
- b. General Staff Administration
- c. Policy Formulation and Implementation
- d. Public Relations
- e. Strategic Planning

6. Office Administration / Accounting:

- a. Communication
- b. Organization
- c. Administrative Duties
- d. Errands



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Section 11 – Formal Hazard Assessments

1. Driller – Job Description

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Major Duties/ Tasks:	Detailed Descriptions
Various Driller Duties and Tasks on the Jobsite	<ul style="list-style-type: none">• Responsible for overseeing the drilling crew.• Monitors the overall operation of the drilling equipment.• Operates and drilling vehicle/equipment.• Operates rotary equipment and pumps.• Supervises the assembly of drill string.• Performs physically demanding tasks.• Handling some awkward and repetitive manual tasks.• Ensures that safety and support equipment is functioning properly.• Ensures each crew member is properly trained through observation. Recommends to management when crew members should seek additional training.• Ensures entire crew is operating effectively in order to meet required timeframes and milestones.• Reports back to management on progress of project and requests any additional project requirements.





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1. Driller – FHA

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Review Date:		Workers Involved:										
Position Title	Work Related Activities	Hazards List the hazards for each work related activity. List both health and safety hazards.	(H) Health or (S) Safety Hazard?	Risk (1–5)				Average Risk	Rank (Priority)	Controls		
				Consequences	Frequency	Probability	Total			List the proposed engineering, administrative, and PPE control(s) for each hazard. Engineering: Elimination, Substitution, Design Administrative: Policies, Procedures, Training, Work Permits PPE: Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Driller	Working at a Drilling Site	Toxic Gases, Fumes, Vapours	H	5	3	3	11	11	1	Eng: Use welding materials that do not produce high quantities of hazardous gases, Adequate ventilation, Ventilation Equipment	Admin: Training, Policy, Safe work practice, Safe job procedure	PPE: Eye Prot'n, Respiratory Prot'n, Hand Prot'n
		Flying Debris	S	3	4	4	11			Eng: Manufacturer's safeguards	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Explosion Hazards	S	5	3	2	10			Eng: Manufacturer's safeguards	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n, Nomex
		Defective Equipment	S	3	2	3	8			Eng: Properly maintained tools and equipment, Lockout/Tagout	Admin: Safe work practices, Safe job procedures, Lockout/Tagout policy, Policy	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Moving Parts	S	4	5	3	12			Eng: Manufacturer's safeguards	Admin: Safe work practices, Safe job procedures, Policy, Training, Orientation	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Noise	H	3	5	4	12			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Hearing Prot'n
		Chemical Exposure	H	3	3	3	9			Eng: Use least toxic/hazardous chemical agents possible	Admin: MSDS, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Stress	H	1	5	3	9			Eng: N/A	Admin: Consultation with health professional	PPE: N/A
	Operating Drilling Equipment	Equipment Failure	S	3	3	2	8	9	2	Eng: Do not exceed equipment maximums, Adhere to proper maintenance schedule	Admin: Safe work practices, Safe job procedures, Training, Policy	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Noise	H	3	5	4	12			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Hearing Prot'n



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1. Driller – FHA

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											where practicable		
		Chemical Exposure	H	3	2	3	8			Eng: Use least toxic/hazardous chemical agents possible	Admin: MSDS, Training, Certification	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n	
		Pinch Points	S	2	3	4	9			Eng: N/A	Admin: Safe work practice, Safe job procedure, Training	PPE: Hand Prot'n	
		Moving Parts	S	3	3	3	9			Eng: Manufacturer's safeguards	Admin: Safe work practices, Safe job procedures, Policy, Training, Orientation	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n	
	Equipment & Material Handling	Loading & Unloading Hazards	S	3	3	3	9	9	2	Eng: Utilization of lifting devices	Admin: Safe work practices, Safe job procedures, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Lifting Hazards	S	3	3	3	9			Eng: Utilization of lifting devices	Admin: Safe work practices, Safe job procedures, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
	Labour	Ergonomic	H	3	3	3	9	9	2	Eng: Utilization of mechanical devices when possible	Admin: Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Fatigue	H	3	3	2	8			Eng: N/A	Admin: Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Fatigue management	PPE: N/A	
	Utilizing Hand Tools	Ergonomic	H	2	3	3	8	8	3	Eng: Use correct tool for job (e.g. A screwdriver is not a chisel)	Admin: Safe work practice, Safe job procedure, Work scheduling, Sufficient breaks, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Flying Debris	S	3	3	3	9			Eng: Manufacturer's safeguards	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n	
		Blunt Trauma Injuries	S	3	3	3	9			Eng: N/A	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Pinch Points	S	1	3	3	7			Eng: N/A	Admin: Safe work practice, Safe job procedure, Training	PPE: Hand Prot'n	
	Exposure to Weather Extremes	Dehydration	S	1	3	3	7	7	4	Eng: N/A	Admin: Training, Policy, Frequent Breaks	PPE: N/A	
Heat Stress		S	2	3	2	7	Eng: Shaded Areas, Roofing			Admin: Training, Policy, Frequent Breaks	PPE: N/A		
Sun Burn		S	1	3	3	7	Eng: Shaded Areas, Roofing, Sunscreen			Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot		



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1. Driller – FHA

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												Prot'n	
Overall Risk Factor		Hypothermia	S	2	3	2	7			Eng: Heat Lamps, Heated Areas	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n	
		Frostbite	S	3	3	2	8			Eng: Heat Lamps, Heated Areas	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n	
	Managing Crew	Workplace Violence	S	2	2	2	6	7	4	Eng: N/A	Admin: Policy, Orientation	PPE: N/A	
		Stress	H	1	4	3	8			Eng: N/A	Admin: Consultation with health professional	PPE: N/A	
8.8													





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2. Labourer – FHA

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Major Duties/ Tasks:	Detailed Descriptions
Various Tasks on the Jobsite	<ul style="list-style-type: none">• Engaging in all forms of labor that are necessary for the completion of the projects.• Ensuring that projects are completed to the set building standards and safety.• Complete necessary documentation to remain in compliance with jobsite safety requirements.• Coordinate with management on project.• Loading and unloading construction equipment.• Working closely with the other trades.• Working at heights.• Working in the hustle and bustle of a busy jobsite or work area.• Using, cleaning and maintaining the different tools used on the construction site.• Clearing working areas.• Working closely with the skilled workers.• Handling some awkward and repetitive manual tasks.

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2. Labourer – FHA

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Review Date:		Workers Involved:										
Position Title	Work Related Activities <small>List all work related activities for each type of work.</small>	Hazards <small>List the hazards for each work related activity. List both health and safety hazards.</small>	(H) Health or (S) Safety Hazard?	Risk (1–5)				Average Risk	Rank (Priority)	Controls		
				Consequences	Frequency	Probability	Total			<small>List the proposed engineering, administrative, and PPE control(s) for each hazard.</small> Engineering: Elimination, Substitution, Design Administrative: Policies, Procedures, Training, Work Permits PPE: Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Labourer	Equipment & Material Handling	Loading & Unloading Hazards	S	3	3	3	9	10	1	Eng: Utilization of lifting devices	Admin: Safe work practices, Safe job procedures, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Lifting Hazards	S	3	4	3	10			Eng: Utilization of lifting devices	Admin: Safe work practices, Safe job procedures, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
	Utilizing Hand Tools	Ergonomic	H	2	4	3	9	9	2	Eng: Use correct tool for job (e.g. A screwdriver is not a chisel)	Admin: Safe work practice, Safe job procedure, Work scheduling, Sufficient breaks, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Flying Debris	S	3	4	3	10			Eng: Manufacturer's safeguards	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Blunt Trauma Injuries	S	3	4	3	10			Eng: N/A	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Pinch Points	S	1	4	3	8			Eng: N/A	Admin: Safe work practice, Safe job procedure, Training	PPE: Hand Prot'n
	Labour	Ergonomic	H	2	5	3	10	9	2	Eng: Utilization of mechanical devices when possible	Admin: Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Fatigue	H	3	3	2	8			Eng: N/A	Admin: Safe job procedures, Safe work practices, Sufficient Breaks, Work scheduling, Fatigue management	PPE: N/A
	Working on a Busy Site	Noise	H	3	4	4	11	9	2	Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Hearing Prot'n



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2. Labourer – FHA

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		Falling Objects	S	3	2	3	8			Eng: Safety netting, Lanyards	Admin: Training, Housekeeping policy	PPE: Head Prot'n, Foot Prot'n, Eye Prot'n
		Flying Debris	S	3	3	2	8			Eng: Manufacturer's safeguards	Admin: Safe work practice, Safe job procedure, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
Driving		Fuelling Hazards	S	4	3	1	8	8	3	Eng: Adequate ventilation, Emergency shut-off systems, Proper lighting	Admin: Safe job procedures, Safe work practices, Training	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n
		Distractions & Communication	S	3	5	3	11			Eng: Seat belt	Admin: Safe job procedures, Safe work practices, Safe driving policy, Training	PPE: N/A
		Wildlife	S	3	2	2	7			Eng: Deer whistles	Admin: Safe job procedures, Safe work practices	PPE: N/A
		Ergonomic Hazards	S	3	3	2	8			Eng: Ergonomic seat and cabin	Admin: Frequent breaks	PPE: Hand Prot'n
		Driver Stress	H	1	2	2	5			Eng: Seat belt	Admin: Safe job procedures, Safe work practices	PPE: N/A
		Fatigue	H	3	2	2	7			Eng: N/A	Admin: Frequent breaks	PPE: N/A
		High Traffic Volume	S	2	2	2	6			Eng: Seat Belt	Admin: Safe job procedures, Safe work practices	PPE: N/A
		Poor weather conditions	S	3	2	3	8			Eng: Properly maintained truck, appropriate tires for season, fog lights, seat belt	Admin: Safe job procedures, Safe work practices, Training, Safe driving policy	PPE: N/A
		Night Driving	S	3	2	2	7			Eng: Properly adjusted headlights, seat belt	Admin: Safe job procedures, Safe work practices, Training, Safe driving policy	PPE: N/A
		Speeding	S	3	2	3	8			Eng: Install engine governor, seat belt	Admin: Safe job procedures, Safe work practices, Training, Safe driving policy	PPE: N/A
Overall Risk Factor	Exposure to Weather Extremes	Dehydration	S	1	3	3	7	7	4	Eng: N/A	Admin: Training, Policy, Frequent Breaks	PPE: N/A
		Heat Stress	S	2	3	2	7			Eng: Shaded Areas, Roofing	Admin: Training, Policy, Frequent Breaks	PPE: N/A
		Sun Burn	S	1	3	3	7			Eng: Shaded Areas, Roofing, Sunscreen	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n
		Frostbite	S	3	3	2	8			Eng: Heat Lamps, Heated Areas	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n
8.6												



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3. Heavy Equipment Operator – Job Description

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Major Duties/ Tasks:	Detailed Descriptions
<p>General Equipment Operator Tasks and Responsibilities</p>	<ul style="list-style-type: none"> • Responsible for operating various pieces of powered mobile equipment. • No employee shall operate mobile equipment unless he/she has been trained in its operation and has been approved by the company as an operator. • Mobile equipment should not be left unattended without the emergency brake applied and/or the machine blocked. • All safety devices: steps, ladders, railings, seatbelts etc. must be in good working order prior to use of the machine. • Machine cleanliness must always be maintained to ensure visibility and good working order. • When, due to the nature of the job, a driver or mobile equipment operator requires signals from another person, a standard set of signals will be used and only one person will be permitted to give signals to the operator. • Ensure that there are no bystanders/riders in area before beginning operation. • Other equipment must be at a safe working distance when sharing jobsite. Always be aware of other equipment and maintain regular eye contact with other operators. • Check worksite base/footing to check for any soft or dangerous shoulders to prevent rollover or damage. • Never leave attachments raised if equipment is unattended or not in use. • Always lower all raised equipment and set brakes when getting off the machine. • Every operator needs to have at least a working knowledge of his equipment's mechanics. • Before every run the operator needs to check the equipment to make sure it is in proper running order. If the driver is remiss in these checks, or lacks the expertise to sign off on them accurately, there will be a possibility of an accident occurring. • Regular safety maintenance checks to include parking brakes, handbrakes, fluid levels etc. • Ignition keys are to be removed and equipment "Locked Out" when servicing or undertaking repairs. • Never put yourself or anyone else under the raised equipment as the hydraulics can fail.



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3. Heavy Equipment Operator – FHA

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Review Date:		Workers Involved:										
Position Title	Work Related Activities List all work related activities for each type of work.	Hazards List the hazards for each work related activity. List both health and safety hazards.	(H) Health or (S) Safety Hazard?	Risk (1–5)				Average Risk	Rank (Priority)	Controls List the proposed engineering, administrative, and PPE control(s) for each hazard. Engineering: Elimination, Substitution, Design Administrative: Policies, Procedures, Training, Work Permits PPE: Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
				Consequences	Frequency	Probability	Total					
Heavy Equipment Operator	Equipment Operation	Ergonomic	H	2	5	3	10	10	1	Eng: Properly designed equipment	Admin: Housekeeping policy, Job rotation, Safe work practice, Safe job procedure, Work scheduling, Training, Sufficient breaks	PPE: Hand Prot'n, Foot Prot'n
		Rolling over & Tipping	S	3	3	3	9			Eng: Roll-Over Protective Structure	Admin: Safe work practices, Safe job procedures, Training	PPE: N/A
		Noise	H	3	5	4	12			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Hearing Prot'n
		Contact with power lines/poles	S	5	2	2	9			Eng: Barricades, Reflective tape, Traffic cones, Signage	Admin: Safe work practices, Safe job procedures, Training, Safe operation policy	PPE: N/A
		Collisions	S	3	4	2	9			Eng: Appropriate lighting	Admin: Safe work practices, Safe job procedures, Training, Safe operation policy	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n
	Pre-Operation Inspection	Moving Parts	S	3	3	3	9	8	2	Eng: Manufacturer's safeguards, appropriate lighting	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Noise	H	3	3	4	10			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Hearing Prot'n
		Bump Hazards	S	2	4	2	8			Eng: Appropriate lighting	Admin: Safe work practices, Safe job	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n



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3. Heavy Equipment Operator – FHA

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Hazard	Severity	Frequency	Exposure	Consequence	Risk	Control Measures	Residual Risk	Priority	Responsible Party	Review Date	Control Measures
											procedures, Training
Pinch Points	S	2	3	3	8						Eng: Appropriate lighting, Lockout/Tagout Admin: Safe job procedures, Safe work practices PPE: Hand Prot'n, Foot Prot'n
Slip-Trip Hazards	S	3	4	2	9						Eng: Non-slip surfaces, Appropriate lighting Admin: Housekeeping policy, Training, Orientation PPE: Foot Prot'n
Chemical Exposure	H	1	4	1	6						Eng: Adequate ventilation Admin: Safe job procedures, Safe work practices, WHMIS PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Chem Gloves, Eye Prot'n, Chem Suit
Fuelling Hazards	S	4	4	1	9						Eng: Adequate ventilation, Emergency shut-off systems, Proper lighting Admin: Safe job procedures, Safe work practices, Training PPE: Head Prot'n, Hand Prot'n, Foot Prot'n
Distractions & Communication	S	3	5	3	11						Eng: Seat belt Admin: Safe job procedures, Safe work practices, Safe driving policy, Training PPE: N/A
Wildlife	S	3	2	2	7						Eng: Deer whistles Admin: Safe job procedures, Safe work practices PPE: N/A
Ergonomic Hazards	S	3	2	2	7						Eng: Ergonomic seat and truck cabin Admin: Adherence to Hours of Service legislation, Frequent breaks PPE: Hand Prot'n
Driver Stress	H	1	2	2	5						Eng: Seat belt Admin: Safe job procedures, Safe work practices PPE: N/A
Fatigue	H	3	2	2	7						Eng: N/A Admin: Adherence to Hours of Service legislation PPE: N/A
High Traffic Volume	S	2	2	2	6						Eng: Seat Belt Admin: Safe job procedures, Safe work practices PPE: N/A
Poor weather conditions	S	3	2	3	8						Eng: Properly maintained truck, appropriate tires for season, fog lights, seat belt Admin: Safe job procedures, Safe work practices, Training, Safe driving policy PPE: N/A
Night Driving	S	3	2	2	7						Eng: Properly adjusted headlights, seat belt Admin: Safe job procedures, Safe work practices, Training, Safe driving policy PPE: N/A
Speeding	S	3	2	3	8						Eng: Install engine governor, seat belt Admin: Safe job procedures, Safe work practices, Training, Safe PPE: N/A
8						2					



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3. Heavy Equipment Operator – FHA

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												driving policy	
	Mechanical Tasks	Pinch Points	S	2	2	2	6	7	3	Eng: Appropriate lighting, Lockout/Tagout	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Moving Parts	S	3	2	3	8			Eng: Manufacturer's safeguards, appropriate lighting	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Noise	H	3	3	4	10			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Hearing Prot'n	
		Chemical Exposure	H	2	2	2	6			Eng: Adequate ventilation	Admin: Safe job procedures, Safe work practices, WHMIS	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Chem Gloves, Eye Prot'n, Chem Suit	
		Ergonomic Hazards	H	2	2	2	6			Eng: Appropriately designed equipment, proper hand tools, ergonomic maintenance facility	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n	
Overall Risk Factor	Exposure to Weather Extremes	Dehydration	S	1	2	3	6	6	4	Eng: N/A	Admin: Training, Policy, Frequent Breaks	PPE: N/A	
		Heat Stress	S	2	2	2	6			Eng: Shaded Areas, A/C, Roofing	Admin: Training, Policy, Frequent Breaks	PPE: N/A	
		Sun Burn	S	1	2	3	6			Eng: Shaded Areas, Roofing, Sunscreen	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n	
		Frostbite	S	3	2	2	7			Eng: Heat Lamps, Heated Areas, Hand warmers	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n	
7.8													



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Section 11 – Formal Hazard Assessments 4. Truck Driver – Job Description

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Major Duties/ Tasks:	Detailed Descriptions
General Truck Driving and Related Duties	<ul style="list-style-type: none">• Must be properly trained in all aspects of the use and maintenance of the vehicle and hauling equipment.• Undergo regular inspections of equipment.• If working alone, must utilize isolation assessment and check-in procedures as per OH&S legislation.• Utilization of multiple types of PPE.• Follow safe driving procedure for moving vehicle to and from locations.• May be required to work away from home or during the night.• Required to report to dispatchers at the beginning of each daily shift as well as every 2 hours while on shift.• Required to accurately complete the Carrier's tickets, daily logs, and other any other relevant documentation daily to be handed in at the end of each shift.• Must understand and abide by all log book rules and regulations.• Must understand and abide by all loading and unloading procedures.• Must be qualified with appropriate licence classification (Class 1) to be able to drive company trucks.• This is completely different from driving a car, and requires training to learn.• Regularly attend staff meetings.• Truck drivers must look ahead while they are driving and plan their route to use in order to arrive at their destination as quickly and safely as possible.• Obtain the necessary training to ensure any tasks are undertaken with the necessary knowledge and in a safe fashion.• Every truck driver needs to have at least a working knowledge of his truck's mechanics.• Before every run the driver needs to check the truck to make sure it is road-worthy. If the driver is remiss in these checks, or lacks the expertise to sign off on them accurately, there will be a possibility of an accident occurring.



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4. Truck Driver – FHA

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Review Date:		Workers Involved:										
Position Title	Work Related Activities List all work related activities for each type of work.	Hazards List the hazards for each work related activity. List both health and safety hazards.	(H) Health or (S) Safety Hazard?	Risk (1–5)				Average Risk	Rank (Priority)	Controls		
				Consequences	Frequency	Probability	Job Risk Factor			List the proposed engineering, administrative, and PPE control(s) for each hazard. Engineering: Elimination, Substitution, Design Administrative: Policies, Procedures, Training, Work Permits PPE: Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
Truck Driver	Equipment Operation	Working at Heights	S	3	4	3	10	10	1	Eng: Manufacturer's safeguards, Non-slip surfaces	Admin: Training, Safe work practices, Safe Job Procedure	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Moving Parts	S	3	4	2	9			Eng: Tight-fitting clothing, No jewellery, Tie long hair back	Admin: Training, Safe work practices, Safe Job Procedure	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n
		Loading/Unloading Hazards	S	2	4	3	9			Eng: Manufacturer's safeguards, Proper lighting, Competent loader operator	Admin: Safe job procedures, Safe work practices, Training	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n
		Noise	H	3	4	4	11			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Head Prot'n, Foot Prot'n, Hearing Prot'n
	Driving	Fuelling Hazards	S	4	3	1	8	8	2	Eng: Adequate ventilation, Emergency shut-off systems, Proper lighting	Admin: Safe job procedures, Safe work practices, Training	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n
		Distractions & Communication	S	3	5	3	11			Eng: Seat belt	Admin: Safe job procedures, Safe work practices, Safe driving policy, Training	PPE: N/A
		Wildlife	S	3	2	2	7			Eng: Deer whistles	Admin: Safe job procedures, Safe work practices	PPE: N/A
		Ergonomic Hazards	S	3	4	3	10			Eng: Ergonomic seat and truck cabin	Admin: Adherence to Hours of Service legislation, Frequent breaks	PPE: Hand Prot'n
		Driver Stress	H	1	2	2	5			Eng: Seat belt	Admin: Safe job procedures, Safe work practices	PPE: N/A
		Fatigue	H	3	2	2	7			Eng: N/A	Admin: Adherence to Hours of Service legislation	PPE: N/A
		High Traffic Volume	S	2	2	2	6			Eng: Seat Belt	Admin: Safe job procedures, Safe work practices	PPE: N/A



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4. Truck Driver – FHA

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Overall Risk Factor		Poor weather conditions	S	3	2	3	8			Eng: Properly maintained truck, appropriate tires for season, fog lights, seat belt	Admin: Safe job procedures, Safe work practices, Training, Safe driving policy	PPE: N/A	
		Night Driving	S	3	2	2	7			Eng: Properly adjusted headlights, seat belt	Admin: Safe job procedures, Safe work practices, Training, Safe driving policy	PPE: N/A	
		Speeding	S	3	2	3	8			Eng: Install engine governor, seat belt	Admin: Safe job procedures, Safe work practices, Training, Safe driving policy	PPE: N/A	
	Working Alone	Injury/Illness	S	3	3	2	8	8	2	Eng: Communication system, Adequate lighting	Admin: Safe job procedures, Safe work practices, Training, Communication policy	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Eye Prot'n	
	Mechanical Tasks	Pinch Points	S	2	2	2	6	7	3	Eng: Appropriate lighting, Lockout/Tagout	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Moving Parts	S	3	2	3	8			Eng: Manufacturer's safeguards, appropriate lighting	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n	
		Noise	H	3	3	4	10			Eng: Low-noise tools and machinery, Well lubricated equipment, Sound barriers where practicable	Admin: Safe job procedures, Safe work practices, Training, Policy	PPE: Head Prot'n, Foot Prot'n, Hearing Prot'n	
		Chemical Exposure	H	2	2	2	6			Eng: Adequate ventilation	Admin: Safe job procedures, Safe work practices, WHMIS	PPE: Head Prot'n, Foot Prot'n, Hand Prot'n, Chem Gloves, Eye Prot'n, Coveralls	
		Ergonomic Hazards	H	2	2	2	6			Eng: Appropriately designed equipment, proper hand tools, ergonomic maintenance facility	Admin: Safe job procedures, Safe work practices	PPE: Head Prot'n, Foot Prot'n	
	Exposure to Weather Extremes	Dehydration	S	1	2	3	6	6	4	Eng: N/A	Admin: Training, Policy, Frequent Breaks	PPE: N/A	
		Heat Stress	S	2	2	2	6			Eng: Shaded Areas, A/C, Roofing	Admin: Training, Policy, Frequent Breaks	PPE: N/A	
		Sun Burn	S	1	2	3	6			Eng: Shaded Areas, Roofing, Sunscreen	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n	
		Frostbite	S	3	2	2	7			Eng: Heat Lamps, Heated Areas, Hand warmers	Admin: Training, Policy, Frequent Breaks	PPE: Head Prot'n, Hand Prot'n, Foot Prot'n	
	7.5	Administrative Duties	Ergonomic	H	1	4	1	6	6	4	Eng: Properly designed work space, Ergonomic equipment	Admin: Safe work practice	PPE: N/A



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5. President / CEO – Job Description

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Major Duties/ Tasks:	Detailed Descriptions
<p>Serves as Chief Executive of the Organization</p>	<ul style="list-style-type: none"> • Responsible for leading the development and execution of the Company’s long term strategy with a view to creating shareholder value. • Ultimately responsible for all day-to-day management decisions and for implementing the Company’s long and short term plans. • Communicates on behalf of the Company to shareholders, employees, Government authorities, other stakeholders and the public. • To lead the development of the Company’s strategy; • To lead and oversee the implementation of the Company’s long and short term plans in accordance with its strategy; • To ensure the Company is appropriately organized and staffed and to have the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy; • To ensure that expenditures of the Company are within the authorized annual budget of the Company; • To assess the principal risks of the Company and to ensure that these risks are being monitored and managed; • To ensure effective internal controls and management information systems are in place; • To ensure that the Company has appropriate systems to enable it to conduct its activities both lawfully and ethically; • To ensure that the Company maintains high standards of corporate citizenship and social responsibility wherever it does business; • To communicate effectively with shareholders, employees, Government authorities, other stakeholders and the public; • To keep abreast of all material undertakings and activities of the Company and all material external factors affecting the Company and to ensure that processes and systems are in place to ensure that the CEO and management of the Company are adequately informed; • To ensure the integrity of all public disclosure by the Company; • To abide by specific internally established control systems and authorities, to lead by personal example and encourage all employees to conduct their activities in accordance with all applicable laws and the Company’s standards and policies, including its environmental, safety and health policies.



All Out Water Well Services & Drilling Ltd.

Company Health and Safety Manual

Part II – Hazard Identification and Assessment

October 2020

Section 11 – Formal Hazard Assessments

5. President / CEO – FHA

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Review Date:

Workers Involved:

Position Title	Work Related Activities List all work related activities for each type of work.	Hazards List the hazards for each work related activity. List both health and safety hazards.	(H) Health or (S) Safety Hazard?	Risk (1–5)			Average Risk	Rank (Priority)	Controls			
				Consequences	Frequency	Probability			Total	List the proposed engineering, administrative, and PPE control(s) for each hazard. Engineering: Elimination, Substitution, Design Administrative: Policies, Procedures, Training, Work Permits PPE: Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
President / CEO	Overseeing Operations	Ergonomic	H	1	4	1	6	7	1	Eng: Properly designed work space, ergonomic equipment	Admin: Safe work practice - Office Safety	PPE: N/A
		Site Visits	S	3	3	2	8			Eng: Seat belt, appropriate vehicle	Admin: Safe work practice, Safe driving policy	PPE: Head Prot'n, Foot Prot'n, Other PPE to be determined by site-specific conditions
	Public Relations	Client Visits	S	2	2	1	5	6	2	Eng: Seat belt appropriate vehicle	Admin: Safe work practice - Office Safety, Safe driving policy	PPE: N/A
		Ergonomic	H	1	4	1	6			Eng: Properly designed work space, ergonomic equipment	Admin: Safe work practice - Office Safety	PPE: N/A
	Policy Formulation and Implementation	Ergonomic	H	1	4	1	6	6	2	Eng: Properly designed work space, ergonomic equipment	Admin: Safe work practice - Office Safety	PPE: N/A
	Strategic Planning	Ergonomic	H	1	4	1	6	6	2	Eng: Properly designed work space, ergonomic equipment	Admin: Safe work practice - Office Safety	PPE: N/A
Stress		H	1	3	1	5	Eng: N/A			Admin: Consultation with health professional	PPE: N/A	
Overall Risk Factor	General Staff Administration	Ergonomic	H	1	4	1	6	5	3	Eng: Properly designed work space, ergonomic equipment	Admin: Safe work practice - Office Safety	PPE: N/A
5.8		Workplace Violence	S	2	1	1	4			Eng: N/A	Admin: Policy, Orientation	PPE: N/A



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6. Office Admin / Accounting – Job Desc'n

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Major Duties/ Tasks:	Detailed Descriptions
<p align="center">Various Administrative Responsibilities for the Organization</p>	<ul style="list-style-type: none"> • Work with manager to accommodate scheduling needs of clients. • Regularly attend staff meetings. • Ensure timely reporting of time and other expense reports to accounting department. • Provide guidance to new staff in relation to administrative job requirements. • Obtain the necessary training to ensure any tasks are undertaken with the necessary knowledge and in a safe fashion. • Speak to customers, suppliers and other professionals. • May need to answer questions, address concerns or refer a caller to another company representative. • Have excellent phone skills as well as a friendly, pleasant voice. • Keep an organized calendar of appointments and events. • Ensure that all records are properly maintained. • Be accountable for self and/ or for additional administrative staff. • Includes a wide variety of affairs such as setting appointments with clients or planning weekly staff meetings. • May also serve as personal assistant, so you may be required to organize reservations or prepare travel accommodations for your management. • Be the voice of the company, often speaking on behalf of your superiors. • Communicate among people within and outside the company, you will also be responsible for relaying important information. • Communication will take place face-to-face, over the phone, through letters and faxes and via email. • Responsible for creating and maintaining data spreadsheets or entering information into a company database. • Office administrator might keep a spreadsheet of local suppliers and material costs. • Keep detailed records of previous customer information: address, contact numbers, email addresses and service notes. • Provide a sense of organization and efficiency throughout the office and in other aspects of the company. • Accomplish this through maintaining orderly filing systems and a neat, clutter-free environment. • Occasionally administrators also act as “go-fers,” running errands that do not particularly fall under any job description. These tasks may include but are not limited to making bank deposits, shopping for office supplies or picking up lunch for the staff.



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Review Date:		Workers Involved:										
Position Title	Work Related Activities List all work related activities for each type of work.	Hazards List the hazards for each work related activity. List both health and safety hazards.	(H) Health or (S) Safety Hazard?	Risk (1–5)				Average Risk	Rank (Priority)	Controls List the proposed engineering, administrative, and PPE control(s) for each hazard. Engineering: Elimination, Substitution, Design Administrative: Policies, Procedures, Training, Work Permits PPE: Head Prot'n, Eye Prot'n, Hand Prot'n, Foot Prot'n, Hearing Prot'n, Respiratory Prot'n, Fire Ret't Coveralls, High Vis. Vest, Fall Prot'n, Chem Gloves		
				Consequences	Frequency	Probability	Total					
Office Admin / Accounting	Communication	Ergonomic	H	1	4	1	6	6	1	Eng: Headset for phone, Properly designed work space, Ergonomic desk equipment, Wrist rests for mouse and keyboard	Admin: Safe work practice - Office Safety	PPE: N/A
	Organization	Ergonomic	H	1	4	1	6	6	1	Eng: Properly designed work space and filing area	Admin: Safe work practice - Office Safety	PPE: N/A
		Lifting Hazards	S	2	2	1	5			Eng: Utilize mechanical lifting devices whenever possible	Admin: Training, Safe work practice	PPE: Hand Prot'n
	Administrative Duties	Ergonomic	H	1	5	1	7	5	2	Eng: Properly designed work space, Ergonomic desk equipment, Wrist rests for mouse and keyboard	Admin: Safe work practice - Office Safety	PPE: N/A
		Chemical Exposure	H	2	3	1	6			Eng: Adequate ventilation, Locate printers and copiers away from work area	Admin: WHMIS, Training, MSDS, Safe work practice - Office Safety	PPE: Eye Prot'n, Hand Prot'n
Overall Risk Factor	Stress	H	1	1	1	3			Eng: N/A	Admin: Consultation with health professional	PPE: N/A	
5.7	Errands	File Pick-up / Delivery	S	1	2	1	4	5	2	Eng: Seat belt, appropriate vehicle	Admin: Safe work practice, Safe driving policy	PPE: N/A
		Office Supply Pick-up	S	2	2	1	5			Eng: Seat belt, appropriate vehicle	Admin: Safe work practice, Safe driving policy	PPE: N/A



Benefits of Effective Hazard Assessment & Analysis

1. Increased involvement and safety awareness of employees
2. A safer workplace
3. Less accidents = fewer injuries
4. Less downtime = increased production
5. Less paperwork (company - WHS - WCB)
6. Less accident investigation time
7. Increased respect between the employees and employer
8. Increased teamwork toward health & safety

Remember! Keep hazard assessment and analysis as simple as possible. This process is the key to all effective health and safety programs.

Hazard Assessment and Analysis

Hazard assessment and analysis is a systematic process used to identify the safest way to do a job. The process involves:

- **Identifying** the jobs at the worksite
- **Identifying** the tasks involved in each job
- **Identifying** the basic steps
- **Identifying** the hazards involved in each job
- **Evaluating** the hazards and control measures
- **Prioritizing** the jobs according to the risk of the hazards (potential & probability)
- **Implementing** and **Monitoring** the hazard control measures



Types of Hazards that are Reportable:

Any circumstance that poses the risk of an accident or injury (incident).

How to report Hazards:

Employees are to use the **HAZARD REPORT FORM**, an example of which is located on the following page.

Responsibilities:

Management is responsible for investigating Hazards.

Both Management and Employees are responsible for Reporting Hazards.

All personnel will continuously be on the look out for Hazards and if practical, will take steps to immediately control any Hazards found.

If a perceived Hazard presents immediate danger to personnel, all work is to cease immediately and is not to recommence until the Hazard has been removed or controlled, or the appropriate Personal Protective Equipment has been donned by affected personnel.



Part 3 – Safe Work Practices



Contractors in all industries strive to get the job done on time, on budget and up to the high standards expected by clients. A major part of getting the job done within these parameters is doing it safely. Getting the job done safely means that the people involved follow **Safe Work Practices**, Safe Job Procedures, Rules and Regulations.

Definition

Safe work practices are a set of positive guidelines - or “Do’s and Don’ts” - on how to perform a specific task that may not always be done in a certain way.

Safe Work Practices are ways of controlling hazards and doing jobs with a minimum risk to people and property. To reduce risks, an organization must have a written set of Safe Work Practices outlining **what is to be done in general terms** for each job considered to be hazardous. These must be developed to fit the particular company. Management must understand and fully endorse these Safe Work Practices, and ensure that:

- They are in writing.
- They are related to the scope of work.
- All employees understand the Safe Work Practices that apply to them.

Management and workers ensure that all Safe Work Practices are followed.





Index of Safe Work Practices

1. Back Injury Prevention
2. Backing up Equipment and Vehicles
3. Driving and Hand-held Devices
4. Driving/Winter Driving
5. Working with Electricity – General Safety
6. Fire and Use of Fire Extinguishers
7. Fire Prevention Checklist
8. First Aid
9. Handling Hazardous Materials
10. Housekeeping Standards
11. Lock-Out and Tag-Out Procedure
12. Office Safety
13. Permits and Registrations
14. Power Cords
15. Refueling Vehicles/Equipment
16. Transporting Flammable Products
17. Weather Exposure/Dehydration on Jobsites
18. Emergency Baths, Showers, Eye Wash Equipment
19. General Ventilation
20. Lighting Ergonomics

Earth Moving / Powered Mobile Equipment

21. Excavating and Trenching
22. Trenching
23. Winch Safety

Environment

24. Environmental Practices

Oil & Gas

25. Directional Drilling, Boring and Pipe Pushing Safety
26. Tripping Rods and Pumps
27. Well Servicing – Definitions

Other

28. Silica



SWP #1

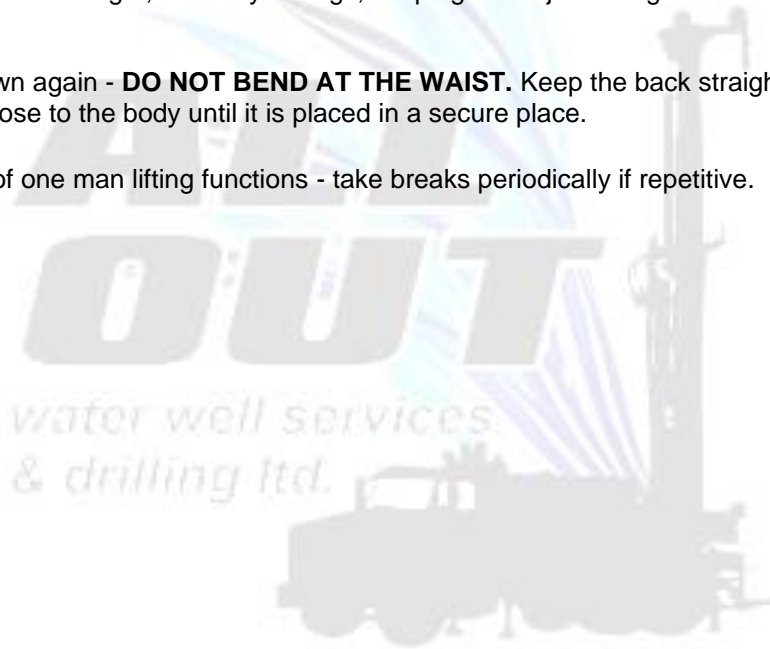
BACK INJURY PREVENTION

Have you ever suffered from a “back strain” or a “rupture”?

The chances are that if you have, it occurred when you were trying to lift something which was either too heavy or too large for one person to do properly, or you lifted incorrectly.

Some hints on how to prevent back injury are:

- Size up the load - if you think you need help, ask for it.
- Get good footing.
- Bend your knees: get a good grip on the object to be lifted.
- Look up. Keep your back straight; lift with your legs, keeping the object being lifted as close to your body as possible.
- To put the object down again - **DO NOT BEND AT THE WAIST**. Keep the back straight and bend the knees, keeping the object close to the body until it is placed in a secure place.
- Avoid long duration of one man lifting functions - take breaks periodically if repetitive.





SWP #2

BACKING UP EQUIPMENT AND VEHICLES

Many injuries, collisions and accidents occur while backing up Equipment and Vehicles. It has been determined that the **best way to avoid the above problems is to avoid backing up** whenever possible. For this reason, the following work practice is in place for all personnel:

- Whenever possible, vehicles and equipment shall be positioned while parking to avoid the necessity of backing later.
- If dumping loads, try to use drive-by dumping instead of backing up.
- If you must back into a location, position yourself using forward travel so you back up as little as possible.
- When you must back up, use the appropriate **Safe Job Procedure**, located in the next section of this Manual.





SWP #3

DRIVING AND HAND-HELD WIRELESS DEVICES

The use of wireless phones, or similar hand-held wireless devices while driving (Palm Pilot, Blackberry, etc.), is a distraction and cannot be done without increasing risk. This SWP sets the procedures for the use of wireless devices while driving in Company owned or rented vehicles, and during employee-owned vehicle use while engaged in Company business (herein referred to as company vehicle). The use of such devices as described above are prohibited except where "hands-free" devices are properly used. If wireless phones are used in company vehicles while driving, the following procedure must be adhered to.

Do:

- Equip your vehicle or cellular phone with a "hands-free" device, and use it properly.
- Pull off road and safely park when phone conversations require extended discussion, emotional context, data or information to be looked up or written down.
- Inform the calling party that you are driving and will need to keep the conversation short or, if necessary, you will pull off the road.
- Suspend and or do not accept any calls while in heavy traffic or hazardous driving conditions.
- Position your wireless phone within easy reach.
- Only place calls when you can do so safely. (i.e. -when stopped, before pulling into traffic when the phone conversation will be short, etc.).
- Use your wireless phone to help others in emergencies.
- Know your wireless phone features such as speed dial, redial, and caller ID (to return missed calls).
- If you have passengers, let them handle any incoming or outgoing calls.

Do Not:

- Use wireless phones where they may cause an explosion (while fuelling vehicles, or in Class 1, Division 1
- Electrical classified areas at field or gas plant locations).
- Engage in extended phone conversations while driving.
- Use wireless phones while driving company vehicles unless equipped with a properly functioning hands-free device.
- Use wireless or hand-held electronic devices (Blackberry, Palm Pilot, etc.) while driving.
- Dial a phone number while a vehicle is in motion.
- Engage in stressful or emotional conversations while driving.



SWP #4

DRIVING/WINTER DRIVING

- Operators must have a valid operator's license.
- All vehicles must be driven according to manufacturer's recommendations.
- It is the operator's responsibility to be conversant with traffic laws and regulations. All Out Water Well Services & Drilling Ltd. will not assume responsibility for unsafe or unlawful acts committed by our employees. That responsibility is placed upon the operator of each vehicle/piece of equipment.
- Drive defensively. Always be aware of other drivers/operators around you.
- Back up only where safe to do so.
- Do not drive while fatigued or under the influence of alcohol or drugs.
- Perform a "walk around" prior to driving.
- Ensure seatbelts are worn at all times while travelling.
- Refer to Safe Work Practice #3 for Cell/mobile phone use in vehicles.
- Avoid offering rides to strangers or hitch hikers or strangers.
- When driving in and out of shop/yard please drive slowly.
- In case of accident, notify management immediately.
- It is everyone's responsibility to keep company vehicles clean and free of garbage at all times.
- Ensure vehicle has an Emergency Road Kit and Fire Extinguisher.

Winter Driving Considerations:

- Clear snow from all windows, lights and mirrors prior to operating the vehicle.
- Avoid using cruise control on icy roads.
- Accelerate and brake gently to avoid skids and spinouts.
- Winter clothing/PPE must not restrict vision, movement or hearing.
- Keep fuel tank full whenever possible.
- Be familiar with the installation of snow chains.
- Be aware of current weather forecast in order to anticipate driving conditions.

Refer to "Working Alone" Policy when driving in isolated areas.



SWP #5

WORKING WITH ELECTRICITY - GENERAL SAFETY

Why is it so important to work safely with or near electricity?

The electrical current in regular businesses and homes has enough power to cause death by electrocution. Even changing a light bulb without unplugging the lamp can be hazardous because coming in contact with the “hot” or live part of the socket could kill a person.

What kinds of injuries result from electrical currents?

There are four main types of injuries: electrocution (fatal), electric shock, burns, and falls. These injuries can happen in various ways:

- Direct contact with the electrical energy.
- When the electricity arcs (jumps) through a gas (such as air) to a person who is grounded (that would provide an alternative route to the ground for the electricity).
- Thermal burns including flash burns from heat generated by an electric arc.
- Flame burns from materials that catch on fire from heating or ignition by electrical currents.
- High voltage contact burns can burn internal tissues while leaving only very small injuries on the outside of the skin.
- Muscle contractions, or a startle reaction, can cause a person to fall from a ladder, scaffold or aerial bucket. The fall can cause serious injuries.

What are some general safety tips for working with or near electricity?

- Inspect tools, power cords, and electrical fittings for damage or wear prior to each use.
- Repair or replace damaged equipment immediately.
- Always tape cords to walls or floors when necessary. Nails and staples can damage cords causing fire and shock hazards.
- Use cords or equipment that is rated for the level of amperage or wattage that you are using.
- Always use the correct size fuse. Replacing a fuse with one of a larger size can cause excessive currents in the wiring and possibly start a fire.
- Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions exists.
- Unplug any cords to these outlets and do not use until a qualified electrician has checked the wiring.
- Always use ladders made of wood or other non-conductive materials when working with or near electricity or power lines.



- Place halogen lights away from combustible materials such as cloths or curtains. Halogen lamps can become very hot and may be a fire hazard.
- Risk of electric shock is greater in areas that are wet or damp.
- Install Ground Fault Circuit Interrupters (GFCIs) as they will interrupt the electrical circuit before a current sufficient to cause death or serious injury occurs.
- Make sure that exposed receptacle boxes are made of non-conductive materials.
- Know where the breakers and boxes are located in case of an emergency.
- Label all circuit breakers and fuse boxes clearly. Each switch should be positively identified as to which outlet or appliance it is for.
- Do not use outlets or cords that have exposed wiring.
- Do not use power tools with the guards removed.
- Do not block access to circuit breakers or fuse boxes.
- Do not touch a person or electrical apparatus in the event of an electrical accident. Always disconnect the current first.

ELECTRICAL SAFETY TIPS

- Inspect cords and plugs.
- Check power cords and plugs daily. Discard if worn or damaged.
- Have any cord that feels more than comfortably warm checked by an electrician.
- Eliminate octopus connections.
- Do not plug several power cords into one outlet.
- Pull the plug, not the cord.
- Do not disconnect power supply by pulling or jerking the cord from the outlet. Pulling the cord causes wear and may cause a shock.
- Never BREAK OFF the third prong on a plug.
- Replace broken 3-prong plugs and make sure the third prong is properly grounded.
- Never use extension cords as permanent wiring.
- Use extension cords only to temporarily supply power to an area that does not have a power outlet.



- Keep power cords away from heat, water and oil. They can damage the insulation and cause a shock.
- Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.





SWP #6

FIRE AND USE OF FIRE EXTINGUISHERS

When used properly, a portable fire extinguisher can save lives and property by putting out a small fire or controlling it until the fire department arrives. Portable extinguishers are not designed to fight large or spreading fires. However, even against small fires, they are useful only under certain conditions:

- The operator must know how to use the extinguisher. There is no time to read directions during an emergency.
- The extinguisher must be within easy reach and in working order, fully charged.
- Some models are unsuitable for use on grease or electrical fires.
- Check Cylinder.
- Inspect cartridge puncture cap.
- Weigh cartridge.
- With cartridge removed, check action of puncture lever.
- Check hose and nozzle for obstruction.
- Check date of manufacture.
- Check level and condition of powder.
- Check fill-cap threads and gasket.
- Attach visual seal.
- Check Pressure Gauge.

Select Your Extinguisher

Choose your extinguisher carefully. A fire extinguisher should bear the seal of an independent testing laboratory. It should also be labeled as to the type of fire it is intended to extinguish. The extinguisher must be large enough to put out the fire. Most portable extinguishers discharge completely in as few as eight seconds.

Classes of fires

There are three basic classes of fires. All fire extinguishers are labeled with standard symbols for the classes of fires they can put out. A red slash through any of the symbols tells you the extinguisher cannot be used on that class fire. A missing symbol tells you only that the extinguisher has not been tested for use on a given class of fire.

- **Class A:** Ordinary combustibles such as wood, cloth, paper, rubber, and many plastics.
- **Class B:** Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas.



- **Class C:** Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery, and appliances.

Many household fire extinguishers are "multipurpose" A-B-C models, labeled for use on all three classes of fire. If you are ever faced with a Class A fire, and you don't have an extinguisher with an "A" symbol, don't hesitate to use one with the "B:C" symbols.

Warning: It is dangerous to use water or an extinguisher labeled only for Class A fires on a grease or electrical fire.

Extinguisher sizes

Portable extinguishers are also rated for the size of fire they can handle. This rating is a number from 1 to 40 for Class A fires and 1 to 640 for Class B fires. The rating will appear on the label. The larger the number, the larger the fire extinguisher can put out. Higher-rated models are often heavier. Make sure you can hold and operate the extinguishers are rated 1A or 2A and/or 5B, 10B, or 20B. The "C" just indicates that you can use it on electrical fire.

Installation and Maintenance

- Extinguishers should be installed in plain view above the reach of children near an escape route and away from stoves and heating appliances.
- Extinguishers require routine care. Read your operator's manual and ask your dealer how your extinguisher should be inspected and serviced.
- Rechargeable models must be serviced after every use. Disposable fire extinguishers can be used only once; they must be replaced after one use.
- Following manufacturer's instructions, check the pressure in your extinguishers once a month.

Remember the PASS word

- Stand 6 to 8 feet away from the fire and follow the four-step PASS procedure. If the fire does not begin to go out immediately, leave the area at once. Always be sure the fire department inspects the fire site.
- **PULL** the pin out: This unlocks the operating lever and allows you to discharge the extinguisher. Some extinguishers have other devices that prevent inadvertent operation.
- **AIM** low: Point the extinguisher nozzle (or hose) at the base of the fire.
- **SQUEEZE** the lever below the handle: This discharges the extinguishing agent. Releasing the lever will stop the discharge. Some extinguishers have a button that you press.
- **SWEEP** from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.



Should You Fight The Fire?

Before you begin to fight a fire:

- Make sure everyone has left, or is leaving, the building.
- Make sure the fire department has been notified by dialing 911.
- Make sure the fire is confined to a small area and that it is not spreading beyond the immediate area.
- Make sure you have an unobstructed escape route to which the fire will not spread.
- Make sure that you have read the instructions and that you know how to use the extinguisher.

It is dangerous to fight a fire under any other circumstances. Instead, leave immediately and close off the doors and windows if possible.





SWP #7

FIRE PREVENTION CHECKLIST

Fire Extinguishers

- In proper place
- Unobstructed
- Clearly marked
- Properly serviced and mounted
- Regularly checked

Housekeeping

- Premises free of combustible material
- No accumulation of rubbish
- Safe storage of flammables
- Passageways clear of obstacles

Electrical Equipment and Wiring

- No bare wiring or badly worn insulation
- Proper grounds - connections clean and tight
- Panels and outlet boxes clean and covered
- Motors and tools free of dirt and grease
- No lights near combustible material
- No makeshift wiring

Shop Area and Fuel Handling

- Proper precautions in welding areas
- Oil and fuel spills cleaned up
- No smoking areas clearly marked
- Proper fuel handling

For further information refer to the Occupational Health and Safety Act, Regulations and Code.



SWP #8

FIRST AID PROCEDURES

Job Site: _____

First Aid Attendant(s): _____

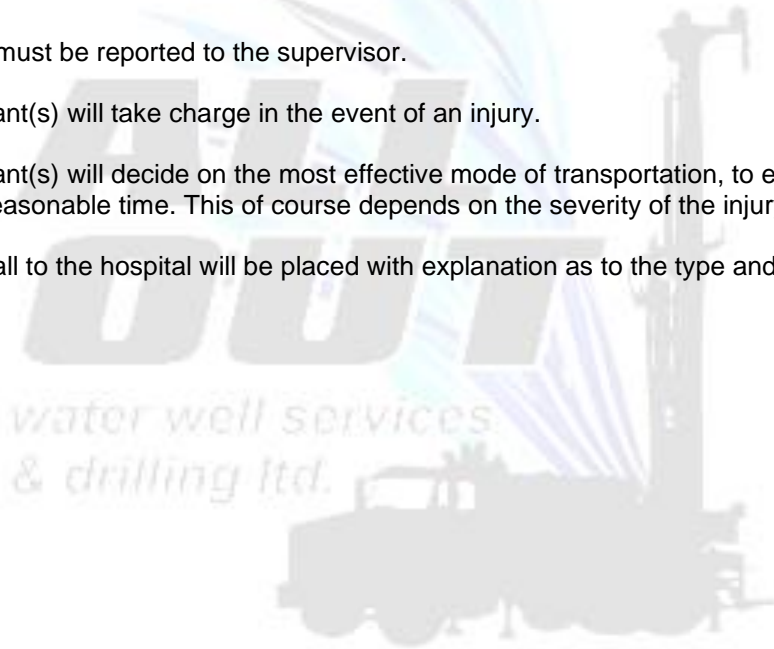
First Aid Call Number: _____

Hospital Phone Number: _____

Ambulance Phone Number: _____

- All personal injuries must be reported to the supervisor.
- The First Aid Attendant(s) will take charge in the event of an injury.
- The First Aid Attendant(s) will decide on the most effective mode of transportation, to ensure the injured arrives at the hospital in a reasonable time. This of course depends on the severity of the injury.

If a phone is available, a call to the hospital will be placed with explanation as to the type and seriousness of the injury.





SWP #9

HANDLING HAZARDOUS MATERIALS

- All WHMIS controlled substances must be clearly identified with either a supplier label or a workplace label.
- This includes cleaners, lubricants or other commonly used materials.
- An MSDS must be available to anyone working with a WHMIS controlled substance.
- If no information is available for the materials to be handled, call the manufacturer and request an MSDS and a supplier label.
- All personnel handling WHMIS controlled substances must be formally trained with regards to the WHMIS program at the work site.
- Review information found in the MSDS and on the labels.
- All personnel involved in the task must be part of the pre job meeting.
- ERP (Emergency Response Plan) developed in case of emergency.
- Collect all the safety equipment required to safely perform the task at hand.
- Comply with safe work precautions identified during the safety pre-job planning process.
- Be aware of the surroundings as conditions may change which may adversely affect the job.
- Should the changing condition warrant it - step back and hold a tailgate meeting to discuss the change in the job conditions.
- If required, implement the emergency response plan.
- All surplus hazardous materials should be returned to their normal storage areas or if they are going to be further used should be properly labelled and contained.
- If the hazardous material is to be disposed of, ensure proper disposal methods are used. Disposal methods can be found in the MSDS materials.
- Clean all chemical residues off of any personal protective equipment worn or equipment used.
- Clean up all spilled materials and dispose of contaminated materials in a suitable manner.



SWP #10

HOUSEKEEPING STANDARDS

All employees, contractors and subcontractors are required to:

- Keep his or her area clean and free of oil, grease, mud, and any tripping hazards such as unnecessary tools/equipment, scrap metal and other debris.
- Store equipment in its proper place inside the shop, make use of shelves and tag if necessary. The floor is not where equipment is kept.
- Clean-up spills promptly with proper absorbing agents and materials.
- Wipe your muddy/ wet feet before entering the office.
- Place all garbage and waste materials in appropriate containers.
- Store all oily rags in appropriate containers until disposal is possible.
- Watch for hazards such as nails, protruding scrap metal, grease and oil.
- Not run around nor participate in horseplay.
- Keep the back doors locked at all times. Last person to leave the shop should check the doors and turn off the coffee pot and lights. Remember to set the alarm before locking the front door.
- The offices are no place to store any equipment, remember: when a customer or supplier visits, and sees a tidy clean office environment, this reflects how we conduct ourselves in the workplace.
- Keep exterior walkways and stairways free of snow, ice and obstacles.
- Keep interior hallways, stairwells and other traffic areas clear.

A clean workplace is a safer workplace

For further information see the appropriate current Occupational Health & Safety Legislation.



SWP #11

LOCK-OUT AND TAG-OUT PROCEDURE

General

- Tag and lockouts ensure that the operational status of any operating system remains unchanged while it is being used or worked on. Operating systems include: rotating equipment, electrical installations, instrumentation, vessels, underground and above ground piping systems, heavy equipment and any other equipment with the potential to release hazardous mechanical energy.
- When performing work on energized equipment (electrical, mechanical, etc.) a proper lockout procedure must be used to ensure all equipment is secured in a zero energy state.
- Any equipment or controls that might be pressurized must be blocked in and depressured by qualified personnel before work commences.

Tags

- Tags must be attached to the isolation point to ensure that the equipment or operating system is not operated and remains safe for others to work on.
- Tags are used to protect personnel exposed to hazards of an operating system and must be respected by all workers. The worker responsible for the operating system must isolate and tag the installation.
- Any device which has a tag attached must not be operated or altered by anyone. If a device within an operating system must be operated intermittently for testing, etc. the tag must be removed by a designated worker before each operation.
- The tag may be removed only by the worker who installed it and after the task is complete.

Lockout

(Use where applicable)

- After worker has isolated and tagged any electrical system or piece of rotating equipment, each worker in charge of a crew of workers must install their padlock on the lockout device for worker and property protection.
- The lock may be removed only by the worker who installed it and after the task is complete.



SWP #12

OFFICE SAFETY

Injuries and accidents in the office are just as painful and costly as those occurring in the work place. The office should be no less safe than any other area and equal amount of care must be taken to assure the welfare of the workers. Some simple rules will eliminate the majority of office hazards.

Filing and Storage Cabinets

- Prevent cabinets from tipping over by bolting cabinets together side by side where possible.
- Do not overload top shelves.
- Open drawers one at a time so as not to unbalance the cabinet.
- Close all the drawers when they are not in use. Use the handles to open and close the drawers to prevent pinched fingers.
- Do not struggle with firmly stuck drawers, the drawer may suddenly pull loose and fall on a foot, or could cause a muscle strain.

Computers

- Ensure that computer monitors are adjusted to correct height and kept clean.

Paper Cutters and Shredders

- After using the paper cutter make sure that the blade is closed.
- Be very careful when using the shredder to avoid catching jewellery, ties, clothing or long hair in the blades.

Waste Baskets

- Never use a wastebasket as an ashtray as this could easily start a fire.
- If the basket is being used to dispose of glass, sharp edged cans or other similar objects, first place these objects in a bag or wrap them in newspaper and mark the contents clearly. Never leave these items loose in the container.

Electrical Cords

- To avoid fire hazard ensure that all electrical cords are in good condition and not overloaded. Any cords that are worn or frayed are to be repaired or replaced immediately.
- Do not run electrical or telephone cords across aisles or walkways.
- Never remove an electrical cord from the wall socket by pulling on the cord, always pull the plug head instead.

Floor and Aisles

Slipping and tripping hazards are probably the most common in an office setting. To avoid these:



- Keep floors and aisles free of all debris and storage boxes.
- Use the aisles and walkways provided to move around the office. Do not take shortcuts.
- Do not obstruct your forward view when walking by carrying objects that are very large.

Stairs

Never leave or store material on the stairs.

- Pick up debris and wipe up spills on the stairs immediately.
- Report unsafe conditions.
- Hold onto the handrail when using the stairs.

Ladders

Basic rules for ladder use are as follows:

- If using a stepladder, ensure that it is fully open and is on level ground before starting to climb.
- Never stand on the top two rungs of the ladder.
- Never reach to the side of a ladder, climb down and move the ladder.

Flammable Materials

By using a hazard assessment required by Part 2, flammable substances stored or used at a work area (that is considered not a hazardous location): will not be in sufficient quantity to produce an explosive atmosphere if inadvertently released,

- are not stored within 30 meters of an underground shaft, are not stored in the immediate vicinity of the air intake of ventilation supply system, an internal combustion engine, or the fire box of a fired heater or furnace
- are stored only in containers approved to CSA, or ULC Standards. CSA B376-M1980 (R1998), "Portable Containers for Gasoline and other Petroleum Fuels." ULC Standard C30-1995, "Containers, Safety".
- Atmospheric test results should be assessed, to ensure the atmosphere a worker is to enter, is not more than 20 percent of the lower explosive limit of a flammable or explosive substance. In any atmosphere within this range a worker is not permitted to enter.
- If the work requires that the contents of metallic or conductive containers be transferred from one to another, an employer must ensure that static electricity is controlled while the contents are being transferred.

If a workers clothing/and or skin is contaminated with a flammable or combustible liquid, the worker must:

- avoid any activity where a spark or open flame may be created or exists,
- remove the clothing, and



- ensure the clothing is decontaminated before it is used again. If a workers skin is contaminated the worker must wash the skin at the earliest possible time.

The supervisor is to ensure that an internal combustion engine in a hazardous location has a combustion air intake and exhaust discharge that are equipped with a flame arresting device, or located outside the hazardous location. Whenever possible, internal combustion engines should be located outside the hazardous location.

- Never use flammable liquids such as gasoline, naphtha or varsol for cleaning in the office. Keep any flammable material in approved containers that are properly labelled. Do not leave the containers uncapped.

Electrical Appliances

- Use only the fans with a wire mesh guard that completely covers the blades.
- Ensure fans are used to manufacturer specifications
- Ensure coffee makers are used according to manufacturer specifications
- Operate microwave according to manufacturer's specifications.

Smoking

- Do not smoke while handling computer tapes or other flammable material.

Fire Precautions

- Ensure that all employees know the location of the firefighting equipment in the office and also know which type of extinguisher on which class of fire.
- Ensure that extinguishers are properly maintained.
- Ensure that all personnel are familiar with escape routes to be used in an emergency and know how to contact the emergency services.

Transporting Materials

- When transporting materials of a heavy nature ensure that handcarts and trolleys are used properly.

Chairs

- Ensure chairs are in good repair.



SWP #13

PERMITS AND REGISTRATIONS

- All trucks are to carry proper registration, pink card for insurance, yearly renewal permits for goods hauled, log book for driver as required, and either the special permit for overweight or over-dimensional loads.
- Some of All Out Water Well Services & Drilling Ltd.'s customers may use a safe work permit system on their properties. It is the responsibility of employees to discuss the safe work permit system with the customer site representative and comply with their requirements.





SWP #14

POWER CORDS

- Keep power cords clear of tools during use.
- Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
- Do not use light duty power cords.
- Do not carry electrical tools by the power cord.
- Do not tie power cords in tight knots. Knots can cause short circuits and shocks.
- Loop the cords or use a twist lock plug.





SWP #15

REFUELING VEHICLES/EQUIPMENT

- Ensure refueling area is properly ventilated.
- All gasoline and diesel vehicles will have their engines shut off during refueling.
- Ensure that there are no open flames or smoking in the vicinity prior to refueling. Refueling operation will not occur within 3 meters (10 feet) of a source of ignition.
- Avoid spillage on equipment or ground.
- Turn off cell phones while refueling.
- A fire extinguisher of sufficient size to control a potential fire and protect the workers will be stationed at refueling locations.
- Contaminated soils will be cleaned up and disposed of according to provincial regulations.
- Portable equipment (power augers, soil tampers, generators) will be allowed to cool down prior to refuelling. Refueling and transferring fuel from one container to another will not be performed inside a building. Move all containers outdoors.
- Fuel storage containers/tanks must meet all legislative standards.
- Safety or approved containers will be used to handle and store flammable liquids.
- Each container/tank will only have one type of flammable liquid and be labelled to identify contents with a WHMIS label.
- Stationary tanks will be bermed in case of a leak to contain the contents.
- “No Smoking” signs will be attached or located near fuel storage area.
- MSDS sheets will be available for all fuels located on site.
- Fuel spills will be cleaned up promptly using absorption materials.
- A drip pail will be placed under the nozzle to capture spills.



SWP #16

TRANSPORTING FLAMMABLE PRODUCTS

Transportation and handling of flammable liquids is an integral part of daily construction activity involving workers and equipment. To protect workers from injuries associated with working with flammable liquids, use the following Safe Work Practice:

- Ensure personnel are TDG trained.
- Ensure documentation in place.
- Ensure placards as per TDG regulations are in place.
- Gasoline or other flammable products must not be carried in the passenger compartment of a vehicle.
- Flammable liquids must be transported and stored in approved containers bearing the CSA, ULC and WHMIS labels.
- Ensure that containers are not damaged and that caps or fittings are properly secured after filling.
- Ensure Flammable liquids are contained in an upright position and are secured to prevent overturning.





SWP #17

WEATHER EXPOSURE / DEHYDRATION ON JOBSITES

Often work will commence in remote areas with little or no services. Therefore the following practices and methods of conduct are in place:

- Each employee is responsible for his/her own water/drink requirements.
- Employees are responsible for their own food.
- Hats are recommended to prevent heat exposure.
- Sunscreen is recommended to prevent sunburn.
- Employees are responsible to stop work if they feel unsteady or unable to continue work in a safe manner. It should be reported immediately to a manager or First Aid trained personnel.





SWP #18

EMERGENCY BATHS, SHOWERS, EYE WASH EQUIPMENT

Worker Decontamination

Workers, their clothing, and equipment may become contaminated during work activities through exposure to harmful substances including chemical or biological hazards. The employer is responsible for providing suitable means to allow workers to remove the contamination before leaving the work site.

The type of decontamination facility required depends on the harmful substance and the operation. Workers should be able to leave the work site without carrying away any amount of harmful substance that could adversely affect their health or the health of other persons with whom they have contact. For example, a worker doing lead soldering in a shop where lead particulate is produced must be provided with a suitable facility to change clothes and shower. The facility should have enough space for lockers so clean clothes can be kept separate from contaminated work clothes. As it relates to lead, there is significant potential for take-home lead exposure from lead contamination on a worker's skin, clothing and respirators. It is important that lead contamination be removed prior to the worker leaving the work site.

As the presence of a harmful substance on articles and clothing could adversely affect the worker's health, the employer must ensure that only properly decontaminated or cleaned articles and clothing are taken from the work site by the worker. The employer can determine whether to provide laundry facilities or some other means of cleaning the clothing. Articles may be wiped, washed or hosed down.

As it relates to biohazardous materials, it is recommended that employers develop and implement procedures that describe methods to clean, disinfect, or dispose of contaminated articles or clothing

Matching Facilities to the Hazard

The requirements of this section apply to any work site where chemicals harmful to the eyes or skin are used, not just chemical plants or laboratories. The employer is required to provide facilities so that chemicals splashed into the eyes or onto the body can be immediately diluted and washed away. Quick dilution and removal helps to minimize potential damage to the eyes, skin and body parts exposed to the chemical.

The facilities selected must be appropriate to the hazard and the extent to which workers are exposed to that hazard. For example, in a chemical processing plant where the potential exists for a worker to receive a chemical splash to the entire body, shower and eye wash stations must be provided. At another workplace where the hazard is limited to exposure of the eyes and face, an eye wash station may be sufficient.

Maintaining Facilities

To be effective when needed, emergency baths, showers, eye wash and other similar equipment must be inspected and maintained according to the manufacturer's specifications.

Emergency baths, showers, eye wash stations and similar equipment should be

- located on the same floor level and area as the work process that creates the hazard
- unobstructed at all times for quick access, and
- marked with clear signage to indicate their location.



Recommended Practices

The following recommended practices are not a mandatory part of the OHS Code, however meeting the requirements of the ANSI Standard described in the next paragraph are acceptable practices.

Employers and workers looking for additional information about emergency eyewash and shower equipment should refer to ISEA/ANSI Standard Z358.1-2004, American National Standard for Emergency Eyewash and Shower Equipment. The Standard establishes minimum performance requirements for eyewash and shower equipment for the emergency treatment of the eyes or body of a person who has been exposed to injurious materials. It covers the following types of equipment: emergency showers, eyewash equipment, eye and face wash equipment, handheld drench hoses and combination shower and eyewash or eye and face wash equipment. The Standard is intended to provide uniform minimum requirements for equipment performance, installation, test procedures, maintenance and training in order to assure the worker of a minimum level of first aid.

Prohibited Activities

An employer must not allow workers to eat, drink or smoke at the work site in an area contaminated by a harmful substance. Allowing such activities may result in the workers' health or safety being adversely affected. If workers are allowed to eat, drink or smoke at a work site, a clean and hygienic area should be provided and maintained for these purposes. Even if workers eat, drink or smoke outside the work site, the employer must provide appropriate means for workers to decontaminate themselves to ensure they are not ingesting the harmful substance.





SWP #19

GENERAL VENTILATION

General Ventilation

- All workplaces need an adequate supply of fresh air
- This can be natural ventilation, from doors, windows etc. or controlled, where air is supplied and/or removed by a powered fan
- If you work in an office or shop, natural ventilation will normally be enough to control dusts and vapours from cleaning materials etc.
- Sometimes planned, powered general ventilation is an integral part of a set of control measures, e.g. the welding of large fabrications in a workshop

Local Exhaust Ventilation

- Local exhaust ventilation (LEV), or extraction, is an engineering control solution to reduce exposures to dust, mist, fume, vapour or gas in a workplace
- Use a properly designed LEV system that will draw dust, fume, gases or vapour through a hood or booth away from the worker
- An extraction system should be easy for workers to use and enclose the process as much as possible
- It should effectively capture and contain the harmful substance before it is released into the working environment
- Air should be filtered and discharged to a safe place
- The system should be robust enough to withstand the process and work environment. It is important to maintain it and undertake tests to ensure it is working effectively

Things to avoid when applying LEV

Common errors in applying extraction are:

- The effectiveness of small hoods is usually overestimated – be realistic
- The hood is usually too far away from the process
- The hood doesn't surround the process enough
- Inadequate airflow
- Failure to check that the extraction continues to work
- Workers are not consulted, so they don't understand the importance of extraction and do not use it properly



SWP #20

LIGHTING ERGONOMICS

What are some of the most common lighting problems?

Poor lighting can cause several problems such as:

- Insufficient light - not enough (too little) light for the need
- Glare - too much light for the need
- Improper contrast
- Poorly distributed light
- Flicker

This Safe Work Practice summarizes general ways to detect and solve some of the more common lighting problems

What should you know about insufficient light?

Poor lighting can be a safety hazard - misjudgment of the position, shape or speed of an object can lead to accidents and injury.

Poor lighting can affect the quality of work, specifically in situation where precision is required, and overall productivity.

Poor lighting can be a health hazard - too much or too little light strains eyes and may cause eye discomfort (burning, etc.) and headaches.

How much light is needed for various situations or activities?

The amount of light we need varies and depends on:

- Type of task being done (such as demands for speed and accuracy)
- Type of surfaces (does it reflect or absorb light)
- General work area
- Individual's vision

The amount of light falling on a surface is measured in units called lux. Depending on the factors noted above, adequate general lighting is usually between 500 and 1000 lux when measured 76 cm (30 inches) above the floor.* Examples of industrial and office tasks and the recommended light levels are in the table below.



Recommended Illumination Levels*

Type of Activity	Ranges of Illuminations (Lux)**
Public spaces with dark surroundings	20-50
Simple orientation for short temporary visits	50-100
Working spaces where visual tasks are only occasionally performed	100-200
Performance of visual tasks of high contrast or large scale	200-500
Performance of visual tasks of medium contrast or small size	500-1000
Performance of visual tasks of low contrast or very small size	1000-2000
Performance of visual tasks of low contrast and very small size over a prolonged period	2000-5000
Performance of very prolonged and exacting visual tasks	5000-10000
<i>* From: IESNA Lighting Handbook. 9th ed. Illuminating Engineering Society of North America, 2000. p. 10-13.</i>	
<i>**Lux = Lumens (quantity of light) per square meter.</i>	

To reach proper light levels and uniform light distribution in the visual environment, many light fixtures are designed to reflect light off walls, ceilings and objects. The amount of light reflected off a surface can be measured. Suggestions for the percent of light reflected off surfaces in a typical office include:

- Window blinds (40-50%).
- Walls (50% maximum).
- Business machines (50% maximum).
- Ceiling (70-80%).
- Floor (20-40%).
- Furniture (25-45%).

The percent value refers to the amount of light that a surface reflects relative to the amount that falls on the surface.

In addition, light fixtures that are too widely spaced or wrongly positioned can create shadows. Objects between the light fixture and work being done can block the light and cast shadows. Likewise, workers sitting with their backs to windows, with light fixtures directly overhead or to the rear, cast shadows on their own work surfaces.

How do you test and correct for insufficient light problems?

To detect insufficient light, try the following:

- Measure the average illumination throughout the workplace. Compare this to the recommended levels.



- Look for shadows, especially over work areas and on stairways.
- Ask workers if they suffer from eye strain or squint to see.

Workers should sit in their normal working positions during measurement to give you accurate results.

To correct insufficient light:

- Replace bulbs on a regular schedule. Old bulbs give less light than new ones, so replace them before they burn out. Follow manufacturers' instructions.
- Clean light fixtures regularly. Dirt on light fixtures reduces the amount of light given off. Light fixtures with open tops allow air currents to move dust up through the fixtures so dust and dirt do not accumulate on them.
- Add more light fixtures in appropriate places.
- Paint walls and ceilings light colours so light can be reflected.
- Use more reflected light and local lighting to eliminate shadows. For example, a covered light mounted under a transparent guard on a grinding wheel provides the added light needed to clearly see the task.
- Do not position work station with light fixture directly behind worker.

What should you know about glare?

Glare is a common lighting problem. Glare is what happens when a bright light source or reflection interferes with how you are 'seeing' an object. In most cases, your eyes will adapt to the brightest level of light. When this adaptation happens, it becomes harder to see the details in the duller or darker areas of the work space (even though they are actually sufficiently lit!). Glare can cause annoyance and discomfort, and can actually decrease a person's ability to see.

Reflected glare is caused by:

- Light reflected from polished, shiny or glossy surfaces.
- Glass on picture frames, or windows at night.
- Monitors / screens.

Direct glare is caused by:

- Very bright light from poorly positioned light fixtures.
- Sunlight.

How do you detect glare?

There are several ways to find sources of glare.



- When in your normal working position, look at a distant object at eye level. Block the light "path" from the fixtures with a book or cardboard. If the distant object is now easier to see, the light fixtures are probably producing glare.
- To detect reflected glare, look at the task from your normal working position. Block the light falling on it from the front or above. If details are now easier to see, reflections are a problem.
- Place a small mirror face up on the work surface. If the mirror reflects light from above, the light fixture is responsible for glare.
- Look for shiny objects that reflect light. Glass in picture frames, glossy table tops and monitors or screens are common examples.
- Ask workers if they experience sore or tired eyes, headaches or if they need to squint to see.

How do you correct glare problems?

To correct glare, try:

- Using several small low-intensity light fixtures rather than one large high-intensity light fixture.
- Using light fixtures that diffuse or concentrate light well. Indirect light fixtures or direct light fixtures with parabolic louvers are two possibilities.
- Covering bare bulbs with louvers, lenses or other devices to control light.
- Increasing the brightness of the area around the glare source.
- Using adjustable local lighting with brightness controls.
- Positioning light fixtures to reduce reflected light that is directed toward the eyes.
- Using low gloss paper or applying flat or semi-gloss paint and matte finishes on 'offending' surfaces. Removing highly polished and shiny objects.
- Keeping general lighting levels at recommended levels.
- Positioning the work station so that windows and fluorescent light tubes are parallel to the worker's line of sight.
- Position the work station so that the light fixtures are NOT in the front or directly overhead.

How can you detect if there is "improper contrast"?

There are two types of contrast problems - the first occurs when there are very different light levels from one area to another, and the other is contrast between the colours of objects.

The immediate work area should be brighter than surrounding areas. If the surrounding area is brighter than the work area, your attention is distracted away from the work area.

The contrast between colours of objects, such as between the print itself and paper, or text and background on computer screens, can also cause problems. Too little contrast between print and the paper - or characters on a VDT



screen and the background - makes reading tasks difficult. In an industrial setting an example would be that moving and stationary machine parts are hard to distinguish if they are the same colour.

How do you check and correct for poor contrast?

- Look for areas with great differences in light levels.
- Look for objects that are hard to distinguish from the background.
- Look for reading materials and VDTs where it is hard to make out the print or characters from the background.

To correct for poor contrast:

- Increase the contrast between objects and the background. Use ink pens rather than pencils, and white paper rather than grey. Adjust photocopier exposure, VDT brightness and contrast controls.
- Decrease reflected glare. Use matte finishes on surfaces and move shiny objects out of view.
- Use contrasting colours for objects and the background. Paint stationary and moving machine parts in contrasting colours to improve visibility and decrease the risk of accident.

What should you know about poorly distributed light?

When light is poorly distributed, parts of the ceiling and general surroundings will seem dark and gloomy. Substantial differences in light levels force your eyes to readjust when moving from one light level to the other. Workers may find it difficult or impossible to see properly.

You can detect poorly distributed light by:

- Looking for dark areas and uneven lighting.
- Using a light meter to check the illumination at various points throughout the workplace. With uniform general lighting, the minimum reading should not be less than two-thirds of the average value.

Correct for poorly distributed light by:

- Supplementing or replacing light fixtures with ones that distribute some light upwards.
- Painting ceiling and walls in light colours that reflect light.
- Cleaning ceilings, walls and light fixtures.

How do you conduct a more detailed lighting survey?

A complete lighting survey may be needed to identify and solve more subtle or complicated problems. A complete lighting survey requires complex equipment and practical experience.

Follow the manufacturer's instructions for the proper handling, care and maintenance of instruments. Many different techniques and instruments are available. Each of them has its own advantages and disadvantages.

A checklist is available in OSH Answers under "Lighting Ergonomics".



A complete basic lighting survey includes the following:

Illuminance

Illuminance is the amount of light falling on a surface. The unit of measurement is lux (or lumens per square metre = 10.76 foot candles, fc). A light meter is used to measure it. Readings are taken from several angles and positions.

Luminance

Luminance is the amount of light reflected from a surface. The unit of measurement is candela per square metre (equals 0.29 foot-lamberts). An illuminance meter is used to measure it. Several measurements are made and averaged. Luminance tables are consulted for reference values.

Contrast

Contrast is the relationship between the brightness of an object and its background. A luminance meter is used to measure it. The following formula is used to calculate contrast and provides a number between 0 and 1. The average contrast should be above 0.5:

Contrast = (Luminance object – Luminance background) / Luminance background

Reflectance

Reflectance is the ratio of light falling on a surface to the light reflected from a surface, expressed as a percentage. A light meter is used to measure it. Reflectance can also be measured using a reflectometer or by comparing the surface of interest with colour chips of known reflectance.

To determine reflectance, the light meter probe is placed on the test surface to measure light falling on the surface. Next, place the probe 5-7 cm away facing the surface to measure the light reflected from the surface. The following formula is used to calculate reflectance:

Reflectance (%) = (Luminance / Illuminance) X 100%



SWP #21

EXCAVATING AND TRENCHING

- This Safe Work Practice is used to protect workers from injuries associated with excavating and trenching and to facilitate and/or provide proper instruction to workers on protection requirements and to pre-plan trench/excavation soil condition.

Application

- No worker shall enter any trench or excavation until the walls have been adequately cut back or temporary protective structures have been installed unless said trench or excavation is shallower than the legal minimums and the soil is stable.

Supervisor's Responsibilities

- Supervisors are responsible to facilitate and / or provide proper instruction to their workers on protection requirements and to pre-plan trench / excavation soil conditions.
- The supervisor must also check the conditions of the water table in the immediate area.
- The supervisor must have water pumps readily available in the chance that water table rises. All water is to be pumped a minimum of 25 feet away from any open ditch. Water creates a hazard since it can weaken excavation walls thus increasing the potential of slope failure or complete collapse.

The presence of water can also create poor under foot conditions for the workers, resulting in possible slips, trips and falls. In the worst case, accumulated water presents a drowning hazard. The supervisor must control the accumulation of water and ensure that workers do not enter an excavation until hazardous accumulations are eliminated.

Worker Responsibility

- Prior to commencement of any excavation ensure that all underground and/or overhead lines, pipes, cables and conduits have been identified, exposed and well-marked/flagged.
- Control traffic near roads or busy access ways.
- Use traffic controllers/flaggers.
- Set up barricades and/or barriers around excavations and trenches to protect employees.
- Provide ladders in immediate area for access/egress of trenches, excavations.
- Where the cut back method is not possible, provide timber shoring, trench jacks, sheet piling, cage or other approved method.



SWP #22

TRENCHING

Trenching on jobsites is very common and we recognize that workers in the trench have to be protected.

The two most common types of trenching used are straight cut with shoring and open cut with the proper slopes on the sides to adequately protect the workers in the trench.

The passage of time can change conditions significantly, particularly where weather conditions vary.

- Use shoring method, cut back method, or combination of both methods where workers will be entering a trench 1.5 metres in depth or more.
- Where equipment, heavy objects or structures will be located close to the trench, this is to be planned for and a Professional Engineer is to be consulted.
- Where the cut back method is used in hard and compact soil, the trench sides are to be sloped 30 degrees from the vertical and in other soils not less than 45 degrees from the vertical.
- Loose or spoil material is to be kept back at least a distance of 1 metre from the edge of the excavation with the spoil pile sloped to 45 degree angle from the vertical.
-
- Prior to the commencement of any trenching all utility companies will be notified and buried lines located.
- Where overhead lines conflict, they are to be guarded or removed.
- Where the disturbance of underground service/supply line is necessary, that line is to be exposed by an employee hand digging and under the direction of a supervisor or other competent person.
- Where temporary protective structures are used the most current standard, as per the Occupational Health and Safety Regulations are to be complied with.
- When working near buildings, power poles or any other structure which could be undermined by the removal of soil, the work will be carried out in such a manner that the original support for that structure will not be diminished.
- Where used, temporary protective structures other than the shoring detailed in the OH & S Regulations will be designed by a Professional Engineer.
- Safe access to and egress from the trench will be maintained by the use of ladders long enough to protrude 1 metre above the top edge of the trench.

Definitions of terms used:

“trench” means an elongated dug out area of ground whose depth exceeds its width at the bottom;

“temporary protective structure” means a structure or device designed to provide protection in an excavation, trench, tunnel, or underground shaft from cave-ins, collapses or sliding or rolling materials, and includes shoring, bracing, piles, planking or cages

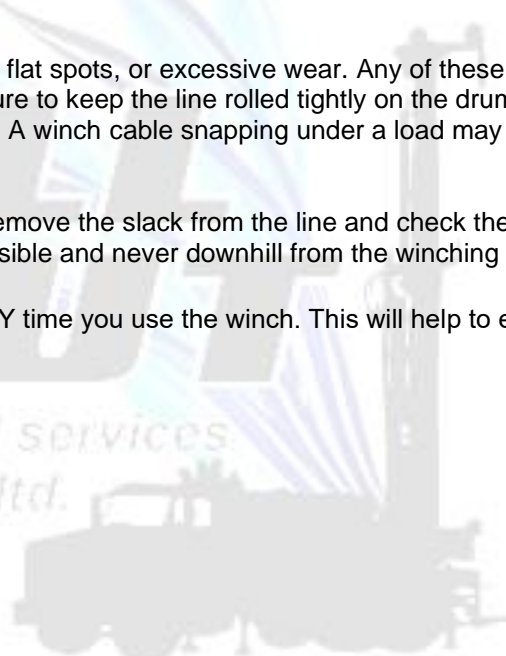


SWP #23

WINCH SAFETY

- Only trained, personnel may operate Winches. Please keep in mind that not exercising caution can be extremely dangerous and could lead to serious injury or fatality. There are certain things that should be done and rules to be followed for your safety and the safety of others.
- Before using the winch the first time you should wind it carefully under load. Similarly after winching on the job, it is important to make sure that the cable is wound properly. This will help prevent damage to the cable when used next. When letting the cable “all the way out” always leave about 4-5 wraps on the drum. Then winch the load watching that the cable does not cross over itself and that there are no gaps between each consecutive wrap.
- Personnel must keep hands/hair/clothing away from the cable when reeling the line in.
- Before every use check the hook for wear, cracks, or corrosion. The hook will open up or break when loaded past its working load or if damaged.
- Inspect the cable for broken strands, kinks, flat spots, or excessive wear. Any of these symptoms will reduce the breaking strength of the line. Also be sure to keep the line rolled tightly on the drum to prevent it from being crushed when load is applied on the winch. A winch cable snapping under a load may become a bullet-like projectile causing injury or death.
- Before beginning any winching operation remove the slack from the line and check the connections again. Bystanders should stay as far away as possible and never downhill from the winching operation.
- Inspect the components for damage EVERY time you use the winch. This will help to ensure everyone’s safety.

*water well services
& drilling ltd.*





SWP #24

ENVIRONMENTAL PRACTICES

This company promotes environmental awareness. The protection of the environment is integral in our industry and in addition to the Company Environmental Policy, all personnel shall be familiar with our client's environmental policies and procedures as per our client's safety orientation and environmental manuals.

Our policy on environmental protection will comply with governmental acts and regulations, and remain consistent with industry codes and guidelines. This compliance will minimize adverse environmental effect and maximize environmental protection.

Employees and subcontractors must practice environmental responsibility at all times. The company environmental protection practices include:

Transportation of Dangerous Goods

- Some examples of dangerous goods used during construction are; paint, solvent, fuels, hydraulic fluids, degreaser and oils.
- All trucks transporting liquid dangerous goods shall carry a shovel, polyethylene and company approved absorbent.
- We include pipe loads as a dangerous material when transporting on public highways and roads. Comply with all weight restrictions. Secure all loads properly. Double-check strapping and binding for security and deficiency. Maximize tie-down to prevent accidental load spills.
- Any spills of dangerous goods must be reported immediately to the Company Safety Division, the Client's Representative and the appropriate provincial authority.
- Spills are to be cleaned up in accordance with regulatory and company procedures.

Disposal of Hazardous Waste

- Hazardous wastes include, but are not limited to petroleum products, paint and paint thinners, solvents, acids, chlorine, lime, propane, peroxide, sulphur, sodium and the empty containers of these materials.
- Never dispose of any hazardous waste or container in water sources, sewers or through domestic garbage containers or landfills.
- Never dump, bury or incinerate hazardous materials.
- Clearly label disposable materials "Hazardous Waste Disposal" and advise your site or shop supervisor or safety officer who will determine disposal procedure.

Disposal of Non-Hazardous Waste

- Reduce the amount of waste from construction by salvaging and recycling.
- Clearly label as "Recyclable Material" and transfer all paper, metal, cardboard, plastic and glass to the nearest collection facility.



- Solid non-hazardous waste may be disposed of by landfill.
- Do not landfill liquid waste. Advise your supervisor of solid and liquid waste disposal requirements.

Excavation

- Before the commencement of work on an excavation or trench, the location of all underground pipes, cables and conduits where the works is to be done, must be clearly marked by the CLIENT or his designate to prevent environmental disaster.
- Ensure that pits and trenches are returned to pre-excavation conditions, specifically that soil conditions are returned to normal.
- Another environmental element of excavating is the discovery of historical artefacts including, but not limited to grave sites, geographical formations, arrowheads, tools and implements. If you discover an archaeological site when digging or excavating, STOP WORK IMMEDIATELY and advise the Company Safety Division.

Pressure Testing

- The withdrawal and discharge of test water into natural water resources can adversely affect agriculture and wildlife habitat.
- Permits must be obtained from the appropriate authority when withdrawing water from or discharging water back into a natural resource.
- If no permits are issued by the CLIENT, contact the Company Safety Division before pressure test begins to secure permit.

Restoration

- Restoration of the construction site must be done to prevent future problems associated with weed growth and soil erosion.
- Surface drainage must be contained on the construction site.
- Topsoil must be evenly replaced where vegetation growth is to be encouraged.

All areas designated for grass must be contoured, top-soiled, fertilized, seeded and restored to original condition.



SWP #25

DIRECTIONAL DRILLING, BORING, AND PIPE PUSHING SAFETY

You must have a knowledgeable crew. Know your equipment – take all available refresher and hands-on training programs.

- Ensure all parts of HDD equipment is properly maintained in order to work safely.
- Make sure all parts are connected properly and work correctly. This includes spec tools.
- Inspect and check the Strike Warning System.
- Make sure pipe threads are properly maintained.
- Make maintenance an important part of your daily routine.
- LISTEN for thumps, bumps, rattles, squeaks, or other unusual sounds
- SMELL odours like burning insulation, hot metal, burning rubber or hot oil.
- FEEL any changes in the way the equipment operates.
- SEE problems with wiring and cables, hydraulic connections or other equipment
- CORRECT anything you see, feel, smell or hear that is different from what you expect or think may be unsafe.

Underground Hazards

Boring may expose you to hazards from underground utilities. These hazards must be identified, located and avoided
Buried underground hazards include;

- Electrical Cables
- Natural Gas lines
- Water lines
- Sewer lines
- Pipes carrying other chemicals, liquids or gases
- Storage tanks
- Fibre optic and telephone cables

Striking these can cause personal injury from explosion, electrocution, fire, exposure to hazardous materials or exposure to laser light.

To help reduce risks associated with underground hazards:



- Classify every worksite based on its hazards to minimize the chances of strikes.
- Use the correct boring equipment, safety equipment, safe work practices and job procedures for the worksite.
- Rely on your training. Crews must understand the hazards of underground boring, how to avoid them and what actions to take if a hazard occurs.

Works Site Planning

- Identify possible hazards before you start to work
- Know what utilities exist and get them marked off.
- Verify the utility markings.
- Expose all utilities that will be crossed or are near your work path.

Inspecting the Work Site

- Read, understand and follow all Occupational Health and Safety Acts and Regulations. A competent operator must identify possible work site hazards and use correct procedures and equipment.
- Notify all utility companies who may have services buried at the work site.
- Personally inspect the work site for evidence of underground hazards. Unclude the perimeter along streets, roads and fences. Look for:
 - “Buried Utility” notices
 - Utility using facilities without overhead lines (indicating buried services)
 - Gas and Water meters
 - Junction Boxes
 - Drop Boxes
 - Light Poles
 - Manhole covers
 - Sunken ground that may indicate previous digging
- Use utility locating and metal locating equipment to sweep the area with 20 feet (6 meters) to each side of the bore path. Use an experienced locating equipment operator.
- Mark the location for all buried utilities and obstructions on the work site and surrounding area.
- Classify the work site.
- Use the correct boring equipment, safety equipment, safe work practices and job procedures for the work site.



Hazard Review

- Review possible Hazards before the job starts with crew members.
- Electrical Strike Protection Equipment should be used anytime necessary.
- Check protective gear as specified and maintained as necessary.

Explosions

- Be Cautious of all underground pipelines, gas may leak and a spark may cause an underground explosion.
- If you suspect you may have hit a pipeline, DO NOT wait to verify the danger, get away from the bore hole and evacuate the area.
- Call the utility company IMMEDIATELY and get the fuel flow cut off as quickly as possible.
- Leave the work site until the utility company says it is safe to return.

Set up

- Don't forget to place cones and security tape to keep the curious out.
- Make sure you mark off the truck and trailer.
- Connect all ground and bonding cables, including the voltage limiter.
- Set up the full system, this may mean rolling out mats.
- Use electrical strike protection if there is any possibility of hitting buried electrical likes.
- Test the warning system

Operations

- Don't rush on the job, be smart and be safe.
- Safe directional boring operation depends on YOU.
- Don't just read your operators manual, know your manual.
- Keep your operators manual on the boring unit.
- Never take short cuts: use only machine torque with the wrenches built into your HDD rig. Never use machine torque with hand wrenches.
- A reamer has the possibility of hitting an underground line that the original bore missed.



SWP #26

TRIPPING RODS AND PUMPS

- Blow out prevention equipment is required. The BOP system should meet all the requirements of the governing regulatory body.
- The rod BOP must be hydraulically operated if servicing is on a secondary or EOR project well.
- There must be a stabbing valve and valve handle available on the flush-by unit if the rods are out of the well.
- When unseating progressive cavity pumps, special care must be taken to ensure that there is no torque remaining in the rod string. The rod string should be clamped to prevent backspin, which may result in serious injury.

Note: Prior to removing the stuffing box, a well flow check must be completed to ensure the well is dead. If the well must be “killed” then the procedures for circulating a well must be followed.





SWP #27

WELL SERVICING - DEFINITIONS

Bailing Tank

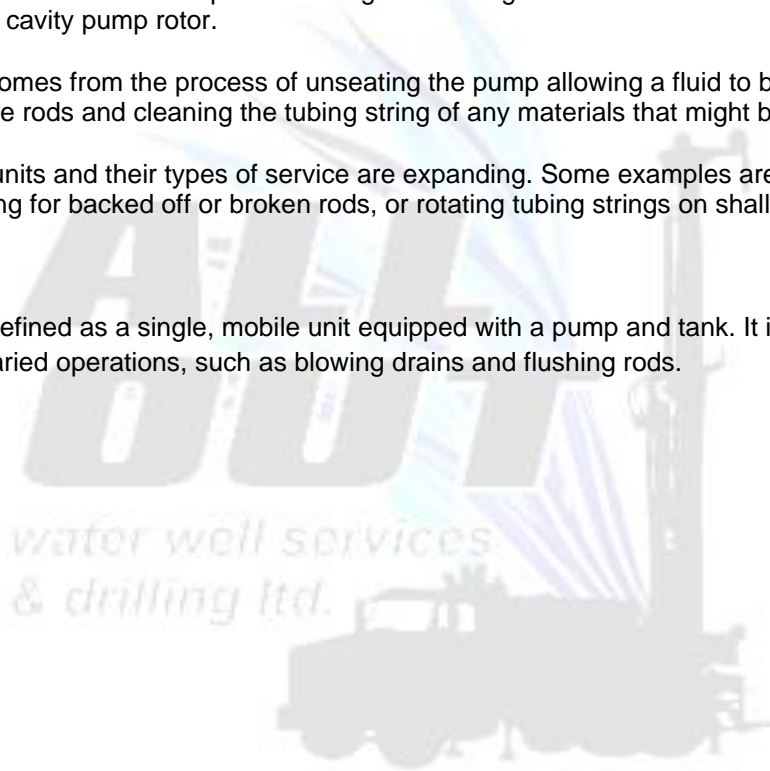
A bailing tank is a small, open tank mounted on wheels that can be positioned near the service rig floor (approx. 1 m from the well). It is utilized to collect sand and well fluids recovered during bailing operations. The tank is moved from its close proximity to the well to meet regulatory spacing requirements upon completion of the bailing operation.

Flush-By Unit

- A flush-by unit is a single mobile unit normally equipped with a small tank, a high-pressure pump, and a derrick attached to the rear of the unit. It is capable of lifting a rod string to unseat a standard reciprocal down hole pump or progressive cavity pump rotor.
- The name flush-by comes from the process of unseating the pump allowing a fluid to be pumped down the tubing, flushing by the rods and cleaning the tubing string of any materials that might be present.
- The use of flush-by units and their types of service are expanding. Some examples are polished rod changes, pump changes, fishing for backed off or broken rods, or rotating tubing strings on shallow wells.

Pressure Trucks

- A pressure truck is defined as a single, mobile unit equipped with a pump and tank. It is capable of servicing wells in many and varied operations, such as blowing drains and flushing rods.





SWP #28

SILICA

Before commencing work on any of our job sites a Hazard Assessment will be performed to identify potential exposure to silica. Management will ensure that exposure does not exceed occupational exposure limits.

Silicosis, an **irreversible** but preventable disease, is the illness most closely associated with occupational exposure to the material, which also is known as silica dust. Occupational exposure to respirable crystalline silica is associated with the development of silicosis, lung cancer, pulmonary tuberculosis, and airways diseases. This exposure may also be related to the development of autoimmune disorders, chronic renal disease, and other adverse health effects.

Silica Work Practices - procedures followed by both employers and workers to control silica hazards in the workplace and prevent worker contamination. Examples of work practices are:

- Wet drilling or sawing of silica-containing materials,
- Showering and changing into clean clothing before leaving work, and
- Avoiding smoking, eating, and drinking in dusty areas.

Training on the hazards of silica and safe work procedures will be provided to workers.

Workers who may be exposed to silica will wear protective clothing.

Silica Respiratory Protection – prevents workers from inhaling pollutants. Appropriate respiratory protection equipment and programs should be provided whenever engineering controls and work practices cannot keep concentrations of airborne silica at or below safe limits.

Respirators – Workers can wear special protective equipment called respirators to protect them from inhaling respirable crystalline silica. Respirators are a good option as protective equipment, but they should be used only when controls (such as substitution, automation, enclosed systems, and local exhaust ventilation) cannot keep exposures at or below safe limits.

Workers who perform sandblasting must use the type of respirator recommended by OH & S for their particular job. Regardless of the abrasive used, OH & S recommends a respirator that provides a constant supply of clean air through a line that connects to a hood or helmet worn by the worker. The respirator air line must be separate from the line that supplies air for blasting. This device is known as a type CE abrasive-blasting respirator operated in the continuous-flow mode.

Respiratory Protection Program – To make sure that respirators are used properly, the employer must establish a comprehensive respiratory protection program as required by current legislation.

To prevent the uncontrolled release of silica the following measures can be used:

- Replace crystalline silica materials with safer substitutes, whenever possible.
- Provide engineering or administrative controls, where feasible, such as local exhaust ventilation, and blasting cabinets. Where necessary to reduce exposures below the PEL, use protective equipment or other protective measures.



- Use all available work practices to control dust exposures, such as water sprays.
- Wear only a N95 NIOSH certified respirator, if respirator protection is required. Do not alter the respirator. Do not wear a tight-fitting respirator with a beard or mustache that prevents a good seal between the respirator and the face.
- Wear only a Type CE abrasive-blast supplied-air respirator for abrasive blasting.
- Wear disposable or washable work clothes and shower if facilities are available.
- Vacuum the dust from your clothes or change into clean clothing before leaving the work site.
- Participate in training, exposure monitoring, and health screening and surveillance programs to monitor any adverse health effects caused by crystalline silica exposures.
- Be aware of the operations and job tasks creating crystalline silica exposures in your workplace environment and know how to protect yourself.
- Be aware of the health hazards related to exposures to crystalline silica. Smoking adds to the lung damage caused by silica exposures.
- Do not eat, drink, smoke, or apply cosmetics in areas where crystalline silica dust is present. Wash your hands and face outside of dusty areas before performing any of these activities.
- Remember: If it's silica, it's not just dust.

In the event of an uncontrolled release:

Persons not wearing protective equipment and clothing should be restricted from areas of spills or releases until cleanup has been completed.

If crystalline silica is spilled or released in hazardous concentrations, the following steps should be taken:

1. Ventilate area of spill or release.
2. Collect spilled material in the most convenient and safe manner for reclamation or for disposal in a secured sanitary landfill.
3. Dry sweeping should be avoided as it can send the dust back into the atmosphere. Settled dust and particles should be cleaned up using wet sweeping techniques. Sweep up and shovel product into labeled containers for appropriate disposal.

Waste disposal method:

- Crystalline silica may be disposed of in a secured sanitary landfill.

If our workers are being exposed to silica their health will be assessed at company expense.



Safe Work Practices Annual Review

SWP #	Safe Work Practice	Development (dd/mm/yy)	Review (dd/mm/yy)	Review (dd/mm/yy)
	Example	John Epp 25/11/16	Bob Jones 25/11/16	Bill Smith 25/11/16
1	Back Injury Prevention	M. Burn 25/11/16		
2	Backing Up Equipment and Vehicles	M. Burn 25/11/16		
3	Driving and Hand-Held Wireless Devices	M. Burn 25/11/16		
4	Driving/Winter Driving	M. Burn 25/11/16		
5	Working with Electricity – General Safety	M. Burn 25/11/16		
6	Fire and Use of Fire Extinguishers	M. Burn 25/11/16		
7	Fire Prevention Checklist	M. Burn 25/11/16		
8	First Aid Procedures	M. Burn 25/11/16		
9	Handling Hazardous Materials	M. Burn 25/11/16		
10	Housekeeping Standards	M. Burn 25/11/16		
11	Lock-Out & Tag-Out Procedure	M. Burn 25/11/16		
12	Office Safety	M. Burn 25/11/16		
13	Permits and Registrations	M. Burn 25/11/16		
14	Power Cords	M. Burn 25/11/16		
15	Refueling Vehicles/ Equipment	M. Burn 25/11/16		
16	Transporting Flammable Products	M. Burn 25/11/16		



SWP #	Safe Work Practice	Development (dd/mm/yy)	Review (dd/mm/yy)	Review (dd/mm/yy)
17	Weather Exposure/ Dehydration on Jobsites	M. Burn 25/11/16		
18	Emergency Baths, Showers, Eye Wash Equipment	M. Burn 25/11/16		
19	General Ventilation	M. Burn 25/11/16		
20	Lighting Ergonomics	M. Burn 25/11/16		
Earth Moving / Powered Mobile Equipment		M. Burn 25/11/16		
21	Excavating and Trenching	M. Burn 25/11/16		
22	Trenching	M. Burn 25/11/16		
23	Winch Safety	M. Burn 25/11/16		
Environment		M. Burn 25/11/16		
24	Environmental Practices	M. Burn 25/11/16		
Oil & Gas		M. Burn 25/11/16		
25	Directional Drilling, Boring and Pipe Pushing Safety	M. Burn 25/11/16		
26	Tripping Rods and Pumps	M. Burn 25/11/16		
27	Well Servicing - Definitions	M. Burn 25/11/16		
Other		M. Burn 25/11/16		
28	Silica	M. Burn 25/11/16		

Part 4 – Safe Job Procedures



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

In carrying out their tasks at work, what workers don't know can hurt them. In the realm of Job Procedures, one way to increase knowledge of hazards is to conduct Job Hazard Analyses on individual jobs or tasks. A Job Hazard Analysis (JHA) is a procedure which provides for the integration of accepted safety and health principles and practices into a particular operation. In a JHA, each basic step of the job is examined to identify potential hazards and to determine the safest way to do the job. The end result is called a Safe Job Procedure.

JHAs should always be team efforts. By involving others in the process, you reduce the possibility of overlooking an individual job step or a potential hazard. You also increase the likelihood of identifying the most appropriate measures for eliminating or controlling hazards.

An effective JHA team should include:

- the supervisor;
- the worker most familiar with how the job is done and its related hazards;
- other workers who perform the job; and
- experts or specialists such as maintenance personnel or design engineers.

Identifying/Selecting the Job to be Analyzed

Ideally, all jobs should be subjected to a Job Hazard Analysis. In reality this is not always practical or necessary. Because circumstances change from jobsite to jobsite, it is necessary to prioritize which jobs are examined first. Provision must be made in a safety program for the development of Safe Job Procedures wherever such procedures are likely to improve safety.

Factors to be considered in assigning a priority for analysis include:

- jobs with a high frequency of accidents or near misses which pose a significant threat to health and safety;
- jobs that have already produced fatalities, disabling injuries, illnesses or environmental harm;
- jobs that have the potential to cause serious injury, harm, or damage, even if they have never produced an injury or illness;
- jobs involving two or more workers who must perform specific tasks simultaneously;
- newly established jobs whose hazards may not be evident because of lack of experience;
- jobs that have undergone a change in procedure, equipment or materials;
- jobs whose operation may have been affected by new legislation or standards;
- infrequently - performed jobs where workers may be at greater risk when undertaking non-routine jobs.



Developing Safe Job Procedures

The terms 'job' and 'task' are commonly used interchangeably to mean a specific work assignment, such as 'operating a grinder,' 'using a pressurized water extinguisher' or 'changing a flat tire.' JHA's are not suitable for jobs defined too broadly, such as 'overhauling an engine,' or too narrowly, such as 'positioning a car jack.' Job Hazard Analyses identify the materials and equipment needed and how and when to use them.

Safe Job Procedures usually include:

- Regulatory requirements
- Personal Protective Equipment requirements
- Training requirements
- Responsibilities of each person involved in the job
- A specific sequence of steps to follow to complete the work safely
- Permits required
- Emergency Procedures

Basic stages in developing Safe Job Procedures are:

- Identifying/selecting the job to be analyzed
- Breaking the job down into a sequence of basic steps
- Identifying potential hazards in each step
- Determining preventative measures to overcome these hazards

You may develop and write job procedures yourself. If you do not have the time available, it may be better to develop a list of jobs that require a Safe Job Procedure and delegate development and writing responsibilities to supervisors, teams of employees and supervisors, or industry consultants.

Typically, you need to perform a Job Hazard Analysis, then take that information and use it to produce a written Safe Job Procedure.



Index of Safe Job Procedures

1. Backing Up Vehicles/Equipment
2. Boosting Vehicles and Equipment
3. Communication
4. Fueling Vehicles
5. Pressure Washer
6. Procedure for Working Near Power Lines
7. Putting Out Fire Using a Dry Chemical Extinguisher
8. Spill Containment
9. Washing Vehicles

General

10. Manual Lifting of Heavy Objects

Heavy Trucks

11. Daily Maintenance for Heavy Trucks
12. Heavy Trucks and Equipment Start-Up
13. Heavy Trucks and Equipment Shut-Down
14. Heavy Trucks and Equipment – Mounting
15. Heavy Truck and Equipment – Dismounting

Oil & Gas

16. Entering a Lease





SJP #1

Job Hazard Analysis

Job/Description: **BACKING UP VEHICLES/EQUIPMENT**

Tools & Equipment Required:

- Various Trucks/Equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- People, vehicles or other equipment could be struck while backing up

Recommended Safe Job Procedure:

1. Circle check the Machine/vehicle
2. Check clearances-front, back, side, overhead
3. Use extreme caution when backing vehicles and equipment.
4. Ensure that back up alarms and lights are in good working order
5. Sound horn even if equipped with a backup alarm
6. Use a signal person as required
7. Check all mirrors and shoulder check before and during reversing process
8. Always keep your guide in view. If you lose view of him/her stop immediately



SJP #2

Job Hazard Analysis

Job/Description: **BOOSTING VEHICLES/EQUIPMENT**

Tools & Equipment Required:

- Vehicle/Equipment to be boosted and boosting vehicle/equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Fire
- Explosion
- Shock
- Acid Burns

Recommended Safe Job Procedure:

1. Position vehicles so they do not touch.
2. The battery location in the vehicles will dictate the vehicle position.
3. Place transmissions in neutral or park and set the emergency brake.
4. Turn off all accessories including mobile phones and vehicle engine.
5. Wear safety glasses and gloves.
6. Connect a 12 volt battery to a 12 volt battery and a 6 volt battery to a 6 volt battery.
7. Connect the positive battery terminal of the booster vehicle to the positive battery terminal of the stalled vehicle.
8. Connect the negative battery terminal of the booster vehicle to the frame of the stalled vehicle.
9. Ensure battery cables do not touch fan blades or belts.
10. Start booster vehicle and attempt to start stalled vehicle.
11. Remove booster cables in reverse order.



SJP #3

Job Hazard Analysis

Job/Description: **COMMUNICATIONS**

Tools & Equipment Required:

- Cellular Phones
- Mic's
- Radios

Personal Protective Equipment:

As appropriate for the conditions in which you are using the communications device.

Potential Accidents or Hazards:

- Concentration can be impaired if communicating while driving.
- Unfamiliarity with communications device can distract a driver's attention.

Recommended Safe Job Procedure:

1. Do not drive while talking on the cell phone. Pull over when safe to do so to complete conversation.
2. If you must drive while communicating, utilize hands-free device where possible.
3. Keep radio communications brief and concise
4. Do not engage in stressful or emotional conversations while driving.
5. Avoid taking notes or looking up phone numbers while driving.
6. Make driving your first priority.

Please use communication devices to inform employees and supervisors of where you are throughout the work day if you are not in the same location scheduled, so they are able to contact you in case of emergency. If using communication devices while travelling, pull off road to a safe area to have conversation.

Please see Safe Work Practices for more information on cell phones.



SJP #4

Job Hazard Analysis

Job/Description: **FUELING VEHICLES/EQUIPMENT**

Tools & Equipment Required:

- Fuel Pump
- Key

Materials Required:

- Fuel

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Fuel could ignite or spill with severe consequences

Recommended Safe Job Procedure:

1. Bring vehicle to pump with tank to fill closest to pump.
2. Shut off ignition, cellphone, and extinguish any smoking material.
3. Remove fill cap, reset pump, insert nozzle into tank and fill with manufacturer recommend fuel type.
4. When filling complete, shut off pump, place nozzle back on pump, replace fill cap on tank.



SJP #5

Job Hazard Analysis

Job/Description: **PRESSURE WASHER**

Tools & Equipment Required:

- Pressure Washer

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Inexperienced or unqualified operators can suffer or cause injury
- High pressure (hot) water could cause injury or damage
- Operator could slip or fall while using the pressure washer
- Inattention by operator could cause an accident

Recommended Safe Job Procedure:

1. Only qualified personnel may operate the pressure washer
2. Grasp wand firmly
3. Ensure area is clear of other personnel
4. Be sure of footing and balance
5. Ensure areas is free of hazards
6. Avoid slippery, uneven or unstable ground
7. Do not listen to music while pressure washing- safe operation requires your full attention



SJP #6

Job Hazard Analysis

Job/Description: **PROCEDURE FOR WORKING NEAR POWER LINES**

Operating voltage between conductors of overhead power line	Safe limit of approach distance for persons and equipment
0-750 volts Insulated or polyethylene covered conductors (1)	300 millimetres
0-750 volts Bare, uninsulated	1.0 metre
Above 750 volts Insulated conductors (1) (2)	1.0 metre
750 volts-40 kilovolts	3.0 metre
69 kilovolts, 72 kilovolts	3.5 metre
138 kilovolts, 144 kilovolts	4.0 metre
230 kilovolts, 260 kilovolts	5.0 metre
500 kilovolts	7.0 metre

Do Not Enter These Limits

Work procedures when working around power lines:

1. Notify Power authority: a) by phone b) or in person	4. Familiarize yourself with the area in question: a) note any potential hazards b) power line location c) height of power line
2. Obtain following information a) name of person contacted b) note time and date c) line voltage	5. Hold tool box meeting with crew explaining: a) hazards b) cautions c) if contact is made, emergency.
3. Identify work being done: a) using lifting equipment etc. b) length of time c) area working in	6. Procedure: a) Keep area clear b) Do not approach inside limits c) Keep safe distance d) Wear appropriate PPE

If in doubt about the distance, do not approach until you are sure.



SJP #7

Job Hazard Analysis

Job/Description: **PUTTING OUT A FIRE USING A DRY CHEMICAL EXTINGUISHER**

Tools & Equipment Required:

- Dry Chemical Fire Extinguisher

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Extinguisher may fall
- Fall by tripping or slipping
- Caught in spread of fire
- Clothing catches on fire
- Resurgence of fire
- If not recharged, potential for serious fire

Recommended Safe Job Procedure:

1. Remove extinguisher from hanger and grasp securely
2. Observe walking areas, obstacles slippery surfaces
3. Carry extinguisher in upright position to fire
4. Pull pin of extinguisher, hold hose/horn in one hand
5. Maintain control of extinguisher, avoid exposing individuals to contents
6. Use extinguisher in fast sweeping motion at the base of the flames
7. Maintain safe distance from fire
8. Continue use of extinguisher until fire is out or other help arrives



9. Move away when extinguisher is empty. Never turn your back on a fire
10. Promptly report use of extinguisher





SJP #8

Job Hazard Analysis

Job/Description: **SPILL CONTAINMENT**

Tools & Equipment Required:

- Shovels
- Floor Dry Bags

Materials Required:

- Floor Dry Bags

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- If flammable, product could ignite/explode
- Product could enter sewer or waterway

Recommended Safe Job Procedure:

1. Stop leak from continuing at its source
2. Eliminate ignition sources (cigarettes, open flames, running engines, etc.)
3. Contain spill by building a berm if applicable
4. Prevent any contaminants from leaking into sewer system or waterways
5. Use floor dry to absorb liquids as applicable
6. Use emergency numbers posted at the site to report emergency and get help.
7. Call fire department HAZMAT at 911 or 264-1022 if it's a non-emergency



SJP #9

Job Hazard Analysis

Job/Description: **WASHING VEHICLES**

Tools & Equipment Required:

- Wash wand

Materials Required:

- Water
- Soap
- Scrub brush

Personal Protective Equipment:

- Safety Goggles as applicable
- Gloves

Potential Accidents or Hazards:

- Exhaust fumes could cause asphyxiation
- High pressure water could cause injury to yourself or anyone near you

Recommended Safe Job Procedure:

1. Move vehicle or part to be washed into the washing area. Ensure vehicle is shut off. Set park brake.
2. Wear gloves and eye protection as applicable.
3. Turn on water supply to pressure washer.
4. Pull out wand and amount of hose needed.
5. With a firm grip on wash wand turn on power to pressure washer.
6. Do not point the wand at any person or part of your own body; pressure is very high.
7. Point wand at area to be cleaned
8. When clean, shut off power first and then water to the pressure washer.
9. Coil up hose and put away.



SJP #10

Job Hazard Analysis

Job/Description: **MANUAL LIFTING OF HEAVY OBJECTS**

Tools & Equipment Required:

- Object to be Lifted

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Slips, trips and falls
- Cuts and slivers
- Strains or Back Injury
- Hunched position can cause back strain
- Having weight held away from torso can cause undue strain on your back.

Recommended Safe Job Procedure:

1. Inspect floor surface in work area. Inspect travel route.
2. Plan your lift. Wear appropriate gloves.
3. Know your abilities. Ensure object is not too heavy for one person. If the object is too heavy for one person, get help or use a mechanical device to make the lift safer and easier.
4. When lifting, squat with your back straight, looking up or straight ahead. Grasp object, keeping back straight and lift with legs to standing position.
5. Keep weight close to your body as you lift and when you carry the object.



SJP #11

Job Hazard Analysis

Job/Description: **DAILY MAINTENANCE FOR HEAVY TRUCKS**

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Before Starting Engine Check the Following:

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

After Starting Engine Check the Following:

- Oil pressure is normal
- Temperature is normal
- Air cleaner is functioning properly as indicated by gauge or light

Air and Hydraulic System:

- Pressure is correct for operation (if equipped with a gauge)
- Hoses have no cuts, abrasions or bulges and are tight and leak proof.

Tires:



- Check for cuts, abrasions, wear and adequate pressure.

Lights:

- All bulbs and fuses are intact and functioning

Fastening Devices:

- Ensure there are no loose bolts/fasteners

Braking Clutch System:

- Clutch does not slip
- Emergency and/or parking brakes are operational

Steering:

- Check for correct alignment and no excessive slackness





SJP #12

Job Hazard Analysis

Job/Description: **HEAVY TRUCKS AND EQUIPMENT START-UP**

Tools & Equipment Required:

- Heavy Truck or Equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Damage or increased damage to unit if required repair not noticed.
- Loose or damaged fittings can cause accidents if used when in poor condition.
- Starting and operating truck with low fluid levels can cause damage.
- Mechanical damage to unit if used when not warmed properly.

Recommended Safe Job Procedure:

1. Complete a walk around the unit, checking tires, suspension, loose bolts, leaks etc.
2. Check all fittings, hoses prior to starting.
3. Check fluid levels and top up as required prior to starting engine.
4. Start engine and allow to warm up to operating temperature. Do not commence work until motor is warmed.



SJP #13

Job Hazard Analysis

Job/Description: **HEAVY TRUCKS AND EQUIPMENT SHUT-DOWN**

Tools & Equipment Required:

- Heavy Truck or Equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Unit could roll away.
- Damage can occur on some engines if shut down while hot.
- Unauthorized personnel could start/operate unit if key left in ignition.
- Air tanks on trucks/equipment can fill with moisture and freeze up.

Recommended Safe Job Procedure:

1. Park on level ground in a suitable area. Make sure parking brake is applied.
2. Allow engine to cool down. Circle check unit looking for leaks/problems while engine cools down.
3. Turn engine off, remove ignition key.
4. Open drain valves to clear moisture from tanks if truck/equipment so equipped.



SJP #14

Job Hazard Analysis

Job/Description: **HEAVY TRUCKS AND EQUIPMENT – MOUNTING**

Tools & Equipment Required:

- Heavy Truck or Equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Potential of being hit or run over
- Slipping, no traction/falling.
- Off balance when climbing on.
- Truck/equipment could move or roll on its own.

Recommended Safe Job Procedure:

1. Make sure area is clear and there is no moving equipment or traffic close by.
2. Clean footwear prior to climbing on equipment. Keep floor of cab clear of ice or mud.
3. Face the truck/equipment at all times. Always use a three point contact when ascending steps.
4. Park truck/equipment with attachments lowered, park brake on and transmission lock lever engaged if so equipped.



SJP #15

Job Hazard Analysis

Job/Description: **HEAVY TRUCKS AND EQUIPMENT – DISMOUNTING**

Tools & Equipment Required:

- Heavy Truck or Equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- If in a low visibility area or parked in an unsafe area it could be in the way of other traffic.
- Truck/equipment could roll away while getting off.
- Operator could slip or lose balance.

Recommended Safe Job Procedure:

1. Park the unit clear of traffic in a visible location. Check area for traffic before getting off truck.
2. Always double check that parking brake is applied and equipment lowered before getting off truck/equipment
3. Face the steps at all times when getting down. Always use the three point contact when descending stairs.



SJP #16

Job Hazard Analysis

Job/Description: **ENTERING A LEASE**

Tools & Equipment Required:

- Truck/Equipment

Personal Protective Equipment:

- Hard Hat
- Safety Glasses
- Steel-toed Boots
- High Visibility Vest
- Coveralls
- Hearing Protection
- Gloves
- Breathing Apparatus

(Depending on worksite requirements, this could include any or all of the above. If you are unsure of what PPE is appropriate for the job, consult with your supervisor.)

Potential Accidents or Hazards:

- Operator could arrive to commence work at incorrect lease.
- H2S could be present on the lease.
- If it is a sweet site, flammable gas could be present on the lease from the flare stack, well head and pressure tank or flow back tank.
- Well head could be leaking.
- Other hazards could be present on the lease.
- Lease entry route could have hidden dangers.
- Truck/Equipment could roll away if left unattended.

Recommended Safe Job Procedure:

1. Check the lease LSD to make sure you are at the right location.
2. Ask if lease or adjacent wells on the work site are sour. If sour gas is present, wait for safety hand or consultant to check the well as being safe. Never work alone on a sour well, wait at the entrance. It is your right to refuse dangerous work until the well is proven safe or air packs & personnel are provided to protect you. Stop and wait.
3. Determine the wind direction to know where you will be safe from venting before parking the boiler truck. Avoid parking in downwind areas.
4. Walk to the well head using a gas monitor and flashlight (if required). Start from an upwind direction. From 15 feet away from the well head, spiral in towards the well, listening for leaks and watching for any venting gas.



Continually check your gas monitor. If leaking or levels of explosive limit are present, exit the area upwind and talk to your supervisor.

5. Complete a hazard assessment.
6. Check entry route for large ruts, loose equipment, pipe, timbers and steep grade. If needed, put wheel chains on the truck.
7. When leaving the truck/equipment:
 - Shut off engine
 - Apply parking brake securely
 - Select transmission lever(s) to neutral
 - Remove the ignition key





Safe Job Procedures Annual Review

SJP #	Safe Job Procedure	Development (dd/mm/yy)	Review (dd/mm/yy)	Review (dd/mm/yy)
	Example	John Epp (30/11/16)	Bob Jones (30/11/16)	Bill Smith (30/11/16)
1	Backing Up Vehicles/Equipment	M. Burn 30/11/16		
2	Boosting Vehicles and Equipment	M. Burn 30/11/16		
3	Communications	M. Burn 30/11/16		
4	Fueling Vehicles	M. Burn 30/11/16		
5	Pressure Washer	M. Burn 30/11/16		
6	Procedure for Working Near Power lines	M. Burn 30/11/16		
7	Putting Out Fire Using a Dry Chemical Extinguisher	M. Burn 30/11/16		
8	Spill Containment	M. Burn 30/11/16		
9	Washing Vehicles	M. Burn 30/11/16		
	General	M. Burn 30/11/16		
10	Manual Lifting of Heavy Objects	M. Burn 30/11/16		
	Heavy Trucks	M. Burn 30/11/16		
11	Daily Maintenance for Heavy Trucks	M. Burn 30/11/16		
12	Heavy Truck and Equipment Start-Up	M. Burn 30/11/16		
13	Heavy Truck and Equipment Shut-Down	M. Burn 30/11/16		



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SJP #	Safe Job Procedure	Development (dd/mm/yy)	Review (dd/mm/yy)	Review (dd/mm/yy)
14	Heavy Truck and Equipment - Mounting	M. Burn 30/11/16		
15	Heavy Truck and Equipment - Dismounting	M. Burn 30/11/16		
Oil & Gas		M. Burn 30/11/16		
16	Entering a Lease	M. Burn 30/11/16		

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Part 5 – Company Rules



Rules and regulations are an integral part of our safety program. When used effectively, they will contribute to the overall success of our program.

Definitions

The following definitions are used in this section:

Rule: A directive that governs and controls conduct or action, and that is instituted by an organization.

Regulation: An ordinance, a law, or a directive set by an outside organization or agency, such as government, for control of people and their environment.

About Rules

Rules are basic "thou shalt" or "thou shalt not" statements. They leave no room for discretion or argument. Rules should be enforced. Action should be taken every time a rule is violated, and not only when some loss occurs because of the violation of rules.

Since our developing safety program already contains assignments of responsibility, safe work practices, and job procedures, and since regulations (discussed below) also control behaviour, rules have been kept to a minimum.

About Regulations

The Saskatchewan Occupational Health and Safety Regulations are a fact of life and really make a lot of sense. There are numerous other regulations which affect the safety of employees:

- Highway traffic act;
- Electrical codes;
- Building codes; etc.

The intent is to draw your attention to the existence of such regulations. You must draw on your expertise and experience, and that of your employees, to determine what regulations apply to the organization. Obtain copies of relevant regulations, then study them and understand them. Applicable regulations must then be provided to and explained to affected employees.

Remember these regulations are for your benefit as well as for your employees' benefit. Rules can sometimes be difficult to "sell" to your employees. Regulations which often do the same job, are easier to sell - **IT'S THE LAW.**



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Part V – Company Rules

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Section 2 – General Rules

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1. Accidents, injuries or “near misses,” regardless of their nature, shall be promptly reported to supervisors.
2. All work shall be carried out in accordance with safe work practices and in compliance with Saskatchewan’s Occupational Health and Safety Regulations.
3. Personal Protective Equipment appropriate to the task being performed shall be utilized at all times.
4. Smoking is prohibited in all areas where gasoline, fuels or any flammables are stored or handled. Smoking is permitted in designated areas only.
5. Running is not permitted anywhere, except in the case of extreme emergency.
6. Maintain good housekeeping in your work area.
7. Hand tools shall not be used for any purpose other than that intended. All damaged or worn parts shall be promptly repaired or replaced.
8. Power tools shall be operated only by authorized personnel, with guards furnished by the manufacturer “in place.”
9. All electrical hand tools shall be grounded or double-insulated and in good repair, with guards and safety devices “in place.”
10. Seatbelts must always be worn in all vehicles/equipment when vehicles/equipment are being operated.
11. First aid treatment is to be obtained promptly for any injury.
12. Theft, vandalism or any other abuse or misuse of company property is prohibited.
13. Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.
14. Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitutes grounds for **immediate** dismissal.
15. All Company Policies and Hazard Control Methods must be followed at all times.
16. Riding on any hook, hoist or other material-handling equipment, which is used strictly for handling material and not specifically designed to carry riders is prohibited.

Harassment will not be tolerated. Harassment may be physical, sexual or racial. If an employee feels they are being harassed, he/she must make it clear to the harasser that the offending behaviour is objectionable and must not be repeated. If it continues, management will intervene and correct the situation.



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Section 3 – Safety Enforcement Policy

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The management of **All Out Water Well Services & Drilling Ltd.** is committed to providing an injury and accident free workplace. All employees are to abide by the regulations, safety rules, and the use of safe work practices and safe job procedures.

Safety violations will be handled in an objective but firm manner. The enforcement progression follows the following with documentation at each stage:

- First Violation: **VERBAL WARNING**
- Second Violation: **WRITTEN WARNING**
- Third Violation: **DISMISSAL**

Legislation/Regulations

All Out Water Well Services & Drilling Ltd. will comply with The Saskatchewan Occupational Health and Safety Regulations. The Saskatchewan Occupational Health and Safety Regulations are a fact of life but is not the only set of guidelines we need to be aware of. There are other regulations which affect the safety of employees. Any questions regarding regulations as they pertain to our operations should be directed to your supervisor.

The following are applicable to our operation.

- Provincial energy, mines and resources acts
- Oil and gas regulations
- Federal and provincial occupational health and safety acts and regulations and municipal bylaws
- Saskatchewan Provincial Workers' Compensation Act and regulations
- Workplace Hazardous Materials Information System (WHMIS) legislation
- Transportation of Dangerous Goods Act (TDG) and regulations
- National Energy Board Act
- Canada Labour Code, Part IV

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

Signed: _____
Management

Date: _____



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Section 3 – Safety Enforcement Policy

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Employee Verbal Warning Record

Employee's Name: _____

Date of Warning: _____

Project: _____

Warning Issued by (please print): _____

Type of Violation: Safety Other

Comments: _____

Supervisor's Signature: _____





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Section 3 – Safety Enforcement Policy

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Employee Written Warning Record

Employee's Name: _____

Date of Warning: _____

Project: _____

Warning Issued by (please print): _____

Type of Violation: Safety Other

Company Statement (Manager's Report): _____

Signature: _____

Employee Statement (check the appropriate statement)

- I agree with the company's statement.
- I disagree with the company's statement for the following reasons. (State below)

I have entered my statement of the above matter.

Employee Signature: _____ Date: _____

- I 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 MAY BE DISCUSSED AT A COMPANY HEALTH AND SAFETY MEETING IN THE FUTURE.

- (This employee's file already contains a signed acknowledgement of a previously issued verbal warning)

Part 6 – Personal Protective Equipment



PPE is an extremely important means of protecting workers from injury. Hazards should be minimized by ensuring that all jobs are well planned, that workers are properly trained, and that all **Safe Work Practices** and **Safe Job Procedures** are followed. **PPE** then provides an additional degree of protection from injury. Employees will be instructed in **proper fitting requirements** as prescribed by the PPE manufacturer.

All employees will use the appropriate personal protective equipment when and where it is required. All employees will be trained in wearing the required personal protective equipment. Generally, this will be prescribed by:

- Saskatchewan OH&S Act Part VII – Personal Protective Equipment
- Our company safety rules
- To control a specified hazard as determined during the Hazard Assessment process.

Basic personal protective equipment that is required to be worn at all times include:

- Safety footwear
- Appropriate clothing

Specialized personal protective equipment will be required to be worn for the specific job or hazard identified. This may include, but is not limited to:

- Hard Hats
- Hearing Protection
- Safety Eyewear
- Gloves
- High Visibility Vest
- Flameproof Coveralls
- Exposed Skin Hazard PPE
- Respiratory Equipment

All personnel will be trained in the selection, use and care of PPE.

All personal protective equipment will be kept in good condition and maintained according to the manufacturer's specifications. Personal protective equipment used must conform to CSA and/or ANSI standards. PPE that has been removed from service will be tagged "OUT OF SERVICE" or "LOCKED OUT" by employees or supervisors and be returned and/or replaced.

Information gathered from the **Job Hazard Analysis**, applicable legislation, and the experience of management and workers will help you in your selection of appropriate **PPE** for your operation. In cases of special problems such as chemical handling or working at heights, you may wish to call on outside expertise to assist in the selection of **PPE**.



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Part VI – Personal Protective Equipment

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Section 2 – PPE and Emergency Equipment Inspection/Training Form

Page 1 of 1

Employee Name: _____ Employee Signature: _____

Inspection Date: _____

Eye and/or Face Protection	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Safety Footwear	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Head Protection	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Coveralls (including Fire Resistant)	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Hearing Protection	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Gloves	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
High Visibility Vest	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Breathing Apparatus	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Personal H ₂ S, LEL, O ₂ , CO Monitor	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Other: _____	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Other: _____	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N
Other: _____	Good	Fair	Reject/Replace	Not Required	Received Training? Y or N



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Part VI – Personal Protective Equipment

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Section 3 – Personal Protective Equipment and Its Use

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Type of PPE	Application
Burning Goggles	When oxy-acetylene welding, burning or cutting
Chainsaw Pants	When working with chainsaws
Chemical Goggles	When handling hazardous chemicals which may splash or leak
Chemical Suits and/or Aprons	When mixing corrosive chemicals
Cold Weather Clothing	When working in extremely cold weather conditions
Dust Mask	When working around heavy concentrations of dust or other airborne particles
Face Shields	When handling corrosive chemicals, inspecting fire boxes, working on pressurized equipment. Using high pressure water, arc welding or performing any operation that may put the face at risk from flying objects, extreme temperatures, splashed acid or caustic substances
Fire-Retardant Clothing	When required by occupational health and safety regulations
Gloves	When handling sharp objects, chemicals, hot or cold objects, or ropes and cables
Hard Hats	On all worksites where overhead hazards exist
Hearing Protection	When working at sites with noise levels greater than legislated limits for unprotected exposure
High Visibility Vests	When working with traffic or around mobile equipment
Hoods	When sandblasting, handling caustic acid, or shutting off ruptured caustic or acid lines
Safety Goggles	When welding, cutting, drilling, grinding or performing any operation with potential exposure to chemical splash or leak, flying objects, or excessive heat or light
Safety Helmets	When riding all-terrain vehicles or snowmobiles
Safety Footwear	Where feet are at risk from falling objects or other hazards at field sites
Oxygen and other types of Gas Detection	When working in confined spaces or in areas with potential flammable gas for flash fire or exposure to toxic substances, such as H ₂ S gas
Personal Flotation Devices	When working over or on water, or near water's edge
Respiratory Protective Equipment	When there is potential for exposure to oxygen deficiency or toxic gases exceeding regulated exposure limits
Safety Harness, Lanyards	When working from swinging scaffolds, boatswain's chairs, lifelines suspended and lifeline cages or at heights specified by OH&S Regulations



Personal Protective Equipment (PPE) should only be used when administrative and engineering controls are ineffective or insufficient. Hazards should be minimized by ensuring that: all jobs are well planned, workers are properly trained, and all safe work practice procedures are followed. PPE then provides an additional degree of protection from injury.

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 86

1. Where it is not reasonably practicable to protect the health and safety of workers by design of the plant and work processes, suitable work practices or administrative controls, an employer or contractor shall ensure that every worker wears or uses suitable and adequate personal protective equipment.
2. Where personal protective equipment will not effectively protect a worker, an employer or contractor shall, where reasonably practicable, provide alternative work arrangements for that worker.

Index

1. Eye and Face Protection
2. Foot Protection
3. Industrial Headwear
4. Limb and Body Protection
5. Hearing Protection
6. Respiratory Protective Equipment
7. Fall Protection

Types of PPE

PPE generally falls into two categories. The first category (Basic) is the PPE that should be worn at all times by all personnel in the workplace. This might include such PPE items as: hard hats, eye protection, and safety shoes. The second category (Specialized) covers PPE which is used only for specific jobs or for protection from specific hazards. This includes gloves, welder's goggles, respiratory protection, and fall arresting equipment.

For further information refer to applicable Occupational Health and Safety Regulations.



1. Eye and Face Protection

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 93

1. Where there is a risk of irritation or injury to the face or eyes of a worker from flying objects or particles, splashing liquids, molten metal or ultraviolet, visible or infrared radiation, an employer or contractor shall provide industrial eye or face protectors and require the worker to use them.
2. Where an industrial eye or face protector is required by these regulations to be provided or used, the industrial eye or face protector must be approved.
3. An employer or contractor shall take all reasonable steps to ensure that a worker does not perform electric arc welding if another worker may be exposed to radiation from the arc, unless the other worker is using a suitable industrial eye protector or is protected from the radiation by a suitable screen.
4. A worker shall not perform electric arc welding if another worker may be exposed to radiation from the arc, unless the other worker is using a suitable industrial eye protector or is protected from the radiation by a suitable screen.

Code of Practice for Eye and Face Protection

General Information:

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

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding)

There are two types of Eye PPE:

1. **“Basic eye protection”** includes:

- Eye cup goggles
- Monoframe goggles and spectacles with or without side shields

1. **“Face protection”** includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welders’ shields or helmets with specified cover
- Filter plates and lenses



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

Comfort and fit are very important in the selection of safety eye wear. Lens coatings, venting or fittings may be needed to prevent fogging.

Contact lenses should **NOT** be worn at the work site. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may injure the eye when hit.

Basic eye protection should be worn with face shields. **Face shields** alone often are not enough to fully protect the eyes from work hazards. When eye and face protection is required, advice from specialists, information on Material Safety Data Sheets (MSDS) for various chemicals, or your supplier will help you select such protection.

For more information, refer to:

- Applicable Occupational Health and Safety Regulations
- Standards for “Industrial Eye and Face Protectors”

Do:

- Ensure your eye protection fits properly (close to the face);
- Clean safety glasses daily, more often if needed;
- Store safety glasses in a safe, clean, dry place when not in use; and
- Replace pitted, scratched, bent and poorly fitted PPE. (Damaged face/eye protection interferes with vision and will not provide the protection it is designed to deliver.)

Do Not:

- Modify eye/face protection; or
- Use eye/face protection that does not have a proper certification. (Various markings or the safety stamp for safety glasses are usually on the frame inside the temple near the hinges of the glasses.)

Eye Protection for Welders

Welders and welders’ helpers should also wear the prescribed equipment. Anyone else working in the area should also wear eye protection where there is a chance they could be exposed to a flash.

For further information refer to applicable Occupational Health and Safety Regulations.



2. Foot Protection

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 96

1. Subject to subsection (4), an employer or contractor shall ensure that:
 - a. a worker uses footwear that is appropriate to the risks associated with the worker's place of employment and occupation; and
 - b. a worker who may be at risk from a heavy or falling object or who may tread on a sharp object uses approved protective footwear.
2. The following places are deemed to be places where a worker is exposed to a risk described in clause (1)(b):
 - a. a mine, mill or smelter;
 - b. a forestry or sawmilling operation;
 - c. a construction site;
 - d. a drilling operation;
 - e. an oil or gas servicing operation.
3. An employer or contractor shall:
 - a. provide outer foot guards if there is substantial risk of a crushing injury to the foot of a worker; and
 - b. provide approved protective footwear if the feet of a worker may be endangered by hot, corrosive or toxic substances.
4. After consultation with the committee, the representative or, where there is no committee or representative, the workers, an employer or contractor may:
 - a. permit the following to use approved soft-soled footwear without punctureproof plates in the soles:
 - i. workers who are competent steel erectors engaged in the connection of structural components of a skeletal structure;
 - ii. competent workers who are engaged in the installation of a roof; and
 - b. impose any conditions that the employer or contractor considers appropriate on the use of footwear described in clause (a)

General Information:

Safety footwear is designed to protect against foot injuries. Safety footwear can protect against compression, puncture, and impact. A safety shoe is one with a reinforced steel toe cap and foot plate capable of protecting against heavy blows and punctures. The toe cap must be able of sustaining a static load of 2500 pounds (1130 kg) or the impact of a 50 pound (22 kg) weight dropping 18 inches (457 mm). Safety footwear is divided into three grades which are indicated by coloured tags and symbols:



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Section 4 – Legislative Requirements and Codes of Practice

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- Grade #1 Green patch - **footwear with sole protection plus toe protection with a Grade 1 rating.**
Withstands a 50 lb weight dropped from 22 inches.
- Grade #2 Yellow patch - **footwear with sole protection plus toe protection with a Grade 2 rating.**
Withstands a 50 lb weight dropped from 16 inches.
- Grade #3 Red patch - **footwear with sole protection plus toe protection with a Grade 3 rating.**
Withstands a 50 lb weight dropped from 10.5 inches.

Note: Footwear is also available with electric shock resistant soles reference CAN/CSA - Z195 - M92

Code of Practice for Foot Protection

General Information

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

Safety footwear is divided into three grades, which are indicated by coloured tags and symbols:

- The **tag color** tells the amount of resistance the toe will supply to different weights dropped from different heights.
- The **symbol** indicates the strength of the sole. For example, a triangle means a puncture resistant sole able to withstand 135 kg (300 ft. lbs) of pressure without being punctured by a 5 cm (2 inch) nail.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always overprotect, not under-protect.

Do:

- Choose footwear according to the job hazard and approved standards;
- Lace up boot and tie laces securely (boots do not protect if they are a tripping hazard or fall off);
- Use a protective boot dressing to help the boot last longer and provide greater water resistance (wet boots conduct current); and
- Choose a high-cut boot to provide ankle support (fewer injuries).

Do Not:

- Wear defective safety footwear (i.e., exposed steel toe caps);
- Under-protect your feet; or
- Modify safety footwear.

For more information, look at the Occupational Health and Safety Regulations and other applicable legislation, and CSA Standard “Protective Footwear”



3. Industrial Headwear

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 91

1. Where there is a risk of injury to the head of a worker, an employer or contractor shall provide approved industrial protective headwear and require a worker to use it.
2. The following places are deemed to be places where a worker is exposed to a risk described in subsection (1):
 - a. a mine, mill or smelter;
 - b. a forestry or sawmilling operation;
 - c. a construction site;
 - d. a drilling operation;
 - e. an oil or gas servicing operation.
3. Where a worker may contact an exposed energized electrical conductor, an employer or contractor shall provide, and require the worker to use, approved industrial protective headwear that is of adequate dielectric strength to protect the worker.
4. Where a worker is required by these regulations to use industrial protective headwear, an employer or contractor shall provide to the worker:
 - a. a suitable liner where it is necessary to protect the worker from cold conditions; and
 - b. a retention system to secure the industrial protective headwear firmly to the worker's head where the worker is likely to work in conditions that may cause the headwear to dislodge.
5. An employer or contractor shall ensure that any industrial protective headwear provided to a worker pursuant to these regulations is fluorescent orange or other high visibility colour where:
 - a. the worker is working in a forestry or sawmilling operation; or
 - b. visibility of the worker is necessary to protect the health and safety of the worker.
6. An employer or contractor shall not require or permit a worker to use any industrial protective headwear that:
 - a. is damaged or structurally modified;
 - b. has been subjected to severe impact; or
 - c. has been painted or has been cleaned with solvents.

Do:

- Train employees in the proper use and maintenance of headgear;
- Replace headgear that is pitted, holed, cracked or brittle;



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- Replace headgear that has been subjected to a blow even though damage cannot be seen;
- Remove from service any headgear if its serviceability is in doubt;
- Replace headgear and components according to manufacturer's instructions;
- Consult WH&S or your supplier for information on your headgear.

Do Not:

- Drill, remove peaks, or alter the shell or suspension in any way;
- Use solvents or paints on the shells (makes shells "break down");
- Put chin straps over the brims of Class B headgear;
- Use any liner that contains metal or conductive material;
- Carry anything in the hard hat while wearing the hard hat.

Code of Practice for Head Protection

General Information:

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 and equipment.

In construction, the recommended type of protective headwear is a hard hat that has the required "dielectric strength." There are many designs, but they all must meet CSA requirements for Class G (General Usage) and Class E (Electrical trades).

Most head protection is made up of two parts; the shell (light and rigid to deflect blows), and the suspension (to absorb and distribute the energy of the blow)

Both parts of the headwear must be compatible and maintained according to manufacturer's instructions. If attachments are used with headwear, they must be designed specifically for use with the specific headwear used. Bump caps or laceration hats are not considered safety helmets.

Inspection and Maintenance:

Proper care is required for headgear to perform efficiently. Its service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for headgear is simply washing with a mild detergent and rinsing thoroughly.

Do:

- Replace headgear that is pitted, holed, cracked or brittle;
- Replace headgear that has been subjected to a blow even though damage cannot be seen;



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- Remove from service any headgear if its serviceability is in doubt;
- Replace headgear and components according to manufacturer’s instructions;
- Consult applicable legislation or your supplier for information on headgear.

Do Not:

- Drill, remove peaks, or alter the shell or suspension in any way;
- Use solvents or paints on the shell (makes shell “break down”);
- Put chin straps over the brims of certain classes of headgear;
- Use any liner that contains metal or conductive material; or
- Carry anything in the hard hat while wearing the hard hat.

For more information, look at:

- Occupational Health and Safety Regulations and other applicable legislation
- CSA Standard “Industrial Protective Headwear”
- ANSI Standard





4. Limb and Body Protection

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 95

1. Where a worker is at risk of a cut, puncture, irritation or abrasion to the worker's lower body, an employer or contractor shall ensure that the worker uses safety pants or chaps that are appropriate for the work being performed by the worker.
2. A worker operating a chain saw is deemed to be exposed to the risk described in subsection (1).

Saskatchewan OH&S Regulations Part 7 Section 97

1. An employer or contractor shall provide, and require a worker to use, suitable and properly fitted hand or arm protection to protect the worker from injury to the hand or arm, including:
 - a. injury arising from contact with chemical or biological substances;
 - b. injury arising from exposure to work processes that result in extreme temperatures;
 - c. injury arising from prolonged exposure to water; and
 - d. puncture, abrasion or irritation of the skin.
2. Where a worker may contact an exposed energized high voltage electrical conductor, an employer or contractor shall provide, and require the worker to use, approved rubber insulating gloves and mitts and approved rubber insulating sleeves.

Code of Practice for Limb and Body Protection

General Information:

Due to the nature of the workplace 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, temperature extremes, body impacts, corrosive, molten metals, cuts from sharp or abrasive materials). PPE in the category would be items such as:

- Leg, arm, chin and belly guards,
- Specialty hand pads and grips,
- Leather aprons and leggings,
- Full body suits,
- Flame and chemical resistant clothing, and
- Various types of plastic boot covers, and overshoes.

For more information on the type of specialty PPE you require, check your local OH&S office. With all 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.



Hand PPE (Gloves and Mitts):

PPE for the hands include: Finger guards, Thimbles and Cots, Hand pads, Mitts, Gloves, Barrier creams.

1. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.
2. PPE for the hands come in many forms, each designed to protect against certain hazards, gloves most commonly used in the construction industry are made from leather, cotton, rubber, synthetic rubbers and other man-made materials.
3. Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects.
4. When selecting hand PPE, keep the following in mind: look for anything at the job site that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done.
5. Inspect and maintain hand PPE regularly.
6. If in doubt about the selection or need for glove or hand PPE, consult your Supervisor, Material Safety Data Sheet (MSDS), or local OH&S office.

Do:

- Inspect hand PPE for defects before use
- Wash all chemicals and fluids off gloves before removing them
- Ensure that gloves fit properly
- Use the proper hand PPE for the job
- Follow manufacturer's instructions on the care and use of the hand PPE you are using
- Ensure exposed skin is covered (no gap between the sleeve and hand PPE).

Do Not:

- Wear gloves when working with moving machinery (gloves can get tangled or caught)
- Wear hand PPE with metal parts near electrical equipment
- Use gloves or hand protection that is worn-out or defective

Reflective Vests – General information:

This Personal Protective Equipment (PPE) is designed to allow greater visibility of individuals to both the public and to other job site employees. Ensure that the vest is clean for visibility and not too loose to prevent it catching on other objects. This PPE will be company issued. If in doubt refer to the OH&S Regulations, available from your supervisor.

For further information refer to applicable Occupational Health and Safety Regulations.



5. Hearing Protection

Legislative Requirements – Saskatchewan OH&S Regulations Part 8 Section 112

Where a worker's occupational noise exposure is or is believed to be between 80 dBA Lex and 85 dBA Lex, an employer or contractor shall:

- a. inform the worker of the hazards of occupational noise exposure;
- b. on the request of the worker, make available to the worker hearing protectors that meet the requirements of section 99; and
- c. train the worker in the selection, use and maintenance of the hearing protectors.

Code of Practice for Hearing Protection

General Information:

Hearing protection is designed to reduce the level of sound energy reaching the inner ear.

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 3 feet apart.** Remember, this is only a rule of thumb. Any sound over 85 dBA 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 different industries are **earplugs** and **earmuffs**. If you choose to use the other types of hearing protection, ask your safety supplier or OH&S office for further info.

It is important to have different styles of hearing protection available. Different styles allow a better chance of a good fit. Each person's head, ear shape and size is 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 likely not 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 (takes the sharp edge off the noise).

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 advice of an expert.

Workers should have their hearing tested at least every year, twice a year if they work in a high noise area.

Hazards - Once hearing or any part of it is lost, it cannot be replaced or repaired.

Excessive noise is a leading cause of hearing loss. Noise induced hearing loss can be caused by:

- A sudden loud noise such as an explosion or blast (impulse noise), or
- Constant exposure to a noisy environment for long periods of time.

The destructive effects of noise depend on loudness, pitch (how high or low the sound is), length of exposure, previous ear trouble, the distance the employee is from the source of the noise, and the position of the source. In



hearing loss, it is the high-pitched frequencies that are the first to go. If noise levels continue unchecked, these losses become permanent and may spread to those frequencies associated with speech.

Whenever possible, hazards to hearing should be controlled at the source. For example:

- Change a noisy machine or process to a quieter one;
- Modify existing equipment by adding damping between the base of the floor or wall, by bracing equipment better, or by adding sound absorbent material around noisy equipment; and
- Isolate employees from noise through the use of an enclosed control room, or sound barriers and partitions.

Employees' work schedules can be rotated so that an unprotected employee is never exposed to hazardous noise for longer than what is safe.

For further information, look at the CSA Standard “Hearing Protectors” Z94.2 M1984 and applicable Occupational Health and Safety Regulations.





6. Respiratory Protective Equipment

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 88

1. Where a worker is likely to be exposed to dust, fumes, gas, mist, aerosol or vapour or any airborne contaminant that may be present in any amounts that are harmful or offensive to the worker, an employer or contractor shall:
 - a. provide an approved respiratory protective device for use by the worker that:
 - i. provides suitable and adequate protection to the worker from one or more airborne contaminants;
 - ii. is the proper size for the worker's face;
 - iii. where a tight fit is essential to the proper functioning of the respiratory protective device, makes an effective seal to the facial skin of the worker; and
 - iv. where a tight fit is essential to ensure the worker is not exposed to one or more airborne contaminants to an extent that may pose a risk of significant harm to the worker, has been fit-tested by a competent person in an approved manner;
 - b. ensure that the respiratory protective device is regularly cleaned and maintained in an approved manner; and
 - c. ensure that the respiratory protective device is kept, when not in use, in a convenient and sanitary location in which the respiratory protective device is not exposed to extremes of temperature or to any contaminant that may inactivate the respiratory protective device.
2. If a respiratory protective device as required by subsection (1) is provided to a worker, the employer or contractor shall ensure that the worker:
 - a. has been trained by a competent person in the proper testing, maintenance, use and cleaning of the respiratory protective device and in its limitations;
 - b. can demonstrate that he or she:
 - i. understands the training provided pursuant to clause (a);
 - ii. can test, maintain and clean the respiratory protective device; and
 - iii. can use the respiratory protective device safely;
 - c. tests the respiratory protective device before each use;
 - d. is assessed according to an approved standard as being capable of wearing a respiratory protective device; and
 - e. is adequately informed respecting the reasons for the assessment required pursuant to clause (d).
3. An employer or contractor shall ensure that the training required by clause (2)(a) includes practical experience by the worker in an uncontaminated environment.



4. Where respiratory protective devices are used only for emergency purposes, an employer or contractor shall ensure that a worker who may be required to use a respiratory protective device is given semi-annual refresher training in its safe use.
5. An employer shall ensure that the following records are kept as long as the worker is employed by the employer and made readily available for inspection and examination by the committee or the representative, as the case may be:
 - a. records respecting fit-testing for each worker that is completed pursuant to subclause (1)(a)(iv);
 - b. records respecting the results of assessments for each worker that are completed pursuant to clause (2)(d);
 - c. records respecting training completed by each worker pursuant to subsections (2) and (3).
6. An employer shall ensure that any records mentioned in clause (5)(b) respecting a worker that are made available for inspection and examination pursuant to subsection (5) do not disclose any personal health information as defined in The Health Information Protection Act respecting the worker, unless the worker agrees to that disclosure.
7. An employer shall ensure that records respecting the maintenance of atmosphere-supplying respirators are kept and made readily available for inspection and examination by the committee or the representative as long as that worker is employed by the employer.
8. A worker may, at any time, inspect and examine any records kept pursuant to subsection (5) or (7) that relate to the worker.

Saskatchewan OH&S Regulations Part 7 Section 89

An employer or contractor shall ensure that:

- a. any respiratory protective device for emergency use is thoroughly inspected by a competent person at least once a month and after each use;
- b. the date of every inspection made pursuant to clause (a) and the name of the person who made the inspection are recorded and conspicuously displayed at the location where the respiratory protective device is stored; and
- c. any defects identified during the inspection carried out pursuant to clause (a) are corrected immediately by a competent person.

Code of Practice for Respiratory Protective Equipment

General Information:

Respiratory protection falls into two major categories. The first category is **Air Purifying Respirators (APRs)**, which are particle (dust) chemical cartridges but **NO visor plate**. The second category is **Atmosphere Supply Respirators**, including self-contained breathing apparatus (**SCBA**), airline systems and protective suits that completely enclose the worker and incorporate a life support system.

Only APRs will be dealt with here. The second category of respirators requires much more specific information and training. If you need to use Atmosphere Supplying Respirators, you should get expert advice.



Air Purifying Respirators (APRs):

There are two basic types of APRs:

- Disposable fiber type with or without charcoal or chemical filter “button” and
- The reusable rubber facemask type with disposable or rechargeable cartridges.

The choice depends on your job, labor, cost, and your maintenance facility.

It’s important to remember that APRs are limited to areas where there is enough oxygen to support life. APRs don’t supply or make oxygen.

The service life is affected by the type of APR, the wearer’s breathing demand, and the concentration of airborne contaminants. When an APR is required, consult the Material Safety Data Sheet (MSDS), OH&S or supplier for the exact specifications for the APR.

Facial hair can prevent a good seal and fit of an APR: One to three days’ growth is the worst. Follow the manufacturer’s instructions to the letter regarding the mask, filters, cartridges and other components. Workers who must use respiratory protection should be clean-shaven.

An APR is only as good as its seal and its ability to filter out the contaminants it was designed to filter.

Combination Respirators:

This type of APR combines separate chemical and mechanical filters. This allows for the change of the different filters when one of them becomes plugged or exhausted before the other filter (usually the dust filter plugs up before the chemical filter). This type of respirator is suitable for most spray painting and welding.

For more information check the:

- Material Safety Data Sheet (MSDS)
- OH&S Regulations
- Local OH&S office, or
- Safety equipment supplier.
- CSA Standards “Compressed Breathing Air” Z180.1-M1978

Do:

- Train workers very carefully in the APR’s use, care and limitations
- Ensure that respirators are properly cleaned and disinfected after each shift, according to the manufacturer’s instructions
- Dispose of exhausted cartridges and masks in sealed bags or containers



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- Keep new, unused filters separate from old, used filters
- Monitor APR use; they are useless just hung around the neck
- Replace filters when breathing becomes difficult.

Do Not:

- Use for protection against materials, which are toxic in small amounts
- Use with materials that are highly irritating to the eyes
- Use with gases that can't be detected by odor or throat or nose irritation
- Use with gases not effectively halted by chemical cartridges regardless of concentration (read the cartridge label)
- Use respirators or masks if the service ability is in doubt.
- Use APRs where oxygen content in the air is less than 18% or 18 kilopascals (partial pressure or greater).

Fit Testing For Respirators: (Note: Difficult or impossible to do on respirators without valves.)

Respirators that need tight seals to perform effectively should be worn only when an effective face seal can be maintained.

Workers who are required to wear respirators must be clean-shaven, since even one day's hair growth reduces the effectiveness of the seal.

Every time a respirator is used, conduct a test to ensure that an effective face seal is maintained by one of the following methods:

Negative pressure fit test:

- After closing off inlet, inhale so that the face piece collapses slightly;
- If after 10 seconds the face piece remains slightly collapsed and no inward leakage is detected;
- The face piece fit is considered adequate.

Positive pressure fit test:

- After closing off the exhalation valve, exhale gently into face piece;
- If a slight positive pressure builds inside the face piece and no outward air leakage is detected, the face piece is considered adequate.

For further information refer to applicable Occupational Health and Safety Regulations.



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Respiratory Equipment Qualitative Fit Test and Training Form

Employee Name: _____ Date of Birth: _____

Company: _____ Supervisor Name: _____

This fit test is required annually.

1. Does employee wear glasses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Does employee have facial hair, dentures or other attributes that will prevent a positive face fit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Respirator Type (Make, Model)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Compatible with eye glasses	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Positive pressure fit check	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Negative pressure fit check	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Head Stationary Normal Breathing (60 seconds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Head Stationary Deep Breathing (60 seconds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Head Turning Side To Side (60 seconds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Head Moving Up and Down (60 seconds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Talking (recite printed material or count backwards)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Bending Over (60 seconds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Head Stationary Normal Breathing (60 seconds)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Respirator fit test result	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Based on information provided on this form, and through observation, I certify that the employee named on this form can wear the respiratory protective equipment listed above and has been trained in Respiratory Fit Test Procedures.

Signature of Person Administering Test: _____ Date: _____

I have received training on Respiratory Equipment Fit Testing.

Employee Signature: _____



7. Fall Protection

Legislative Requirements – Saskatchewan OH&S Regulations Part 7 Section 102

1. An employer or contractor shall ensure that a personal fall arrest system and connecting linkage required by these regulations are approved and maintained.
2. An employer or contractor shall ensure that a personal fall arrest system required by these regulations:
 - a. prevents a worker from falling more than 1.2 metres without a shock absorber;
 - b. where a shock absorber is used, prevents a worker from falling more than two metres or the limit specified in the manufacturer's specifications, whichever is less;
 - c. applies a peak fall-arrest force not greater than eight kilonewtons to a worker; and
 - d. is fastened to a lifeline or to a secure anchor point that has a breaking strength of at least 22.2 kilonewtons.

Code of Practice for Safety Harnesses, Lifelines and Lanyards

General Information:

Harnesses, lifelines and lanyards are used in construction to provide workers working at heights above ground level with freedom of movement and protection from falls. These devices 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 device or rope grab. Better quality systems usually have some form of shock absorber in the system.

If the fall to be arrested is short (less than two feet or 0.6 m) a safety belt can be used. If the fall is greater than two feet, a body harness is recommended to prevent further injuries caused by the sudden stop at the end of the fall.

A lifeline should never be used as a service line. The only time a lifeline becomes a load bearing line is in the event of a fall. At all other times it should be just slack enough to permit free movement on the service lines.

In the construction industry, fully body harness systems used with a shock absorber are preferred over waist safety belts.

It is very important to get quality advice in the selection, purchase and maintenance of your fall arresting equipment.

Refer to applicable OH&S Regulations for specific details and specific CSA, ANSI/ASSE and CEN Standards.

Do:

- Obtain expert advice before purchasing a fall arresting device
- Properly train and practice with the system you decide to use
- Use webbing type harnesses instead of leather harnesses
- Use only the manufacturer's components for replacement parts
- Inspect carefully before each use (inspection to be performed by a trained worker)



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- Have the harness fitted snugly to the worker using the system
- Ensure that 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 systems have thimbles
- Use only the proper safety rated fastenings with the system
- Use a full body harness with shock absorber whenever possible

Do Not:

- Modify, change or put additional holes in the harness or hardware
- Jerry-rig the system
- Use the system for any other than its intended use
- Use the lifeline for a service line

For further information refer to applicable Occupational Health and Safety Regulations.





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Fall Protection Plan

Name of the Company/Site: _____

Date of Fall Protection Plan: _____

Period for Which This Plan is Valid: _____

Fall Hazard(s) at the Site

An employer must develop procedures to avoid or control a fall in a fall protection plan (FPP). The FPP must outline the specific situation where fall protection is required and consider what objects are below the worker and how far they are below. (e.g. "4:12 sloped roof, snow on roof, eaves at 3.5 metres above ground" or "work on steel, heights between 4 and 8 m above, steel below")

Fall Protection System to be used at the Work Site

Details about the type of equipment (travel restraint, fall arrest, fixed anchor, lifeline and grab, SRL, shock-absorber, etc.), brands and models of components, length of lanyard, etc.

Anchors to be used

Be specific. Describe the precise anchor point, including anchor strength and location relative to worker. If using a lifeline and rope grab, there are two anchor points, one where the lifeline is tied off; and one where the rope grab is located. There must be a stop at the lowest acceptable height for the grab. Note: In most cases when using a lifeline there will be swing which adds distance to the fall.



Clearance Requirement

This must be calculated. The distance the worker would fall must be less than the distance to the nearest object/surface below the worker. Note: If using a lifeline and rope grab, the calculation will have to be from the grab location.

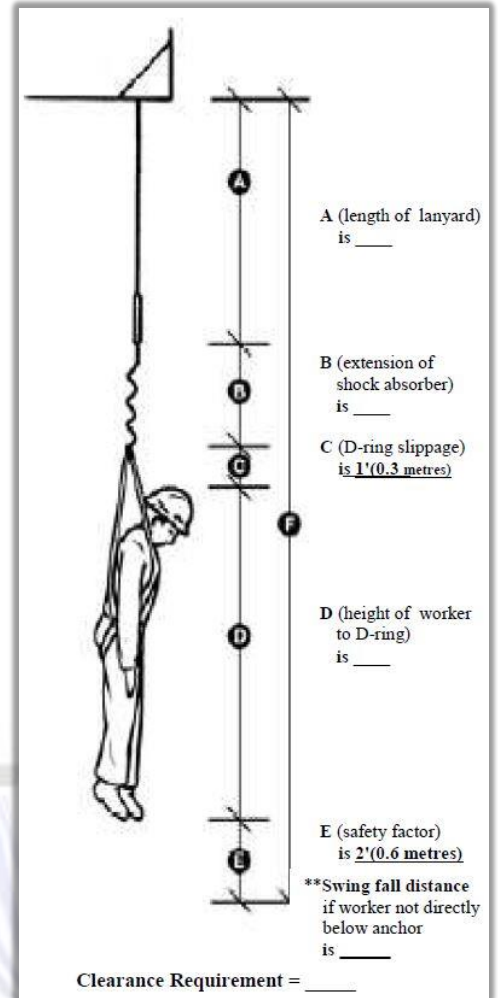
Clearance Requirement = _____

Calculating Clearance Requirement

Add A + B + C + D + E + **, to determine minimum distance from anchor point to nearest surface below worker. Clearance requirement = Distance to surface below Clearance requirement must be less than the distance from the worker to the nearest surface below the worker. Note: If your clearance distance is greater than the distance to the next surface below, you will need to change your anchor point, or your type of fall protection equipment. You should also calculate Free Fall Distance.

Calculating Free Fall Distance

This must not be greater than 1.2 m (4') if there is no shock absorber. It must not be greater than that permitted by fall protection manufacturer. Calculate by adding: Length of lanyard & connecting hardware _____ Height of D-ring from worker's feet _____ and subtracting: Distance between anchor point & unguarded edge _____ Free Fall Distance =
Note: If your free fall distance is greater than noted above, you will have to change your anchor point or your type of fall protection equipment.



Procedures to assemble, maintain, inspect, use and disassemble the Fall Protection System

Be detailed. It would be acceptable to attach the manufacturer's specifications for the specific equipment being used, and ensure that workers are trained in these procedures.

Rescue procedure

Using 911 alone is not acceptable! The FPP must specify how the worker will be rescued if he/she falls and is suspended. Examples include ladders, aerial devices, self-rescue fall protection equipment (suspension steps that



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deploy when the shock-absorber deploys, self-rescue SRLs, etc.) The employer is required to ensure that workers are trained in rescue procedures and conduct practice drills.

Worker sign-off

The employer must ensure that all workers affected by this FPP have read and understood the plan. Prior to a worker signing this FPP, the employer needs to ensure that workers have read and understood all information in and attached to this FPP. This is required in order for the employer to comply with Sec. 141 of the Alberta OHS Code (Instruction of Workers). Many other Code sections also require worker training.

Created by: _____

Workers Involved:

Name	Signature

Part 7 – Maintenance Program



It is the policy of this company to maintain all tools and equipment in a condition that will maximize the safety of all personnel.

We will adhere to any and all legislation pertaining to maintenance of equipment and tools as found in the Saskatchewan OH&S Regulations and under all other applicable legislation.

To accomplish this, a “Maintenance Program” shall be maintained and shall include the following components:

- Adherence to applicable regulations, standards, and manufactures specifications;
- Services of appropriately qualified maintenance personnel;
- Scheduling and documentation of all maintenance work.
- Removal and/or “**LOCK OUT**” of unsafe/inadequate equipment or vehicles.

Standards

The company recognizes the following standards and regulations and uses them as the basis for conducting business:

- Occupational Health and Safety Regulations and all associated regulations.
- Fire and Loss Prevention Standards.
- Vehicle/Equipment Manufacturer’s Standards and Specifications

Training

Operators will be trained in the following areas:

- Responsibilities
- Manufacturers operating and maintenance procedures

Monitoring

The monitoring functions will be accomplished in two areas. First, the people responsible for operating and/or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are complete. Secondly, management will monitor the entire program to ensure that it is functioning in accordance with company policy.

Maintenance of Tools

Defective tools can cause serious and painful injuries. If a tool is defective in some way, **DO NOT USE IT.** Be aware of problems like:

- Split or cracked handles
- Wrenches with worn out jaws



- Tools which are incomplete are not safe to operate (i.e. Tire Jacks)

Removing Defective Tools - Report any defective tools or equipment to a supervisor. Do not use this tool or equipment until repaired or replaced.

Equipment Inventory

The following is equipment that requires monitoring, periodic checks and maintenance:

- Vehicles - Light trucks, Heavy trucks
- Mobile Equipment
- Personal Protective Equipment
- Fire Protection Equipment

Schedules

Records for Scheduled and Non-Scheduled maintenance of Vehicles and Mobile Equipment will be kept in the Maintenance Records binders, which are kept at the **All Out Water Well Services & Drilling Ltd.** shop.

Qualifications

All individuals performing maintenance work will have the required skill, accreditation and/or certification. This certification applies to both employees and contracted maintenance services.

Records

Records for the maintenance of the listed equipment shall be recorded, and maintained in the **All Out Water Well Services & Drilling Ltd.** office.

Maintenance Records

All mobile equipment should be inspected and maintained according to the manufacturers' specified schedules. Records of all inspections and maintenance should be completed and maintained for review and approval.

Maintenance of equipment, and release of lubrication fluids, etc., should be performed only in approved areas. Spills and leaks from equipment should be cleaned up promptly.

A maintenance record will be kept in the **All Out Water Well Services & Drilling Ltd.** office and will be maintained by the manager, recording all maintenance performed.

Repairs

All tools and equipment to be repaired at a certified dealer or shop.

Signed: _____
Management

Date: _____



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Section 2 – Maintenance Schedule

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1. All defects of the vehicle/equipment shall be reported to the supervisor.
2. The cab of the vehicle/equipment shall be kept in clean condition and free from tools and debris.
3. Mounted fuel tanks shall be secured in the vehicle.
4. Fuel tanks shall have the proper hoses and when not used, the taps are to be turned off.
5. Fire extinguisher, first aid kit, flags, and flares shall be kept within easy reach and in good repair.
6. Trucks shall be blocked securely before work on the commencing maintenance work.
7. A proper jack shall be used to lift vertically, never on an angle.
8. A jacked up vehicle must be blocked up securely before working under it.
9. Lock-out Tags will be in appropriate place when performing maintenance on equipment.

Type of Equipment	Type of Inspection	Schedule
Heavy Trucks	Complete inspection and certification	Annually
	Critical items, controls	Daily, prior to use
	Preventative maintenance	Manufacturer's recommendation
	Oil change	Every 500 hours
Heavy Equipment	Overall functioning	Daily, prior to use
	Complete inspection	Every 3 months
	Repair	When failure occurs
	Preventative maintenance	Manufacturer's recommendation
	Oil change	Every 500 hours
Light Trucks	Preventative maintenance	Manufacturer's recommendation
	Critical items, controls	Daily, prior to use
	Oil change	Every 10,000 km's
	Tire Rotation	Every 20,000 km's
Trailers	Complete inspection and certification	Annually
	Critical items, controls	Daily, prior to use
	Overall functioning	Every 3 months
	Preventative maintenance	Manufacturer's recommendation
	Tire replacement	As required
Fire Extinguishers	Complete inspection and certification	Annual
	Complete inspection	Every 6 months



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Section 3 – All Out Water Well Services & Drilling Ltd. Equipment List

Page 1 of 1

- Gefco CF-15 Drilling Rig 1
- Gefco 1250 Drilling Rig 2
- Gefco 1250 Drilling Rig 3
- Gefco CFD-1 Drilling Rig 4
- 2500 GMC Service Rig
- 2500 Gallon Flat Tank Drilling Rig Support Truck
- 2000 Gallon Flat Tank Drilling Rig Support Truck
- 20ft Flat Deck Trailer
- 24ft Flat Deck Trailer
- 18ft Flat Deck Trailer
- 15 Hp Mobile Saskatoon Boiler
- 2018 John Deere 60G Tracked Excavator
- 2010 2500 Duramax Truck





Circle or walk-around checks on any piece of mobile equipment are necessary to ensure the unit is safe to operate both for the personnel and for the equipment; that is, all fluids must be at the correct level and all components must be intact.

The components to be checked include, but are not limited to:

(Check what is applicable to the particular truck/equipment you are using)

A. Circle Check for Personnel in the Cab Area and Around the Vehicle/Equipment

- Check the cab area for other operators.
- Check for people who may be working around the vehicle/equipment. Walk completely around the vehicle/equipment, looking underneath, in the engine compartment, and in the cab.

B. Brake Lines

- Visually check the brake lines for leaks. (Check for moisture on the brake line.)
- Report any leaks to maintenance for repair as soon as possible.
- Do not operate a vehicle/equipment with brake leaks.

C. Steering Assembly

- Check the tie rod ends, pins and keepers, bell cranks, drag links, ball joints, steering rams and hydraulic hoses.
- Check that all the joints are tight and have little play. Report any faulty conditions to your supervisor.

Note: Never operate a truck or equipment with faulty steering.

D. Front Tires

- Visually check the tires for deep cuts, separations and embedded rocks, nails, or any other foreign material.
- Check for tire bulges at the road surface, which indicate low air pressure.
- Check the rims for cracks and breaks.
- Check the valve stems for wear and cuts.

Note: It is especially important that front tires be in good condition because steering is dependent on them.

E. Front Wheel Lugs

- Check the front wheel lugs each day.
- Report any loose or broken wheel lugs.
- If there are broken or loose wheel lugs, do not operate the equipment. Report the condition to your supervisor.



F. Front Suspension

- Check the front suspension for bottoming out.
- Check that all fastening devices are tight and in place.

G. Fluid Levels

- Check all the fluid levels at the beginning of the shift with the equipment on level ground.
- Refer to the manufacturer's requirements to ensure the proper procedure is followed.
- If the fluid levels in any areas are found to be on the add mark or below it, notify your supervisor.
- Do not operate the equipment until the fluid level is brought up to an appropriate level.

H. Fluid Leaks

- Look for fluid leaks while checking the fluid levels. There may be fluid lines or gaskets that are leaking.
- Make a visual check when the engine is running to see if any fluid is dribbling or running down the side of the engine block or any other areas.

I. Fan Belts, Blower Belts, Alternator Belt, etc.

- Check that all the belts are in place, tight, and in good condition.

J. Air Tanks

Main Air Tank

- Drain the tank twice each shift during the winter months and at the beginning of each shift at other times.
- Take caution when draining air tanks because of the sludge and water that comes out.
- Tanks should be drained until clean air is visible.

Front and Rear Air Application Tanks

- Drain the tanks twice each shift in the winter months and at the beginning of each shift at other times.
- Check all air lines for any damage or deterioration during the check on the air tanks.

K. Main Frame

- Visually check the main frame for cracks.
- Report any problems to the supervisor.



L. Lights

Turn on all equipment lights to see if they are working properly. Replace faulty lights:

- Headlights
- Clearance Lights
- Back Up Lights
- Retarder Lights

M. Glass

- Check that the windshield, windows and mirrors are clean and free of cracks.

N. Handrails and Ladder

- Check the condition of the handrails and steps. Look for loose handrails or rungs.
- Report any problems.

O. Wheel Chocks

- Ensure that the truck is equipped with two wheel chocks mounted in a readily-accessible place.

P. Seat Belts

- Check that the truck has seat belts.
- **Use them!**

Q. Fire Extinguisher

- Check that the truck is equipped with adequate fire extinguishers in good condition.
- Replace faulty fire extinguishers immediately.

R. Back up Alarm

Check that the backup alarm is working correctly.



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Section 7 – Truck and Equipment Pre-Start Checklist

Page 1 of 1

Date/Time: _____ Distance on Unit: _____ km/miles

Make & Model: _____ Unit #: _____

Item	OK	Requires Action	N/A	Comments
Brakes				
Steering				
Tires				
Tracks				
Air Tanks				
Fluid Levels				
Engine Belts				
Suspension				
• Front				
• Rear				
Hydraulics				
Main Frame				
Body Dump				
Lights				
Glass				
Handrails				
Ladders				
Wheel Chock				
Seat Belts				
Fire Extinguishers				
Back-Up Alarm				

Operator: _____



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Section 8 – Comprehensive Truck/Equipment Checklist

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Date/Time: _____ Distance/Hours on Unit: _____

Make & Model: _____ Unit #: _____

Rating Legend: **NA** – Not Applicable **M** – Passed but Maintenance Required
Checkmark – Passed in Good Working Order **R** – Rejected, Repair Required

Fluid Levels			
Motor Oil	Rear End	Air Filter	Windshield Washer
Radiator	Brake Fluid	Oil Change?	Others
Power Steering	Grease	Oil Filter Change?	
Driver's Compartment			
Sun Visor	Speedometer	Windshield	First Aid Kit
Windshield Wiper	Air Leakage	Instrument Lamps	Survival Kit
Side Window	Horn & Switches	Hazard Warning Kit	Others
Pedal Pads	Defrost	Air Pressure Gauge	
Seat Belts	Fire Extinguisher	Phone/Radio	
Body Exterior			
Headlights	Glad Hand & Air	Turn Signals	Tire Pressure
Tail lamp	Clearance Lights	Fenders	Brackets/Straps
Marker Lamps	Stop Lights	Air Lines	Beacon
Trailer Hitch	Hazard Lights	Bumpers	Others
Trailer Electrical	TDG Placards	Mud Flaps	
Under The Hood			
Hood	Air Comp. Belt	Exhaust System	Others
Power Steering	Fuel System	Distributor	
Air Filter	Fan & Belt	Alternator	
Cooling System	Battery & Wiring	Air Lines	
Brakes, Tires, Wheels			
Brake Components	Chock Block	Spare Tire	Brake Camshaft
Spring Bolts	Brake Drum	Tire Iron	Tread Depth
Disc Brakes	Brake Line Hose	Parking Brake	Brake Operation
Reservoirs & Valves	Tire Pressure	Emergency Brake	Others
Undercarriage			
Pin & Bushing Wear	Sprocket	Suspension	Tie Rod
Link wear	Shock Absorbers	Springs	Differential
Oil Pan	Muffler	Pittman Arm	Others

Completed by: _____

Work Required: _____

Assigned to: _____ Work Completion Date & Time: _____

Additional Comments: _____

Part 8 – Training and Safety Meetings



All Out Water Well Services & Drilling Ltd.

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Part VIII – Training and Safety Meetings

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Section 1 – Training Policy

Page 1 of 1

This company will ensure that our employees are trained in all areas necessary for them to be able to perform their tasks in a safe manner.

Education and training are a vital component of accident prevention, legislation and our safety program - we will do all that is reasonably practicable to ensure all employees are **competent*** for the task assigned. All training will be recorded and kept on file for future reference and organization of refresher training.

* As stated in the OH&S Guidelines, a **competent** worker is “adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.”

Saskatchewan OH&S Regulation Part III Section 19 – Training of Workers will be our adhered to in training our personnel.

EMPLOYEES must participate and apply the training received.

- **DO NOT attempt a job that you are not competent with or cannot do safely**
- **ASK YOUR MANAGER**

At minimum, all employees will receive, and participate fully, in:

- Safety orientations for newly-hired personnel;
- Task and trade-specific training and certification;
- Specialized safety and related training; and
- Refresher and update training.

All training will be documented and a copy retained on file.

Depending on the complexity of the job, and the employee’s skill/experience level, job-specific training may take anywhere from a few minutes to several months.

Safety Meetings will be held once per month at a minimum.

All Out Water Well Services & Drilling Ltd. will certify the required number of employees in St. John Ambulance Standard First Aid as outlined in the Occupational Health & Safety Regulations.

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

Signed: _____
Management

Date: _____



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Part VIII – Training and Safety Meetings

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Section 2 – New Employee/Subcontractor Orientation

Page 1 of 2

New employees/subcontractors of **All Out Water Well Services & Drilling Ltd.** shall be oriented into the company immediately after being hired. No employee shall begin to work on any **All Out Water Well Services & Drilling Ltd.** work sites, without having had the scope and objective of the project explained to him/her by a qualified individual. A tour of the pertinent work site is **mandatory**.

Orientation will include:

- All policies and performance standards will be discussed with each new employee/subcontractor.
- All new employees/subcontractors will receive a basic job site-specific safety orientation.
- Instructions on the use and care of personal protective equipment.
- Company and prime contractor safety policies and rules.
- Worker's responsibilities to wear personal protective clothing.
- Specific job hazards
- Safety precautions
- Job responsibilities
- Rules and regulatory requirements
- Worker's right to refuse to do unsafe work
- Company's and prime contractor's responsibilities to provide as safe work place.

**ALL
OUT**
water well services
& drilling ltd.





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Section 2 – New Employee/Subcontractor Orientation

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This form is to be completed on an employee's first day of work.

Please answer the following accordingly:	Yes	No
1. Made aware of responsibility to attend Safety Meetings		
2. Defensive/Off-Road Driving		
3. Care and Use of Required Personal Protective Equipment		
4. Review of Company Safety Policy		
5. Discussed Company Rules		
6. Trained in Emergency Procedures, Roles, and Responsibilities		
7. Awareness of Applicable Legislation		
8. Employee First Aid trained? If yes, Level: _____ Expiration: _____		
9. Employee WHMIS trained?		
10. Lockout/Tagout procedure		
11. Reviewed Safe Work Practices, Safe Job Procedures		
12. Notified of Inspection and Accident Investigation procedures		
13. Roles and Responsibilities for Health and Safety		
14. General Housekeeping/Sanitation		
15. Notified of his/her Right to Refuse Unsafe Work		
16. Location of OH&S Regulations		
17. Notified of requirement for investigations of near-misses/incidents		
18. Procedure for reporting Accidents/Incidents/Hazards		
19. Received instruction on Investigation of near misses/incidents		

Additional Remarks: _____

Does the Employee have any Health/Safety conditions or concerns that should be reviewed or documented? (e.g. Epi-pen required, lack of training, back problems, etc.)

This is to certify that I, _____, have been given the **All Out Water Well Services & Drilling Ltd.** Company Safety Orientation. As indicated by a "Yes" response I understand and have reviewed the contents of the Company Safety Manual and additional information provided to me.

Employee Signature: _____ Date: _____

Employee Name (please print): _____

Company Representative Signature: _____ Date: _____

Company Representative Name/Position (please print): _____



This type of training ensures that the employee understands the job, and has the knowledge to do it in a competent manner.

1. Job specific training should occur:
 - At the time of hire or
 - When an employee is assigned new or different work or
 - When an employee is moved to a new work site.
2. In every case the approach is the same. Job-specific training should be conducted by the employee's Supervisor. The Supervisor should:
 - Review safe work practices and job procedures
 - Bring his/her attention to all known safety hazards specific to the job site.
 - Provide all necessary information for the employee to do the job safely and correctly.
 - Supervise until the new employee understands the job and can do it in a competent manner.





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Part VIII – Training and Safety Meetings

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Section 4 – Toolbox Meetings / Safety Meetings

Page 1 of 2

All Out Water Well Services & Drilling Ltd. is required to hold Tool Box Meetings and/or Safety Meetings at least once a month. This does not preclude meetings to brief workers on specific job hazards peculiar to a specific operation.

The major purposes of these meetings are to:

1. Promote accident prevention through discussion of health and safety matters with the aim of correcting procedures, conditions or practices which are unsafe.
2. Give every employee the opportunity to be involved in the health and safety program.
3. Provide the opportunity to discuss work procedures applicable to a specific operation to ensure familiarity with the procedures to be used, particularly if the work is new or has not been done for a while.
4. Provide the opportunity for all employees to review and discuss Personal and Vehicle Accidents, OH&S Regulations and other matters pertinent to work procedures and accident prevention.

The Manager/supervisor shall ensure that all the workers are kept updated on safety procedures, construction plans, permits, utility locations and any other relevant information pertaining to the ensuing construction project. This may be accomplished by conducting on-site meetings with all crewmembers before construction commences. Records shall be kept of this meeting with a copy given to the Manager for filing.

Procedures

Toolbox meetings are to be initiated and led by the Supervisor.

While the meetings are intended to be informal and short in duration, the Supervisor shall record the minutes of the meeting on the “tool box meeting” form.

If a decision or remedial action is required and within the authority of the Supervisor, the action to be taken or completed shall be noted in the “action” section of the form.

The Manager will respond to the issue and record it in the follow up section.

All Out Water Well Services & Drilling Ltd. and its employees will attend and participate in all safety meetings of the prime contractor while working for or on the prime contractor’s job site. Copies of the safety meeting minutes will be requested by **All Out Water Well Services & Drilling Ltd.**



Part VIII – Training and Safety Meetings

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Section 4 – Toolbox Meetings / Safety Meetings

Page 2 of 2

Safety Meeting Form

Project: _____ Location: _____

Time: _____ Date: _____

Number Attending: _____ Foreman: _____

Topic(s) Discussed: (includes new and existing hazards) _____

Suggestions Offered: _____

Action(s) to be taken: _____

Date/Time: _____

By Whom: _____

Injuries/Accidents Reviewed: _____

Manager's Signature: _____

Attendees (Print & Sign):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



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Section 5 – Employee Qualifications Training Record

Page 1 of 1

Employee Name: _____ Date Hired: _____

Position when hired: _____

Driver's Licence Class: 1. 3. 5. Other _____ Air Endorsement

Orientation Yes No

First Aid Yes No Level: _____ Expires: _____

W.H.M.I.S. Yes No

T.D.G. Yes No

CSTS Yes No

H₂S Alive Yes No

Forklift Yes No

Overhead Crane Yes No

Other _____ Yes No

Other _____ Yes No





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Section 6 – On-the-Job Training Record

Page 1 of 1

Date/Time: _____

Name of Trainer: _____

Name of Trainee: _____

Critical Task for which Training is being provided: _____

Details of Training Conducted: _____



Part 9 – Inspections



Definition: An observation tour of the workplace for the specific purpose of determining the levels of compliance with established safe work practices, safe job procedures and safety rules. Inspections are conducted to maintain the effectiveness of a safety program.

What is a Safety Inspection?

A safety inspection is an observation tour of the workplace to check for compliance with established safe work practices, procedures, and safety rules. It should identify any situation that has the potential to cause personal injury or property damage, including unsafe conditions on the work site and unsafe acts on the part of the workers. The vast majority of accidents are caused by **unsafe acts**, frequently combined with unsafe conditions that have been allowed to exist. **"A safety inspection is not a Hazard Assessment and Analysis process."** An inspection simply identifies and documents existing or potential hazards.

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy

It is the policy of this company to maintain a comprehensive program of safety inspections. All of this company's facilities and job- sites shall be included in the inspection program.

All Inspections will be held in compliance with the OH&S Regulations, and any other applicable regulations/legislation.

Responsibilities

Management is responsible for the overall operation of the program.
Management shall conduct informal inspections on an ongoing basis in their area of responsibility.
Formal inspections shall be conducted by Management or designate at each facility or job-site on a regularly scheduled basis.

Employees are responsible for participating in, and contributing to the inspection program.

All personnel will continuously be on the lookout for hazards and if practical, controlled immediately.
Planned inspections will be conducted on a **quarterly** basis in the **office and shop**.

Job sites will be inspected **as required** as they are constantly changing from project to project.

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

Signed: _____
Management

Date: _____



Part IX – Inspections

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Section 2 – Safety Inspections

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There are two main types of Safety Inspections:

- Ongoing (or informal) inspections
- Planned (or formal) inspections.

Ongoing (Informal) Inspections

Supervisory personnel who do most of their work on the job site will conduct ongoing inspections. They will constantly watch for unsafe acts and unsafe conditions. In many cases, a supervisor can correct a problem by discussing an unsafe act with an employee or by issuing instructions to have an unsafe condition corrected. The supervisor must record situations that require additional corrective action.

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

Planned (Formal) Inspections

As the name suggests, planned inspections are structured events. The Supervisor conducts these formal inspections. Planned inspections will be conducted on a **monthly** basis on active job sites and the office.

The basic procedure for conducting a planned inspection is:

1. Identify the inspector or inspection team;
2. Locate and review reports of previous inspections;
3. Obtain an inspection report form;
4. Proceed with the inspection tour;
5. During the tour, get off the "beaten path";
6. Look over, under, around, behind, inside, etc.;
7. Take the time to observe the activities of all personnel;
8. Take immediate corrective action where there is imminent danger;
9. Record all unsafe acts and conditions; (no names)
10. On completion of the tour, rank the unsafe acts/conditions on "worst case first" basis;
11. Identify corrective action required for each unsafe act/condition;
12. Assign a person responsible for each corrective action and a date for completion;
13. Distribute copies of the inspection report to all employees and management at safety meetings;
14. Follow up and review process.



All Out Water Well Services & Drilling Ltd.
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Part IX – Inspections

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Section 3 – Worksite Inspection Checklist

Page 1 of 1

Location: _____ **Date:** _____

Conducted By: _____ **Signed:** _____

Examples of items to watch for:

People	Equipment	Materials	Environment
Unsafe Acts	Trucks	Housekeeping	Noise
Unsafe Work Procedures	Vehicles	Controlled Products	Ventilation
Improper Tool Use	Vessels	MSDS Sheets	Lighting
Improper Equipment Use	Piping	Storage/Stacking	Temperature
Not Using PPE	Implements	Rough edges	Ice & Snow
Other Workers	Moving Equipment	Lock-out tags	Sanitation

Hazard Classes:

A	Unsafe conditions or unsafe acts with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, material or environmental damage. Immediate Corrective Action Required.
B	Unsafe conditions or unsafe acts with the potential for serious injury or property damage that is disruptive to productions, process, or environmental damage, but less severe than class “A” hazards. Corrective Action Required (48 Hours).
C	Unsafe conditions or unsafe acts with the potential for minor injury, occupational illness, non-disruptive property or environmental damage, but less severe than class “B” hazards. Corrective and/or Follow-up Action Required (3-7 Days).

Item #	Unsafe Act / Condition	Hazard Class	Corrective Action(s)	By Whom / Date

Hazards identified should be ranked and controlled by priority.

Part 10 – Incident Investigations



Purpose

To investigate accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

Section 29 and 31 of the Occupational Health and Safety Regulations regarding investigations will be adhered to by this company.

Policy

This company will fully investigate the following types of incidents:

1. Accidents that result in injuries requiring medical aid.
2. Accidents 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.

All incidents that fall under pertinent sections of the OH&S Regulations must be reported to OH&S and to WCB or other regulatory agencies as defined by the OH&S Regulations.

Definitions

Accident:

An accident is an undesired event that results in harm to people, damage to property, or loss to process.

Incident:

An incident is any unplanned and unwanted event, which results in damage or injury or which could have resulted in damage or injury (i.e., close call/near misses).

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

Near Miss:

A near miss is an incident with no visible injury or damage.

Investigations will be conducted by the supervisor in charge of the area and/or personnel involved. The investigator must review every incident report to ensure that appropriate corrective actions take place.

Responsibilities - Reporting Procedure

1. All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested. Employees shall be instructed on the reporting process during their orientation.
2. Supervisors shall be responsible for conducting investigations (including Near Misses) and submitting their report(s) to management. Supervisors will be trained in investigation and reporting procedures.



All Out Water Well Services & Drilling Ltd.
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Part X – Incident Investigations

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Section 1 – Investigation Policy

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3. Company Owners shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action, and report to management.
4. The management shall review all supervisors' reports, determine the corrective action to be taken, and ensure that such action is implemented.

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

Signed: _____
Management

Date: _____





This is not a disciplinary policy but one in which we can identify the cause of an incident so that corrective action can be taken to prevent a reoccurrence of the incident. Additionally, information will be valuable in meeting the WCB and OH&S reporting requirements.

Investigation Procedure

Investigations should be conducted by the supervisor in charge of the area and/or personnel involved. Supervisors should assist in the investigation and must review every incident report to ensure that appropriate corrective actions take place.

1. The person or team conducting the investigation of an accident/incident will utilize the following procedure:
2. Take control of the scene.
3. Initiate the Emergency Response Procedure.
4. Ensure that any injured persons are cared for.
5. Ensure that no further injury or damage occurs.
6. Get the “big picture” of what happened.
7. Examine equipment/materials involved.
8. **Preserve the evidence** - collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.
9. Take photographs of the scene.
10. Interview witnesses and obtain written statements where appropriate.
11. Analyze all the available information to determine the causes.
12. Look for causes where “the system failed the worker,” not only for those where “the worker failed the system.”
13. Determine what corrective action will prevent recurrence.
14. Complete the report.
15. Follow-up to ensure corrective action is completed.

Note: Incident Investigations are not conducted to fix blame. They are conducted to find facts to help prevent recurrence.



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Part X – Incident Investigations

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Section 3 – Incident Investigation Report

Page 1 of 2

1. Incident Type: Injury/Illness Property Damage Near Miss Spill
 Fire Other Vehicle Collision

2. Incident Date (Y/M/D): _____ 3. Time: _____

4. Area: _____ 5. Specific Location: _____

Injury/Illness: (Complete #6 to #11 only if an injury has occurred)

6. First Aid Medical Aid Modified Work Lost Time Fatal

7. Name of Employee: _____ 8. Age: _____ Sex: **M** **F**

9. Occupation: _____ Experience: _____

10. Nature of Injury: _____

11. Object/Equipment/Substance Inflicting Injury/Damage: _____

Property Damage:

12. Description of Property: _____

13. Description of Damage: _____

14. Estimated Damage Cost: _____

Other Actual/Potential Loss:

15. Type: _____

16. Description: _____

17. Estimated Cost: _____

18. Evaluation of Risk Potential if Not Corrected:

- A. Loss Severity Potential Major Serious Minor
 B. Probable Recurrence Rate Frequent Occasional Rare



Part X – Incident Investigations

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Section 3 – Incident Investigation Report

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19. Description of Incident: _____

20. Diagram of Scene:

21. Witness(es): _____

Witness(es) Statement(s) Attached: Yes No

22. Immediate Cause(s): _____

Description: _____

23. Underlying Cause(s): _____

Description: _____

24. Corrective Action(s): _____

Recommendations Completed by Whom: _____

25. Date Report Completed: (Y/M/D): _____

Signatures:

Supervisor: _____ Employee: _____

Reported to OH&S Branch Yes No



Part X – Incident Investigations

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Section 4 – Incident Reporting Procedure

Page 1 of 1

The supervisor will complete an accident/incident report for all Accidents, Occupational Illnesses and Near Misses.

Employees will report all incidents and near miss accidents to their immediate supervisor without delay.

Supervisors will report the incident immediately and complete the accident report within 24 hours.

If one of the following types of serious incidents occur, the site supervisor will inform the WHS Division by telephone of the incident providing the information requested:

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

In the case of equipment damage or serious injury the supervisor will report the accident immediately.

In the event of a fatal accident, the following procedure is to be used:

Report immediately to:

- Supervisor
- Local Police Department
- Nearest Occupational Health And Safety Office

Do not disturb the accident scene other than necessary to affect rescue or prevent deterioration in the situation until released to do so by the police or the Occupational Health & Safety Inspectors.

To report serious incidents, contact your nearest Workplace Health and Safety office.

Part 11 – Emergency Preparedness



Part XI – Emergency Preparedness

October 2020

Section 1 – Emergency Preparedness Policy

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Emergency preparedness means having plans in place that we hope we will never have to use. **All Out Water Well Services & Drilling Ltd.** will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that our employees are given a site orientation to ensure they are aware of:

- Location of emergency equipment such as:
 - First aid supplies
 - Fire extinguishers
- Location of communication device and contact numbers for contacting outside assistance
- Location of MSDS sheets
- Escape route and muster point
- Emergency phone numbers
- First aid log book

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

Signed: _____
Management

Date: _____



All Out Water Well Services & Drilling Ltd. will use the following **General ERP** in response to any emergencies that may occur, **including the office location**. It will be customized and updated for the particular concerns of each jobsite **using input from affected workers** on the site. This will include measures for **Fire, First Aid and Spill** emergencies and all other possible emergencies. If a site is being worked on for a long duration, the ERP must be updated regularly to reflect the **current circumstances** on the job site.

Emergency response training will be conducted in the form of Emergency Drills, where personnel will rehearse Emergency Response procedures to be used in the event of a real emergency. Use of Fire Extinguishers is addressed in the Safe Work Practices and Safe Job Procedures sections of the Manual.

Each job site has an Emergency Phone Number List that gives the phone number and location of emergency facilities. Personnel are instructed to use the appropriate facility depending upon the nature of the emergency.

Definitions of Emergency Levels 1 - 2 - 3 - Identifying Potential Emergencies

Emergency Level 1

- Accidental Death.
- Dismemberment.
- Destruction of Company property in excess of \$10,000.
- Emergencies that may require rescue or evacuation.

Emergency Level 2

- Destruction of Company property and or environmental damage.
- Injuries which require loss of work day, investigations.

Emergency Level 3

- Situations where the potential for downgrading incidents exist or imminent danger to company personnel, equipment, the environment or the public is recognized.

Emergency Response Procedures for Emergency Levels 1-2-3

In all cases of worker injury, the **FIRST RESPONDER** on the scene shall:

1. Sound the Alarm
2. Take Charge of the situation.
3. Make the Area Safe.
Call for help. Do not leave the casualty; send someone to notify the shop foreman, the acting VP of Operations, or operator's representative.
4. Assess the casualty's injuries.
5. Treat for life threatening conditions, at the location where found, if possible.
6. Ensure Medical Aid is on the way.



EMERGENCY LEVEL 1

Death & Dismemberment - Response Procedure

1. Initiate First Responder Procedure.
2. The foreman or lead hand shall ensure that the First Responder Procedure has been initiated. This is to assure the safety of all remaining site personnel.
3. If a rescue or evacuation is required, foreman or lead hand will initiate necessary actions to facilitate that response immediately.
4. If conditions warrant, the foreman or lead hand will issue a cease work order to all personnel. If the situation poses no further threat to individuals on site he shall secure the Accident Site, to preserve physical evidence.
5. Contact the proper authorities, RCMP- Workplace Health & Safety of Saskatchewan, and the office of **All Out Water Well Services & Drilling Ltd.**
6. Direct Media inquiries to the office of the President of **All Out Water Well Services & Drilling Ltd.**
7. **All Out Water Well Services & Drilling Ltd.** management shall perform notification of family.

Property Damage In Excess Of \$10,000 - Response Procedure

1. Initiate First Responder Procedure.
2. Seal the area.
3. Contact the offices of **All Out Water Well Services & Drilling Ltd.**
4. Contact the responsible authorities.

EMERGENCY LEVEL 2

Destruction of Public Property or Environmental Damage and Accident Requiring Loss of Workday, Investigations – Response Procedure

1. Initiate First Responder Procedure.
2. Contact the offices of **All Out Water Well Services & Drilling Ltd.**
3. Contact the owner of the property after consultation with head office.
4. Contact the responsible authorities.

EMERGENCY LEVEL 3

Situations Where There Exists a Potential Danger to Personnel Equipment the Public or the Environment – Response Procedure

1. Call out a warning. Halt work. Notify the foreman, the President, or operator's representative.



2. If the unsafe act or condition is attributable to **All Out Water Well Services & Drilling Ltd.** activities the foreman or lead hand will control and where possible, immediately eliminate the potential hazard.
3. The President will be contacted in situations that are beyond the control of **All Out Water Well Services & Drilling Ltd.** and may adversely impact the health and safety, of those persons present at our work site or the assets of the corporation.

The President will declare a state of Emergency to exist after consulting with the foreman, and notify the proper authorities. In the absence of the President the foreman will where necessary declare a state of emergency.





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Section 3 – Site Specific Emergency Response Plan

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<p>Potential Emergencies (Based on Hazard Assessment) Medical, Fire, Spill, etc.</p>	The following are identified potential emergencies:	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
<p>Emergency Procedures</p>	See below for Emergency Response Procedures	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
<p>Location of Emergency Equipment</p>	Emergency equipment is located as follows:	
	Fire Alarm:	
	Fire Extinguisher:	
	Fire Hose:	
	Panic Alarm Button:	
	Other:	
<p>Workers Trained in the Use of Emergency Equipment</p>	Name	Equipment Trained On
<p>Emergency Response Training Requirements</p>	Type of Training	Frequency
	Use of Fire Extinguishers	Orientation; Annually
	Practice Fire Drills	



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Section 3 – Site Specific Emergency Response Plan

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Location and Use of Emergency Facilities	The nearest emergency services are located at:	
	Fire Station:	
	Ambulance:	
	Police:	
	Hospital:	
Other:		
Fire Protection Requirements - Alarm and Emergency Communication Requirements	> Fire extinguishers are located in all work trucks	
	> Initiation of the Fire Alarm Procedure	
First Aid	First aid supplies are located at:	
	Type No. 1 First Aid Kit in supervisor's truck	
Procedures for Rescue and Evacuation	First Aiders are: <i>(Examples for Level are Standard, Emergency, etc.)</i>	
	Name:	Level:
	Name:	Level:
	Name:	Level:
Designated Rescue and Evacuation Workers <i>(Qualification Examples: Fire Warden, Deputy Fire Warden, etc.)</i>	In case of fire:	
	1. Advise all personnel	
	2. Initiate fire alarm procedure	
	3. Evacuate all persons to a safe muster point and account for everyone including visitors and clients	
	4. Assist ill or injured workers to evacuate the area	
	5. Provide first aid to injured workers if required	
6. Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility		
The following workers are trained in rescue and evacuation		
	Name	Qualification



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Section 3 – Site Specific Emergency Response Plan

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Completion Date: _____

Signed: _____





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Section 4 – Emergency Response Procedures

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Emergency preparedness means having plans in place in the event of a serious injury, fire, explosion, or spill. At a minimum our intent is that we are capable of:

- Providing first-aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire-fighting
- Cleaning up minor spills
- Promptly contacting outside agencies for assistance

Medical Aid/First-Aid - procedure to follow in the event of a serious injury

1. Notify Superintendent, foreman by telephone. Emergency contact list must be kept in each vehicle.
2. Assess the situation. Protect yourself, and prevent any further injury to casualty.
3. Administer first-aid if qualified, to the best of your ability.
4. Do not move casualty, unless absolutely necessary to prevent further injury.
5. Superintendent or foreman will contact EMS as required.
6. Make provisions for meeting EMS and directing to casualty.
7. **Do not endanger yourself or others.**

Fire/Explosion - procedure to follow in the event of a fire or explosion

Procedure - Small Fires

1. If possible remove any source of fuel that may be fuelling the fire.
2. Use appropriate extinguishing media, until the fire is out.
3. If there is any doubt that the fire can be readily extinguished, first contact Superintendent or foreman.
4. Continue with action described for larger fire response if needed.
5. **Do not endanger yourself or others.**

Procedure - Large Fires/Explosions

1. Notify Superintendent or foreman.
2. Evacuate all personnel to designated muster area, ensure all personnel accounted for.
3. Superintendent or foreman to contact emergency services as required.



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Section 4 – Emergency Response Procedures

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4. Assess situation, if possible remove source of fuel that may be fuelling the fire.
5. If safe to do so, remove any mobile equipment that may be endangered.
6. Maintain safe perimeter around fire/explosion area until emergency service arrives.
7. **Do not endanger yourself or others.**

Spill Response - the priority considerations after a spill has occurred are to:

- Protect yourself and others from injury.
- Minimize damage to the environment.
- Minimize property damage.

Emergency phase:

1. Notify your Superintendent or foreman
2. Determine hazards of the substance spilled and take appropriate action to ensure your safety.
3. Determine source of spill and if possible prevent further loss of product.
4. **Do not endanger yourself or others.**

Non-emergency phase:

1. Initiate containment measures to limit the effects of the spill (this could be absorbent material, dykes, bell-holes, or trenches)

Initiate clean-up of as much of the product as possible using equipment such as absorbent material, vacuum trucks or skimmers.



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Section 5 – Monitoring System/Process

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To ensure that the responsibility for health and safety at the work site is fulfilled, **All Out Water Well Services & Drilling Ltd.** will use the following system/process for monitoring the safety performance of personnel.

- Instruct employers/supervisors on site to investigate all accidents/incidents and submit documentation to management.
- Ensure that employers/supervisors on site conduct regular tailgate/toolbox meetings and submit the minutes to management.
- Ensure that the employer/supervisor is involved at work site safety meetings and cooperates with safety requirements.
- Ensure that the employer/supervisor participates in safety inspections/audits.
- Promote safety awareness on the work site.
- Ensure all work site emergency safety equipment is easily identifiable to all site personnel (e.g., fire suppression equipment, first aiders, etc.).
- Have “work site safety” on the agenda of each site meeting.
- Promote safety at all times.

**ALL
OUT**
water well services
& drilling ltd.





Fire Protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations at **All Out Water Well Services & Drilling Ltd.** The best time to stop a fire is before it starts.

The Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

The Fire Loss Control Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire

FIRE RESPONSE PLAN

If you discover a fire, see smoke, or smell gas;

1. Warn persons nearby in the same area.
2. Make efforts to contain the fire, e.g. close doors, windows, etc.
3. All personnel employed by **All Out Water Well Services & Drilling Ltd.** are responsible for sounding the nearest alarm.
4. All personnel should be trained to understand the alarm procedure that will apply within your work area; this shall be consistent throughout the entire company.
5. The first person trying to contain the fire should delegate a responsible person to call the emergency phone number. They should instruct that person to report back to them and confirm that contact with proper authorities has been made.
6. The person or fire team should try to fight the fire using extinguishers, only if it is small, and as long as the fire is not between the person or team and an exit (escape route). That person or team should evaluate the situation to determine if the fire may be fought without posing risks which are beyond the scope of their experience, and/or level of skills while waiting for the fire department to arrive.
7. If you do not have a designated responsibility, don't run but walk smartly to a safe area or the outside of the building, using the nearest safe exit.
8. At the muster point, report in to your designated fire warden. Fire Wardens are to perform a head count and be aware of all employee locations - even those out of the office.

Fire Warden #1 _____ Fire Warden #2 _____



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Section 6 – Policy for Fire Prevention

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IF CLOTHING CATCHES FIRE

1. Don't run - it fans the flames. Act quickly to smother the fire.
2. If another person catches fire, make them lie down, then roll them up in a rug, coat or blanket, with the head outside.
3. Gently beat the fire out. Give burn or shock first-aid.

FURTHER PRECAUTIONS

- **NEVER RISK YOUR LIFE** unless it is to save another life. Property can be replaced.
- As you make your escape, close all windows and doors to prevent the spread of fire.
- If a fire is suspected on the other side of a door, open it slowly, with your foot and shoulder against it.
- If fire, heat or smoke prohibits easy escape, close the door, seal top and bottom if possible, partially open window, remain at window with a coat or carpet over your head, and wait for rescue by the fire department.
DON'T PANIC.
- **DO NOT JUMP** from windows above the first floor.
- If escape is attempted through heavy smoke or heat, crawl on hands and knees remembering that some degree of fresh air always exists at floor levels.
- Report all fires, regardless of size, to the fire department.
- **REMEMBER THAT HEAT, TOXIC GASES, AND SMOKE, KILL MORE PEOPLE THAN DO ACTUAL FLAMES.**
- **THINK CALMLY, DO NOT PANIC, BUT DO SOMETHING - DON'T WASTE TIME OR RISK YOUR LIFE.**

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

Signed: _____
Management

Date: _____



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Section 7 – Fire Prevention Checklist

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Fire Extinguishers

- 1. In proper place
- 2. Unobstructed
- 3. Clearly marked
- 4. Properly serviced and mounted
- 5. Regularly checked

Housekeeping

- 1. Premises free of combustible material
- 2. No accumulation of rubbish
- 3. Safe storage of flammables
- 4. Passageways clear of obstacles

Electrical Equipment and Wiring

- 1. No bare wiring or badly worn insulation
- 2. Proper grounds - connections clean and tight
- 3. Panels and outlet boxes clean and covered
- 4. Motors and tools free of dirt and grease
- 5. No lights near combustible material
- 6. No makeshift wiring

Shop Area and Fuel Handling

- 1. Proper precautions in welding areas
- 2. Oil and fuel spills cleaned up
- 3. No smoking areas clearly marked
- 4. Proper fuel handling

For further information refer to the Occupational Health and Safety Regulations.



Emergency Evacuation drills shall be held on each work site at a frequency appropriate to the hazards of that work site. These drills shall consist of the following general steps to increase awareness and training.

Practice Reduces Confusion

1. Sounding of the alarm. (actual and simulated)
2. Evacuation of the site to a predetermined muster point for the gathering of all personnel, (actual)
3. Emergency telephone call. (simulated)
4. Head count. (must account for all personnel) (actual)
5. Fire team or fire prevention officer to complete an evaluation of the fire. (simulated)
6. Fight fire to their experience or skill level. (simulated)
7. Ensure access and egress routes are clear and controlled. Those properly trained should stand by to assist fire department. (simulated)
8. Render first aid where necessary. (simulated)
9. Sound all clear, maintain a fire watch if needed, return to duties. (actual)

A site plan and layout of all work areas shall contain a legend which clearly defines the location of the site buildings, material storage areas, emergency access, egress, primary and secondary gathering areas, fire extinguisher locations, power lines, gas lines, etc., for reference during training or an actual emergency.

PLEASE POST

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



Job Site Location and Description: _____

In the space below, please identify Escape Routes and Muster Points:



PLEASE POST



Never bury a damaged utility

Trying to cover up an accident can be dangerous, and can lead to costly damages or criminal charges against you and **All Out Water Well Services & Drilling Ltd.** Take the following steps instead:

In case of electrical contact:

1. Call 911 and the electric company immediately.
2. Warn co-workers to stay away.
3. Do NOT touch the equipment and the ground at the same time,
4. Stay on the equipment unless it's on fire.
5. If you must exit the equipment, jump clear and land with your feet together. Shuffle away with feet together and on the ground.

In case of gas pipeline contact:

1. Call 911 and your gas utility.
2. Call your supervisor.
3. Keep people out of the area.
4. Keep all ignition sources (like vehicles) away, as this can cause gas to ignite. Be available to tell emergency personnel what happened.

In case of other utility contact:

1. Notify your supervisor and the utility owner immediately,
2. If you cut a fiber optic cable, do not look into the end of it. This can cause serious eye damage even if the light source is not visible.



When encountering a spill of any nature, it is the responsibility of the **EMPLOYEE** to:

1. Warn others in the immediate vicinity that a spill has taken place;
2. Designate a fellow employee to guard the area; and
3. Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

1. Re-assign employees to other areas or evacuate if necessary using the following guidelines:
 - Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.
 - Evacuation procedures shall be as stated in “Emergency Evacuation Procedures”
 - Move crosswind or upwind - never downwind - to avoid toxic gases and vapours.
 - Render first aid if necessary.
2. Cordon off the immediate area.
3. Attempt to identify the spilled substance (placards, labels).
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all employees informed of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

Emergency Phone Numbers: In Case of Life Threatening Emergencies - **CALL 911!**

For non - life threatening emergencies see numbers in Section 6.14 – Emergency Phone Number List.

PLEASE POST



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Section 13 – Emergency Resource Phone Number List

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Province Wide Emergency Response	1-888-888-4567
Fire - Police - Ambulance & Hazardous Spills	911
Saskatchewan Occupational Health and Safety	1-800-567-7233
Saskatchewan Environment (Emergency/Complaint)	1-800-667-7525
Saskatchewan Health & Safety Hotline	1-306-975-2828
Saskatchewan One Call (Call Before You Dig)	1-866-828-4888
Utilities:	
SASK ENERGY (Emergency)	1-888-700-0427
SASK POWER (Emergency)	1-888-757-6937
SASKTEL	1-800-SASK-TEL
All Out Water Well Services & Drilling Ltd.:	
Brody Ellis	1-306-948-9307

List of All Out Water Well Services & Drilling Ltd.'s Qualified First Aiders

- | | |
|----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |



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Section 14 – First Aid Requirement for a Low Hazard Site

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# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 10	No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
11 to 49	1 emergency first aider, No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
50 to 99	1 emergency first aider, 1 standard first aider, No. 2 Kit	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 2 Kit
100 to 199	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints



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Section 15 – First Aid Requirement for a Medium Hazard Site

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# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, No. 1 Kit	1 standard first aider, No. 2 Kit, 3 blankets	1 standard first aider, No. 2 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
20 to 49	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
50 to 99	2 emergency first aiders, 1 standard first aiders, No. 2 Kit	2 emergency first aiders, 1 standard first aiders, No. 3 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets
100 to 199	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, 1 advanced first aider, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room



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Section 16 – First Aid Requirement for a High Hazard Site

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# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 1 Kit, 3 blankets	2 standard first aiders, No. 1 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint
20 to 49	2 emergency first aiders, 1 standard first aider, No. 2 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints
50 to 99	2 emergency first aiders, 2 standard first aiders, No. 2 Kit, 3 blankets	2 emergency first aiders, 3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	4 standard first aiders, 1 advanced first aider, No. 3 Kit, 3 blankets, stretcher and splints
100 to 199	2 emergency first aiders, 2 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 emergency first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 advanced first aider, 1 nurse or 1 EMT-P, first aid room



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Section 17 – First Aid Record

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Date of Injury or Illness: _____ Time: _____
(D/M/Y) (am/pm)

Date Injury or Illness **reported**: _____ Time: _____
(D/M/Y) (am/pm)

Full name of Injured or Ill Worker: _____

Description of Injury or Illness: _____

Description of where the Injury/Illness began: _____

Cause of Injury or Illness: _____

First Aid Provided? Yes No

Name of First Aider: _____

First Aider Qualifications:

- | | |
|--|---|
| <input type="checkbox"/> Emergency First Aider | <input type="checkbox"/> Emergency Medical Technician-Paramedic |
| <input type="checkbox"/> Standard First Aider | <input type="checkbox"/> Emergency Medical Technician-Ambulance |
| <input type="checkbox"/> Advanced First Aider | <input type="checkbox"/> Emergency Medical Technician |
| <input type="checkbox"/> Nurse | <input type="checkbox"/> Emergency Medical Responder |

First Aid provided: _____

Part 12 – Records and Statistics



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Section 1 – Reports and Filing

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Safety related reports, that are kept on file on work sites, and stored so that they are readily available, will include:

- Safety orientation forms (in each employee file);
- Minutes of safety meetings (filed by date);
- Reports of formal inspections (filed by date);
- Accident/incident investigation reports (filed by date) (regulatory requirements);
- Medical treatment reports (filed by date) (regulatory requirements).
- Hazard assessments (filed by date)





Summaries of safety related reports provide management with an overview of their program's activities and results. Examining summaries will help in determining trends and setting priorities for future safety program measures.

Monthly: The following report shall be compiled:

- Monthly Injury Summary

Annually:

- The Year End Injury Summary Report shall be compiled.

From the summaries, statistics can be calculated for the Injury Frequency Rate, and Injury Severity Rate.

The Injury Frequency Rate is calculated as follows:

$$\frac{\text{No. of recordable cases} \times 200,000}{\text{No. of employee-hours of exposure}}$$

The Injury Severity Rate is calculated as follows:

$$\frac{\text{No. of work days lost} \times 200,000}{\text{No. of employee-hours of exposure}}$$





Employee related safety records will be maintained in each employee's personnel file by the office staff. These records are kept in a secure location with minimal access by staff outside the office.

The following safety records will be maintained in the employee's file:

- Safety Training (Tickets, Certificates, etc.)
- Safety Orientation form
- Workers' Compensation Reports
- Driving Records (if required)
- Disciplinary actions
- Injury/illness Reports





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Section 4 – Monthly Injury Summary

Page 1 of 1

Month of: _____

Incident #:	Incident #:
Date:	Date:
Employee:	Employee:
Location:	Location:
First Aid Required:	First Aid Required:
Medical Aid Required:	Medical Aid Required:
Time Lost:	Time Lost:
Comments:	Comments:
Incident #:	Incident #:
Date:	Date:
Employee:	Employee:
Location:	Location:
First Aid Required:	First Aid Required:
Medical Aid Required:	Medical Aid Required:
Time Lost:	Time Lost:
Comments:	Comments:
Incident #:	Incident #:
Date:	Date:
Employee:	Employee:
Location:	Location:
First Aid Required:	First Aid Required:
Medical Aid Required:	Medical Aid Required:
Time Lost:	Time Lost:
Comments:	Comments:

Total time lost – this sheet = _____ Days

(Use additional copies of this sheet as needed)



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Section 5 – Year End Injury Summary

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Year: _____

	January	February	March	April	May	June
# Lost Time Cases						
# Days Lost						
# Hours Worked						
Frequency						
Severity						

	July	August	September	October	November	December
# Lost Time Cases						
# Days Lost						
# Hours Worked						
Frequency						
Severity						

Average Days Lost per Month = Total days lost during the year / 12.

Total Days Lost _____ / 12 = _____

The Injury Frequency Rate is calculated as follows: _____

of recordable cases x 200 000 / # of employee-hours of exposure

The Injury Severity Rate is calculated as follows: _____

of work days lost x 200 000 / # of employee-hours of exposure



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Section 6 – Safety Activity Summary

Page 1 of 1

For the period ending: _____
Month/Year

- Monthly Quarterly Yearly

Number of Workers Hired: _____

Number of Workers Completed Orientation: _____

Number of Tool Box Meetings Conducted: _____

Number of Hazard Assessments Conducted: _____

Number of Formal Inspections Conducted: _____

Number of Investigations Conducted: _____

Damage Only: _____

Injury Only: _____

Injury and Damage: _____

Near Miss: _____

Comments: _____

Manager's Signature: _____ Date: _____

Part 13 – Legislation & OHC



All Out Water Well Services & Drilling Ltd.
Company Health and Safety Manual

Part XIII – Legislation & OHC

October 2020

Section 1 – Introduction

Page 1 of 1

This part of the Manual contains:

- Highlights of Saskatchewan’s Occupational Health & Safety Regulations
- All new information, bulletins that may affect the operations of this company
- New Policies/Programs as they become pertinent to our Health and Safety Management System
- A page for making any additional notes required





The Occupational Health and Safety Regulations are the primary Health and Safety Legislation for employers and employees in Saskatchewan.

Highlights of the Regulations:

Employees shall ensure, as far as reasonably practical, the health and safety of their workers.

- Workers shall take reasonable care to protect the health and safety of themselves and other workers, and shall co-operate with their employers for the purpose of protecting the health and safety of themselves and other workers.
- If a serious injury or accident that has the potential for serious injury occurs at a work site, the employer shall notify Occupational Health and Safety and shall conduct an investigation.

Accidents to be reported to Saskatchewan Labour:

- An injury or accident that results in death.
- Injury resulting in the worker being admitted to hospital for more than two days.
- Unplanned or uncontrolled explosion, fire or flood.
- Collapse or upset of a crane, derrick or hoist.
- Collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.
- No worker shall carry out any work if, on reasonable and probable grounds, he/she believes that there is **imminent** danger to the health and safety of him/herself or another worker.
- Where work is to be done which may endanger any worker, the employer shall ensure that the work is done only by a competent worker, or under the direct supervision of a competent worker.
- A person who contravenes the Occupational Health and Safety Regulations, or fails to comply with an order made under the Act or the Regulation, is guilty of an offense and liable for fines or imprisonment.



General Obligations of Employers and Workers

Employer

Under the OH&S Regulations, employers are responsible for ensuring the health and safety of all workers at the work site. Specific requirements are outlined throughout the OH&S Regulations depending on the work that is to be done.

You are an employer if:

- You employ one or more workers,
- You are designated to represent an employer,
- Your responsibility is to oversee workers' health and safety or
- You are self-employed.

Responsibilities include:

- Keeping equipment in safe working order
- Properly labeling and storing dangerous chemicals
- Ensuring workers perform their duties as required by the OH&S Regulations
- Ensuring workers have the training and experience needed to do their jobs safely
- Informing your workers of any dangers on the job site
- Monitoring workers who may be exposed to certain hazards such as chemicals or noise. In some cases specific health examinations may be required.

Worker

Workers must take reasonable care to protect the health and safety of themselves and other workers.

Prime Contractor

If there are 2 or more employers involved in work at a work site at the same time, there must be a "**prime contractor**". The prime contractor for a work site is:

- The contractor, employer or other person who enters into an agreement with the owner of the work site to be the prime contractor, or
- If no agreement has been made or is in force, the owner of the work site.

The prime contractor, as far as it is reasonably practicable to do so, must ensure that the OH&S Regulations are complied with.

The Occupational Health and Safety Regulations do not require the prime contractor to be present at the work site. It does require the prime contractor to have a system in place to ensure, as reasonably practicable, compliance with the OH&S Regulations.



Specific Requirements

Specific requirements for health and safety are included throughout the OH&S Regulations. Some key areas applicable to all industries include:

Serious Injuries and Accidents

Employers must report to AHRE Workplace Health and Safety:

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

NOTE: There are also separate requirements for reporting injuries to the Worker's Compensation Board (WCB). These are covered under the Worker's Compensation Act, which is different from Occupational Health and Safety legislation.

Imminent Danger

Imminent danger means any danger that isn't normal for a job, or any dangerous conditions under which a worker wouldn't normally carry out their work. If workers think their work may put them or another worker in imminent danger, they must refuse to do it.

For Example:

A construction worker who has not been trained to handle explosives is being asked by his employer to destroy some explosives left behind at the work site by other employers. (Handling explosives is a danger normally present for blasters, but not for the construction worker).

The construction worker must refuse to carry out the work and inform the employer of the refusal and the reason for the refusal.

The employer must investigate and take action to eliminate the immediate danger.



Policy Statement:

Each workplace shall establish an occupational health committee (OHC) in accordance with the *Saskatchewan Employment Act*, PART III and the *Occupational Health and Safety Regulations*, (1996).

Purpose:

The purpose of an occupational health committee is to oversee, audit, monitor, and consult with the employer and workers regarding safety in the workplace.

NOTE: *Workers must have access and input to an OH&S Committee where safety concerns are addressed.*

Each worksite with more than 10 workers should have its own OH&S Committee. At each prescribed place of employment where less than 10 workers of one employer work, the employer shall designate a person as the occupational health and safety representative.

Where a representative is required it is recommended that the employer establish a Safety Committee which involves having worker and management representatives from each of the work areas. While the Safety Committee is not required to formally register with the Ministry of Labour Relations and Workplace Safety (LRWS), OH&S Division it is recommended that the Safety Committee act and follow the same requirements as if a formal OH&S Committee. Reference: Saskatchewan Employment Act, PART III, 3-27 and Occupational Health and

Statement of Responsibilities:

The duties and functions of the OHC are as follows:

- Ensure that the OHC is appropriately registered with the Ministry of Labour Relations and Workplace Safety (LRWS) OH&S Division. To register, contact LRWS at 1-800-567-7233 (Regina), 1-800-667-5023 (Saskatoon)
- Receive, consider, investigate, and resolve health and safety concerns.
- Hold regular meetings.
- Establish goals and objectives for the occupational health and safety (OH&S) program.
- Provide input and advise the employer on health and safety matters in the workplace.
- Communicate with the employer and workers on safety matters.
- Assist the employer and participate in the identification and control of health and safety hazards in the work site(s).
- Participate in the implementation and monitoring of programs designed to prevent workplace hazards.
- Participate in the development and implementation of safe work practices and procedures.
- Assist the employer to develop, promote, and deliver educational health and safety programs for workers at the work site(s).
- Coordinate and conduct regularly scheduled formal inspections of the workplace at reasonable intervals.
- Investigate workplace incidents and refusals to work.
- Assist the employer in the assessment and investigation of worker exposure to hazardous substances.
- Participate in the implementation and monitoring of the provision of personal protective equipment, clothing, devices, or materials to protect workers from hazards.
- Ensure adequate records are maintained with regards to workplace incidents, injuries, investigations, and inspections.



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October 2020

Section 4 – Occupational Health Committee

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- Ensure that the principles of privacy and personal information protection are adhered to. The OHC may receive or become privy to sensitive personal information from time-to-time. The OHC has the responsibility to maintain strict confidentiality regarding the disclosure of "sensitive" information.
- Monitor the overall workplace safety management system to ensure it is working properly.
- Cooperate with the LRWS OH&S Division officers (OHO) or anyone acting in an OH&S capacity under the legislation.

Terms of Reference for the OHC:

Membership

- Each OHC shall be comprised of at least two, and not more than twelve, persons where at least half the members must represent workers other than workers connected with management.
- The employer ensures that worker members equitably represent groups of workers.
- At no time should the employer members exceed the number of worker members.
- The employer selects the employer members.
- Worker members are elected by the workers or appointed in accordance with the constitution or by-laws of the Trade Union(s) of which the workers are members.
- Term of office is not to exceed three years.
- Members may hold office until a successor is designated and may be re-designated for a second or subsequent term.
- Alternate members may be appointed to replace regular members in the event of illness.
- A list of OHC membership and how to contact each member, must be posted in each workplace on the OHS bulletin board.

Co-Chairpersons

- The committee shall have two co-chairpersons; one designated by the employer and one elected by the worker committee members.
- Co-chairpersons must keep their co-workers informed.
- Both co-chairpersons have equal rights and responsibilities.
- The employer co-chairperson and the worker co-chairperson should set the agenda and alternate chairing the OHC meetings.

Worker Occupational Health and Safety Representatives:

This company is committed to working in consultation and cooperation with its employees; in doing so we will establish and support an Occupational Health & Safety Representative within our workplace. Representatives are required in moderate to high-hazard industries with 5 five to nine workers. While they have many of the same duties as committees, representatives do not investigate refusals to work. The Representative will meet regularly with the employer to discuss Health & Safety concerns brought forward by employees, and to discuss corrective measures for things like, incidents, injuries, and near misses. The minutes of these meetings will be posted, and made available to all workers. Workers are encouraged to notify the Representative of any safety concerns they have, which will be brought to the attention of the employer, and will be held in confidence if requested.

Contact Information for All Out Water Well Services & Drilling Ltd.'s Health & Safety Representative:

Name: _____ Phone: _____ Email: _____



Meetings

- The OHC shall meet regularly, a minimum of four times per year, at intervals not exceeding three months.
- Meeting dates must be posted annually in each workplace.
- Meetings may be held more often as determined by the committee, by the co-chairpersons, or by an OH&S Division occupational health officer (OHO) according to the OH&S regulations, section 41, 44, and 49.
- Special meetings may be called by either of the co-chairpersons or an OH&S Division OHO.
- A quorum must be present for all meetings. A quorum consists of half of the committee membership, where at least half of those present are worker representatives, and where representatives of both employer and worker are present.
- Attendance at OHC meetings or OH&S business is considered time at work with no loss of pay or benefits.

Minutes

- Minutes of the meeting must be recorded in a format provided by the LRWS and submitted to the OH&S Division within two weeks of each meeting date. The minutes format can be found on the OH&S Division's website: www.saskatchewan.ca/work/safety-in-the-workplace/ohc-and-ohs-representative/ohc-meeting-minutes
- Both co-chairpersons must sign the minutes as a hand-written signature of co-chairpersons is required in order to validate the minutes.
- Minutes must be posted in a readily accessible location in the workplace (i.e., OHS bulletin board)

Training

- Co-chairpersons will be trained respecting their duties and functions.
- Committee members must be provided with training to enable them to understand applicable OH&S legislation, rights, responsibilities, duties, and functions (e.g. workplace inspections, incident investigations, refusal to work investigations). This training is considered as time at work with no loss of pay or other benefits.
- Committee members may be granted not more than five working days per year to attend training programs, seminars, or courses of instruction.
- Where the training is provided by the OH&S Division or an approved training agency, there will be no loss of pay or other benefits.
- All committee members must read the LRWS OH&S Committee Manual.

Evaluation:

This policy shall be reviewed every three years by the Licensee/Board of Directors as part of the safety program review and/or whenever there is a change in circumstances that may affect the health and safety of workers or a change in Legislation.



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Section 4 – Occupational Health Committee

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Reference:

Saskatchewan Employment Act, PART III, 3-22 to 3-30

OH&S Regulations, sections 38 to 49

Labour Relations and Workplace Safety (LRWS) and Workers' Compensation Board (WCB)

OH&S Act, sections 15 to 22 – Repealed





Occupational Health Committee Agenda

Date: _____ Location: _____

Time: _____ Place: _____

Chairperson(s): _____

1. **Call meeting to order.**
2. **Roll Call** (note those members present and absent)
3. **Agenda** – Adoption of and addition of items.
4. **Minutes** – Adopt minutes of the previous meeting as circulated, correcting any errors or omissions.
5. **Matters arising from the minutes** (consideration of unfinished business – i.e., progress reports on outstanding items and corrective actions taken).
6. **Review of regular subcommittees** (reports arising from workplace inspections; reports arising from accident investigations/reviews).
7. **Special reports from subcommittees** (if applicable).
8. **New business/concerns** (items for consideration should be itemized).
9. **Training and education** – remarks or presentations by visitors.
10. **Other business.**
11. **Next inspection.**
12. **Next meeting** – time and location.
13. **Adjourn.**



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Section 5 – OH&S Regulations List of Topics

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The following list summarizes all topics covered by the OH&S Regulations.

Topic	Part of the OH&S Regulations
Preliminary Matters	Part 1
Notice Requirements	Part 2
General Duties	Part 3
Committees and Representatives	Part 4
First Aid	Part 5
General Health Requirements	Part 6
Personal Protective Equipment	Part 7
Noise Control and Hearing Conservation	Part 8
Safeguards, Storage, Warning Signs and Signals	Part 9
Machine Safety	Part 10
Powered Mobile Equipment	Part 11
Scaffolds, Aerial Devices, Elevating Work Platforms and Temporary Supporting Structures	Part 12
Hoists, Cranes, and Lifting Devices	Part 13
Rigging	Part 14
Robotics	Part 15
Entrances, Exits, and Ladders	Part 16
Excavations, Trenches, Tunnels and Excavated Shafts	Part 17
Confined Space Entry	Part 18
Work in Compressed Air	Part 19
Diving Operations	Part 20
Chemical and Biological Substances	Part 21
Controlled Products – Workplace Hazardous Materials Information System	Part 22
Asbestos	Part 23
Silica Processes and Abrasive Blasting	Part 24
Fire and Explosion Hazards	Part 25
Explosives	Part 26
Demolition Work	Part 27
Forestry and Mill Operations	Part 28
Oil and Gas	Part 29
Additional Protection for Electric Workers	Part 30
Additional Protection for Health Care Workers	Part 31
Additional Protection for Firefighters	Part 32
Repeal, Transitional and Coming into Force	Part 33



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Section 6 – Summary, Revisions and Notes

Page 1 of 3

Summary

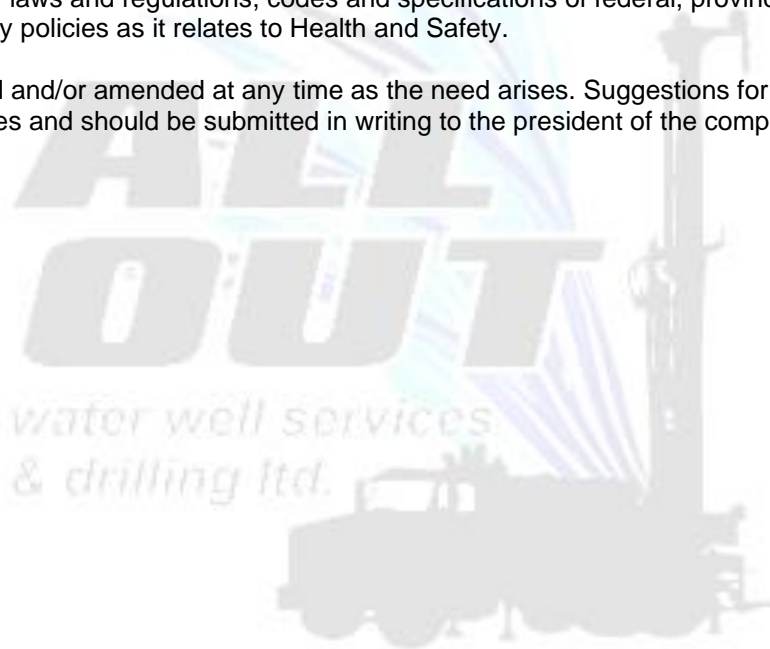
The above highlights are general only and each worker has the responsibility to obtain and become familiar with the content of the Act and the applicable regulations. This company has copies of the Occupational Health and Safety Regulations in our office that are readily available to every worker for their review.

This company requires that all its personnel be familiar with and practice the safety standards of the company. We insist that the safety standards of the client are the absolute minimum when on site and that, as individuals, all employees and contractors are to conduct themselves in such a way that safeguards them, their fellow workers, and the assets of the company. It will be the responsibility of Management to ensure the compliance by employees with established rules and regulations for the health and safety of the company.

The provincial regulations outline safety responsibilities and minimum safety requirements. It is the responsibility of all personnel, to read, understand and comply with the regulations that are applicable to their job.

This manual supersedes all previous Safety Policies previously issued. This is a consolidated update of existing procedures to ensure that Occupational Health and Safety practices are carried out in an approved manner and in accordance with regulatory laws and regulations, codes and specifications of federal, provincial and local governments, and company policies as it relates to Health and Safety.

This manual will be revised and/or amended at any time as the need arises. Suggestions for its improvement are encouraged from employees and should be submitted in writing to the president of the company.





Revisions

Revision #	Date	Section	Subject	Initial
1				
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Part 14 – Substance Abuse Program



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Part XIV – Substance Abuse Program

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Section 1 – Substance Abuse Policy

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This policy is to protect the Health and Safety of our work force, and to provide employees with a work environment which is drug and alcohol free.

The policy prohibits company employees and others working on company premises from reporting for work and from working while under the influence of certain drugs, alcohol and other substances which affect an employee's ability to perform work safely. The terms "Company Premises" or "Company Property", for the purpose of this policy, includes, but is not limited to, the job site or a customer, structures, buildings, site offices, facilities, installations, equipment and vehicles.

The company prohibits the use, possession, sale, distribution or transportation, on its premises, of drugs not medically authorized, or other substances, which may impair job performance or pose a hazard to the safety and welfare of the employee, or the public.

Each employee must report, to his/her immediate supervisor, the use of medically authorized drugs or other substance, which can impair job performance. If an employee is taking prescribed medications, proper written medical authorization must be provided from a physician in order for the employee to work. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair his/her job performance. Failure to report the use of such drugs or other substances, or failure to provide evidence of medical authorization can result in disciplinary action. Each employee who observes or has knowledge of another employee in a condition which impairs his/her ability to perform job duties, or poses a hazard to the safety and welfare of others, shall promptly report the incident to his/her immediate supervisor in the interest of employment safety.

It is the intent of the company; however, to encourage and assist such employees in treatment or rehabilitation whenever appropriate. The employee's job will not be jeopardized for conscientiously seeking assistance and every effort will be made to keep treatment confidential.

All employees of the company must abide by this policy, as well as all subcontractor/supplier personnel, and other third parties on company premises. Failure to comply with this policy will result in disciplinary action up to and including dismissal.

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

Signed: _____
Management

Date: _____



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Part XIV – Substance Abuse Program

October 2020

Section 2 – Testing for Substance Abuse

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Post-Accident/Incident:

A supervisor or a manager of an employee who, **after consultation with the next level of management**, concludes that there are reasonable grounds to believe that an employee was involved in an accident, a near miss or other potentially dangerous incident must request the employee to submit to an alcohol and drug test, immediately following the accident, near miss or other potentially dangerous incident and must explain to the employee why the request is being made.

A supervisor or a manager of an employee need not request the employee to submit to an alcohol and drug test if the supervisor or manager, **after consultation with the next level of management**, concludes that there are reasonable grounds to believe that the use of alcohol and drugs did not cause the accident, near miss or other potentially dangerous incident.

Reasonable Cause:

A supervisor or a manager of an employee who has reasonable grounds to believe, based on observation of the employees conductor other indicators, that an employee is or may be unable to work in a safe manner because of the use of alcohol and drugs must request, after consultation with the next level of management, the employee to submit to an alcohol and drug test and must explain why the request is being made.

Contractual Obligation:

When required in the ordinary courses of business as stipulated in a contract between the company and a contractor.

Failure to Comply with the Alcohol and Drug Policy and Testing Requirements:

The company may discipline or terminate for cause the employment of an employee who fails to meet or comply with the alcohol and drug policy and or positive cut off levels. The appropriate consequences will be evaluated on a case by case basis and will include but not be limited to the facts of the case, the nature of the violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.