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(Revised March 2014)
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QUALITY MANAGEMENT SYSTEM

This manual documents the Quality Management System of the Company. It includes but is not limited to the following:

1.) Organizational Structure
2.) Responsibilities
3.) Policies
4.) Procedures
5.) Resources
6.) Customer Satisfaction
7.) Continuous Improvement
8.) Maintenance
9.) Training
10.) Transparency

LOCATION OF COMPANY HSE MANUALS

Copies of this manual are located as per below.

- Sales Office – Dan’s desk
- Main Office – Dispatch office
- Karen Clayton – Karen’s office
- Mechanics Office – mechanics office
- Driver’s Desk – upstairs training room
- Training – 2 training copies

*Note: changes to this manual must be made to all these copies*
HEALTH, SAFETY & ENVIRONMENT POLICY STATEMENT

Jonnys Light Oilfield Hauling Ltd. and Mica Creek Oilfield Services Ltd. are committed to maintaining a strong and effective health, safety and environmental program that protects our employees, the public, as well as equipment, materials, and the environment from injuries, damage, or loss, due to the actions of company personnel.

The Company will comply with all applicable federal, provincial, and municipal legislation to the best of its ability.

Management is dedicated to the maintenance of a safe and healthy work environment by: identifying safety risks and needs, communicating hazard alerts, investigating hazards and all incidents, providing training, ensuring all equipment is properly maintained and meets government safety standards. It is imperative that all managers, supervisors, employees, visitors, and sub-contractors cooperate with one another to achieve a safe work environment. Each individual is expected to work in a diligent and professional manner that promotes a safe, healthy, and clean environment. All employees are expected to fully cooperate with the company in its desire to prevent all types of incidents and to cooperate in the investigation of incidents with investigators. It is the duty of each worker/employee to bring to the attention of their supervisor any unsafe condition, practice, incident (including near misses) or environmentally unfriendly circumstance immediately or to seek their advice where unsure.

Specific responsibilities and safe job procedures are outlined in detail in the HSE Policy Manual, but as a minimum, all employees should be aware of fire precautions, emergency preparedness, hazard assessments, good housekeeping practices, industry recommended practices and general safety rules. Supervisors are expected to ensure that all workers under their care reach competency goals and are adhering to all safety policies.

We acknowledge and appreciate the work that our employees do and expect their continued commitment to safety and environmental awareness in their daily activities.

Dated: ________________________________

Jon McKinley, President
DEFINITIONS

a.) Throughout this manual, “the Company” refers to Jonnys Light Oilfield Hauling Ltd. and Mica Creek Oilfield Services Ltd.

b.) The terms “worker” “driver”, “personnel”, “employee “subcontractor” and/or “contract driver” are used interchangeably. A driver can be a person(s) representing or acting on behalf of the Company, as an employee. A subcontractor (lease operator) is a person(s) with ownership of his or her own vehicle and by the authority of the Company will operate under the same terms and conditions and safety operations as outlined in this handbook. The term “company” or “carrier” refers to the Company.

c.) Prime Contractor - Alberta’s Occupational Health and Safety Act introduced the concept of “prime contractor”. The prime contractor is responsible for establishing and maintaining a system or process that ensures compliance with the OH&S Act and ensuring that first aid services, equipment and supplies that are required by OH&S are available at the work site. It is quite common for more than one contractor to be working at a work site at the same time. Each of these contractors may be directing the activities of one or more other employers. With so many people at the work site, each responsible for health and safety, it makes sense to have a single party coordinate the activities for the entire work site. This is the Prime Contractor. As the Company only supplies a delivery service of goods it is always the site we pick up or deliver to that assumes the responsibility as the prime contractor.

d.) The term “incident” includes all situations that result in injuries (regardless of severity), property damage, environmental spills, vehicle collisions and near misses.

RIGHT TO REFUSE TO WORK (Duty of Workers)

Every worker has the legal right to refuse work where he/she believes that there is “imminent danger” to themselves or others in the area. “Imminent Danger” refers to any danger that you don’t normally face in your job, or to any dangerous condition that you would not normally work under. Workers are not to be reprimanded for refusing to perform unsafe work. Workers must complete a “Training Sheet” on their knowledge of their “Right to Refuse Work” upon hire.

1.) If you think your work may put you or another worker in imminent danger, you must refuse to do it.

2.) You then must inform your employer/supervisor immediately if imminent danger exists and/or is experienced.

3.) On being notified the employer shall:
   • Investigate and take action to eliminate the imminent danger
   • Ensure no worker is assigned to use or operate the tool, equipment until the worker is no longer exposed to imminent danger or the danger has been eliminated.
   • Prepare a written record of the worker’s notification, the investigation and action taken.
   • Give a copy to the worker and retain a copy for office records.

PRESIDENT SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Ensure that the Health and Safety Committee meets monthly and follow up on outstanding items to ensure assigned tasks are completed.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Present a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with others.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Commitment to provide superior customer service.

RESPONSIBILITIES/DUTIES
- Acquisition and sale of assets.
- Insurance and registration compliance.
- Consult with WCB and WCTL on worker’s compensation issues.
- Consult with legal and accountants on Company structure, accounting needs.
- Consult with banker on financial matters of all kind.
- Consult with mechanics on major repairs.
- Consult with dispatch on drivers, swamper, work flow, work in progress and upcoming work.
- Consult with HSE supervisor and safety coordinator on outstanding issues with incidents, accidents and WCB.
- Consult with office administrator on payroll, accounts receivable/payable issues of importance.
- Consult with truck/rig supervisor on bids, quotes, equipment and manpower requirements.
- Consult with sales on target markets for promotion of the Company.
- Promotion of the company with personal sales calls, BBQ’s, social events, etc.
GENERAL MANAGER SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of your fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Present a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with others.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Commitment to provide superior customer service.

RESPONSIBILITIES/DUTIES
- Acquisition and sale of assets.
- Insurance and registration compliance.
- Consult with WCB and WCTL on worker’s compensation issues.
- Consult with legal and accountants on Company structure, accounting needs.
- Consult with banker on financial matters of all kind.
- Consult with mechanics on major repairs.
- Consult with dispatch on drivers, swamper, work flow, work in progress and upcoming work.
- Consult with HSE supervisor and safety coordinator on outstanding issues with incidents, accidents and WCB.
- Consult with office administrator on payroll, accounts receivable/payable issues of importance.
- Consult with truck/rig supervisor on bids, quotes, equipment and manpower requirements.
- Consult with sales on target markets for promotion of the Company.
- Promotion of the company with personal sales calls, BBQ’s, social events, etc.
(HSE) SAFETY CONSULTANT ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of subordinates for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Present a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with others.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Commitment to provide superior customer service.

RESPONSIBILITIES/DUTIES
- Lead all medical, first aid, major incident and accident investigations and all reporting.
- Facilitate all WCB claims and enquiries.
- Participate in all HSE/Safety Audits.
- Lead and facilitate monthly Safety Meetings.
SAFETY COORDINATOR SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Present a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with others.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Commitment to provide superior customer service.

RESPONSIBILITIES/DUTIES
- Regularly report to president and general manager on how the program is working.
- Coordinate with dispatch on the investigation and recording of incidents and injuries, both as to the cause and cost, so that effective steps can be taken to reduce occurrences and minimize costs.
- Develop a companywide system of policies, procedures and inspections for identifying, reporting and controlling existing and potential hazards.
- Ensure that all pertinent records are kept.
- Oversee all training, orientations and recertification.
- Ensure all WCB requirements are maintained and action is taken when necessary.
- Report injuries to WCB.
- Maintain records of the handling of complaints related to health and safety. Keep records of right to refuse work issues, accidents, incidents/near misses.
- Ensure that WCB claims and insurance claims are maintained and monitored.
- Oversea the successful completion of all COR audits, ISN, Complyworks and PICS data.

SKILLS, KNOWLEDGE & ABILITIES
- Familiarity in the trucking and oil & gas industry.
- Familiar with OH &S regulations and requirements.
- ISN, Complyworks and PICS experience.

REPORTING RELATIONSHIP
The safety coordinator reports directly to the President, General Manager and HSE Advisor.
WORKPLACE HEALTH & SAFETY COMMITTEE SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

The Canada Labour Code specifies that companies that are under federal jurisdiction and employ more than 20 people must have a Workplace Health & Safety Committee. The Company has determined that this committee be comprised of all workers and meetings shall be one and the same as our Monthly Safety Meeting.

The Company has “deemed” all workers as part of the Health & Safety Committee and meeting are held in conjunction with our monthly Safety Meetings.

RESPONSIBILITIES/DUTIES

- Meet once per month to discuss safety matters and incidents and resolve issues, complaints and make suggestions.
- Inspect facility once per month and complete associated inspection checklists.
- Participate in the development of health and safety policies and programs to protect the health and safety of workers.
- Monitor the programs and work procedures designed to protect employees.
- Make recommendations to management for accident and/or incident prevention and health and safety program activities.
- Participate in all inquiries, investigations, studies and inspections pertaining to the health and safety of employees.
- Ensure adequate records of work accidents, injuries, health hazards and health and safety complaints are kept and regularly monitor this data.
- Co-operator with Health and Safety Officers.
OFFICE ADMINISTRATOR SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of your fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Ensure that the Health and Safety Committee meets monthly.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Proficiency in QuickBooks accounting software.
- Proficiency in Microsoft Word, Excel and Outlook.
- Must present themselves in a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with others.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Ability to work in a fast paced environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP
Reports directly to the President, General Manager.

RESPONSIBILITIES / DUTIES
- Audit employee payroll information for accuracy and payroll duties.
- Allocate funds to meet drivers’ on-road expenses.
- Accounts Payable.
- Reconcile bank statements and credit cards.
- Management of company credit cards.
- Management of fuel cards.
- Management of benefits.
- Bank deposits.
- Compile Company financial information as needed.
- Coordinate between the Company and bank personnel, accountant and insurance personnel.
SUPERVISOR (TRUCK/RIG) - SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & COOPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Must have a valid class 1 driver’s licence with 9 demits or less.
- Must be able to be on-call 24/7.
- Willingness to attend training when required.
- Must present themselves in a professional manner at all times.
- Knowledge in mechanics shop, oilfield related tools and equipment.
- Ability to follow direction from others.
- Work well with others.
- Ability to work in a fast paced environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP
Reports directly to the President and General Manager and work in conjunction with dispatch for equipment and manpower.

RESPONSIBILITIES/DUTIES
- Provide quote/bids to customers/clients as needed.
- Ensure a continuous work flow by actively communication with customers their projects that we can supply equipment for.
- Ensure that schedules are met by co-ordinating all drivers and work activities.
- Oversee the safe delivery of all loads.
- Ensure that every person on the location is safe.
- Ensure that all worksite equipment and components are available for work and in good operating condition prior to work commencing.
- Ensure that proper permits are in place and road bans are adhered to.
- Ensure that all drivers/swampers have required valid safety certification and PPE prior to job commencing.
- Ensure that drivers/swampers have all necessary dispatch information prior to job commencing.
- Ensure communication is available and used throughout the whole job.
- Ensure that radio channel communication is coordinated between all involved in hauling and monitor and control all radio communication between drivers for “chit chat” on subjects unrelated to the work in progress.
- Ensure that all municipal, county, regional, provincial and federal laws and regulations are met and complied with.
- Ensure that a safety meeting is held and documented, with all concerned, prior to any work commencing.
- Remain on the jobsite until all work activity is completed.
- Ensure all drivers have completed and turned in their paperwork in a timely manner.
- Ensure the customer/client invoice is PO’d and delivered in a timely manner.
• Ensure subcontractors have submitted their invoice to the Company for payment.
• Assist with any driver timesheets, month-end billing and sub-contractor issues as they arise.
• Resolve work problems and recommend measures to improve productivity and quality of work.
• Participate in worksite inspections as required.
• Maintain high housekeeping standards throughout the worksite.

TRAINING
This training is mandatory for all supervisors.
  • H2S
  • First Aid
  • Petroleum Safety Training
  • TDG (Trans. Of Dangerous Goods)
  • Supervisory Training

Additional training in the form of customer/client orientations is also required.

PERSONAL PROTECTIVE EQUIPMENT
Supervisors must supply their own work boots, hard hat, safety glasses and safety gloves. All PPE must be worn on jobsites including our own. In our shop work boots and safety glasses are mandatory.
OFFICE ASSISTANT SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of your fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Must have own transportation to and from work.
- Must present themselves in a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Ability to follow direction from others.
- Work well with others.
- Ability to work in a fast-paced environment.
- Commitment to provide superior customer service.

SKILLS, KNOWLEDGE & ABILITIES
- Proficiency in QuickBooks
- Proficiency in Microsoft Word, Excel and Outlook
- Pleasant telephone manner.
- Problem solving ability.

REPORTING RELATIONSHIP
Report directly to the Office Administrator.

RESPONSIBILITIES / DUTIES
- Answer phones.
- Audit driver timesheets for accuracy.
- Audit subcontractor invoices for accuracy.
- Accounts receivable including deposits.
- Orientation and training of new hires.
- Subcontractor management.
- Driver training.
- Organize and schedule training.
- Filing.
- Mail.
SALESPERSON SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of others for optimum performance and open, two-way communication.

SKILLS, KNOWLEDGE & ABILITIES
- Knowledge in oilfield trucking is a must.
- Must have a valid class 5 driver’s licence with 9 demits or less.
- Must present themselves in a professional manner at all times.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ability to follow direction from others.
- Work well with others.
- Ability to work in a fast paced environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP
Reports directly to the President and General Manager.

RESPONSIBILITIES / DUTIES
- Promote the Company in an effort to improve sales.
- Ensure that when quoting on jobs that safety is maintained and any issues be made known to the company the quote is being provided for and also to the dispatcher so issues can be eliminated or hazard assessments be conducted prior to the job.
- Organization and undertaking promotional BBQ’s for customers/clients.
DISPATCHER SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION

- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Ensure that at no time the company is put into a situation that could or would put harm onto the employee or company.
- Attend all safety meetings and actively contribute at those meetings.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of others for optimum performance and open, two-way communication.
- Complete a Dispatch Orientation with new-hires.
- Maintain, Sign In/Out Personal H2S Monitors.

SKILLS, KNOWLEDGE & ABILITIES

- Must have a valid class 5 driver’s licence with 9 demits or less and own transportation to and from work
- Must be able to be on-call 24/7.
- Must present themselves in a professional manner at all times.
- Knowledge of oilfield trucking.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Ability to follow direction from others (dispatchers/supervisors/mechanics).
- Work well with others.
- Ability to work in a fast paced environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP

Report directly to the President and General Manager.

RESPONSIBILITIES / DUTIES

- Develop a working knowledge of all products hauled, as well as regulations and operating authorities pertinent to the company’s operations.
- Schedule drivers and equipment to perform the daily workload.
- Obtain permits as necessary.
- Arrange overnight accommodation when necessary.
- Ensure availability of commercial vehicles and accessories for scheduled maintenance, inspections and servicing.
- Obtain complete instructions when taking telephone orders from customers.
- Relay trip information, documentation, route and permit information to drivers.
- Maintain regular communication with drivers as per our Journey Management Policy.
- Be aware of the locations of drivers and equipment in order to get the maximum safe use of resources.
- Co-ordinate use of subcontractors in accordance with the Company policy for subcontractors.
- Troubleshoot problems causing delays.
- Assist drivers how to better serve customers.
Monitor driver availability and capabilities and schedule drivers appropriately.

- Assist with training new hires by dispatching them with experienced staff.
- Promote positive driver attitude by:
  - Distributing the workload fairly, based on demand, and the capability, availability and seniority of drivers.
  - Transferring complete information to drivers regarding all details about each trip to ensure the drivers do not encounter unfamiliar facilities, routes or procedures, which could lead to accidents or product claims.
  - Passing on credit to drivers, if applicable, for commendable service, performance or both.
- Promote sound customer relations by:
  - Treating customers in a friendly, businesslike manner.
  - Keeping adequately informed about trip details in order to inform the customer of any unexpected circumstances that could affect the completion of the trip as scheduled.
- Ensure and audit drivers NSC Hours of Service Regulations and advise drivers on how to meet Hours of Service requirements.
- Interview potential hires.
- Monitor GeoTrak for location, speed, etc. of drivers.
- Resolve disciplinary problems with drivers.
- Prepare driver discipline reports as required.
- Co-ordinate repairs when breakdowns occur en route.
- Identify, investigate and report in detail on all reported incidents and accidents.
- Knowledge of emergency measures to deal with various situations including knowledge of reference resources for troubleshooting and emergency measures.
- Coordinate emergency response efforts.
- Ensure a continuous work flow by actively communication with customers their projects that we can supply equipment for.

**CODE OF ETHICS**

Under no circumstances are dispatch persons to accept gifts of any kind from clients, drivers, swampers and/or subcontractors in exchange promises of work, extra work, “good” work, etc.
MECHANICS SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION

- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take every precaution for all tasks you do.
- Take responsibility for your own safety and that of your fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Supervise and ensure overall safety standards are met.
- Adopt and demonstrate a leadership style which emphasizes the concepts of “team approach”, coaching of others for optimum performance and open, two-way communication.
- Complete a Shop Orientation with new hires.

SKILLS, KNOWLEDGE & ABILITIES

- Must have a valid class 5 driver’s licence with 9 demits or less and own transportation to and from work.
- Journeyman mechanic certification or minimum 3 years as a mechanic in the oilfield trucking industry.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Possess good oral and written communication skills and good math skills.
- Maintain high housekeeping standards throughout the work area and yard.
- Participate in worksite inspections.
- Ability to follow direction from others.
- Work well with others.
- Ability to work in a fast pace environment.

REPORTING RELATIONSHIP

Report directly to the President and General Manager. Also reports to Dispatch when equipment is shut-down or booked for appointment.

RESPONSIBILITIES /DUTIES

- Order and maintain an inventory of parts as necessary.
- Book appointments for dealer service.
- Do upgrades and conversions as directed.
- Maintain and repair all equipment.
- Prioritize repairs of vehicles, trailers and equipment.
- Ensure vehicles are properly inspected as per Company policy.
- Maintain proper inspection records as per the Company policy.
SMALL TRUCK DRIVERS SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take every precaution for all tasks you do.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Report all incidents to your immediate supervisor and in writing on an Incident Report (available in the driver’s room).
- A reminder that it is your responsibility to refuse unsafe work.

SKILLS, KNOWLEDGE & ABILITIES
- Must have a valid class 5 driver’s licence with 9 demits or less.
- Must be able to be on-call 24/7.
- Must present themselves in a professional manner at all times.
- Knowledge in mechanics shop, oilfield related tools and equipment.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Possess good oral and written communication skills and good math skills.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Ability to follow direction from others (dispatchers/supervisors/mechanics).
- Work well with others.
- Ability to work in a fast paced environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP
Hot Shot and 1 Ton & Trailer Drivers report directly to Dispatch for driving orders.

RESPONSIBILITIES / DUTIES
- Always carry your Safety Certification Cards with you.
- Complete daily pre/post trip inspections and log sheets as required.
- Secure cargo so that it is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle or trailer.
- Ensure that cargo cannot shift upon or within the vehicle in such an extent that the vehicle’s stability or maneuverability is adversely affected.
- Chaining up of truck as conditions apply.
- Obtain permits as necessary.
- Keep truck/trailer clean and in proper running order.
- Report any repairs as soon as you notice any defects.
- Promote good customer relations.
- Complete all paperwork as per Company requirements.
TRAINING
This training is mandatory for all drivers. It is preferred that workers come to us with this training but if not it must be completed within the first 3 months of hire.

- H2S (company does not pay for training or the time to take this training).
- First Aid (company does not pay for training or the time to take this training).
- Petroleum Safety Training (company does not pay for training or the time to take this training).
- Log Book Training (company paid – 8 hours providing you remain with the company past your 3 month probationary period. Should you leave The Company prior within the first 3 months of hire the cost of this training will be deducted from your final cheque.).
- Cargo Securement Training (company paid – 8 hours providing you remain with the company past your 3 month probationary period. Should you leave The Company prior within the first 3 months of hire the cost of this training will be deducted from your final cheque.).

Additional training in the form of TDG (Transportation of Dangerous Goods) customer/client orientation is also requirement and must be completed within the first 3 months of hire. The Company does provide a Training Allowance of $120.00 to compensate for time spent obtaining these certifications. This allowance will be paid to you provided you remain employed with the Company past your 3 month probationary period. You must include it on your timesheet at this time.

HOURS OF WORK & TIMESHEETS
Hot shot driving is a 24/7 on-call occupation. You may (and will) be called at all hours and must be prepared to begin work immediately when called. Keep track of the jobs you do on a Jonnys Timesheet for Percentage Drivers. Hot Shot and 1 Ton & Trailer Drivers are paid on a commission basis every 2nd Friday. Overtime and General Holiday (Stat) pay, fuel and washing your units, pre and post trip inspections (VI’s) and maintenance time is included in this percentage. New drivers are generally started at 22% of what the truck brings in (before GST) and top out at 25%. Payroll is automatically deposited. Vacation pay is 4%. When you require time off it must be in writing on a “Time-Off Request Sheet”. This information is added to a Company calendar which allows dispatch to see who is available for work at all times.

PERSONAL PROTECTIVE EQUIPMENT
Drivers must supply their own work books, hard hat, safety glasses, safety gloves and fire retardant coveralls. All PPE must be worn on jobsites including our own. In the shop work boots and safety glasses are mandatory when working on your truck.

PAPERWORK
Gone are the days of drivers just hopping into a truck and delivering a load. Trucking is by far one of the most regulated of occupations and the paperwork required is a by-product of these regulations. Some of paperwork that must be completed is:

Log Sheets
These must be completed as per Hours of Service regulations. The Company supplies these and they are located on the shelf in the driver’s room. Additionally all 1 Ton and 1 Ton & Trailer Drivers must complete a one-day Hours of Service course within the first 3 months of hire. Attach corresponding logs sheets to your timesheet for each pay period and they will be given to dispatch for auditing.

Daily Vehicle (VI) Inspection Reports
Driver’s Daily Vehicle Inspection Reports must be completed each driving day showing any major and minor defects found. These reports are located on the bottom half of the Driver’s Daily Log Sheets. If a major defect is found it must be corrected before operating the vehicle.
Invoicing Customers/Clients

Our drivers invoice customers/clients on the spot for work completed. These invoices are in your own hand-writing so must be neat and orderly. All math calculations must be double checked for accuracy before the customer/client signs the invoice. Ensure details are complete including proper customer name, address, contact name, phone number, what was hauling, where it was hauled to, PO or other reference number, etc., etc. Keep and attached all back up paperwork (including dispatch sheet) and hand in with the invoice.

Delivery Receipts

From time to time you may need to use these to document that a load has been delivered. Keep a supply of these with you. These forms are located on the shelf in the driver’s room.

IFTA and OH&S Stats Book (Red Book)

Each unit carries an IFTA/OH&S Book (red). Each and every job you do must be logged into the book that is in the unit you are driving.

BENEFITS

You must be employed full-time with the Company for a minimum of 3 months before becoming eligible for benefits. Benefits are 100% for Health and Dental. The Company pays for half of the premium and you are responsible for the other half. The half you are responsible for paying will be split into 26 pay periods per month and deducted from your paycheque.

TRUCK ASSIGNMENT

Upon hire Hot Shot and 1 Ton & Trailer Drivers are assigned a truck for their use. Likely it will need to be cleaned, serviced and thoroughly inspected before your first run. We pay you for your time to complete this process. You will receive one ignition and one door key. All other keys remain in the key box – no exceptions. It is the driver’s responsibility to keep their units fueled, clean (inside & out) and well maintained mechanically. It is customary to take these vehicles home each night so that you are ready and able to go to work 24/7. Trailers shall be stored in the yard if you have no room at your residence. Although it accepted that personal use of these vehicles is occasionally necessary is not acceptable to use these vehicles for time off activities such as transporting family, weekends off, vacations, going to the cabin, etc.

CELL PHONE

All drivers must have a reliable cell phone so that dispatch is able to reach you at all times. You will be reimbursed $50.00 per month.

FUEL CARDS

Two fuel cards will be assigned to each driver. It is your responsibility to ensure that only fuel, oil and washes for company vehicles are purchased with these cards. Any deviation from this will be severely punished.

REPAIRS & MAINTENANCE

As you are the person driving your vehicle you know it best. In addition to Daily Vehicle Inspections pay attention to any sounds/quirks of your vehicle and have it checked immediately. Down time of your vehicle due to major repairs will result in you being out of work.

PROMOTION & GRAFT (GIVE-AWAYS)

The Company supplies business cards, notepads, pens, BBQ sauce, etc. as promotional items to give away on-site. These items run tens of thousands of dollars each year so make sure and only give to head person/people at each site. Only 1 bottle of BBQ sauce please … we want them to keep calling us back for more.
BIG TRUCK DRIVER’S SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take every precaution for all tasks you do.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Report all incidents to your immediate supervisor and in writing on an Incident Report (available in the driver’s room).
- A reminder that it is your responsibility to refuse unsafe work.

SKILLS, KNOWLEDGE & ABILITIES
- Must have a valid class 1 driver’s licence with 9 demerits or less.
- Must have valid journeyman certification or be registered for apprenticeship when operating boom truck or mobile cranes.
- Must be able to recognize unsafe lifting practices.
- Know the limitations of the lifting equipment.
- Must be able to conduct tailgate meetings and take charge of the work area when necessary.
- Must be able to be on-call 24/7.
- Possess good oral and written communication skills and good math skills.
- Knowledge in mechanics shop, oilfield related tools and equipment.
- Maintain a cooperative environment worksite and encourage teamwork with others.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in all inspections.
- Ability to follow direction from others (dispatchers/supervisors/mechanics/other drivers).
- Work well with others.
- Ability to work in a fast pace environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP
Class 1 Drivers report directly to Dispatch for driving orders and to the president and general manager.

RESPONSIBILITIES /DUTIES
- Always carry your Safety Certification Cards with you.
- Complete daily pre/post trip inspections and log sheets as required.
- Secure cargo so that it is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle or trailer.
- Ensure that cargo cannot shift upon or within the vehicle to such an extent that the vehicle’s stability or maneuverability is adversely affected.
- Chaining up of truck as conditions apply.
- Keep truck/trailer clean and in proper running order.
- Report any repairs as soon as you notice any defects.
- Promote good customer relations.
- Complete all paperwork as per Company requirements.
TRAINING
This training is mandatory for all drivers. It is preferred that workers come to us with this training but if not it must be completed within the first 3 months of hire. The Company does not pay for this training or your time to complete it.
- H2S (company does not pay for training or the time to take this training).
- First Aid (company does not pay for training or the time to take this training).
- Petroleum Safety Training (company does not pay for training or the time to take this training).
- Log Book Training (company paid – 8 hours providing you remain with the company past your 3 month probationary period. Should you leave The Company prior within the first 3 months of hire the cost of this training will be deducted from your final cheque.).
- Cargo Securement Training (company paid – 8 hours providing you remain with the company past your 3 month probationary period. Should you leave The Company prior within the first 3 months of hire the cost of this training will be deducted from your final cheque.).
- Additional training in the form of TDG (Transportation of Dangerous Goods) customer/client orientation is also requirement and must be completed within the first 3 months of hire. The Company does provide a Training Allowance of $120.00 to compensate for time spent obtaining these certifications. This allowance will be paid to you provided you remain employed with the Company past your 3 month probationary period. You must include it on your timesheet at this time.

HOURS OF WORK & TIMESHEETS
We are a 24/7 trucking company so you may (and will) be called at all hours and must be prepared to begin work immediately when called. Keep track of the jobs you do on a Mica Creek Hourly Timesheet. Hourly drivers are paid every 2nd Friday. Overtime is calculated at driving hours over 50 hours PER WEEK. 1 additional hour per driving day is paid to Mica Creek drivers for pre and post trip inspections. Include this time where shown on timesheet. General Holiday (Stat) pay will be applied when applicable. Payroll is automatically deposited. Vacation pay is 4%. When you require time off it must be in writing on a “Time-Off Request Sheet”. This information is added to a Company calendar which allows dispatch to see who is available for work at all times.

PERSONAL PROTECTIVE EQUIPMENT
Drivers must supply their own work books, hard hat, safety glasses, safety gloves and fire retardant coveralls. All PPE must be worn on jobsites including our own. In the shop work boots and safety glasses are mandatory when working on your truck.

PAPERWORK
Gone are the days of drivers just hopping into a truck and delivering a load. Trucking is by far one of the most regulated of occupations and the paperwork required is a by-product of these regulations. Some of paperwork that must be completed is:

Log Sheets
These must be completed as per “Hours of Service” regulations. The Company supplies these and they are located on the shelf in the driver’s room. Additionally all drivers must complete a one-day Hours of Service course within the first 3 months of hire. Attach corresponding logs sheets to your timesheet for each pay period and they will be given to dispatch for auditing.

Daily Vehicle Inspection Reports
Driver’s Daily Vehicle Inspection Reports must be completed each driving day showing any major and minor defects found. These reports are located on the bottom half of the Driver’s Daily Log Sheets. If a major defect is found it must be corrected before operating the vehicle.

Invoicing Customers/ Clients
Our drivers invoice customers/clients on the spot for work completed. These invoices are in your own hand-writing so must me neat and orderly. All math calculations must be double checked for accuracy before the customer/client signs off on the invoice. Ensure details are complete including proper customer name, address, contact name, phone number, what
was hauling, where it was hauled to, PO or other reference number, etc., etc. Keep and attached all back up paperwork (including dispatch sheet) and hand in with the invoice.

Delivery Receipts
From time to time you may need to use these to document that a load has been delivered. Keep a supply of these with you. These forms are located on the shelf in the driver’s room.

IFTA and OH&S Stats Book
Each unit carries an IFTA/OH&S Book (red). Each and every job you do must be logged into the book that is in the unit you are driving.

WAGES, PAYROLL & VACATION PAY
Class 1 Drivers are paid by the hour at a rate corresponding to the type of vehicle they are operating and their experience. Overtime is paid over 50 hours per week (Sunday – Saturday work week). General Holiday (Stat) pay is also applicable. Paydays are every 2nd Friday (bi-weekly). The payroll calendar is posted in the driver’s room. Payroll is automatically deposited. Vacation pay is 4%.

BENEFITS
You must be employed full-time with the Company for a minimum of 3 months before becoming eligible for benefits. Benefits are 100% for Health and Dental. The Company pays for half of the premium and you are responsible for the other half. The half you are responsible for paying will be split into 2 payments per month and deducted from your paycheque.

TRUCK ASSIGNMENT
Hourly Drivers are normally assigned one truck for their use but from time to time you may need to switch between trucks. It is the driver’s responsibility to keep their units fueled, clean (inside & out) and well maintained mechanically. We pay you 5 hours @$20.00/hour to complete this process. You will receive one ignition and one door key. All other keys remain in the key box – no exceptions.

CELL PHONE
All drivers must have a reliable cell phone so that dispatch is able to reach you at all times. You will be reimbursed $50.00 per month.

FUEL CARDS
Two fuel cards will be assigned to each driver. It is your responsibility to ensure that only fuel, oil and washes for company vehicles are purchased with these cards. Any deviation from this will be severely punished.

REPAIRS & MAINTENANCE
As you are the person driving your vehicle you know it best. In addition to Daily Vehicle Inspections pay attention to any sounds/quirks of your vehicle and have it checked immediately. Down time of your vehicle due to major repairs will result in you being out of work.

PROMOTION & GRAFT (GIVE-AWAYS)
The Company supplies business cards, notepads, pens, BBQ sauce, etc. as promotional items to give away on-site. These items run tens of thousands of dollars each year so make sure to only give to head person/people at each site. Only 1 bottle of BBQ sauce please … we want them to keep calling us back for more.
SHOP HAND/ SWAMPER SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION
- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Attend all safety meetings and actively contribute at those meetings.
- Take every precaution for all tasks you do.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- Report all incidents to your immediate supervisor and in writing on an Incident Report (available in the driver’s room).
- **A reminder that it is your responsibility to refuse unsafe work.**

SKILLS, KNOWLEDGE & ABILITIES
- Knowledge in mechanics shop, oilfield related tools and equipment.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Ability to follow direction from others (mechanics/dispatchers/supervisors/drivers).
- Work well with others.
- Ability to work in a fast pace environment.
- Commitment to provide superior customer service.

REPORTING RELATIONSHIP
Shop hand/swampers report directly to Dispatch for driving orders and to Company drivers when on the same crew. Report to mechanics while in the shop.

RESPONSIBILITIES \ DUTIES

SHOP
- Various building and vehicle maintenance and mechanical duties as per posted schedule of duties and from direction of the mechanics.

IN THE FIELD
- Always carry your Safety Certification Cards with you.
- Assist with pre/post trip inspections.
- Secure loads as per instructions from the driver or supervisor.
- Chaining up of truck as conditions apply.
- Assist with backing up and hook up of trailer units.
- Any other duties as per Company supervisor/driver.

TRAINING
This training is mandatory for all shop hand/swampers. It is preferred that workers come to us with this training but if not it must be completed within the first 3 months of hire.
- H2S (company does not pay for training or the time to take this training).
- First Aid (company does not pay for training or the time to take this training).
• Petroleum Safety Training  \textit{(company paid – 8 hours providing you remain with the company past your 3 month probationary period. Should you leave The Company prior within the first 3 months of hire the cost of this training will be deducted from your final cheque.)}.  
• (company does not pay for training or the time to take this training).  
• Cargo Securement Training  \textit{(company paid – 8 hours providing you remain with the company past your 3 month probationary period. Should you leave The Company prior within the first 3 months of hire the cost of this training will be deducted from your final cheque.)}.  
• Additional training in the form of customer/client orientation is also requirement and must be completed within 3 months of hire.

HOURS OF WORK
• Shop hand hours are 7:00 am – 3:30 pm Monday thru Friday with a ½ hour deducted for lunch (8 hour day). Swampers on “on-call”.
• Shop Hands/Sumpers can be called to work any time day or night so must be available 24 hrs a day 7 days a week.
• Any days off or vacation requests must be submitted on a Time Off Request Sheet and handed in.

PERSONAL PROTECTIVE EQUIPMENT
• Shop Hands/ Swampers must supply their own work books, hard hat, safety glasses, safety gloves and fire retardant coveralls. All PPE must be worn on jobsites including our own. In the shop work boots and safety glasses are mandatory.

WAGES, PAYROLL & VACATION PAY
Shop Hand/Sumpers are paid by the hour. Swamper Timesheets are to be completed each pay period. Overtime is after 8 hours per day. Stat Pay applies. Paydays are every 2nd Friday (bi-weekly). The payroll calendar is posted in the driver’s room. Vacation pay is 4%. When you require time off it must be in writing on a “Time-Off Request Sheet”. This information is added to a Company calendar which allows dispatch to see who is available for work at all times.

BENEFITS
You must be employed full-time with the Company for a minimum of 3 months before becoming eligible for benefits. Benefits are 100% for Health and Dental. The Company pays for half of the premium and you are responsible for the other half. The half you are responsible for paying will be split into 2 payments per month and deducted from your paycheque.

TRANSPORTATION & PARKING
Shop Hand/Sumpers must have reliable means of transportation to get to and from work. Only workers who are 25 years of age or older, have supplied us with a copy of a valid driver’s license, a copy of their 3 year commercial driver’s abstract and have permission from management can driver/operate Company vehicles/equipment.

Parking is difficult here. Shop Hand/Sumpers are to park facing south in front of Bay 6.
SUBCONTRACTORS SAFETY ACCOUNTABILITIES, RESPONSIBILITIES & JOB DESCRIPTION

SAFETY & CO-OPERATION

- Ensure complete compliance with government safety rules and regulations.
- Ensure compliance with all company policies and procedures and recommend changes for improvement.
- Take every precaution for all tasks you do.
- Take responsibility for your own safety and that of their fellow workers.
- Make appropriate suggestions for the improvement of health and safety within the Company.
- A reminder that it is your responsibility to refuse unsafe work.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge in mechanics shop, oilfield related tools and equipment.
- Maintain a cooperative environment worksite and encourage teamwork with the crew.
- Ensure all worksite equipment and components are maintained in good operating condition.
- Maintain high housekeeping standards throughout the worksite.
- Participate in worksite inspections.
- Ability to follow direction from others (mechanics/dispatchers/supervisors/drivers).
- Work well with others.
- Ability to work in a fast pace environment.

REPORTING RELATIONSHIP

Subcontractors report directly to Dispatch for driving orders and to the Company Supervisors/Drivers when on a crew.

RESPONSIBILITIES / DUTIES

- Complete daily pre/post trip inspections and log sheets as required.
- All subcontractors must read and carry a Jonnys Health, Safety & Environment Policy & Procedures Manual at all times when attending any Jonny worksites or Jonnys customers/clients worksites.
- Secure cargo so that it is contained, immobilized or secured so that it cannot leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle or trailer.
- Ensure that cargo cannot shift upon or within the vehicle to such an extent that the vehicle’s stability or maneuverability is adversely affected.
- Chaining up of truck as conditions apply.

TRAINING

This training is mandatory for all subcontractors.

- H2S
- First Aid
- Petroleum Safety Training
- TDG
- Additional customer/client orientation is also requirement.

BILLING

You are responsible for billing Jonnies directly from your company to ensure you are paid for the work you do.

HOURS OF WORK INVOICING TO JONNYS FOR WORK DONE

Hot shot driving is a 24/7 on call occupation. You may (and will) be called at all hours and must be prepared to begin work immediately when called. A Jonny invoice must be submitted to the customer/client upon the completion of each job. Subcontractors must invoice Jonnys for their work. (Include a photocopy of the Jonnys invoice).

PERSONAL PROTECTIVE EQUIPMENT

Drivers must supply their own work books, hard hat, safety glasses, safety gloves and fire retardant coveralls. All PPE must be worn on jobsites including our own. In the shop work boots and safety glasses are mandatory when working on your truck.
DUE DILIGENCE

Due diligence is both a legal concept and a standard which employers can use to evaluate the content and effectiveness of their health and safety programs.

From the perspective of a defense to a prosecution under the Occupational Health and Safety Act, an employer who is charged under the Occupational Health and Safety Act must be able to prove that they took all reasonable care to avoid the event that resulted in the charge. This is because an offence under the Occupational Health and Safety Act is a strict liability offence.

Where an employer is charged in respect of an act of an employee acting in the course of employment, the question will be:

1. whether the act took place without the employer’s direction or approval, thus negating willful involvement by the accused, and
2. whether the employer exercised all reasonable care:
   a. by establishing a proper system to prevent commission of the offence, and
   b. by taking reasonable steps to ensure the effective operation of the system.

Due Diligence cannot be made up after the fact. The availability of the due diligence defense depends upon the creation, implementation, and enforcement of appropriate health and safety policies, practices and procedures in the workplace. The content of our Health, Safety and Environment Manual is a key element of due diligence.

Legislation requires that companies take all reasonable care and diligence to provide a healthy and safe workplace.

There are six main elements that need to be present to integrate this reasonable care standard into all the company's activities.

1. Hazard Identification - Examine all the activities that occur in the workplace and identify those that are hazardous.
2. Communication of Hazard Information - New employees or those new to a task need to be informed about potential hazards.
3. Safety Policies and Procedures - Specific procedures must be developed, implemented and documented. A continuous improvement program will also ensure that the policies and procedures are continually being updated to improve the health and safety within the workplace.
4. Training - Employees must be adequately trained to safely perform the tasks assigned to them.
5. Monitor to Ensure Effectiveness of Policies and Procedures- Employers have an obligation to ensure that appropriate procedures are actually followed in the workplace. This includes such things as inspections, reporting and investigation of incidents as well as near misses, disciplinary action, etc.
6. Documentation – Procedures, Training activities, safety audits, disciplinary action, health and safety meetings, etc, need to be documented. Without proper documentation it is very difficult for employers to prove the extent of their efforts.
REGULATIONS & LEGISLATURE PERTAINING TO THE COMPANY OPERATIONS

- Occupational Health & Safety Act (OH&S) Regulations and Code
- Alberta’s Traffic Act
- Basic Licence Driver’s Handbook
- Professional Operator’s Licence Book for Tractor-Trailers, Buses, Large Trucks, Ambulances & Taxis
- Commercial Certification & Insurance Regulation (AR314/200)
- Commercial Vehicle Maintenance Standards Regulation (AR118-89)
- Worker’s Compensation Act
- Canada Labour Code
- Transportation Compliance in Alberta – Alberta Transportation including Hours of Service Requirements.
- First Aid/CPR Student Reference Guide
- Bill of Lading and Conditions of Carriage Regulation
- WHMIS Legislation
- H2S Legislation
- Crane and Hoisting Regulation
HAZARD IDENTIFICATION AND REPORTING

OH&S regulations require a hazard assessment of a worksite to identify any existing or potential hazards before work begins. Hazard assessments must be repeated when a new work process is introduced, when a work process or operation changes or when there are significant additions or alterations to a worksite.

A hazard can be any situation where there is the potential to injure people, damage property or harm the environment. There are 3 major sources of hazards:

1) People – lack of training, poor communication or other factors may cause at-risk behavior that is a source of hazards.
2) Equipment & Materials – the equipment, tools and materials used in the job process can be sources of hazards. Some items are inherently hazardous and others become hazardous over time due to inadequate maintenance, storage or disposal.
3) Environment - refers to the overall workplace. Factors such as facility layout, ventilation and lighting, walking surfaces, temperature and other variables can all be sources of hazards.

Identifying and reporting hazards are done is several ways at the Company and must be reported to management:

1) Inspections – several inspections are performed including daily Vehicle Inspections, CVIP inspections, yard/office inspections, fire extinguisher inspections, etc.
2) Hazard Assessment Forms - This checklist is used at each new jobsite, before any work begins and preferably by yourself and the site personnel most familiar with the job including the one person that is most familiar with the job/work and tasks, the worksite and the hazards at the worksite. It identifies how hazards will be managed; who will manage them and what PPE will be required.
3) Incident Reports (Near Miss/Minor Injury/Serious Injury/Property or Equipment Damage) - This may include hazards such as a safety control on a piece of equipment you are using breaks and you could have been injured or equipment damaged, you narrowly miss hitting a deer, you come across a barrel of unidentified liquid pouring out onto the road and because this liquid has the potential to harm the environment must be reported.
4) Safe Work Permits (for Welding) – a safe work permit is an inspection of the area and equipment to be used prior to any welding being started. The person performing Welding and Shop Foreman or Supervisor must sign and date the Safe Work Permit.

Eliminating hazards must be done if possible. (E.g. fixing a broken headlight, moving your picker equipment to a safer location away from power lines at a worksite, cleaning the shop of greasy, oiling rags before welding, inspecting your slings for wear, replacing a carpet runner that is causing a tripping hazard, etc.).

Many hazards can be much more severe and workers must know that if are exposed to immediate danger in trying to reduce the hazard, only those workers competent in correcting the condition, and the minimum number of workers necessary to correct the condition, may be exposed to the hazard. Every reasonable effort must be made to control the hazard while the condition is being corrected. Take steps to barricade or otherwise restrict access to the hazard area to prevent it from becoming more severe and subsequently causing major injury, damage to property or loss. (E.g. you come across a vehicle accident in the middle of the road. Take steps to set our flares or reflectors and to flag traffic).

Any hazards that cannot be eliminated must be controlled first by …

1.) Engineering Controls provision and use of required equipment such as built-in safety features on equipment (e.g. pins on trailers).
2.) Administrative Controls safe work procedures, safety training.
3.) Personal Protective Equipment hard hats, fire-retardant work wear, etc.
Investigating Hazards is done in the following ways…
All hazards must be reported to management for investigative and use corrective measures to eliminate *(if possible)* any hazard reported, and communicate what measures have been put into place, back to you as a worker. This communication will take place by speaking with you personally, a company memo or delivered at driver’s meetings.

Training
Workers are trained with Petroleum Safety Training within the first 3 months of hire. This program provides general hazard assessment training. Further training and knowledge is gained on the worksite through group interaction and mentoring.

NOTE: Every employee is responsible in participating in hazard assessment and control of hazards. Any employee, including managers and supervisors, found to have ignored a hazard, failed to report a hazard and/or failed to participate in the control of workplace hazards can be subject to disciplinary action.
ALCOHOL & DRUG POLICY

Purpose

The Company recognizes all employees, contractors and subcontractors deserve a work environment that is free from the effects of drugs and alcohol and the problems associated with their use. The purpose of this policy is to provide a framework on which to promote a safe and healthy workplace and to minimize the risk of damage to property, the environment and to the general public. To address these concerns, the Company(s) may make necessary changes or reassignments for employees found under the influence of alcohol or drugs at the workplace. Also to outline the company’s expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the work place.

Scope

This policy applies to any company worker, subcontractor, or any other person or entity that performs work or services to the Company. All of the above are required to inform their workers of this policy.

1. Use of alcohol or drugs can have an adverse effect upon the workplace, the integrity of our work, and the safety of all persons on company property and the general public.

2. All individuals working for the Company are expected to report fit for work and stay fit for scheduled work and be able to perform assigned tasks safely without limitations due to the effects of alcohol, illicit drugs; prescription and non-prescribed drugs, or any other substance.

3. The company strictly prohibits the use, unlawful manufacture, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on company property.

4. A worker shall:
   a. not use, possess or offer for sale alcohol and drugs or any product or device that may be used to attempt to tamper with a sample for a drug and alcohol test while on company property or at a company workplace.
   b. comply with or a request made by a representative of the company to submit to an alcohol and drug test.
   c. provide a sample for an alcohol and drug test.
   d. not tamper with a sample for an alcohol and drug test.
   e. not sell any prescription medication on company or client property.
   f. advise their supervisors of the medications prescribed to them by a medical professional and what specific side effects, if any, these medications could have on their ability to perform their duties. If an individual is placed on modified duties as a result of the medication etc., they will supply a physician clearance letter before being permitted to return to their regular duty.

5. The sales and/or consumption of alcohol on company property are strictly prohibited unless at authorized staff or social functions approved by management. Company paid alternative transportation will be available to those attending such functions.

Employees, contractors, subcontractors and consultants are expected to recognize that problems related to alcohol and drug use or dependency is not an excuse for poor or unsafe performance.

The Company also recognizes that dependency to drugs or alcohol can be successfully treated, and expects employees, contractors, subcontractors and consultants with drug or alcohol dependencies to promptly seek treatment for their dependency. Full participation in an appropriate treatment program is expected and employees, contractors and consultants will be reasonably accommodated by being provided modified duties if required, assigned to alternate duties where possible, or placed on appropriate leave. Rehabilitation costs are not covered by the Company. Participation in a rehabilitation program does not remove the requirement to regain satisfactory performance.

On-Duty Use:

No employees, contractors, subcontractors or consultants shall use alcohol while performing safety sensitive functions. No supervisor/manager having actual knowledge that an employee, contractor, subcontractor or consultant has a
confirmed breath analysis concentration of 0.02% BAC or greater shall permit that individual to perform safety sensitive functions.

**Pre-Duty Use:**

No employees, contractors, subcontractors or consultants shall perform safety sensitive functions within eight (8) hours after using alcohol. No supervisor/manager having knowledge that an employee, contractor, subcontractor or consultant has used alcohol within eight (8) hours shall permit that individual to perform or continue to perform safety sensitive functions.

**Testing**

To ensure compliance with the Alcohol and Drug Policy a worker may be requested to undergo Alcohol and Drug testing for “pre-access”, “reasonable grounds” “random” or “post incident.”

**“Pre-access” testing** is a requirement of many of our clients/customers in safety sensitive situations.

**“Reasonable Grounds”** for believing that a worker may be in breach of the standards concerning detectable levels of alcohol or drugs can arise in a situation where the supervisor or leader observes, overhears or otherwise discovers something which would cause any reasonable person in that situation to believe the worker is in breach of the guidelines including (but not limited to), for example:

a.) where the smell of alcohol or drugs is detected on a worker’s breath.

b.) slurred speech.

c.) glassy and/or blood shot eyes

d.) unsteadiness in walking, standing, etc.

e.) repeated errors in job performance.

f.) where the supervisor or leader overhears a conversation at work in which a worker admits to just having consumed or used alcohol or drugs.

If the Company representative or supervisor believes there is reasonable grounds for testing they should engage a second representative of the company to confirm the assessment of the individuals’ appearance, actions and conduct.

**“Random” testing** is a requirement of many of our clients/customers in safety sensitive situations.

**“Post Incident”** – all potentially dangerous incidents provide cause for testing. Post incident testing will occur:

1) After a fatality
2) Bodily injury with immediate medical treatment.
3) All hoisting equipment and mobile equipment incidents and near misses.
4) Other equipment, vehicle or material damage incidents resulting in serious injury or property damage and near misses.

**NOTE:** (Following an Incident as described above): No employee, contractor, subcontractor or consultant shall consume/use alcohol for eight (8) hours following the incident, or until the individual involved undergoes a post incident alcohol test, whichever occurs first.

If there is objective evidence to believe that the use of alcohol or drugs was not a factor in the occurrence (equipment malfunction, etc.), then the requirement for testing may be waived.

Once an employee has been asked to undergo an alcohol and drug test (*post incident or reasonable grounds*) by management, the worker will remain in management’s care and custody until the test has taken place.

All alcohol and drug tests will be booked and coordinated with a third party administrator. Breath alcohol tests must be taken within 8 hours of the qualifying incident but it is preferred within the first 2 hours. Drug tests must be administered with 32 hours of the incident but it is preferred within the first 2 hours.

If the Company obtains the results of a breath, saliva, urine or blood test for alcohol, and/or a saliva/urine test for drugs, where the tests were conducted by law enforcement or others with authority to test, those results may be used to determine compliance with this Policy.
Refusal of Testing

The Company will “terminate for cause” the employment or contract of a worker who fails to comply with the drug and alcohol policy. No worker may refuse to submit to any of the tests outlined. A worker who refuses to submit to a required test, or which tampers with a test sample, or obstructs the testing process, will be considered to have had a positive test result.

Testing results will be kept confidential and provided only from the third party administrator to company management who will in turn provide results to the worker. Any worker who has an inconclusive test result is not permitted to drive home. The Company will make available and pay for public transportation for the worker to get home safely.

For negative test results, the worker is permitted to return to work (*pending any medical injury involved*).

Disciplinary Actions

1<sup>st</sup> Offence (Minimum)
Mandatory one month suspension with no pay, testing for return to work required.

2<sup>nd</sup> Offence (Minimum)
Mandatory rehabilitation with retesting required prior to commencement of duties.

3<sup>rd</sup> Offence
Automatic termination with no chance of rehire.

**NOTE:** Depending on the circumstances & severity of the incident/offence, the company reserves the right to terminate an individual for a first offence to this policy.

*Note:*
Additional compliance and random drug testing may be implemented at company discretion.

Searches

The Company reserves the right to conduct searches without prior notice to determine if employees, contractors or consultants are in violation of this policy. Searches may be made without the presence of the individual. All areas of the Company premises or property may be searched, including vehicles, work locations, stations, offices, desks, files, lockers etc. Personal belongings belonging to employees, contractors or consultants may also be searched if on or within company premises. While the primary purpose of the search will be to determine if an employee, contractor or consultant is in violation of this policy, the Company may discipline employees, or prohibit contractors from providing services for the Company based on the results of the search, even if the contents found in the search are unrelated to this policy. Searches will be conducted in compliance with all applicable provincial and federal laws.
BACKING UP POLICY

Whenever a vehicle requires the need to back up or travel in a reverse manner, the Company requires the following:

- All units to be equipped with backup alarms.
- Best policy is to put the unit in a position that eliminates the need to back up if at all possible.
- Get out of the vehicle and walk the area to assess it.
- **If at all possible, use a spotter such as your swamper, or another person on site to spot and direct you.**
- If no one is available, for every length of your vehicle you back up get out and walk around the rear of your unit to ensure safety.
- Always honk your horn twice quickly to alert others that you are backing up.
- Ensure that you have adequate lighting and or a backup alarm. Ensure all mirrors are set properly.
- Try to avoid blindside backing around a corner. If at all possible use the driver’s side to turn while backing up.
BEHAVIORAL JOB SAFETY OBSERVATIONS POLICY

Formal, documented job observations of all operational employees will be conducted on a regular monthly basis by all workers to ensure safety policies, regulations, and industry standards are being adhered to properly and consistently.

Training
Training of managers, supervisors or senior designated employees in this regard shall be done in-house by senior management and/or trained HSE personnel. Training in this regard shall be documented and retained on employee training files. All observations will be documented on the Job Safety Observation (JSO) form and retained on file for a minimum of two years.

Employees should be observed and questioned where applicable, to ensure they:

- know and follow Standard Operating Procedures (SOPs);
- proper use of tools and equipment;
- correct use of personal protective equipment and other safety equipment;
- possess adequate training to perform their work properly
- know emergency response procedures; and,
- properly supervise and direct workers under their supervision.

If during an inspection any unsafe behavior, work practices or conditions are observed, work must be stopped immediately and the problem corrected. This will send the strong message that proper behavior and work practices must always be followed.

If during an inspection the inspector sees safe work practices and proper behavior the inspector should let the workers know their efforts to maintain a safe workplace are working, being noted and appreciated.

Proper and timely employee feedback, in either case, is very important in establishing the desired safety culture.

Follow up Hazard Control
After every inspection the person responsible for controlling the hazards found must be identified and a deadline for control measures must be assigned.

Responsibilities
Senior management and supervisors are responsible for ensuring inspections which fall under their areas of responsibility are carried out and comply with OH&S, industry or best practice requirements, and to ensure any deficiencies identified are rectified by the date specified.

HSE is responsible for the review of all Job Safety Observation documents on a quarterly basis and analyze the observation results in an effort to identify trends. Identified trends can then be assessed with senior management, supervisors, and the health & safety committee to establish or improve safe work procedures, etc. and increase safe working behaviors with all operational employees.
CARGO SECUREMENT POLICY

On February 1, 2005, Alberta passed legislation that adopted the National Safety Code (NSC) Standard 10, titled Cargo Securement. This standard specifies how a carrier and driver must transport cargo when using a commercial vehicle.

In general, the standard requires that cargo must be contained, immobilized or secured so that it cannot:
   a.) Leak, spill, blow off, fall from, fall through or otherwise be dislodged from the vehicle.
   b.) Shift upon or within the vehicle to such an extent that the vehicle’s stability or manoeuvrability is adversely affected.

The full form of the National Safety Code Standard 10 Cargo Securement regulation is in the Company driver’s room.

Cargo Securement training is a requirement for all drivers and swampers.
CHEMICAL, BIOLOGICAL HAZARDS & HARMFUL SUBSTANCES POLICY

In the oil and gas industry, workers have the potential to be exposed to hazardous conditions from airborne gases, fumes and chemicals that do not alert workers to their presence based on the gases physical properties (smell or feel). These exposures include atmospheres that may contain flammable or explosive gases (LELs), carbon monoxide and dioxide, benzenes, chlorine, nitrogen or oxygen deficiencies. Biological hazards such as micro-organisms in sewage, toxic mold, virus and other harmful substances such as asbestos, silica and nuisance dusts may also be present on the worksite. Whenever possible, a safer product should be used in place of any hazardous material.

Chemical & Biological Hazards & Monitoring
- **H2S Exposure (10pp or greater)** – Air Monitoring for H2S exposure is done on client sites to ensure exposure does not exceed occupational exposure limits. Workers are always to watch for signage at any worksite they visit. H2S exposure on a worksite is normally clearly marked but also be aware of the offensive odor (rotten eggs) or sweetish taste in the air.
- **Grease** – the Company workers may be exposed to grease and diesel fuel when working on their units.
- **Cleaning Solvents** – the Company workers may be exposed to harsh cleaning solvents that may be harmful to eyes and skin.

Occupational Exposure Limits
In order to comply with legislative requirements, no worker is to be exposed to chemicals or conditions beyond the following:
- H2S: Not above 10ppm
- Oxygen: Will not work below 19.5%
- LEL: Will not work in above 10% LEL
- Benzene 1.0ppm & 3.2 mg/m³
- N.O.R.M. 10 microsieverts/hr
- Other gases and chemicals will not exceed the occupational exposure limits.

Health Hazards
There is wide variation in individual susceptibility to adverse effects from substances. A small percentage of workers may feel discomfort at or below the Occupational Exposure Limits. The OEL should not be used as a fine line between safe and unsafe conditions or as an index of relative toxicity. Some workers may be affected more seriously due to aggravation of a pre-existing condition or by development of an occupational illness. In addition, some individuals are extremely sensitive to certain industrial chemicals due to genetic factors, personal habits such as smoking or alcohol use, the use of drugs or medications, or previous exposure. These workers may not be adequately protected from adverse health effects resulting from exposure to substances that are at concentrations at or below their OEL. The extent to which these workers need more protection should be evaluated by an occupational physician.

Decontamination
Workers, their clothing, and equipment may become contaminated during work activities through exposure to harmful substances. Eye and hand protection should be worn to prevent the absorption of grease and cleaning solvents. Note: H2S exposure is gaseous and cannot be washed off.

Eye Wash Station
The Company provides an eye wash station so that chemicals splashed into the eyes or onto the body can be immediately diluted and washed away. This station is located in the shop area.

Washing Machine
Wash up and change your clothes if you become contaminated with grease or solvent. Wash your clothes in the washing machine provided in the shop.

Training
Workplace Hazardous Materials Information System (WHMIS) training is mandatory for all workers. This training ensures that all harmful substances used or stored at our worksite are clearly identified and they are used and stored in such a way that the use or storage is not a hazard to workers.
CODE OF ETHICS AND CONDUCT POLICY

The fundamental relationship between directors, officers, employees and owner-operators ("Employee" and/or "Employees") and the Company is one of trust; essential to trust is a commitment to honesty and integrity. Ethical conduct within this relationship imposes certain obligations.

Compliance with the Law
- Company employees must act at all times in full compliance with both the letter and the spirit of all applicable laws and regulations (including by-laws).
- No employee shall commit or condone an unethical act or illegal act, or instruct, or request an employee or supplier to commit or condone such an act.
- The behaviour of corporations is continually under public scrutiny. Therefore, employees must not only comply fully with the law but also avoid any situation that could be perceived by others as improper or indicating a casual attitude toward compliance.

Conflicts of Interest
- Employees will perform their duties conscientiously and in a manner that will not put their personal interests in conflict with the best interests of the Company.
- In general, a conflict of interest exists for employees who use their position in the Company for personal gain or benefit to themselves, friends or families, whether directly or through a relative or associate.
- Employees must avoid situations in which there is, or may appear to be, potential conflict which could interfere, or appear to interfere, with the employees judgement in making decisions in the Company’s best interest.
- There are several situations that could give rise to a conflict of interest. The most common are gifts, favours, and kickbacks from supplier’s ownership of a significant part of another corporation or business, close or family relationships with outside suppliers, passing confidential information to competitors and investment activity using privileged information.
- Some conflicts are clear cut, others are less obvious. The Company recognizes that employees have perfectly legitimate outside interests; however, there may also be situations that could be seen as conflicts of interest no matter how innocent the intentions of the employee.
- The Company requires full disclosure of all circumstances that could conceivably be construed as a conflict of interest. Full disclosure enables employees to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty could arise.

Outside Business Interests
- No employee should hold a significant interest, either directly or through a relative or associate, or hold or accept a position as an officer or director, in a corporation which is in a business relationship with the Company where by virtue of the employees employment with the Company the employee could, in any way, benefit the other corporation by influencing the purchasing, selling or other decisions of the Company, unless that interest has been fully disclosed in writing to the Company and any such purchasing, selling or other decisions of the Company are pursuant to normal commercial terms.
- A “significant financial interest” in this content is any interest substantial enough that decisions of the Company could result in gain for the employee. A substantial interest in a smaller supplier would obviously count. Shares in a large widely held corporation would not.
Confidential Information (F.O.I.P.)

- Confidential information includes proprietary, technical, business, financial, joint-venture, customer, employee and director information which the Company treats as confidential or which is not made publicly.
- Employees may not disclose such information to any outside persons unless authorized.
- Similarly, employees may not use confidential information gained by virtue of their association with the Company for their personal gain, or to benefit their friends, relatives or associates.
- The Company may provide further guidelines with respect to what is considered confidential information.
- The company and all its employees will safeguard information, via the collection, use, and disclosure such as gathered through employment applications, disciplinary actions or terminations. Such information would include birthdates, addresses, social insurance numbers, emergency contacts, test results etc. that could be used to discriminate, harass or harm any individual, company or corporation. Similarly, this information must be kept in a locked cabinet with access only garnered to the owners and safety personnel.
- Positive test results from drug and alcohol testing must not be revealed to any persons other than owners, safety personnel and the individual for which the results were garnered from. If any person (s) require a reason as to why this individual has been disciplined a statement to the effect of “did not comply with company policies” shall be given.

Non-Profit and Professional Associations

- From time to time, individual employees may reach positions of leadership in non-profit associations where they may be viewed as spokespersons for those groups. In such situations, the individuals should ensure they are seen as speaking for their organizations or as individuals, and not as spokespersons for the Company.

Entertainment, Gifts and Favours

- It is essential to efficient business practices that all those that do business with the Company, as suppliers, contractors, or customers, have access to the Company on equal terms.
- Employees, and members of their immediate families, should not accept gifts, entertainment, or favours in exchange for a favoured position for those doing business with the Company.
- Similarly, no employee may offer gifts of significant value or favours in exchange for preferential treatment for the Company.
- Employees may accept modest discounts on a personal purchase of a supplier’s or customer’s products only if such discounts do not affect the Company purchase or selling price and are generally offered to others having a similar business relationship with the supplier or customer.
- Under no circumstances may employees offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. The Company considers such exchanges as a bribe and one that will not be tolerated. An employee experiencing or witnessing such an offer must report the incident to the president of the Company immediately.
- Gifts and entertainment may only be accepted or offered by an employee in the normal exchanges common to business relationships. The following criteria will guide our judgement:
  - The benefit is not of a significant value;
  - You can easily reciprocate;
  - The exchange creates no obligation, and;
  - It occurs infrequently.
• Entertainment, such as business lunches, should be reasonable and never lead to a sense of obligation. As a rough guide, employees should not accept any entertainment that could not be justified on the Company expense statement where they offering it rather than accepting it.

• Employees should always use good judgement when accepting or giving gifts or entertainment. Any employee that makes full and immediate disclosure to the Company of borderline cases will always be taken in good-faith compliance with this code.

Relations with Suppliers and Business Associates
The Company will deal fairly and openly with all its suppliers, contractors and business associates and will facilitate access to its business by all companies, providing conditions of quality, reliability and competitiveness are met.

• Business relations should be established solely for the best interest of the Company. Employees may not, directly or indirectly, benefit from their position as an employee or from any sale, purchase or other activity of the Company.

• Employees having a personal or significant financial interest in a supplier will disclose that interest to the Company and refrain from taking or influencing business decisions involving that supplier.

Use of Company Property
• The Company assets must not be misappropriated for personal use.

• The Company credit cards and fuel cards must not be used for personal or other non-business related expenditures.

Related Party Transactions
No Employee, either directly or through a relative or associate, will conduct business with the Company or enter into an agreement or contract with the Company without:

• Full discloser in writing to the president of the Company as to the nature of the business, contract or agreement being contemplated; and

• Permission in writing from the president of the Company for the business, contract or agreement being proposed.
COMMUNICATION POLICY

Who Supplies Cell Phones?

Cell phones, in working order, are to be supplied by the worker. We are a 24/7 on-call hot shot company so cell phones must be fully charged and turned on while on duty in order for dispatch to reach you. A cell phone charger in your vehicle is also essential. The company provides a $50.00/month allowance to all drivers. This should be adequate for the calls you’ll need to make for business but should you feel this is not adequate it is suggested that you consider upgrading your phone plan.

The Use of Cell Phones

Distracted Driving Legislation (Bill 16) restricts drivers from:

- using hand-held cell phones
- texting or e-mailing
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)

The Company encourages the use of Bluetooth hands free devices and of voicemail to receive messages. Messages must be retrieved only when the vehicle is fully parked in a safe, legal location.

Note: roadways and highway shoulders are for emergency stopping only and must not be used as a temporary parking location to complete a phone call or retrieve messages.

Two-Way Radios

Two-way radio use is essential in some operating areas as it is the primary means of communication and on certain radio controlled roads, such use is mandated. Use is permitted where essential business-related communication is required while driving a company vehicle provided that use while stationary and parked is not possible. Updates to radios will be required periodically. A copy of the radio license must be carried in each vehicle.

Global Positioning Systems (GPS) (portable or fixed) & Satellite Radio (portable)

Workers are prohibited from programming or adjusting these devices for any purpose while driving a company vehicle. Make every effort to activate these devices while stopped and parked safely.
CONFINED SPACES POLICY

As defined in section 1 of the OHS Code, a confined space is an enclosed or partially enclosed space that is not designed or intended for continuous human occupancy with a restricted, limited, or impeded means of entry or exit because of its construction and may become hazardous to a worker entering it because of

(a) an atmosphere that is or may be injurious by reason of oxygen deficiency or enrichment, flammability, explosivity, or toxicity,

(b) a condition or changing set of circumstances within the space that present a potential for injury or illness, or

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

The Company does not do any time of Confined Space entry therefore we do not:

- Provide workers with training
- Complete entry permits for confined space
- Address that hazardous energy and/or hazardous substances are isolated and locked out before a worker may enter a confined space
- Address that pre-entry atmospheric tests must be made before entering a confined space, and the atmosphere must be periodically tested while person are with the confined spaces
- Address that respiratory hazards are controlled using ventilation? Where ventilation is not practicable, entrants must wear supplied air respiratory protective devices.
- Address that workers must not enter or remain in a confined space if more than 20% of the lower explosive limit (LEL) of an explosive substance is present in the atmosphere?
- Address that an attendant is stationed outside a confined space while it is occupied by workers?
- Address that rescue personnel and equipment are readily available to respond to a confined space emergency?
CONTINUATION OF BENEFITS POLICY

If an employee of the Company becomes disabled and has been approved for Group Long Term Disability (LTD) benefit payments,

- The employee may retain his or her benefits if he or she continues to pay their portion (50%) of the monthly premium.
- Postdated checks are required for employees to continue to pay their portion of the monthly premium.

Time table for retaining benefits

<table>
<thead>
<tr>
<th>Period of Full Time Employment</th>
<th>Health and Dental Benefits To Be Continued For</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Months up to 5 Years</td>
<td>6 Months</td>
</tr>
<tr>
<td>5 Years up to 10 Years</td>
<td>12 Months</td>
</tr>
<tr>
<td>10 Years up to 20 Years</td>
<td>18 Months</td>
</tr>
<tr>
<td>20 Years or More</td>
<td>24 Months</td>
</tr>
</tbody>
</table>
DISCIPLINE OF WORKERS POLICY

To maintain a safe and orderly work situation the company uses a progressive discipline process, however infractions of a serious nature and some single acts of misconduct deserving termination from employment will be investigated and upon confirmation, immediate termination of employment will result. Termination forms must be completed in all cases.

PROGRESSIVE DISCIPLINE SHALL BE IMPLEMENTED, BUT IS NOT LIMITED TO THE FOLLOWING INSTANCES:

- Failure to comply with company policies, rules and regulations.
- Failure to comply with Federal, Provincial and Municipal safety statues and regulations.
- Falsification of logbooks, trip tickets, invoices, timesheets, etc.
- Consistent and obvious disregard for personal appearance.
- Conveyance of un-authorized passengers in company vehicles.
- Lock Out/Tag Out – Contravention of the Company Lock Out/Tag Out policy.
- Absenteeism or unavailable for work without proper notice.
- Excessive tardiness in reporting for work shift – keeping clients waiting.
- Motor Vehicle - Failure to operate company vehicle in a safe manner.
- Documentation – failure to complete (in full) all documentation required.
- Job Site Departure – leaving the site without approval or notifying immediate supervisor of intended departure.
- PPE – not wearing or failure to maintain required PPE.
- Not carrying safety certificates with you on the job.
- Failure to notify management with 24 hours if charged by a police agency.
- Failure to notify management of prescription issued by physician within 24 hours that affects “Fit for Duty” status.
- Smoking in other than designated areas.

First Offence
The employee shall be informed, in writing, by management of the nature of the violation and of the corrective action to be taken. Management will document the violation and place a copy in the employee’s personnel file and a copy given to the employee.

Second Offense
The employee shall again been informed of the violation, in writing, and of the corrective action to be taken. The offence will once again be documented and placed in the employee’s file and a copy given to the employee.

Third Offense
The employee shall be informed of the violation and of their termination of employment. This meeting will be documented on a Termination Form, placed in the employee’s file and a copy given to the employee.

IMMEDIATE DISMISSAL
(The Company reserves the right to terminate employment without advance notice in case of severe infraction). Physical violence or uttering threats to customers, other workers, management or the general public.

- Any instance of workplace discrimination, harassment, or fighting.
- Any negligent action taken by worker, which could result in serious injury, collision, property damage or fatality.
- Mishandling, conversion or theft of company or employee funds or property.
- Abandonment of company equipment without authorization.
- Insubordination (gross) disobedience, disrespect and/or improper or abusive conduct towards supervisors or management.
- Refusal to perform assigned duties without just cause.
- Allowing unauthorized persons to operate company equipment.
- Inability to Perform Duties – unable to perform to the level of trade or hiring qualification.
• Payroll Violation – falsely claiming for time worked and/or swiping in/out for another individual.
• Theft or attempted theft of property.
• No longer insurable (loss of driver’s license, too many demerits, etc.)
• Customer Ban - worker is no longer allowed on the jobsite.
• Abandoned Position – Employee does not report to work for 3 consecutive days without written notification.
• Non-compliance with Alcohol & Drug policies by Company or Customer including refusal or tampering of alcohol or drug specimen.
• Failure to report an incident.
• Not following Modified Work Contract.
DISPATCHING POLICY

The main purpose of dispatching is to inform and support drivers in the SAFE transportation of freight as cost effectively and efficiently as possible. Dispatchers need to be aware which drivers are available for work at all times. Additionally, they need to know which vehicles are in-service and ready to go. Combining the knowledge of both of these components will ensure that the completion of work is done smoothly and efficiently.

Dispatchers commit to treating all drivers fairly and respectfully. Every effort will be made to distribute work uniformly between all classes and drivers keeping in consideration driver’s experience with the equipment being dispatched. Should an experienced driver not be available an acceptable solution would be to send a supervisor with the inexperienced driver for training purposes.

If any driver feels he or she is being treated unfairly or that favoritism is being shown to others more that he or she, direct comments or complaints directly to dispatch so that the issue can be resolved as quickly as possible. If a specific driver is requested by a customer/client, all efforts will be made to ensure that the customer/client’s needs are met in a safe and timely manner.

Should dispatch be unable to fill a call with Company drivers for whatever reason, approved subcontractors will be dispatched.

Supervisors or others wishing to “book” drivers and equipment must coordinate with dispatch to avoid conflicts.

Records, incoming & outgoing calls, notes and what actions were taken will be kept for a minimum of one year. Records should also be kept that reflect any changes in direction, destinations, freight or other factors. If any mishaps occur or if there is an issue with a customer/client, then these records may be useful in the resolution process.

Job Direction
Drivers will be given as much information as possible prior to being sent on a job. This information should include such things as:

- Directions
- Billing information
- Contact information
- Directions & map
- Permits
- P.O. (if applicable and available)
- Any additional information pertaining to the job

Permits
Dispatch will obtain permits for all overweight and over-dimensional loads.
DRESS CODE POLICY

Any type of clothing, jewellery or hair that hangs down near the moving parts of machinery, equipment or tools creates a potential hazard. Serious injuries including amputation have occurred when a worker’s torn clothing, jewellery or hair has been caught in moving equipment or machinery.

Beards, Moustaches and Goatee’s
Drivers may be required to wear SCBA (Self-Contained Breathing Apparatus) or SABA (Supplied Air Breathing Apparatus) units at sites where the breathing atmosphere is made toxic by any substance, hydrocarbon or H2S (greater than 10 ppm) or when the concentration of oxygen is less than 10.0%. Drivers must be clean-shaven to ensure masks seal properly. (Clean-shaven means: keep sideburns high enough as to not interfere with a facemask seal, keep mustaches trimmed to a level above the lower lip, no whiskers on the chin).

Jewellery
The following jewellery is not allowed on worksites:
- All open earrings.
- Metal band watches.
- Any body-piercing jewellery that is exposed and not protected by clothing.
- Bracelets.
- Rings.
- Long chains and necklaces.
- Medic-Alert necklaces that fall over the chin when bending.
- Any other jewellery that could become entangled in machinery, catch on moving objects or sharp protrusions or come in contact with electrical circuits.

Note: Jewellery that cannot be removed should be taped for the duration of time on the worksite.

Clothing
Practices to decrease the risk of workers being caught in machinery may include such things as:
- Wearing clothing that fits close to the body and cannot get caught on moving parts.
- Avoiding loose cuffs, belts, ties or protruding buckles that are easily caught on equipment.
- Where long sleeves or pant legs are worn, elasticized or closely buttoned cuffs, Velcro closures or ties should be used.
- Wearing coveralls to contain or control clothing.
- Wearing close fitting leather or insulated work gloves that are less likely to become caught than loose fitting hand wear. In some circumstances it may not be appropriate to wear gloves at all if there is a risk of them getting caught in moving parts.
- Ensuring boots are laced using all eyelets and tucking in bootlaces.
- Tying back long hair and covering it with a hairnet that is snug to the head.

Hoodies
Because of the hazard of choking and entanglement in equipment “hoodies” are not to be worn on worksites.

Sweat Pants, Shorts, Sneakers, Other Non-Work Clothing
Company policy is that all workers dress appropriately for the situation. It is expected that drivers DO NOT show up at any jobsite wearing sweat pants, shorts or other non-work clothing. Drivers must be wearing coveralls and all PPE when on jobsites.
DRIVING & MAINTENANCE POLICY (FOR TRUCK, TRUCK-TRACTOR, TRAILERS)

The Commercial Vehicle Maintenance Standards Regulation (AR118-89) states that the carrier must establish maintain and follow a written maintenance and inspection program that pertains to all applicable vehicles and equipment registered to the carrier in Alberta. Individual vehicle files must be retained for the current calendar year and the preceding four years. If a vehicle is sold, the file on the vehicle must be retained for at least six months after the sale. All records must be located at the carrier’s principal place of business in Alberta. The policies and procedures set out in the maintenance program must provide for continuous and regular inspections that meet the following requirements:

- Records of all inspection, repairs, lubrication and maintenance (with each record displaying the nature of the inspection, the date and the odometer reading).
- The unit number serial number, year of manufacture, make of each vehicle.
- The size of tires used on each vehicle.
- Any modification affecting the gross vehicle weight of each vehicle.
- Notice of defects received from manufacturer and subsequent corrective work done.

This policy applies to all staff authorized to operate company commercial vehicles. This includes company drivers, lease operators, management, maintenance staff, swamper and administration.

The Company recognizes driving as the predominant hazard in our industry. Pulling of driver abstracts, training programs and effective closure of motor vehicle incidents are means that the Company takes to manage driving risks.

Worker’s shall operate vehicles in a safe and legal manner and use vehicles only for the purposes for which they are designed and in such a manner that other tasks will not interfere with the effective care and control of the vehicle. Workers charged with traffic and/or other infractions (such as use of electronic devices) while driving will be responsible for paying any fines, penalties and or associated costs. Workers involved in a collision with company vehicles will be subject to investigation including adherence to this practice and disciplinary action will be taken. Workers could also be charged under applicable laws including dangerous driving, careless or reckless driving and criminal negligence causing death or injury.

The Company has established the following rules for all drivers to improve safety on the roads:

**Speeding & Parking**
Workers are expected to adhere to all traffic laws and to drive safely and courteously. All signs governing the movement and parking of vehicles on any work site shall be observed. **All speeding tickets will be paid by the worker.**

**Seat Belts**
3 point inertia reel type seat belts shall be worn by all workers. It’s the law … wear your seatbelt.

**Drug & Alcohol Use**
A worker shall not use, possess or offer for sale alcohol and drugs or any product while operating a company vehicle or equipment, on company property or at a company workplace/site. A worker shall not use, possess or offer for sale alcohol and drugs or any product or device that may be used to attempt to tamper with a sample for a drug and alcohol test while on company property or at a company workplace (see Alcohol & Drug Policy for more detail).

**Licenses & Experience**
All drivers of company vehicles, or vehicles used on company business, shall possess a valid driver's license for the class of vehicle being driven, have a minimum of 5 years driving experience in the vehicle they are assigned and have 6 demerits or less.

**Parking**
Back-in parking is the standard on most worksites. Where backing up is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.

**Backing Up**
Backings up is extremely hazardous. Company policy prohibits backing whenever practicable unless you have a backup alarm, use a spotter or walk around the truck/trailer prior to backing.

**Passenger Compartments**
Passenger compartments are to be free from loose objects that might endanger occupants in the event of an accident.

**Theft and Loss of Equipment**
As a driver you are required to maintain all equipment that you have been assigned according to manufacturer’s specifications. Theft of chains, straps, etc. is an expensive problem - it is your responsibility to secure these items and to replace any items lost, misplaced or stolen.

**Truck Fuelling**
Drivers will be given company fuel cards to purchase fuel for trucks. Only diesel fuel, gasoline fuel & oil for trucks are to be purchased with these cards. Reminder: Do not smoke when fuelling.

**Truck & Trailer Washes**
If possible wash your truck and trailer in the front yard. Also, a charge account at Leduc Car Wash (5701 – 47 Street, Leduc) is available for both companies (Jonnys & Mica Creek). Trucks and trailers should be kept in clean condition at all times.

**Oil Changes & Service**
Drivers are to monitor oil change due dates. Trucks, on warranty, will be serviced at Jiffy Lube (small trucks) and Kenworth (big trucks). Trucks no longer covered by warranty will be serviced in-shop (at mechanics discretion). Either way … oil changes need to be booked by the driver.

**Extension Cords**
Each unit is assigned an extension cord for plugging in during winter months. It is the driver’s responsibility to ensure the cord is kept with the truck at all times so it is not lost, stolen or damaged.

**Traffic Hazards**
Drivers at worksites may assist with the positioning, loading or unloading cargo or equipment in high traffic areas. Where no other means of eliminating hazards is available the use of PPE is essential. Workers on foot and exposed to the hazards of moving vehicles are required to wear highly visible apparel that is clearly distinguishable, such as reflective vests. For optimal performance, apparel should be kept clean and worn as intended – done up properly around the body with no loose or dangling parts, and worn in a way that ensures that no other clothing or equipment obscures the high visibility materials.

**Ear Buds, Head Phones, DVD Players**
Workers are prohibited from using these devices while driving. Impairment to hearing affects a driver’s ability to identify and respond to warning signals, and visual distractions detract from concentration on driving.

**Driver Distractions** (grooming, smoking, reading, texting, etc.)
There are countless distractions that can put safe vehicle operation at risk. Workers must be aware of all distractions and minimize the risk to themselves, other workers and the general public.

**Passengers & Pets**
Due to insurance requirements family members and pets are not permitted in company vehicles unless authorized by management. Under certain conditions passengers may be allowed but authorization from management must first be obtained. All passengers must have a seatbelt. Pets are not allowed in company vehicles.
Firearms
Firearms must not be carried in company vehicles.

Loading
Vehicles & trailers shall not be overloaded with passengers or materials. Weight shall be properly distributed and loads secured. Projections shall be properly identified with red flags or red lights. The passenger compartment must be free of loose objects that might endanger you in the event of an accident. All loose items must be secured or removed. This includes items within the cab or backseat of the vehicle, in the box or on the deck of a truck or trailer.

Care and Operation of Company Vehicles
The Company expects that every worker who drives a company vehicle will drive cautiously and defensively. Also, all workers must make sure that all necessary vehicle maintenance (including cleanliness, inside and out) is performed and that necessary repairs are made as required. In addition to safety precautions, the Company public image is affected by the way in which company vehicles are operated and maintained. Periodic inspections by management will be done to ensure truck interiors are clean and clear of debris.

Winter Driving
Lapses in judgement and attention span occur even in mild cases of hypothermia and can have serious consequences.

When you travel in the winter,
- Equipment should be warmed up each morning to eliminate any problems with freezing.
- Make sure tank is full.
- Keep lights on at all times.
- Know braking system and how it reacts on ice.
- Extend following distance under adverse road conditions.
- Keep your radio tuned to local stations for weather reports.
- If it becomes too hard to see the road in front of you, find a place to pull over safely as soon as possible.

Let someone know your destination and plans.

If you get trapped in a storm,
- Stay in your vehicle unless a building is in sight.
- If possible, use a candle for heat instead of the truck’s heater. Run your motor sparingly, not more than 10 minutes every hour.
- Be aware of carbon monoxide fumes: ensure your tailpipe doesn’t become blocked with snow.
- Open a window on the sheltered side of your vehicle to keep fresh air in your car.
- Open and close the doors of your vehicle occasionally so snow doesn’t pile up in front of them.

Carry proper emergency gear and supplies: Ice Scraper and Brush
- Antifreeze
- Booster Cables
- Lock De-Icer
- Shovel
- Matches and a Candle in a Can
- Sand, Salt or Kitty Litter
- Winter Clothing & Footwear
- High-energy Snacks
- Blanket
EQUIPMENT USE, REPAIR, REPLACEMENT AND MACHINE GUARDING POLICY

All drivers, operators, and employees will be assigned a unit, equipment or tools that they will primarily operate or use. Machinery may only be operated by competent persons. Every worker shall be instructed and trained by a qualified person appointed by management in the safe and proper inspection, maintenance and use of all tools and machinery that the worker is required to use.

Upon occasion, it may become necessary for someone else to operate this unit, to operate someone else’s unit, or to use a piece of equipment or tool that is assigned to a specific piece of equipment. When this occurs, it is important to note that ALL equipment, tools and units belong to the Company and the Company reserves the right for equipment, units and tools to be made accessible for others to use when the need arises.

When tools, equipment or power units and trailers are utilized by anyone they will be returned to their proper parking spot, lane, tool box, drawer etc. As well, it will be returned in a ready for use, clean and fuelled (if applicable) state.

Machine Guarding
All moving parts must be “guarded”. Do not operate a machine if the guard is damaged or missing. Report any malfunctions to management immediately for repair or replacement. Any tampering with safeguards is strictly prohibited.

Failure to comply with this policy will result in disciplinary action.
ENVIRONMENT (WASTE MANAGEMENT & SUSTAINABILITY) POLICY

The Company has implemented the following waste management measures:

- Everyone is accountable for disposition of wastes generated at the work site. An efficient material management system should be used to reduce the impact on the environment by limiting the amount of materials that are used, left over as waste, or transported. Waste should be recycled whenever possible – oil, recycles, scrap metal, etc.
- Estimate the waste that will be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.
- Wastes are to be stored and maintained in an organized fashion to encourage proper disposal and minimize risks to employees. For example: separate fluid containers for used oil, etc. are clearly labeled located in the shop area and immediately outside the shop man door.
- Coordinate with clients to ensure proper disposal of wastes or scrap materials – such as protector bags.
- Before purchasing a product all workers should consider the impact this product has on the environment before purchasing. Preference should be given to products that minimally impact the environment, made of recycled, renewable material, energy-efficient, etc.
- Vehicles and equipment should be kept in good condition with up-to-date preventative maintenance, should not be left idling unnecessarily, should use alternative fuels when possible, etc. The most efficient vehicles and equipment should be used when possible. All new equipment should be equipped with low-emission technologies.
- Safe practices such as wearing goggles/safety glasses and gloves to prevent chemical irritation in relation to the immediate storage and handling of waste, scrap, or leftover materials is mandatory.
- When our work activities may affect the local animal or plant population or habitat, a plan shall be in place to minimize any environmental impact to them. This would include any “spills”. See “Spill Prevention” policy.
- Energy conservation measures should be used whenever possible. This can include shutting down equipment when it's not in use, use of energy efficient light bulbs, using new energy efficient technology, using equipment with the ENERGY STAR mark, etc. Water conservation measures should be used whenever possible – repair leaking water sources, use of a broom instead of a hose when washing, etc. The content of any wastewater should be known before discharging. If the contents of the wastewater are hazardous (toxic, corrosive, flammable, etc.), the wastewater needs to be disposed of in a facility authorized to dispose of hazardous waste.

Employees are instructed on the proper handling, storage, and disposal of wastes including waste water. This instruction is included in the “Shop Orientation” which is given by the mechanics upon hire. Mechanics are in charge of all waste management issues for The Company.
FALL PROTECTION POLICY

A fall-protection system to any person who works from an unguarded structure or on a vehicle, at a height of more than 2.4 m above the nearest permanent safe level or above any moving parts of machinery or any other surface or thing that could cause injury to a person on contact. **NOTE: US based clients may follow the US safety regulations requiring workers on their sites to use fall protection whenever a worker is working at a height of 1.8 meters (6 ft) or higher. Check with site supervisor before job/task begins for clarification and comply.**

If not protected by guardrails, workers are not to climb higher than:
- a) a vertical distance of 2.8 metres or more.
- b) a vertical distance of less than 2.8 metres if there is an unusual possibility of injury.
- c) into or onto a hazardous substance or object, or through an opening in a work surface.

**Guard-rails and scaffolding**

Engineering controls such as guardrails are the best method of fall protection, and must be used whenever practicable. A standard guardrail consists of a top rail located between 92 cm (36 in) and 107 cm (42 in) above the work surface, and a mid rail that is spaced midway between the top rail and the work surface. A guardrail must be capable of supporting a worker who may fall against it. When using scaffolding in the work area, scaffolding with guardrails must be used and erected by a competent person and used whenever practical. As well, no person shall work at heights without a second person present to act as “watch” or “safety”. Scaffolding must be supported and brakes must be applied when there is a person on the scaffolding. **AT NO TIME MAY THE SCAFFOLDING BE MOVED WHILST THERE IS A PERSON ON THE SCAFFOLDING.** As well, prior to moving the scaffolding, all loose items must be removed from the scaffolding.

The Company policy is that if a worker may have to climb onto a vehicle or its load at any location where it is not reasonably practicable to provide a fall protection system the Company management will:
- Take steps to eliminate or reduce the need for the worker to climb onto the vehicle or its load.
- Ensure that if a load is not secured against movement, a worker does not climb onto the load.

If drivers encounter this issue they must call dispatch to discuss a plan of action.

**Currently workers do not have Fall Protection Training. Workers should be aware that the following procedures must be in place if climbing higher than 6 feet or 1.8 metres.**

**Training**

Workers who may be required to use fall protection shall be instructed and trained in the use, operation, and maintenance of the equipment. Training may be performed in-house or by a 3rd Party.

Training must be provided by a competent person. Training should include the following:
- an understanding of the company's fall protection policies and procedures,
- fall protection equipment a worker may be required to use at a work site,
- identification of potential fall hazards,
- the effect of a fall on the human body,
- pre-use inspection,
- and emergency response procedures to be used at the work site, if necessary.

Training may be performed in-house or by a 3rd Party.

Fall protection is required where workers are exposed to a potential fall of 2.8 m or greater. An employer must ensure that a worker is trained in the safe use of the fall protection system before allowing the worker to work in an area where a fall protection system must be used. Currently we do not have a need for Fall Protection Training but review this on a yearly basis.

The training must include the following:
- a review of current Alberta legislation pertaining to fall protection;
- an understanding of what a fall protection plan is;
- fall protection methods a worker is required to use at a work site;
- identification of fall hazards;
- assessment and selection of specific anchors that the worker may use;
(f) instructions for the correct use of connecting hardware;
(g) information about the effect of a fall on the human body, including
   (i) maximum arresting force,
   (ii) the purpose of shock and energy absorbers,
   (iii) swing fall,
   (iv) free fall;
(h) pre-use inspection;
(i) emergency response procedures to be used at the work site, if necessary; and
(j) practice in
   (i) inspecting, fitting, adjusting and connecting fall protection systems and components, and
   (ii) emergency response procedures.

Job Safety Analysis (Fall Safety Plan)
If a worker might fall 2.8 metres or more a Job Safety Analysis (fall protection plan) must specify:
   (a) the fall hazards at the work site.
   (b) the fall protection system to be used at the work site.
   (c) the anchors to be used during the work.
   (d) the clearance distances below the work area, if applicable, have been confirmed as sufficient to prevent a worker from striking the ground or an object or level below the work area.
   (e) the procedures used to assemble, maintain, inspect, use, and disassemble the fall protection system.
   (f) the rescue procedures to be used if a worker falls and is suspended by a personal fall arrest system or safety net and needs to be rescued.

Equipment
All fall protection equipment- including full body harnesses, body belts, lanyards, shock absorbers, connectors, carabineers, and snap hooks, fall arrestors, self-retracting devices, descent control devices, life safety ropes, adjustable lanyards for work positioning, rope adjustment devices for work positioning, and wood pole climbing equipment- must meet current CSA Standards. Refer to Part 9, sections 142-149 of the OHS Code for specific details.
Equipment used as part of a fall protection system is to be:
   (a) inspected by the worker as required by the manufacturer before it is used on each work shift.
   (b) kept free from substances and conditions that could contribute to deterioration of the equipment
   (c) re-certified as specified by the manufacturer.
Equipment used as part of a fall protection system must be removed from service and either returned to the manufacturer or destroyed if:
   (a) it is defective.
   (b) it has come into contact with excessive heat, a chemical, or any other substance that may corrode or otherwise damage the fall protection system.
   (c) after a personal fall arrest system has stopped a fall. An employer must ensure that a personal fall arrest system that is removed from service is not returned to service unless a professional engineer or the manufacturer certifies that the system is safe to use.

Rescue Plan for Fall Arrest
Where fall protection is required and is being utilized, a fall arrest rescue plan must be in place before work begins and must be noted on the pre-job safety meeting document in detail.

Equipment Removal from Service
An employer must ensure that after a personal fall arrest system has stopped a fall, the system is removed from service. An employer must ensure that a personal fall arrest system that is removed from service is not returned to service unless a professional engineer or the manufacturer certifies that the system is safe to use.
FATIGUE MANAGEMENT POLICY

The physical and mental health of the Company employees is an extremely important part of our Health, Safety & Environment Program. We are dedicated to working together as a team to improve the quality of life of our employees. The Company employees have very physically demanding and challenging jobs, working in extreme weather conditions, working long hours, and traveling long distances. Fatigue management and will enable you to work more safely, and to make wiser decisions relating to work that will ultimately allow you to return home in the same if not better condition than when you left.

- Never operate a motor vehicle and / or heavy equipment while excessively fatigued.
- **Report any fatigue issues to your supervisor immediately.** If you are fatigued and receive a call to work, notify the dispatcher your fatigue concerns and what corrective action plan you have in place.
- Wherever possible work schedules must be reviewed to set work hour limitations, job rotation schedules, traveling, shift work, days-off, and on-call time. Dispatchers, managers and supervisors must work towards controlling fatigue, allowing for sufficient sleep and increasing mental fitness.
- Work tasks must be periodically assessed to minimize and control fatigue hazards. Examples of fatigue hazards include the type of work task, the length of the task, workplace conditions, and temperature.
- Front line supervisors must ensure employees take periodic breaks for food, fluids and rest to minimize fatigue and increase mental awareness.

The following are recommendations derived from experts in their fields that will help you to cope and enhance your safe work performance keeping higher levels of alertness.

**Sleep**
- Quantity: Research indicates that you require a minimum of 7 – 9 hours of sleep per night to keep high levels of alertness.
- Quality: Research indicates that quality of sleep is important to remain alert and well rested. Quality of sleep depends on many factors including pre-bedtime routine, nutrition, comfort of room and bed.
- Sleep Debt: If you do not get the required amount of quality sleep night after night, you will experience accumulated fatigue, which will lower level of alertness and effectiveness at work.

**Nutrition**
- Canada’s Guideline for Healthy Eating is a very good resource to use for guidance.
- Make wise food choices, staying away from greasy, fried foods. Include lots of fresh foods, fruits, vegetables, whole grain breads, and fresh juices.
- Drink at least 6 to 8 glasses of water daily, and much more when working in extreme heat.
- Avoid heavy greasy foods before bedtime.
- Avoid caffeine and alcohol beverages at least 4 hours before bedtime.

**Family**
- Sensitivity: remember birthdays, and anniversaries. Discuss your mutual needs and support one another
- Communication: Set regular times for your telephone calls. Text and write emails.
- Time Management: On days off, spend quality time with family members.
- Schedule special time alone with your partner.
- When problems arise, seek help through the Company employee and family assistance program or through community counseling agencies.

**Time Management**
- Always leave for work rested and well before the time it would take to get there for the start of the shift. To be rushed and arrive tired only adds to stress and promotes higher levels of fatigue.
- When leaving work and traveling home, never drive tired. If you are tired, rest before leaving and or pull over to get some sleep. Many times there is room in camp to get some sleep. Hotels, if pre-warned, will allow for a late check-out thus allowing you to get well needed rest.

**Non-Prescription and Prescription Medication**

- Prescription and non-prescription drugs may have adverse effects depending on the individual taking them. Be aware of the side effects and if these effects could implicate potential danger to your health and welfare.

- **All employees taking medication must also notify management immediately upon being prescribed medication by a health care professional and notify their supervisor before work begins** as it could prove to be valuable information when it comes to providing First Aid assistance or compromise their ability to be fit for duty. Such assistance is crucial especially when it comes to allergies (bee stings) and or conditions such as diabetes etc...

- No employee is to provide medication to another employee.

- Medication that may potentially cause drowsiness will not be permitted unless the effects can be confirmed not to cause drowsiness in their specific situation and or if you are not to be involved in the manipulation of equipment or critical tasks.
FIREARMS/WEAPONS POLICY

Under no circumstance, may any person while on the Company’s premise or conducting business for the Company whilst operating a Company owned vehicle, have in their possession any item that resembles, is, or can be identified as a firearm, bow and arrow, crossbow or concealed weapon such as knives. Possession of any item such as these will result in immediate termination.
FIRE & EXPLOSION POLICY
A person must not enter or work at a work area if more than 20 percent of the lower explosive limit of a flammable or explosive substance is present in the atmosphere. Atmospheric testing results should be assessed before a worker is exposed.

A fire or explosion hazard may exist if:
1) The quantity of flammable substance stored or used at the site, if inadvertently released into the atmosphere, would create an explosive atmosphere. This quantity is dependent on such things as the type of substance, its explosive limits and other explosive properties, expected concentration if released, site environmental conditions, etc.

2) Flammable substances are not prevented from unintentionally flowing into underground shafts. Keep flammable substances far enough away to prevent this from happening – minimum of 30 metres.

3) Flammable substances give off vapors, under the right conditions. If the substances are stored too close to the intake(s) of a ventilation system, vapors may be drawn into the air supply. This contamination could be harmful to workers or, under worst case conditions, create an explosive atmosphere.

4) If flammable vapors enter an internal combustion engine, the engine runs faster, overheats, and can explode. A flashback from the engine could ignite the flammable substance outside the engine.

5) Flammable vapors entering the firebox of a fired heater or furnace could similarly cause the equipment to overheat and explode.

6) Unapproved containers are used for storage of flammable substances. Only containers approved to:
   a) CSA Standard B376; M1980 (R1998), Portable Containers for Gasoline and Other Petroleum Fuels.
   c) ULC Standard C30; 1995, Containers Safety, may be used to store portable quantities of flammable liquids. Such containers are specially designed for this purpose and bear the mark or label of a nationally accredited testing organization such as CSA, ULC, UL, etc. Liquids stored in these containers are unlikely to leak vapors into the air. Unapproved containers may not prevent leaks. Particular care must be taken when liquids are stored at temperatures above their flash point.

When transferred into or out of containers, flammable liquids can cause a static charge to build up on the container. This charge could create a difference in voltage potential between the containers, creating the possibility of an incendiary spark igniting the vapors from the liquid. Effective control of static electricity can include actions such as grounding and bonding. Metallic or conductive containers or vessels used to contain flammable or combustible liquid can be electrically bonded to one another and electrically grounded during the transfer of their contents. Bonding and grounding techniques prevent sparks from being created. Sparks are a potential source of ignition. Making a low resistance electrical connection between two or more conductive containers is called “bonding”. Bonding ensures that the containers have the same electrical potential relative to one another. Without a difference in charge or “electrical potential”, a spark cannot be created that jumps from one container to another. A container is grounded when a low resistance electrical connection is made between it and the earth (hence the term “earthing” or “grounding”). This ensures that the container has the same electrical charge as the earth.
Compressed Gas Containers
Ensure that: (a) compressed gas containers are used, handled, stored, and transported in accordance with the manufacturer’s specifications, (b) a cylinder of compressed flammable gas is not stored in the same room as a cylinder of compressed oxygen, unless the storage arrangements are in accordance with Part 3 of the Alberta Fire Code (1997), (c) compressed gas cylinders, piping, and fittings are protected from damage during handling, filling, transportation, and storage, (d) compressed gas cylinders are equipped with a valve protection cap if manufactured with a means of attachment, and (e) oxygen cylinders or valves, regulators, or other fittings of the oxygen using apparatus or oxygen distributing system are kept free of oil and grease.

Clothing
Clothing contaminated with a flammable or combustible substance can be dangerous to the wearer. A spark, open flame, or other ignition source can easily ignite the clothing. A person wearing contaminated clothing must avoid any activity where a spark may be created. Contaminated clothing must be removed at the earliest possible time. Even flame resistant fabrics may burn if soaked with a flammable or combustible substance. Ensure the clothing is decontaminated before it is used again.

Skin Irritation
Flammable and combustible substances are often harmful to the skin. These substances can remove the natural layer of protective oil from a person’s skin, resulting in dry, cracked skin. This skin condition is known as dermatitis. Workers must wash the skin as soon as possible after exposure.

Internal Combustion Engines
Flammable substances can give off vapors under the right conditions. If flammable vapors enter the intake of an internal combustion engine, the engine may run uncontrollably and fail to shut down when the normal fuel source is removed. A flashback from the engine cylinders could ignite the gas or vapor in the air. Whenever possible, the internal combustion engines should be located outside the hazardous location or have a combustion air intake and exhaust discharge that are equipped with a flame arresting device.

Communication Equipment
The use of cell phones, two-way radios or other electrical equipment can present a significant hazard wherever an explosive atmosphere is possible or if blasting activates such as perforation seismic actives are being carried out.

Note: cell phones should not be used when fuelling your vehicle.

Fire Extinguishers
Using a fire extinguisher on a small fire and containing it until the fire department/additional firefighting resources arrive can save lives and/or property but portable fire extinguishers are not designed to fight large or spreading fires. Extreme care should be taken when attempting to extinguish any fire.

Exits and all vehicles are equipped with fire extinguishers and workers are to complete a short one-page fire extinguisher course and quiz upon hire.
FIRST AID, INJURY & ILLNESS POLICY

First Aid Training is available to all workers and workers must successfully complete the training for a certificate in emergency first aid and standard first aid. This training is within the first year of hire and is supplied by an approved training agency certified by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board. A record of all workers who have First Aid Training is kept in the office. Our goal is to have 80% of our workers first aid training at all times.

Standard First Aid Kits are available in all the Company vehicles and in the shop area. These kits are clean, dry and serviceable and contained in material that protects the contents from the environment. They are clearly identified as First Aid Kits. In the shop area signage is clearly visible where First Aid Kit and Eye Wash Stations are located.

Emergency transportation is available to the nearest health care facility in the event of an injury or illness.

Communication
First aid emergency communication may involve the use of telephones, cellular telephones, satellite telephones, portable two-way radios, or other means that are equally effective. The intent is to make sure that ill or injured workers can access first aid services quickly and reliably. Emergency transportation is available to the nearest health care facility in the event of an injury or illness from the shop.

Reporting
All employees who sustain a job-related injury, regardless of the severity, must report the injury to management immediately by telephone and also by completing an “Injury/Illness & First Aid” form. Copies of these forms are located in the Driver’s Room. All drivers are to make sure to have a few copies in their vehicle as well. Hand this form into the office. The nature of the injury and treatment given will be recorded in a first aid logbook. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance. Similar, recurrent injuries reported by several workers may suggest the need to change some aspect of the work site or the tasks performed by workers.

The cause of the injury or illness may be unknown at the time it is being treated. Every effort should be made to determine the cause within a reasonable period of time. The cause of work injuries should be added to the record and if an illness is the result of occupational causes, this information should also be added. Even if no First Aid is administered, an injury or illness reported by a worker must be recorded. Records must be retained for 3 years. Access to records will be limited to the worker, the person with custody of first aid records, occupational health and safety officers, the Director of Medical Services or by a person authorized by the Director of Medical Services.

A worker can allow his or her first aid record to be made available to other persons but permission must be in writing indicating the information that can be released, the name of the person to whom the information is to be released, the date and the worker’s signature. Persons with access to first aid records must keep the information confidential except when disclosing the information to OHS. An employer must provide the worker with a copy of their first aid record upon request.

Reporting to Occupational Health and Safety and Worker’s Compensation Board (WCB)
Serious injuries must be reported to Occupation Health and Safety immediately.

Both the employer and the injured worker are required to submit reports of work-related injuries or illnesses to the WCB. The employer is required to submit the WCB Employer’s Report for any injury/illness that necessitates medical aid. This record must be made within 72 hours. Management must report fatalities immediately. The injured worker is required to submit the WCB Worker’s Report to WCB. These forms are available in the office or on the WCB website.
FIT FOR DUTY POLICY

The objective of the “Fit for Duty” policy is to reduce the risk of injury and or illness to employees by outlining management, supervisor, and worker responsibilities, general training & competency requirements, expected behaviors, and other risk taking controls. “Fit For Duty” means being able to perform the job or task (mentally and physically) in a safe, secure, productive, and efficient manner.

Company Responsibilities

The Company requires its managers and supervisors to ensure all employees are competent (qualified) to perform their jobs/tasks assigned to them. Competency should be addressed through general (in-house training and/or experience), and sometimes, specific training courses (necessary education), mentorship, regular evaluation by a qualified reviewer and proper supervision. Managers and supervisors are responsible for monitoring workers activities and behaviors on the work site.

Employees found practicing unsafe behaviors (horseplay, not wearing proper PPE, etc.) may be subject to disciplinary action and/or removed from the work site.

Managers and front-line supervisors must take measures to ensure workers are physically capable of performing their job tasks through pre-employment fitness testing and the utilization of a Physical Demands Analysis (PDA). A PDA should be prepared for each job duty and reviewed, at a minimum annually, however more frequently if the scope of the job duty changes and/or there is a change in materials or equipment.

A supervisor or manager who receives reliable information that a worker may be unfit for duty, or through personal observation believes a worker to be unfit for duty, will document the information or observations as soon as practicable. Actions that may trigger the need to evaluate a worker’s fitness for duty include, but are not limited to, problems with dexterity, coordination, concentration, memory, alertness, vision, speech, inappropriate interactions with coworkers or supervisors, inappropriate reactions to criticism, or suicidal or threatening statements. Any such documentation should be kept confidential and be forwarded to management and recorded in the employee file.

It is the duty of the Company to ensure that all managers, supervisors and workers are educated/trained in the Fitness for Duty Policy. Education/training in this regard is also a part of Company orientation and a subject item at regular worker safety meetings.

Company managers and supervisors must ensure that no person enters or remains at a job site while under the influence of drugs and/or alcohol. Jonnys will provide reasonable assistance to an employee determined to be unfit for duty. This may include, but is not limited to, transferring the worker to another role within the organization, providing a leave of absence, and/or referral to an Employee Assistance Program. Any worker taken off regular scheduled duties because he/she was deemed unfit for duty cannot be reinstated unless a proper fit for duty evaluation has taken place or is supported by documentation.

Situations Where a Crime may have been Committed

In situations where there is a basis to think that a crime may have been committed and/or the worker is making threats to harm himself or herself or others, the supervisor shall contact the local law enforcement agency immediately.

Workers Requirements

Workers must report all medications they are taking to their immediate supervisor before beginning work on any Jonnys site or client or customer site. This includes, but is not limited to, any over the counter medication for allergies, colds and flu’s because these medications may impair one’s ability to perform certain job tasks and/or equipment including motor vehicles. If a worker has medically confirmed knowledge that he/she has a communicable disease or any disease that, when in contact with any other person, may jeopardize another person’s health, must notify the supervisor or management prior to working at any site or office.
Workers are responsible for managing their health in a manner that allows them to safely perform their job responsibilities. Workers must ensure they are **physically and mentally able to perform their job tasks** in a safe, secure, productive, and effective manner when they arrive on site. If they have reason to suspect they may not be fit for duty, workers must inform their immediate supervisor at the first available moment. This includes when a worker is called in to perform job tasks on an on-call basis. Reasons can include, but are not limited to, lack of sleep/fatigue, personal tragedies, off duty injuries, off duty activities involving the consumption of alcohol, colds, etc.

Workers must comply with all aspects of the fitness for duty and evaluation procedures, including necessary consent and release forms. Noncompliance may be subject to disciplinary action up to and including termination of employment.

Workers are responsible for notifying their supervisor when they observe a co-worker acting in a manner that indicates the co-worker may be unfit for duty. If the supervisor’s behavior is the focus of concern, a worker may inform a manager (upper level) or may call the EAP for further guidance.

Workers who perform lifting items over 5 kgs or more on a regular basis during their workday are encouraged to perform stretching exercises before beginning their day. This will assist workers to avoid injury due to exertion and maintain their fit for duty status. When at all possible, a worker is responsible to get assistance to lift heavy objects or use equipment to aid in the lifting and moving of heavy objects.

Proper lifting techniques are to be used at all times and failure to do so may result in disciplinary action. Stretching, after exertion during the work day or from repetitive motion during the work day, is also encouraged to help the muscles strengthen and prevent stiffness and pain.

Workers may contact management for a list of stretching exercises and are also encouraged to solicit the advice of a physiotherapist or other medical professional on stretching exercises as well as other fit for duty concerns and advice. The Company requires its managers and supervisors to ensure all employees are competent (qualified) to perform their jobs/tasks assigned to them.
FLU (INFLUENZA) POLICY

Influenza (flu) spreads mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching something with flu viruses on it and the touching their mouth or nose. Infected people may be able to infect others beginning 1 day before symptoms develop and up to 7 or more days after becoming sick. That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.

To avoid getting the flu and passing it on to others:
1) Wash your hands (thoroughly).
2) Try not to touch surfaces that may be contaminated with flu virus.
3) Cover your mouth and nose with a tissue or cough or sneeze into your sleeve. (Do not use your hands. Put your used tissue in the wastebasket and then wash your hands).
4) Avoid contact with your eyes, nose and mouth.
5) Avoid contact with people who are sick.
6) Stay home if you are sick.
GROUND DISTURBANCE POLICY

Ground disturbance is a work operation or activity that results in a disturbance or displacement of the soil but not if the disturbance or displacement is a result only of hand-digging to a depth of no more than 30 cm below the ground surface. Anything deeper must be completed by a worker who has successfully completed Ground Disturbance Training.

The Company does not do any type of excavating or tunneling therefore we do not:

- address soil classification or stabilization
- marking an excavation site to protect workers
- water hazards
- worker access to an excavation site
- procedures for locating buried facilities
- work with mechanical excavation equipment
- protecting workers in an excavation
- spoil piles
- safe entry and exit from a trench
- shoring, stringers or bracing of a trench
- cutting back walls
HAND SIGNAL POLICY

Hand Signals for Directing Vehicles
The Company has implemented the Industry Recommended Practice – Volume 12, Hand Signals for directing vehicles. This system must be used when directing traffic, loads or assisting someone backing up.
Hand Signals for Crane Work

When should the crane operator follow hand signals?
A crane operator should always move loads according to the established code of signals, and use a signaler. Hand signals are preferred and commonly used.

Who can give the hand signals? or Who can be a signaller?
1) a person qualified to give crane signals to the operator.
2) there should be only one designated signaler at a time.
3) if signallers are changing between each other, the one in charge should wear a clearly visible badge of authority.
4) a crane operator should move loads only on signals from one signaler.
5) a crane operator must obey STOP signals no matter who gives it.

What should you do when in charge of signalling?
The signaler must:
1) be in clear view of the crane operator.
2) have a clear view of the load and the equipment.
3) keep persons outside the crane's operating area.
4) never direct a load over a person.
HANTA VIRUS POLICY

Hanta Virus is a “flu-like” illness, which can be contracted from inhaling air contaminated from saliva, dropping and dried urine of rodents. Avoid inhalation of contaminated air or direct contact with contaminated areas:

- Ventilate closed buildings or areas before the start of cleaning.
- Clean up droppings by first wetting down the area with a solution of five parts water to one part bleach. Do not use a broom or vacuum cleaner. Use a damp rag for cleanups.
- Dispose of dead animals and droppings in twist-tied plastic bags using disposable rubber gloves.
- Always wear dust masks when cleaning.

Seek immediate medical help if you suspect you have the Hanta Virus.
HIRING POLICY

The hiring, orientation, training, certification, competency and termination of workers is, ultimately, the responsibility of the president, general manager, office administrator, supervisors and/or dispatch.

The safety sensitive nature of the transportation industry requires that potential employees be carefully screened concerning past experience, knowledge, training and attitude. All applicants who apply for positions where special licensing or expertise is required must meet Provincial and Federal regulations (Class 1, H2S, Transportation of Dangerous Goods (TDG), Petroleum Safety Training, Hours of Service Training and Cargo Securement).

The company promotes the hiring of skilled and qualified personnel for all positions. All persons applying must prove that they meet these minimum criteria for employment …

- Driver’s license for 5 years and no current licence suspension.
- No suspension due to impaired driving in the past 5 years and approval by insurance company.
- Be 25 years or older (insurance requirement).
- Provide a current 5 year commercial driver’s abstract (with 6 or fewer points) at time of applying and every year thereafter.
- 3 years of driving experience on the vehicle he/she is licensed to drive and regularly drives.
- Neat and clean.
- Reading, writing and math skills.
- No criminal code convictions relating to occupation or employment.
- Valid H2S, First Aid and Petroleum Safety Training (PST) certification.

The following format must be followed when hiring new workers:

Process prior to Applicant being hired

1. Applicant must complete a WORKER APPLICATION AND EMPLOYMENT HISTORY form before being interviewed.
2. Interview Process - Management to go thru the above mentioned application it with the prospective new hire step by step to make sure all areas are complete (including photocopies) to determine if this person has the necessary experience, training, etc. for the job they are being hired for.
3. Road Test must be completed in full by a competent Company driver in the type of vehicle the new hire would ultimately drive.

Information obtained in the above steps will determine if the applicant will be hired. No workers shall be deemed “hired” until all of the above steps have been taken.

Process after the Applicant has been hired

1. Put the Worker Application, all photocopies of driver’s licence (front and back) & VALID safety certifications and the Road Test into a file folder with worker’s name on it.
2. Orientation - the office staff will assist the new hire with completing additional paperwork, training, HSE, Dispatch and Shop orientations and truck assignment according to a checklist of items to be covered prior to any work being done.
3. New hires must not be assigned work duty until the above orientations are completed.
**HOURS OF SERVICE (LOG BOOK) POLICY**

*Drivers’ Hours of Service Regulation*

**Drivers must not operate commercial vehicles while their ability or alertness is impaired.**

All drivers driving a commercial vehicle (*a truck, tractor or trailer or combination thereof exceeding a registered gross vehicle weight of 4,500 kg.*) must complete daily driver logs to log their “hours of service”. Drivers must familiarize themselves with the Hours of Service Guide. This guide is located in the driver’s room.

**Driving South of the 70th Parallel**
All time spent behind the wheel is considered driving time, and all time spent working for a motor carrier is considered on-duty time. To comply with the hours-of-service rules, you’ll have to pay close attention to how much driving and on-duty time you accumulate both during the “work shift” and over the course of the “day”.

**Work Shift Limits** – The “work shift” is the elapsed time between two off-duty and/or sleeper-berth periods of at least 8 consecutive hours. Every off-duty period of 8 consecutive hours or more resets the work shift. During each work shift, you just stop driving once you have accumulated:

- 13 hours of driving time,
- 14 hours of on-duty time, or
- 16 consecutive hours of time

The 16 hour limit cannot be extended with lunch breaks or other off-duty time. For example, if you start work at 6:00 a.m., you must be done driving by 10:00 p.m. even if you had an hour off for lunch and a 2 hour nap.

**Daily Limits** – The “day” is the 24 hour period that begins at midnight. During each day, even if you get 8 consecutive hours off, you must:

- Stop driving once you accumulate 13 hours of driving time or 14 hours of on-duty time, and
- Obtain 10 hours of off-duty and/or sleeper-berth time in blocks of at least 30 minutes each. At least 2 of the 10 hours cannot be part of a required 8 hour break.

**Log Book Training**
Drivers for Jonnys Light Oilfield Hauling Ltd. are “required” to take 1 day Hours of Service training. Although it is not mandatory, Mica Creek drivers are also offered this training.

**Auditing of Log Books**
Drivers are to hand in their log sheet with the timesheets. After the log sheets are handed in, Dispatch will audit the log sheets. Violations will be printed out, one copy will accompany the log sheets into a file and one copy will be given to the driver. When the driver receives this violation, they are to bring the sheet of paper with their copy of the log sheet that has the violation to dispatch. The violation will be discussed, including the prevention of a reoccurrence of the same violation. This sheet that has the violation on it will be then signed off by the Dispatcher and driver to indicate that education has been provided and then handed in to be filed.
HOUSEKEEPING POLICY

Obstructed entry and exit routes can pose a serious hazard to workers having to leave a work site quickly, as might be required during an emergency. Obstructions may reduce visibility at a work site and may also present a tripping hazard. Slipping and tripping are common workplace hazards. The Company office, shop, yard and equipment shall be maintained with the highest regard for good housekeeping practices in the areas of cleanliness and appearance.

- Equipment, tools and materials left lying around present tripping hazards.
- Debris and oily rags are fire hazards.
- Material that is improperly stacked could topple over and injure someone.
- Snow and ice present slipping hazards.
- Appropriate measures must be taken to prevent spills and leaks from becoming a health, safety or environmental hazard.
- Loose debris on decks and inside of the cabin is poor housekeeping. Please ensure decks are free of anything that can fall or blow off (snow, tools, etc.) and that the inside of the cabin is free of loose debris such as pop cans, etc., etc.

Spot inspections will be done by management to ensure this policy is adhered to.
HYDROGEN SULPHIDE (H2S) GAS POLICY

Hydrogen Sulphide is a colorless, flammable gas having an offensive odor and a sweetish taste. It is highly toxic and doubly hazardous because it is heavier than air (Density 1.19).

While having a characteristic and easily recognizable odor of rotten eggs, this gas quickly weakens the sense of smell making this an unreliable method of detecting hazardous concentrations. Whenever there is any doubt as to the presence of a hazardous concentration, the area shall be evacuated immediately (upwind).

Respiratory hazards can be controlled using ventilation. Where ventilation is not practicable, workers potentially exposed to airborne contaminants must wear respiratory protective devices.

A worksite is considered “sour” when the potential H2S content is 10ppm or greater.

Training
H2S Alive training is a 1 day training on the hazards, measurement, and controls of H2S gas. The certificate is valid for a three-year period.

All the Company drivers must have a valid certificate before attending a worksite with H2S, and in any event, within the first two (2) weeks of hire.

Worksite Controls and Procedures:
- H2S Training - ensure that training is always up-to-date.
- Sour wells and facilities must be posted with poisonous gas warning signs if workers can be exposed to H2S levels of 10 ppm or greater.
- Orientation – if H2S exposure, etc. is present you will receive a worksite orientation specific to that particular worksite.
- If you are alone on the worksite ensure you are in compliance with the Company Working Alone Procedure and call in when entering a worksite alone.
- Note the wind direction on site entry and park vehicles on upwind side of any structure.
- Stay alert to any unusual odors, noises or visual appearances.
- Discharge any possible personal electrical static charges through contact with a grounded metal structure or piping in a non-explosive atmosphere.
- Evacuate if there is a H2S or LEL alarm.

Personal H2S Monitors
At times clients may request that we supply our workers with Personal H2S Monitors. We have these monitors located in the front office. They are signed in and out and maintained by dispatchers. Additionally, workers who may need to use these monitors must complete a short training quiz on how they operate.

Clean Shaven
For workers that may require respiratory protective equipment to be worn, workers must be clean-shaven and, under these circumstances, beards, Vandykes, goatees or Manchurians are not acceptable.
INCIDENT REPORTING POLICY

FAILURE TO REPORT AN INCIDENT IS GROUNDS FOR DISMISSAL

Definitions:

➢ *Immediately*, means directly after the incident has occurred and before the driver/employee leaves the lease or work area where the incident took place.

➢ *Upon Return to the Office / Shop*, means during business hours of the day of the incident or, if the incident took place outside normal office hours, by 8:00 a.m. the following day.

**ALL incidents** – including illnesses, injury, property damage, motor vehicle collisions, environmental damage and near misses must be reported to a supervisor (dispatchers, etc.) and/or senior management and/or site supervisor **immediately**.

Driver / Employee Directly Involved in the Incident:

1.) Notify the site supervisor at client location immediately of the nature of the incident and ask for assistance in dispatching medical care, if needed.

2.) Notify our company dispatcher of the incident, person(s) involved in the incident, and location of the incident.

3.) Take photographs of the incident area, property damaged, etc., if possible.

4.) Complete an Incident Report on scene and provide a copy of the incident report to the site manager. If the incident report is in relation to a Motor Vehicle Collision, do not provide a copy of the Incident Report to any law enforcement agency. However, you are required by law to provide the police agency with a Collision Statement. Be brief and only provide pertinent details.

5.) Complete any additional documentation the site supervisor or client requests.

6.) If the nature of the incident attracts the media, do NOT make any comments to the media. Instead advise them to contact management for comment or information. REMEMBER, there is no such thing as an “off the record” comment. Additionally, cover the Company name on your unit(s) with duct tape if possible.

7.) The original Incident Report is to be provided to our dispatcher or HSE dept upon return to the office/shop. (DO NOT use profanity in these reports – they are often shared with the management of our client companies).

8.) Upon return to the office hand in this Incident Report and any photos to a supervisor or HSE personnel.
Driver / Employee Indirectly Involved in the Incident (Witnesses):

1.) If the driver / employee directly involved in the incident is unable to immediately notify the site supervisor and/or our company dispatcher because they are incapacitated due to injury or is otherwise involved in scene management (spill, caring for injured personnel, etc.) make the required contacts on his or her behalf.
2.) Assist the driver / employee directly involved in the incident with photographing the incident scene, if required.
3.) Assist the driver / employee directly involved with incident scene management (put up barricades, keep incident area clear of other non-involved personnel from entering the incident scene area for everyone’s safety and to protect the scenes integrity).
4.) Complete a witness statement on scene. Even if you were not an eye witness to the incident but you were on the lease or work area, you are still considered a witness. Your statement should include: date and time of the incident, specific location of the incident, all persons involved in the incident, your location on the lease or the work area, what you saw or heard prior to the incident (if anything), your activity at the time of the incident and what you observed and did after you were aware of the incident. (DO NOT use profanity in these reports – they are often shared with the management of our client companies.)
5.) Provide your witness statement to our company dispatcher and/or management upon return to the office/shop.
6.) If the nature of the incident attracts the media, DO NOT make any comments to the media. Instead advise them to contact management for comment or information. REMEMBER, there is no such thing as an “off the record” comment.

Dispatcher

1.) Upon being notified of an incident by a driver / employee get as much information as possible from the person making the notification:
2.) Date, time and location of incident,
3.) Person(s) involved in the incident,
4.) In case of injury, who was injured and severity of injury,
5.) What medical aid was provided and/or what medical response was initiated, if any,
6.) Reinforce to the driver / employee involved the necessity to notify the site manager and provide an incident report to the site supervisor before leaving the lease or work area where the incident took place,
7.) Reinforce policy to have any other of our company employees on the lease or in the work area complete a witness statement before leaving the lease or work area,
8.) Obtain client company name,
9.) ASK - does the driver / employee require someone to attend to get them back to the office/shop/home. An incident may trigger an almost shock like state to an individual and they may require assistance to get them back to base safely.
10.) Notify senior management immediately.
11.) Senior management may require your assistance in notifying HSE (safety) personnel in the event of serious injury during an incident. Ask the senior manager if that assistance is required.
12.) Ask the senior manager if they require you to initiate contact with a client company office or client company representative.
Senior Manager

1.) Once you are notified of an incident by a company dispatcher, ensure that all required personnel are notified of the incident details as soon as practical.
2.) If, for some reason, a senior manager may be the first one contacted after an incident, he/she should:
3.) Upon being notified of an incident by a driver / employee get as much information as possible from the person making the notification:
   a) Date, time and location of incident,
   b) Person(s) involved in the incident,
   c) In case of injury, who was injured and severity of injury,
   d) What medical aid was provided and/or what medical response was initiated, if any,
   e) Reinforce to the driver / employee involved the necessity to notify the site manager and provide an incident report to the site supervisor before leaving the lease or work area where the incident took place,
   f) Reinforce policy to have any other of our company employees on the lease or in the work area complete a witness statement before leaving the lease or work area,
   g) Obtain client company name etc.
   h) ASK, does the driver / employee require someone to attend to get them back to the office/shop/home. An incident may trigger an almost shock like state to an individual and they may require assistance to get them back to base safely.
4.) Notify the company dispatcher(s) and HSE (safety) personnel as soon as practical.
5.) In the case of serious injury or severe environmental damage, determine if response to the scene is required by senior management and/or HSE personnel in order to complete a proper incident investigation and/or for incident management control.
6.) Ensure a follow-up investigation and/or report is completed.
7.) Review incident reports and follow-up incident investigation reports to ensure all pertinent details have been properly documented.
8.) Senior management is required to sign all completed incident investigation reports to signify they have reviewed the report and agree with its content.
9.) Ensure that all corrective actions contained in the investigation report are completed in a timely fashion by the designated individuals in the “Corrective Actions” section.

HSE (Safety) Personnel

1.) Review all incident reports and incident statements.
2.) In cases involving: extensive property damage, serious environmental spills, and injury; determine if a more comprehensive incident follow-up report is required. This determination should be made with the input of senior management and, in some cases, client company requests or requirements.
3.) In incident cases of serious or debilitating injury or death, notify OH&S immediately. Law enforcement agencies in the jurisdiction of the serious or debilitating injury, may need to be contacted. This determination should be made with input from OH&S. In the case of death or where death due to serious injury is a possibility, the law enforcement agency should be contacted.
4.) Attend all incident scenes when directed to do so by senior management.
5.) Provide completed incident follow-up reports to senior management for review.
6.) Complete incident reviews with all company personnel at regular safety meetings.
# INSPECTION & REPORTING POLICY

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<td>JULY (Annual External Inspections)</td>
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<tr>
<td>PERSONAL PROTECTIVE EQUIPMENT (PPE)</td>
<td>Upon Hire</td>
<td>X</td>
<td>X</td>
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<tr>
<td>LOG BOOK</td>
<td>Daily</td>
<td>X</td>
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<tr>
<td>YARD/OFFICE, SMALL TOOL AND FIRE EXTINGUISHER</td>
<td>Monthly/Yearly</td>
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<td>FEBRUARY (Annual External Fire Ext. Inspection)</td>
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**Behavioral Job Safety Observations**

*Frequency: Daily*

Formal, documented job observations of all operational employees will be conducted on a regular basis by managers and supervisors to ensure safety policies, regulations and industry standards are being adhered to properly and consistently.

**Commercial Vehicle Inspection (CVIP) Inspections**

*Frequency: Yearly*

All commercial vehicles must be inspection by a certified inspection station once per year. Shop mechanics to coordinate, schedule this inspection and insure a copy of the inspection is in each unit and another copy is in each unit’s file.
Pre-Post Daily Vehicle Inspection (VI’s)
Frequency: Daily
Location of Forms: Logsheet/VI’s are located in the driver’s room.
These inspections must be completed by drivers each day they are working. Any defects recorded must be repaired and the repair must be documented. When the repair is completed, the work order (if it was done “in-shop”) or the repair invoice must be handed into the shop mechanics. The white copy of the Vehicle Inspection (VI) should be left attached to the log sheet. Note: white log sheets/VI’s are to be handed in with timesheets.

Hazard Assessment Form
Frequency: Daily
Location of Forms: On the bottom portion of Jonnys invoices to customer/clients and JSA Hazard Inspection Forms
Each driver must identify the hazards associated with a new worksite/environment, particular task or job by completing a Hazard Assessment. This should be completed by a group of workers involved in the job being performed. One of these workers should be familiar with the job/work and tasks, the worksite and the associated hazards at the location. This checklist is used at the new jobsite, before any equipment is moved and before work starts.

Incident Reporting Form
Frequency: As Required
Location of Forms: On the “form wall” located in the driver’s room.
It is the responsibility and duty of a worker to document unsafe acts or conditions. All occurrences that cause a loss or have a potential for loss (the potential to injure people, damage property or harm the environment) must be reported on an Incident (Near Miss) Report. Management will investigate all Incidents reported and take immediate and appropriate action, if necessary, to eliminate or control the hazard if possible. To further educate workers, any pertinent information from the investigation will be relayed in person or through correspondence.

Log Book Inspections
Frequency: Daily
All drivers are to submit their log sheets regularly for inspection and auditing by dispatch personnel. Dispatchers are to ensure drivers adhere to NSC Hours of Service Regulations and advise drivers on how to meet Hours of Service requirements.

Motor Vehicle Collision Report
Frequency: As Required
Location of Forms: On the “form wall” located in the driver’s room.
Accident Reports are very detailed forms to be completed when vehicle accident occurs. Please include as much detail as possible. Also, photos should be taken as well, either with a disposable camera or your cell phone.

Trailer Inspection
Frequency: Quarterly as per schedule
Location of Forms: On mechanics wall
The Trailer Checklist must be completed by mechanics each quarter. This inspection insures that each trailer is in top working condition.

Truck Inspection
Frequency: Upon hire and at each oil change
Location of Forms: On mechanics wall
The Truck Checklist must be completed by each driver upon hire when they are assigned a unit to operate and also at each oil change. This inspection insures that each driver knows what tools; equipment and documentation should in each unit
and ensures that all equipment is accounted for and in working condition. If anything is missing or worn a detailed list should be submitted to the mechanics for repair or replacement.

Picker (Boom) and Hydraulic Lifting Equipment Inspections
Frequency: Daily, Quarterly, Annually
Location of Forms: Each picker unit
1) Pickers must be visually inspected daily.
2) Written Quarterly Inspections must be documented by the operator using a Picker Inspection Form – if required ask shop foreman to assist with the inspection. All defects must be recorded in the picker log book which is included with each unit.
3) Annual inspections must be completed by a certified crane inspection facility once per year. The shop mechanics are to coordinate and schedule these inspections. Once completed these inspections must be filed in the appropriate unit file and retained for 5 years.

Personal Protective Equipment (PPE) Inspections
Frequency: Upon Hire and Continuous
PPE Requirements, Care and Use Form
Personal Protective Equipment is to be supplied by workers. PPE must be inspected by management upon hire and workers before using and on a continual basis (see Personal Protection Equipment Policy).

Yard/Office, Small Tool and Fire Extinguisher Inspections
Frequency – Monthly and Annually for Fire Extinguishers
Yard and Office Inspection Forms – located in front office
These inspections shall be completed by the mechanics once per month using prepared inspection forms. Any safety issues and corrections will be corrected and documented on this form. Tools needing repairing or replacing will be tagged off by the shop foreman as un-useable until repaired or replaced. This form will be retained for a minimum of 5 years.
JOURNEY MANAGEMENT POLICY

The journey management plan must be utilized in conjunction with the working alone policy (reference “Working Alone” Policy) especially when travelling.

- Driving during adverse weather should be avoided whenever possible.
- Driving directions should be obtained before traveling to an unfamiliar destination.
- Wildlife – be aware that wildlife may be out at any time.
- Nighttime – reduce speed while travelling.
- Road travel should be limited whenever practicable and furthermore to daylight hours whenever practicable
- Use the buddy system if possible.
- Ensure a dispatch, supervisor, another employee or a family member is aware of your travel plan.
- Ensure you have a cell phone and / or a 2-way radio if required for communication purposes.
- Ensure GeoTrac GPS system is operation (if applicable).
- Ensure adequate breaks are taken to reduce fatigue issues.
- All vehicles require a roadside emergency kit. The kit should first aid kit, hazard triangles, fire extinguisher, booster cables.
- Additionally drivers should also make sure they pack water, non-perishable food items, blankets, tool kit, shovel, sand, etc.

The travel plan must be discussed with employees and a copy of the travel plan should be kept at the workplace. The travel plan must include the following:

- Route – Directions, maps, and route need to be addressed and a hard copy obtained.
- Hazards
- Emergency Response Plan with contact numbers.
LIFTING AND CARRYING POLICY

Musculoskeletal injuries, or MSI’s, go by many different names, including repetitive strain injuries, repetitive motion injuries and cumulative trauma disorders and they are the leading cause of 1st-time injury claims in Alberta. Whatever the term used, the effect is the same: muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissues that is caused or aggravated by work and includes overexertion injuries and overuse injuries.

Company workers will be trained in identification, early signs and symptoms of MSI’s and preventative measures.

Identification of factors that could lead to a musculoskeletal injury:

Overexertion Injuries: sprains, strains and gears resulting from excessive physical effort as might happen during lifting, lowering, pushing, pulling, etc.

Overuse Injuries: resulting from repeated overuse of part of the body - bones, joints, ligaments, tendons, muscles and other soft tissues are being injured.

Early signs and symptoms of musculoskeletal injury and their potential health effects such as:
- redness, swelling and the loss of normal joint movement (the things that can be seen).
- numbness, tingling, or pain (the worker feels but cannot be seen). Often the most common feeling, pain may be present at rest or may occur when the person tries to use the injured body part, the area may be painful or sensitive to touch, heat or burning, the injured area may feel warmer than normal.
- burning sensation, tingling, pins and needles, or numbness. (the injured body part may feel as if it weighs more than normal).
- clumsiness or weakness. (the injured worker may drop items frequently or find it difficult to grasp or hold onto objects. The injured person may find it difficult to hold onto things that would normally be easy to hold. Cramping or spasm muscles may stay in a contracted state or contract and relax on their own).

Stages of Injury

Most workers affected by MSI’s do not realize that if nothing is done to correct their problems they may be headed for increasing, and potentially devastating, discomfort and disability. There are three stages of injury.

Stage 1
- Discomfort may persist for weeks or months but is reversible.
- Most workers experience pain and weakness during work activities but improve on days away from work.
- Interference with work tasks is minimal.

Stage 2
- Discomfort may persist for months.
- Symptoms begin more quickly and last longer.
- Physical signs may be present, and sleep may be disturbed.
- Work tasks may be difficult to perform

Stage 3
- Discomfort may persist for months or years.
- Symptoms are always present, even at rest.
- Activities of daily living are disrupted, and sleep is disturbed.
- The person is unable to perform light duties at work.
- The likelihood of recovery is poor.
Preventative Measures

Include where applicable, the use of altered work procedures, mechanical aids, and personal protective equipment. Most lifting accidents are due to improper lifting methods rather than lifting heavy loads. All manual lifting should be planned and safe-lifting practices followed.

- Before any manual lifting is done, the use of power equipment or mechanical lifting devices such as dollies, etc. should be considered.
- Ensure a good grip before lifting; lift gradually, slowly, smoothly and without jerking.
- The back should be kept close to vertical or straight and the lifting done with the leg muscles.
- Avoid unnecessary bending. (Do not place objects on the floor if they must be picked up again.)
- Avoid unnecessary twisting. Turn your feet, not your hips or shoulders. Leave enough room to shift so as not to twist.
- Avoid reaching out. Handle heavy objects close to your body. Avoid a long reach out to pick up an object.
- Do not be tempted at the last moment to swing the load by bending or twisting your back. It could be your last heavy load.
- Pipes, conduits, reinforcing rod and other conductive materials should not be carried on the shoulders near exposed live electrical equipment or conductors.
- When two or more persons carry a heavy object that is to be lowered or dropped, there should be a pre-arranged signal for releasing the load. Both persons should be facing the direction in which the object is being carried, if possible. In some situations, and with a particular heavy or awkward load, it may be necessary to adapt the load to make it easier for workers to lift, lower, push, pull, carry, handle or transport the load without injury by:
  - Reducing the weight of the load by dividing it into two or more manageable loads.
  - Increasing the weight of the load so that no worker can handle it and therefore mechanical assistance is required.
  - Reducing the capacity of the container.
  - Reducing the distance the load must be held away from the body by reducing the size of the packaging providing handholds.
  - Improve the layout of the work process to minimize the need to move materials.
  - Reorganize the work method(s) to eliminate or reduce repeated handling of the same object.
  - Rotate workers to jobs with light or no manual handling.
  - Use mobile storage racks to avoid unnecessary loading and unloading.
  - Keep in good physical shape. Get proper exercise and maintain a good diet.

Training

Workers should know their physical limitations and the approximate weight of materials they are trying to lift. Obtain assistance in lifting heavy objects whenever the task may be more than can be safely handled alone. Any worker unsure of any manual lifting should consult management for further direction or training.

Reporting

Workers are to report symptoms by completing an “Injury/Illness and First Aid Record” report. The worker can report his or her symptoms to the employer verbally or in written form. The Company management will review the worker’s activities and those of other workers doing similar tasks. This action serves at least two purposes:
(1) comparing work activities among workers may provide an insight into why the worker is experiencing a problem while other workers may not. Perhaps there are issues related to work station design, equipment use, technique, etc. that might explain why the worker is experiencing symptoms.

(2) other workers doing similar tasks may also be experiencing symptoms, or maybe prone to similar injury, but have not yet gotten to the point that they have reportable symptoms. By reviewing the activities of these other workers, the employer may be able to intervene before they experience symptoms and injuries.

**Investigation**

Dispatch will review the activities of the worker to identify work-related causes of the symptoms, if any. An injury is probably work related if:

(a) an event at the work site either caused or contributed to the resulting injury
(b) an event at the work site significantly aggravated a pre-existing injury.

Once the assessment has been completed and if the causes of the symptoms are work related, the company will eliminate or control the causes to try to avoid further injuries. The Injury/Illness and First Aid Record report will be placed in the worker’s file and a copy will be placed in the Injury/Illness and First Aid Record file.

An injury is not work related if it involves signs or symptoms that surface at work but result solely from a non-work related event that occurs outside the workplace. Sometimes it is not obvious whether the injury event occurred at the work site or occurred away from work. In such cases the employer should evaluate the worker’s duties and working environment to decide whether or not one or more events at the workplace either caused or contributed to the resulting injury, or significantly aggravated a pre-existing condition or injury. In some cases the help of an ergonomist, physician, occupational health nurse, occupational therapist or similarly qualified person may be necessary. As a guideline, a preexisting injury can be considered to have been “significantly aggravated” when an event at the work site

(a) results in the worker having to be away from work for one or more days.

(b) results in the worker having their work activities restricted to prevent further aggravation.

(c) results in the worker having to transfer jobs and the transfer would not have occurred but for the occupational event.

An injury is usually considered to be a preexisting condition if it resulted solely from a non-work related event that occurred outside the workplace.
LOCK – OUT OR WARNING TAG (ENERGY ISOLATION) POLICY

All workers are responsible for using proper lock out procedures for any motorized equipment, vehicle or trailer that is out of service (being repaired).

- Energy sources must be turned off, disconnected and/or released before maintenance is performed. Confirm the equipment is inoperative by removing the keys on equipment/vehicles or ensuring the electrical equipment is de-energized prior to performing repairs.

- A person must not remove a personal lock or other securing device unless the person is the worker who installed it. In an emergency, or if the worker who installed a lock or other securing device is not available, a worker designated by the employer may remove the lock or other securing device in accordance with a procedure that includes verifying that no worker will be in danger due to the removal. Ensure that securing devices are not removed until: (a) each involved worker is accounted for, (b) any personal locks placed by workers are removed, and (c) procedures are implemented to verify that no worker is in danger before a worker removes the securing devices and the machinery, equipment, powered mobile equipment, piping, pipeline, or process system is returned to operation.

- Any worker involved in the maintenance of equipment must place their own lock and tag on each energy control point. Place a “DANGER – DO NOT OPERATE” tag on equipment/vehicles and trailers to serve as a notice (or reminder) that the unit is out of service (being repaired). It is very imperative that these tags be placed and also that they are not ignored by others. Workers are prohibited from performing maintenance on equipment that is not locked out.

- Verify a state of zero (0) energy after the lockout notice is installed.

- Under no circumstances is the equipment/vehicles or trailer to be operated, moved or started without approval from the person who originally placed the DANGER – DO NOT OPERATE tag.

- Anyone removing a DANGER – DO NOT OPERATE tag must ensure that workers will not be in danger if it is removed.

- If a lock is left on a machine and it appears that it was left there inadvertently, determine who the lock is assigned to. If that worker is unavailable, a supervisor shall determine if it is safe to remove the lock. He/she must clear the area, ensure guards are in place, remove tools and debris, and make sure personnel are out of harm’s way. The lock may then be removed.

Any disregard of this policy is punishable by disciplinary action.

TRAINING
Initial training is completed during the “Shop Orientation” and followed up with specific in-house training. Policy review is conducted at least semi-annually.

LOCATION OF TAGS
Tags are located in the key box next to the mechanics office.
MANAGEMENT OF CHANGE POLICY

The MOC process shall be used for all permanent and temporary changes to the organization's work processes, equipment, and facilities except replacement in kind.

Before a change to facilities, equipment, or work process has been initiated, a pre-project review will be completed by all interested parties to ensure that health, safety, environmental, and/or quality standards can be maintained while staying on budget. Additionally, a pre-start-up review must be completed prior any change being put in place.

- Management of change process is not required when making a change which is the same.
- A pre-project review must be completed prior to planning and starting the project.
- A pre-start up meeting must be held prior to starting or using the equipment for the first time after changes have been performed.
- All affected personnel/ stakeholders participate in the Management of Change process.
- All changes to equipment or process that may affect workers health and safety must be managed. This includes; a change in procedure, a change in chemical used, changes to equipment, etc.
- In all cases a Management of Change form is to be completed prior to the change taking place.
MEDIA POLICY

Media Protocol
- A solid, well understood media management strategy is the fulcrum from which considerable advantage can be levered. Ignoring media reaction is a fatal error. It is critical that the flow of information to the news media takes place in a consistent and cooperative manner. **This means it is necessary that all information come from one source.** Control of information is otherwise virtually impossible.
- In general, most media inquiries will be managed through the Prime Contractor’s Emergency Management Plan and through its selected spokesperson. In this case, all media inquiries regarding the incident must be politely directed to the Prime Contractor.

The Company Primary Spokespersons
The President or his designate.

Alternate on Scene Media Spokesman
In the case of intense media interest, the HS&E Advisor may be designated as the initial spokesperson when the company’s President is not immediately available. In this case, the media representative via phone or in person may contact the HS&E Advisor after he has arrived on site.

General Media Rules in an Emergency
There are three general rules to follow when dealing with the media in an emergency situation:

1. **Victims First** – put a human face on the incident. The first message should be one of concern for the victims. Detail the steps being taken to help them and plans underway to solve the problem.
2. **Be Candid** – explain general background material and promise more information as soon as possible. “We don’t know yet” is a highly credible response in the initial stages of a crisis. It also buys valuable time.
3. **Be Available** – promise to be fully available. Set a time when you will meet again with reporters. Full disclosure, avoiding any speculation, is not the enemy; rather it is your ally.

Typical Media Questions
At a minimum, reporters will ask:

1. Who are or might be the victims? (*DO NOT DISCLOSE NAMES!*)
2. What happened? (avoid speculation)
3. When were you first made aware of the situation?
4. Where did it happen?
5. What are you doing to control the problem?
6. How did it happen? (avoid speculation)

In the absence of a Prime Contractor spokesperson media strategy, the Company spokesperson will normally take over the responsibilities to be the single news source as soon as possible. When the spokesperson is not the first person on the scene, which is often the case, employees must understand the urgency of the situation and restrict their role to provide nothing more than an honest promise to have the information provided.

Spokespersons should be careful not to speculate about any aspect of the situation. If the answer is not known to the question, say so, and add nothing more. In most cases, no attempt should be made to explain the cause of the incident or any estimate given about the amount of damage. Such data must be carefully scrutinized and approved for release. In some cases, the cause may be evident and could be readily released, but the reason for the cause may be obscure until the investigation is complete.
**Preliminary News Media Holding Statement**

In most circumstances, the Prime Contractor will have a media response plan. In the absence of such a plan and no obvious attempt has been made by the Prime Contractor to manage the news media, fill out this sheet or be aware of the data as soon as possible.

- The media will normally request the information on this fact sheet as soon as possible. Only the Company designated spokesperson is authorized to speak to the news media. All others should be courteous, decline any interviews and be helpful in locating the designated spokesperson.
- This Preliminary News Media Holding Statement will provide sufficient information until the Company’s senior spokesperson becomes available. This statement can be read directly to reporters. Politely decline to answer any questions other than those reconfirming the details of this statement by simply saying “I just can’t answer that” or by “I just do know yet.” Offer to provide more information at a later time.
- Remember: There is no such thing as an “off the record comment” with most media. Unless you have been authorized to make a comment or release information by senior management, DO NOT COMMENT if at all possible.

My name is ___________________ I am the _________________ (Title)

I cannot tell you much at this time and a senior company representative will speak to the news media as soon as they are available.

What I can tell you is this:

At about ____________________ (date and time of the incident), Jonnys Light Oilfield Hauling Ltd. became aware of ________________________________ (briefly describe incident and location).

There have (have not) been injuries, but I cannot confirm for you at this time how serious they are. We are attempting to get (the situation) under control. We are putting our full effort into bringing the impact of this incident under control and we are working closely with ____________________ (government, police, health agencies involved).

We will keep you informed as soon as more information becomes available (Give a specific time frame possible).
MOBILE CRANES & BOOM (PICKER) TRUCK POLICY
(Pickers with a Lifting Capacity of 2,000 kilograms or more)

Job Safety Analysis
The site owner, prime contractor, employer, together with the operator, must be aware of their responsibilities to perform a Job Safety Analysis (JSA) prior to any work starting. (e.g. weight of load, size of the load, shape of the load, frequency of load movements, ground support, location of power lines, etc.)

1) Inspect the crane operation area for hazards and clear area if necessary.
2) Discuss additional site-specific safety concerns such as the isolation of specific areas, personnel entry or exit, and the operation of mobile equipment such as forklifts in the vicinity of the crane.
3) Safe Operator/Worker Positioning
   Operators and workers must be made aware of where to safely position themselves to avoid injury should the crane fail. No load shall be moved until the operator of the lifting device is assured that the working conditions are safe. Warning devices and Boom Stops or Jib Stops must be in working order. If outriggers are installed they must be extended and supported by solid footings before being used. Workers are prohibited from standing or passing under a suspended load, whether the load is moving or stationary. However if there is no reasonably practicable alternative, the workers must be warned of the hazard and the lifting device operator must be aware of workers standing under the suspended load. The load must be carried as close to the ground or grade as possible (and should be close to the lifting device) to reduce the possibility of injury or equipment damage in the event that the load is dropped.
   Other precautions that should be followed when moving a lifting device that is carrying a load include:
   - if the device has a boom, it should be as high as possible while still ensuring that the load will not swing.
   - the load should be carried in line with the device.
   
   All lifting must be authorized by the site representative.

Equipment Ratings and CSA
Each lifting device must have a permanently affixed plate or weatherproof means that legibly shows:
- The manufacturer's rated load capacity.
- The manufacturer's name.
- The model.
- Serial number.
- Year of manufacture.

Load Charts
Load charts list a crane’s rated capacity at various boom lengths and incline angles. Since these are the maximum loads that the crane can safely lift, these values must never be exceeded. The values found on crane load charts are referred to as gross capacities, rated capacities or rated loads. These values apply to a crane kept in “as new” condition and set up in accordance with the manufacturer’s specifications. To determine the maximum load a crane can safely lift, i.e. net capacity, the weight of all auxiliary devices such as jibs, rigging (including the hook, slings, shackles, spreader bars, etc.), load blocks and ball must be deducted from the rated capacity.

Operator Qualifications/Training
Journeymen
Note: Boom Trucks (Picker Units) having a lifting capacity of more than 5 tons must have an operator with a credential recognized by Alberta Learning Apprenticeship and Industry Training. Operators of this type of equipment are members of a compulsory trade recognized in Alberta.

An operator of a picker smaller than 5 tons must be able to demonstrate competency in operating the lifting device in a proper, safe, controlled, and smooth manner in accordance with the manufacturer’s specifications. A Crane & Hoisting Equipment Operator (Boom Truck) Journeyman must complete Crane Competency training with new hires within the first 3 months of hire. This training includes:

1) reading and understanding lift plans.
2) maintaining the equipment log book.
3) selecting the appropriate boom, jib and crane configuration to meet lift requirements and determine the net lifting capacity of this configuration.
4) determining the number of parts of line required.
5) thoroughly understanding the information in the operating manual and understanding the device’s limitations.
6) knowing, understanding and properly using the load charts.
7) inspecting the lifting device and performing daily maintenance as required by the manufacturer’s specifications.
8) checking that all hazards have been identified.
9) shutting down and securing the device when it is unattended.
10) understanding and using hand signals for hoisting operations.

The operator is responsible for being aware of conditions that may affect safety at the lift site. This can include site conditions, equipment conditions, or any other aspect of the lift. If the operator has any doubt as to the safety of the lift, the operator must cease operations until the condition is made safe.

Picker Logbooks
To ensure the safest possible lifting operation, the operator of a lifting device must be familiar with the device’s operating condition. The device’s log book is the record of that condition at any given time and the operator is required to review recent entries prior to operating the device. All repairs, maintenance, certifications and other relevant safety-related information must be documented and signed by the operator in the picker log book. Because the information in the log book can be critical during a lifting operation, it is important that the log book:

1. be readily available to an occupational health and safety officer and ready for inspection in a prompt, timely and cooperative manner,
2. be up-to-date, accessible and ready for use by an operator in a prompt and timely manner.
3. stays with the lifting device if ownership of the device changes.

Picker Inspection
Regular structural inspections must be performed by competent, qualified personnel and necessary structural repairs must be adequately supervised by a professional engineer. Structural repairs or modifications must be certified by a professional engineer. All inspections must be noted in the picker log book.

Daily - All cranes must be visually inspected daily.
Quarterly – All cranes must be inspected using the “Quarterly Inspection Checklist” every three months.
Annual Picker Certification – An annual inspection must be performed by an outside inspection agency.

Picker Maintenance & Repairs
Any defects must be repaired. Structural or welding repairs must be done under the direction and control of a professional engineer. All maintenance must be documented in the crane’s log book.

Picker Mounting
All trucks to which cranes are mounted must meet or exceed the crane manufacture’s minimum chassis requirements or be certified by a professional engineer that the chassis is adequate and will safely allow the crane to operate to its rated load capacity.

Tag Lines
Tag lines must be used by swampers or other helpers. The position of the person with the tag line will not be in the line of fire in the event that there is a failure of the rigging equipment of lifting equipment. (eg: when a double sling is used on piping, the tag line person will not be in direct line with the end of the pipe. If a sling or cable breaks, the pipe would move towards the end with the broken sling).

Hand Signals
It is common in many hoisting operations to use portable two-way radios when directing the motion of a suspended load. Where this is not possible, hand signals by a designated signaler may be required. All signals should be continuous and there should be no response to unclear signals.
MODIFIED WORK POLICY

Receiving an injury does not necessarily mean the injured worker cannot work. He may be temporarily unable to perform his normal tasks, yet may be able to perform tasks prescribed by a progressive return to work treatment plan.

When a worker receives an injury that does not render a total (temporary) disability, that worker will be offered enrollment in a Modified Work Program. This program has been designed so as not to interfere with the healing process of the injured worker and have been reviewed and approved by the Worker’s Compensation Board. Modified Work is designed to provide meaningful, medically approved work during rehabilitation and to keep the injured employee working, using skills and abilities that do not interfere with the recovery of his/her injuries. The Modified Work Program will be offered to those workers who are medically fit to perform modified work. It is the Company’s goal to see the worker recover to full strength and return to regular duties as soon as medically possible.

The doctor’s recommendation will determine whether or not an injured worker can perform Modified Work, and to what degree. The Physician’s Modified Work Information Form (PMWIF), completed by the worker’s doctor at the time of the injury provides information regarding the worker’s limitations and probable time of recovery: a customized treatment plan will then be developed.

All injured workers eligible to participate in the Modified Work Program must be registered by the Company and Worker’s Compensation Board.

The injured worker will perform only those tasks that are medically approved and will not prolong the recovery time of the injury. The injured worker must follow his doctor or therapist’s recommendations and avoid actions on or off the job that may impede or retard his recovery.

If medically approved, the worker has the choice whether or not to participate in the Modified Work Program. If the worker chooses not to participate:
- The employment relationship between the worker and the Company is not affected.
- The worker must sign the Modified Work Offer form in the REFUSAL section.
- The Company will not pay the worker for the time he spends away from work. WCB will be requested to apply Section 56(9) – which states: “Where work is made available to a worker who is temporarily, partially disabled and the Board is satisfied that the worker is medically and physically capable of doing the work and that, considering all the circumstances, it is fair and just to expect the worker to accept the work”.

Depending on the medically recommended job duties of the injured worker, Modified Work can take place at the worksite, in the yard, shop or office.
   Examples of duties might be:
   - Yard or shop work
   - Office work
   - Audits
   - Training others

While participating in the Modified Work Program the worker must report for modified duties in accordance with the operating hours of the office staff: 8:00 am – 4:30 pm (1/2 hour for lunch) Monday to Friday unless otherwise arranged by the office and/or directed by a physician.

Once participation in the Modified Work Program has been accepted by the injured worker an absence of three (3) consecutive working days without notifying management will be considered abandonment of position and may result in termination of employment.
NOISE EXPOSURE POLICY

Noise is a recognized workplace hazard that must be assessed, delimited or controlled. Exposure to high noise levels and or sharp impact noises over a sustained period can reduce or impair hearing levels. Noise levels must not exceed 80dBA over an 8 hour work period (or 82dBA) over a 16 hour work period.

As we have no control over the noise source at worksites we will abide by instructions given at the customers’ worksite.

Client worksites will post warning signs where noise levels exceed these levels. Drivers are to make themselves aware of these signs and wear ear protection when required.

Engineering controls are to be used to reduce noise whenever practicable. Hearing Protection is part of the PPE that workers must supply (see PPE Policy). Hearing protection must be worn in the vicinity of hydro vac units, vacuum trucks, where signs are posted or as identified by a Job Safety Analysis (JSA).

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 cannot carry on a conversation at a normal volume of voice when you and another person are three (3) feet apart.

Jonnys Light Oilfield Hauling Ltd. policy specifies that any noise over 80 DBA requires hearing protection. Insure the earplugs and/or earmuffs used are providing the noise reduction you need and meet the specifications of CSA Standard Z94.2- M1984. Home-made substitutes are not to be used. Failure to wear approved hearing protection in areas where hearing protection is required by posted sign and/or regulation is subject to disciplinary action.

Each person’s head, ear shape and size are different. It is important that workers insure they select hearing protection that fits correctly and therefore gives the worker the protection it was designed for.

Hearing loss can be very gradual. Usually hearing loss occurs over a number of years of exposure and is permanent. Workers who are regularly exposed to noise may have their hearing tested annually by a health care professional. Results of the hearing (audiometric) tests are to be forwarded to HSE for record retention (10 years).

If your hearing protection does not take the sharp edge off the noise, or if after exposure to a noisy environment, workers experience ringing, pain, headaches and/or discomfort in the ears, consult a health professional immediately.

INSTRUCTION & TRAINING

Training will be provided to all workers in regards to the “hearing protection program.” All workers are provided with written information describing the hazards associated with exposure to high levels of sound in their employee handbooks. Training and instruction in the use of all types of relevant hearing protection will be provided to all operational workers.
OVERHEAD POWER LINE POLICY

Extreme caution must be used when work occurs near overhead power lines. Activities involving such things as pickers, crane work, high loads, excavation work, or using gin-pole trucks creates circumstances with the potential for injuries, fire, explosion or property damage. No worker, part of a lifting device, or any other equipment being operated around live overhead power lines will be operated closer than 7 metres away from any line until the voltage, type of conductor and insulators have been confirmed by the utility company. This will determine the voltage of the power line, and to establish the appropriate safe limit of approach distance.

We do not transport loads with a total height greater than 5.3 metres, so contacting the power company should not be necessary before hauling a load down a public road.

Note: Should we ever haul anything more than 5.3 metres it is the contractor or The Company management who will be responsible to contact the power company.

When working under or near overhead power lines the following precautions must be taken:

- Look for “Danger Overhead Power Line” signs.
- When work is required inside the specified clearance area it shall be performed with the power lines de-energized. A qualified utility employee shall oversee this task.
PERMIT & WEIGHT POLICY

Permits

Permits are required in Alberta if your load is over 8’6” (2.6 m) in width or 13’6” (4.15 m) in height and over the following:

Length:
- Single Vehicle 41’ 0” (12.5 m)
- Truck-tractor and semi-trailer 75’6” (23.0 m)
- Truck & towed trailer in combination 75’6” (23.0 m)
- Truck-tractor, semi-trailer and full trailer and or Semi-trailer in combination 82’0” (25.0 m)

Annual Permits

Annual Permits (there are several) must be carried in your truck. Check with your supervisor, dispatch or office administrator to make sure you have all the permits you require.

Over-dimensional Permits

Additional permits will be required for over-dimensional loads. Dispatch or supervisors will obtain these permits.

Permits may be obtained from either of the following sources:

Central Source Fleet Solutions Corp. – 1-866-953-8746 (24 hour service)
24/7 Permitting Ltd. – 1-866-795-4325 (24 hour service)

Jonnys and Mica Creek all have separate charge accounts set up with these agencies. Please make sure the correct company is invoiced.

If you are obtaining a permit you will need the following information:
- MVID Number
  - Jonnys 0565-97222
  - Mica Creek 0540-55595
- Permit start date.
- What you are hauling.
- Who owns the load you are hauling.
- Plate number on truck.
- What configuration you are hauling load on.
- Tire size on the steer axle.
- What are your axle weights (if overweight on axles).
- What are the dimensions (if you are over legal).
- Origin & destination.
- Roads you are travelling on.
- Any counties you are travelling through and using their roads (an additional county permit will be needed).
- Do you need us to obtain a county permit for you?

Weights

Drivers are to cross unmanned weigh scales whenever possible. You need to know the weight of your truck, trailer and load at all times. Make sure your trailer is loaded properly.
PERSONAL PROTECTIVE EQUIPMENT (PPE) TRAINING & INSPECTION POLICY

The requirement to use appropriate PPE is a legal obligation for all workers and must be worn at all worksites. Workers are to be protected from workplace hazards. When the hazard cannot be eliminated or controlled by other means, such as engineering controls or administrative controls then the use of personal protective clothing is required. Workers must use and wear properly, the appropriate PPE in accordance with the training and instruction outlined below, inspect the PPE equipment before using it, and not use PPE that is unable to perform the function for which it is designed. The use of PPE must not itself endanger the worker such as a face shield covered with dirt and debris may affect a worker’s ability to see clearly.

Workers are responsible for the supply, proper fitting, cleaning and replacement of their own basic PPE as listed below. You must inspect your PPE periodically and replace it as necessary. Workers must wear PPE at all work locations ... shop area, Company yards, client property and leases.

INSPECTION
All PPE must be inspected upon hire by the manager/supervisor who did the hiring.

EYE PROTECTION
CSA Standard Z94.3 approved safety eyewear (safety glasses, goggles, face shields, etc.) with side shields shall comply with CSA/ANSI requirements. Eye protection shall be worn at all times when a worker is exposed to eye hazards (engaged in an activity which could result in injury to the eye such as flying debris, fluids, chemicals, injurious light rays, smoke or dust). Prescription eyewear shall not be substituted for safety glasses. Clean and maintain eyewear with a damp cloth. If wearing contact lenses poses a hazard to workers eyes during work, the worker will be advised of the hazards and the alternatives to wearing contact lenses.

FOOT PROTECTION
Must meet CSA standard Z195-02 Protective Footwear - Grade 1, Sole and Toe Protection (Green Patch). Workers exposed to foot hazards must wear foot protection. All safety footwear is to be worn at all loading and off-loading locations and when performing duties at all worksites. Shoe laces must be in good condition and all footwear must be kept clean on the bottom to prevent slips and falls. Work Boots must be worn at all jobsites regardless of exposure. Note: short ankle height boots are NOT acceptable foot protection

H2S PPE - All workers entering sour gas work sites must be trained in H2S PPE. (when and where to use PPE, the hazards associated with PPE, proper fitting requirements of PPE and cleaning, replacement, care and maintenance of PPE). This training shall take place upon hire.

HAND PROTECTION
Suitable mitts or gloves must be worn to protect the hands against hazards from sharp or jagged material, skin irritants and extremes in temperature. In some cases safety impact gloves are required and must be worn. Replace worn hand protection as necessary. Gloves must be worn at all jobsites.

HEAD PROTECTION
CSA Standard Z94.1-92 or ANSI Standards Z89.1-1997 and Z89.1-2003 Hard Hats (Class E) must be worn at all times outside vehicles and offices. Hardhats must be side impact CSA Class B rated CSA Standard Z94.1 – 1998, non-conducting and high impact plastic. Metal hard hats or those which have been altered or damaged may not be worn. Hard hats must be worn in the way they were intended ... with the brim to the front. Clean hardhat periodically with a damp cloth. Workers exposed to head hazards must wear head protection. Hard hats are to be worn at all jobsites regardless of exposure.
HEARING PROTECTION
Jonny's ensures that all reasonably practicable measures are used to reduce the noise to which workers are exposed in areas of a work site where workers may be present. On site workers may have no control over the noise source. In this case abide by the contractor’s signage or wear hearing protection such as CSA Standard Z94.2-02, disposable ear plugs (single use, ensure proper installation) at all times where the noise level exceeds 85 db. In-house training is provided to all operational employees and instruction for use is included on packaging. Hearing protection should also be worn in the vicinity of hydro vac units, vacuum trucks and as identified by a Job Safety Analysis (JSA). Store hearing protection in a plastic bag in your vehicle for quick access when required. Replace ear protection as necessary. Written in-house training on hazards associated with exposure to high levels of sound and the fit, care and use of hearing protectors.

FIRE-RETARDENT CLOTHING
Where there is potential danger of a flash fire or explosion (as determined by the site supervisor through completion of a Job Safety Analysis (or equivalent), the following FRC must be worn:
All company employees are required to wear Nomex III A, Carhart, Proban, Indura, Indura Ultrasof Kermal or Dale Antiflame (which meets the NFPA 2113 Standard) as the outermost layer.
NOTE: No worker shall wear any clothing made of synthetic, nylon or Dacron material; these materials could create static electricity and could potentially contribute to ignition of combustible gases. Additionally these materials may fuse to the body in a flash fire.

REFLECTIVE VESTS
Reflective Vest or Reflective Marked Coveralls must be worn at all worksites and when flagging traffic.
POWERED MOBILE EQUIPMENT POLICY

All workers need to be trained and competent to inspect and operate the Company power mobile equipment safely. This equipment includes trucks, trailers, booms (pickers), winching equipment and small tools. Competency can be demonstrated by operating the equipment to a level considered satisfactory by another worker who is competent in the operation of that same or similar equipment and who has been designated by the Company management to assess this competency. Every employee shall be instructed and trained by a qualified person appointed by his/her employer in the safe and proper inspection, maintenance, and use of all tools and machinery that he/she is required to use.

Training must include that the worker understands the equipment’s operating instructions. Only workers authorized by the Company management may operate powered mobile equipment.

The operator of powered mobile equipment such as trucks, pickers, small tools, etc. must perform a visual inspection of the equipment before starting it up. It is critical that a walk around be done to check for obvious mechanical problems, equipment clearances, closeness to other equipment or structures, and other workers who may be at risk when the equipment starts moving. In addition to a start-up inspection, the operator must perform periodic inspections as required by the manufacturer’s specifications and/or The Company operating procedures. (E.g.: picker quarterly inspections, CVIP inspections). The focus of these inspections is equipment safety. If an inspection reveals a defect or unsafe condition that could create a hazard to a worker(s), the powered mobile equipment should be immediately removed from service and, if appropriate, measures put in place to protect worker(s). Once this has been done, and if appropriate, the equipment can continue to be operated until the problem is corrected. (E.g. If the back-up alarm on a piece of equipment stops working, the truck can continue to be operated if another worker acts as a look-out during all backing-up activities). A record of inspections and maintenance carried out on all pickers must be logged and kept with the picker unit. Daily vehicle inspections (VI’s) with deficiencies noted and maintenance carried out will be retained in the vehicle files so that this information is readily available to any worker who operates that piece of equipment.

Powered mobile equipment can pose a serious risk of injury to workers and damage to property if it is not properly secured against unexpected movement. Unexpected movement could be caused by any number of factors such as sloping ground, changes in air or hydraulic pressure, slippery ground conditions, equipment parked incorrectly, etc. Workers must ensure that powered mobile equipment is prevented from moving unintentionally. A worker must not leave the controls unless the equipment is secured against unintentional movement by an effective method of immobilizing the equipment. Examples of how to do this include engaging any movement safety device and placing the transmission in the manufacturer’s “park” position. Where necessary, the wheels of the equipment should be blocked with wheel chocks.

Safeguards must be provided on equipment where a worker may come in contact with machinery or equipment that may be hazardous. All machines with exposed, moving parts must have guarding and they must be properly installed and maintained. If effective safeguards cannot be provided, alternate mechanisms, systems or procedures must be put in place to protect workers from being exposed to the hazard. No safeguards shall be removed unless it is necessary for maintenance, tests or repairs – always lock out affected equipment. After completion of repairs or maintenance and prior to start-up, a visual inspection will be completed including checking guards to ensure they have been re-installed and adjusted properly. Safeguards include the use of seatbelts at all times.

Where the operator’s view is obstructed or restricted, the equipment must be equipped with a warning device. This could include an audible warning device, flashing lights or an automatic stopping system. Where one of these systems is not practicable the equipment must not be moved in the direction of the restricted vision unless under the direction of a competent worker who has a clear view of both the area and the operator.

Fuel vapors can create an explosion hazard if a source of ignition is present. While re-fuelling, no worker is permitted to smoke within 7.5 metres of a vehicle. The definition of “vehicle” includes powered mobile equipment. Similarly, no worker can refuel a vehicle if the vehicle is within 7.5 metres of any source of ignition. A motor vehicle cannot be refuelled while its engine is running.
**Positive Air Intake Shut-Off Device**

Diesel engines that are to remain running within 25 meter of an active drilling or service rig must be equipped with a positive air intake shut-off device unless continuous gas monitoring is taking place.

Internal combustion engines (gas or diesel) may not be operated in areas within in 2 meters of a wellhead and 3 meters of process equipment and buildings.

**Note:** We do not have powered mobile equipment weighing 700 kilograms or more so we do not address the need for roll over protective structures (ROPS) and seatbelts, if required by the manufacturer.
RIGGING POLICY

(Occupational Health & Safety Code, American Society of Mechanical Engineers (AMSE) Standard B30.9 – 1996 Rigging)

Workers must following these guidelines when using rigging made from alloy steel chain, sewn synthetic webbing, wire rope, metal mesh and synthetic fiber rope for lifting.

Marking

Rigging is marked in a variety of ways, i.e. stamping, etching, embossing, printing, tagging. If the maximum load rating cannot be marked on a rigging component, information about the component’s maximum load must be made available to the lifting operator before commencing the lifting operation. This information must also be readily available to other workers involved in the lifting operation.

Load Ratings

The “maximum load rating” of rigging is the maximum weight that a piece of rigging is authorized by the manufacturer or a professional engineer to support. It is also known by a variety of other terms such as Working Load Limit (WLL), Safe Working Load (SWL), rated load value, resultant safe working load, rated capacity, and maximum working load. The maximum load rating is not the breaking strength of the piece of rigging. The load rating of the piece of rigging is based on the appropriate factor of safety.


Applies to slings. The Standard describes technical requirements for construction, load rating, proof testing, identification, maintenance, environmental effects, end attachments, inspection, repair and use.

Whenever any sling is used the following practices shall be observed:
- Slings that are damaged or defective shall not be used.
- Slings shall not be shortened with knots or bolts or other makeshift devices.
- Sling legs shall not be kinked.
- Slings shall not be loaded in excess of their rated capacities.
- Slings used in a basket hitch shall have the loads balanced to prevent slippage.
- Slings shall be securely attached to their loads.
- Slings shall be padded or protected from the sharp edges of their loads.
- Suspended loads shall be kept clear of all obstructions.
- All workers shall be kept clear of loads about to be lifted and of suspended loads.
- Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load.
- Shock loading is prohibited.
- A sling shall not be pulled from under a load when the load is resting on the sling.

Inspection

The rigging assembly must be thoroughly inspected before use at the commencement of each work shift. This inspection should be done by a competent worker and should include, but not be limited to:
1) inspection of wire rope for wear, elongation, damage, i.e. bird caging, kinks, core protrusion, cuts, etc., signs of overloading, corrosion and pitting;
2) inspection of slings for abrasion, cuts/tears, melting or burn marks, bleaching/corrosion, increased stiffness of material;
3) inspection of sheaves and hooks for deformation, cracks, wear;
4) inspection of shackles for crown (bow) wear, cracks, chips, gouges,
5) deformation, and pin wear, deformation, thread damage;
6) inspection of spreader bars, lift beams, equalizer beams, beam clamps, beam trolleys, plate clamps for wear, excessive movement, cracks, broken/worn teeth, loose components, deformation, integrity of connection points.
Safety Latches
If a hook is used in any circumstances during which dislodgement could injure workers, the hook must be replaced with:
- a hook with a safety latch.
- an anchor type shackle with a bolt, nut, and retaining pin.
- the hook must be “moussed” i.e. a method of covering the throat opening of a hook by wrapping it with soft wire, rope, heavy tape or similar

A safety latch is not required where a hook is used in an application where manipulation of the latch may pose a hazard to a worker. This might be the case, for example, where the load is awkwardly shaped and the only way a worker could release the safety latch is to climb onto the load.

Removal/Rejection Criteria
If no single type of damage exceeds the specified limits, the employer must consider the sum of the individual effect of the various types of damage. If this is approximately equivalent to the effect from a single type of damage, the sling must be permanently removed from service and physically altered to prevent further use. The simplest way to do this is to cut the sling into many small, unusable pieces. The pieces should be disposed of immediately.

Wire Rope Slings shall be removed from service if conditions such as the following are present:
- Missing or illegible sling identification.
- Broken Wires:
  - For strand-laid and single-part slings, ten randomly distributed broken wires on rope lay, or five broken wires in on stand in one rope lay.
  - For cable-laid slings, 20 broken wires per lay.
  - For six-part braided slings, 20 broken wires per braid
  - For eight-part braided slings, 40 broken wires per braid.
- Severe localized abrasion or scraping.
- Kinking, crushing, bird caging or any other damage resulting in damage to the rope structure.
- Evidence of heat damage
- End attachments that are cracked, deformed, or worn to the extent that the strength of the sling is substantially affected.
- Severe corrosion of the rope, end attachments, or fittings.
- Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

Nylon Web Slings - A synthetic webbing sling shall be removed from service if conditions such as the following are present:
1) Missing or illegible sling identification.
2) Acid or caustic burns.
3) Melting or charring of any part of the sling.
4) Holes, tears, cuts, or snags.
5) Broken or worn stitching in load bearing splices.
6) Excessive abrasive wear.
7) Knots in any part of the sling.
8) Discoloration and brittle or stiff areas on any part of the sling, which may mean chemical or ultraviolet/sunlight damage.
9) Fittings that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
10) Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

**Polyester Round Slings** - A synthetic round sling shall be removed from service if conditions such as the following are present:

1) Missing or illegible sling identification.
2) Acid or caustic burns.
3) Evidence of heat damage.
4) Holes, tears, cut, abrasive wear, or snags that expose the core yarns.
5) Broken or damaged core yarns.
6) Weld splatter that exposes core yarns.
7) Round slings that are knotted.
8) Discoloration and brittle or stiff areas on any part of the slings, which may mean chemical or ultraviolet/sunlight damage.
9) Fitting that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
10) Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

**Alloy Steel Chain Slings** - An alloy steel chain sling shall be removed from service if conditions such as the following are present:

1) Missing or illegible sling identification.
2) Cracks or breaks.
3) Excessive wear, nicks, or gouges.
4) Stretched chain links or components.
5) Bent, twisted, or deformed chain links or components.
6) Excessive pitting or corrosion.
7) Lack of ability of chain or components to hinge (articulate) freely.
8) Weld splatter.
9) Other conditions, including visible damage, that cause doubt as to the continued use of the sling.

**Wire Mesh Slings** - A metal mesh sling shall be removed from service if conditions such as the following are present:

1) Missing or illegible sling identification.
2) Broken weld or a broken brazed joint along the sling edge.
3) Broken wire in any part of the mesh.
4) Reduction in wire diameter of 25% due to abrasion or 15% due to corrosion.
5) Lack of flexibility due to distortion of the mesh.
6) Distortion of the choker fitting so the depth of the slot is increased by more than 10%.
7) Distortion of either end fitting so the width of the eye opening is decreased by more than 10%.
8) A 15% reduction of the original cross-sectional area of any point around the hook opening of the end fitting.
9) Visible distortion of either end fitting out of its plane.
10) Cracked end fitting.
11) Slings in which the spirals are locked or without free articulation shall not be used.
12) Fitting that are pitted, corroded, cracked, bent, twisted, gouged, or broken.
13) Other conditions, including visible damage, that cause doubt as to the continued use of the sling.
SAFETY MEETING POLICY

The OH&S regulations require a hazard assessment of a worksite to identify any existing or potential hazards before work begins. The Company utilizes safety meetings & assessments to determine if hazards are present on the worksite and what controls can be put into place to eliminate or reduce the hazards. Frequently conducted, effective safety meetings result in critical information exchange and another opportunity to provide training. This section will explain the different types of safety meetings that are held.

Pre-Job (Tailgate) Safety Meetings

Frequency – Daily

Documentation: Hazard Assessment Form
1. Pre-job meetings at sites shall be conducted prior to the performance of critical tasks and prior to tasks that involve interrelated job activities to be performed by several worker groups who are not familiar with each other's duties. Ideally you should meet with a company safety or site representative before work begins and a Job Safety Analysis sheet, documenting hazards to expect at this particular jobsite, should be completed. These meetings should address safe work procedures, work permits and a discussion of hazards and how to control the hazards. While the meetings may be of a brief duration, they should not be hurried. The duration of these meetings should be proportional to the hazard potential involved.
2. At remote work sites, where a designated site representative is not present, a telephone meeting between the site representative and worker should be conducted prior to the pre-job meeting with site workers. Close contact and regular, open communication between parties involved will ensure the safe delivery of product you are hauling.
3. At minimum, a tailgate meeting should take place between all parties involved in the safe loading or unloading of product. The purpose of the meeting is to make sure all workers understand what work is to take place, the hazards involved and safety measures to be taken.

In all cases documentation of any hazards and controls used is to be recording on a Hazard Assessment Form (bottom area of the invoice).

Consideration should be given to the following circumstances:
- A safeguard has to be removed or disabled.
- A safeguard requires repair or maintenance.
- Vehicle entry into area outside of the normal traffic areas.
- Confined space entry occurs.
- Power lines.

Site-Specific (or Customer Specific) Orientations

Workers entering onto certain sites shall expect to receive an orientation specific to the hazards, procedures and Emergency Response Plan for that particular site. A quiz may be given to ensure that you have understood the information presented.

Frequency –
- On-Line Orientations are a requirement for select customers upon their request.
  These orientations are completed by computer in the Company office.
- On-Site Orientations are a requirement at several sites before you are allowed to enter their site.

Documentation – A Hard Hat Sticker or Orientation Card will be issued upon completion of these orientations. Be sure to have it available when you enter these locations.
Monthly Safety Meeting/Safety Committee Meeting
Monthly – all workers are to attend if possible.

Documentation – Standard Meeting Form
Monthly Safety Meetings are held to permit two-way communication between management and workers or when the scope of work changes or a new safety policy or procedure is introduce

Safety Meeting Requirements

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SHORT-SERVICE EMPLOYEE & YOUNG WORKER (GREENHAND) POLICY

The definition of a Short-Service Employee is anyone working for the Company 6 months or less. It also means an employee that has taken a new/different position within the company.

The definition of a Young Worker (Greenhand) is any worker under 25 years of age.

This policy states that short-service employees and Young Workers (Greenhand) are identified, appropriately supervised, trained, mentored and managed in order to prevent accidents such as personal injury, injury to others, environmental damage, or property damage.

Note: Shop Hand/Swampers are generally young workers and therefore likely to be more inexperienced in the workforce. Particular care must be used when supervising.
SMOKING POLICY

Smoking is not allowing in office or shop areas. A smoking area is available behind the shop. No smoking allowed on customer worksites. According to the Alberta Legislation on Smoking, smoking cannot be allowed within 5 yards of a public entrance to a building.

Fueling
No worker shall smoke within 7.5 metres of a vehicle while it is being refuelled or refuel a vehicle when there is a source of ignition within 7.5 metres of that vehicle.

Smoke Butts
No worker shall throw out smoke butts on customer/client property including leases or on highway or Company property.
SPILL PREVENTION POLICY
Spills are one of the most common environmental incidents encountered. The prevention of spills or reduction in their severity is a principal initiative in reducing the companies’ environmental liabilities.

Spill Prevention Equipment Refuelling & Maintenance
Wherever possible, maintenance should be conducted on concrete, areas stripped of topsoil or clay pads. Refuelling should not be conducted within 100 meters of a watercourse or water body. During refuelling and truck loading activities operators must be diligent to ensure overfills do not occur.

Spill Kits
• We currently supply spill kits for our picker units as they contain hydraulic equipment.
• Where spill potential exists in the shop area, temporary containment and spill cleanup equipment is in place at the oil change station.

Spill Reporting
1. In the event of the accidental or imminent release of dangerous goods from a means of containment during transport, a person who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release to the local police and Alberta Transportation at 1-800-222-6514 and Dangerous Goods at 1-800-272-9600.
2. In the event that a worker comes across any spill greater than 5 Litres it must be reported to management. Photos of the spill can assist in communicating the nature and extent of the spill. Workers must report the following information:
   • Date and time of release.
   • Duration, frequency and rate of release, if known.
   • The composition of the material released (eg. Crude oil, produced water, sour gas condensate, etc.) including concentration of key components and amount released, if known.
   • A detailed description of the circumstances leading to the release (e.g., leaking tank, dripping valve, etc.)
   • The steps or procedures which were taken to minimize, control or stop the release.
   • The steps or procedures which will be taken to prevent a similar release from occurring.

Spill Response
Ensure safety of personnel. Move away from the area if necessary. The first person to notice the spill or leak should move to a safe area in order to evaluate the situation without exposing him or herself. This is not required if the nature of the spill is known and is minor.

1.) Eliminate all ignition sources. Notify management. Get help for all but very minor spills.
2.) Identify whether or not the situation is an emergency. Leaks that can immediately be cleaned up by operations and/or maintenance personnel are not considered emergencies. If in doubt, treat the situation as an emergency. Identify the material spilled and determine if it is flammable, combustible, toxic, volatile, corrosive, non-volatile or an oxidizing agent.
3.) Plan how to contain and clean up the spill or leak. The Material Data Sheet (MSDS) will provide some information on safe handling of the product.
4.) Put on appropriate Personal Protective Equipment (PPE). Refer to MSDS.
5.) Stop the source of the spill or leak. This can include turning off a valve, patching a leaky hose, draining a tank or up-righting a container of liquid.
6.) Contain the spill to prevent further damage. This can include using appropriate absorbent/containment materials such as absorbent pads, socks and or booms, or other suitable equipment.
7.) Dispose of contaminated materials properly. Contaminated spill control materials and disposable PPE may be have to be disposed of as hazardous waste. Contaminated tools and non-disposable PPE should be safely decontaminated. Contact the Environment & Regulatory Dept. for information regarding contaminant disposal and/or decontamination.
8.) Take notes of incident and submit to management.

Any spill, release or emergency that may cause, is causing or has caused an adverse effect to the environment must be immediately reported to Alberta Environment (1-800-222-6514). “Failure to Report” is a serious offence.
SUBCONTRACTOR MANAGEMENT POLICY

In the ever-changing trucking industry we are all being asked by our customers to implement more and more safety policies and procedures into our everyday operations. The Company has implemented a Subcontractor Management Plan to determine whether the subcontractors we hire meet the safety expectations of the companies we work for.

Our subcontractors must fulfill the following criteria in order to be placed on The Company hiring list.

1) Subcontractor information sheet stating company information, equipment that can be supplied and safety documentation.
2) Commercial Drivers Abstract
3) Safety Information Sheet
4) Signed Agreement between the subcontractor and The Company.
5) WCB Clearance Letter
6) Certificate of Insurance …
   a.) Stating that the Company is an additional insured.
   b.) 30 days’ notice of cancellation of the above noted policies is provided to the Company
   c.) Minimum coverage’s must be listed as:

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<tr>
<td>Automobile</td>
<td>$2,000,000 minimum per occurrence coverage</td>
</tr>
<tr>
<td>General Liability</td>
<td>$2,000,000 minimum per occurrence coverage</td>
</tr>
<tr>
<td>Excess Liability</td>
<td>$3,000,000 minimum per occurrence coverage</td>
</tr>
<tr>
<td>Motor Truck Cargo</td>
<td>$150,000 minimum per occurrence coverage</td>
</tr>
</tbody>
</table>

Excess Liability is an umbrella- it covers all policies under it. In this case, the General Liability and Auto Liability are at $2,000,000.00 liability limit each, and then the umbrella adds $3,000,000.00 liability coverage to that for a total of $5,000,000.00 liability.

7) COR or SECOR
   (or) IRP 16 (Basic Safety Awareness Training Certificate)
   (or) Photocopies of: H2S, TDG, PST, First Aid and First Aid/CPR certificates for all drivers are required.

8) Pre-Job Safety Orientations
   In all cases subcontractors must attend pre-job safety orientations when asked do. These orientations may take the form of Customer On-Line Orientation that can be done from any computer and pre-job tailgate meetings. All pre-job tailgate meetings must be documented on a Job Safety Analysis (JSA) sheet and handed in to The Company with the billing invoice.

9) Post-Job Safety Performance Reviews
   These reviews may be performed and corrective measures taken should any abnormal or substandard issues arise.

Once we have received this information the subcontractor will be graded into one of the following classes …

A. This company meets or exceeds all expectations and is on our “first-call” list.
B. This company has only minimum requirements to be hired as a subcontractor but may still be dispatched if all “A” category companies cannot supply.
C. This company does not have acceptable safety standards to hire at this time.

All subcontractors must read and carry a Jonnys Health, Safety & Environment Policy & Procedures Manual with them to all Jonnys worksites or Jonnys customers/clients worksites.
TERMINATION POLICY

Upon a driver’s termination the following must be done or completed prior to a final paycheque being issued by the company:

- A Termination Form must be completed by the manager who either fired or received notification by the worker that they are quitting.
- Truck must be cleaned (inside and out) if possible.
- Fuel Cards must be submitted.
- Credit Cards must be submitted with current receipts for charges.
- Truck keys must be submitted.
- The following paperwork must be completed:
  - Final invoices to customers.
  - All completed invoice books must be turned in.
  - Log sheets must be submitted with a final timesheet.
  - OH &S/IFTA Stat sheets must be completed (red book).

Note: Management must also determine if the key codes and key locks should be changed.

Hand this sheet into Karen. Final pay cheque, Record of Employment (ROE) and T4 Slip will be issued no sooner than 5 days after this sheet is submitted.
TIRE & RE-TORQUING POLICY

Every employee who has been issued a power unit includes a trailer or who is using a power unit or trailer, whether it is for work or to run errands for the Company, shall:

- Ensure that all tires, including the spare, are full of air. Air volume is to be checked prior to travel so the air is “cold”

- Ensure that all lug nuts are on the rims and that they appear to be tight.

- Ensure that spare tires are in their proper holding area, such as factory spare tire holder on all pick-up trucks which is under the box; on the deck of the one tons, and on the spare tire holder on the neck of the trailers.

- If the shop has removed a tire and rim from a vehicle then replaced it, a notice shall be placed in plain view of the operator/driver ensuring that the operator/driver is aware that a re-torqued is necessary.

- When a unit has a tire dismounted from a vehicle for repairs or replacement and then remounted, it is the responsibility of the user of that unit to ensure that the tire get re-torqued after 100 kms of use to ensure that the tire and rim do not become dislodged from the vehicle, which could cause damage, injury or even fatalities.

Note: We have a tire changer in our shop for all change-overs and repairs. Only authorized and trained mechanics are to use this machine.
TRAINING & COMPETENCY POLICY

Management is responsible for identification of training needs and ensuring workers are competent. Prior to any new worker being deemed competent management must ensure they are adequately qualified, suitably trained and with sufficient experience to safely perform work without supervision or within only a minimum degree of supervision.

Where a worker is required to operate a tool or piece of equipment, he/she must be trained in the selection limitation, pre-use inspection, the uses of the equipment; the skill to operate that is required by the manufacturer and basic mechanical maintenance of the equipment. Management must ensure that persons performing the tasks are properly trained (or are being supervised by someone who is), instructed regarding any potential health or safety hazard and the PPE requirements are in place. It is the workers duty to inform management if they require training on any equipment or tools.

This section outlines minimum standards for training and helps in determining competency for all workers. The training matrix below identifies individual training requirements for each of the company management, drivers and sub-contractors and Swamper/Shop Hands.

Competency reviews and results are reviewed by management on a quarterly basis.

### Training and Competency Requirements

<table>
<thead>
<tr>
<th>COURSE DESCRIPTION</th>
<th>RENEWAL FREQUENCY</th>
<th>MANAGEMENT/OFFICE/SHOP</th>
<th>DRIVERS/SUBCONTRACTORS</th>
<th>SWAMPERS/SHOP HANDS</th>
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</thead>
<tbody>
<tr>
<td>BASIC HSE ORIENTATION</td>
<td>UPON HIRE</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>SHOP ORIENTATION</td>
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<td>YES</td>
</tr>
<tr>
<td>DISPATCH ORIENTATION</td>
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<td>YES</td>
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<td>PETROLEUM SAFETY TRAINING</td>
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<tr>
<td>H2S</td>
<td>3 YEARS</td>
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<td>YES</td>
</tr>
<tr>
<td>FIRST AID</td>
<td>3 YEARS</td>
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<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>TDG</td>
<td>3 YEARS</td>
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<td>YES</td>
<td>NO</td>
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<td>DEFENSIVE DRIVING (GODI)</td>
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<td>NO</td>
<td>IF APPLICABLE</td>
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<tr>
<td>CARGO SECUREMENT</td>
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<td>YES</td>
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<tr>
<td>HOURS OF SERVICE</td>
<td>NO EXPIRY</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>CRANE &amp; TRUCK BOOM CERTIFICATION</td>
<td>VARIES</td>
<td>NO</td>
<td>PICKER DRIVERS</td>
<td>NO</td>
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<tr>
<td>BASIC FIRE FIGHTING (PORTABLE FIRE EXTINGUISHER)</td>
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<td>YES</td>
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<tr>
<td>PPE TRAINING</td>
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<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>POLICY TRAINING SHEETS</td>
<td>NO EXPIRY</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
### Basic HSE, Shop and Dispatch Orientation

**“In-House”**
This orientation is held upon hire to discuss with drivers and subcontractors the Company safety program and policies and procedures.

### Petroleum Safety Training (Equivalent to IRP 16) includes Workplace Hazardous Materials Information System (WHMIS)

**“In-House Training, 4 – 6 Hour Computer Based Training”**
Petroleum Safety Training covers basic workplace safety and WHMIS. It is expected that all drivers hired have this training upon hire. If training is needed it is at the employees’ expense and time and must be completed within 3 months of hire. PST does not expire.

### H2S Alive

**“Outsourced – 8 hours”**
Workers may be exposed to H2S at an oil well site. The H2S Alive training is a course required to train workers on the hazards, measurement, and controls of H2S gas. No Worker shall be exposed to H2S at a concentration exceeding its ceiling limit at any time (15ppm). It is expected that all drivers hired have this training upon hire. If training is needed it is at the employees’ expense and time and must be completed attending a worksite with H2S exposure. The certificate is valid for a three-year period. No Code of Practice is required.

### First Aid Training

**“Outsourced – 2 days”**
It is expected that all drivers hired have this training upon hire. If training is needed it is at the employees expense and time and must be completed within 3 months of hire. First Aid Training is readily available and is supplied by an approved training agency certified by the Director of Medical Services in consultation with the Joint First Aid Training Standards Board. Certification is valid for 3 years.

### Transportation and Handling of Dangerous Goods (TDG)

**“In-House Workbook, Approx. 1 hour”**
Drivers duties may include shipping, receiving, or carrying hazardous products and they must be trained in the TDG. This training is good for three (3) years. It is expected that persons be trained within three (3) months of hiring.

### General Oilfield Driver Improvement (GODI)

**“Outsourced – 1 Day”**
GODI is a requirement for experienced drivers who desire more training, and for drivers who have had recent incidents and are deemed, by management, to require additional refresher driver improvement.

### Cargo Securement Training

**“Outsourced – 1 Day”**
Cargo Securement training is a mandatory requirement for all inexperienced swampers, drivers and for all who feel they require extra refresher training.

### Hours of Service (Log Book) Training

**“Outsourced – 1 Day”**
All drivers working for Jonnys must complete training in Hours of Service Requirements and training must be completed within the first 3 months of employment. There is no expiry date.

**Crane & Boom Truck Certification**

*“Outsourced – 1day to 1800 hours”*

All employees hired for operating Cranes or Boom trucks must have the following courses. For ALL cranes less than 5 ton lifting capacity, an in house Crane Competency course will be provided enabling the operator to adhere to O.H. & S. guide lines. Any other operators operating Crane or Boom truck with a lifting capacity exceeding 6 ton will have to enroll in or already have a valid Apprenticeship ticket from the Advanced Education dept. of the Alberta Apprenticeship board or a valid Journeyman or Qualification ticket that will be verified by the Company.

**Basic Fire Fighting (Portable Fire Extinguisher) Competency Training**

*“In-House Training”*

The Company philosophy is to allow workers to fight small fires when the workers are properly trained to do so. In-House Training is provided on how to operate a small fire extinguisher. In the event of a major fire it is expected that professional fire fighters would be utilized.

**Personal Protective Equipment (PPE) Training**

*“In-House Training”*

Drivers must be trained in the PPE used by the company, when and where to use PPE, the hazards associated with PPE, proper fitting requirements of PPE and cleaning, replacement, care and maintenance of PPE. This training shall take place upon hire.

**Policy Training**

*“In-House Training”*

Workers will be trained in Company policies by instruction, reading and completing and Policy Training sheet on a periodic basis.

**Customer/Client On-Line Safety Orientations**

Many of our customers/clients are now requiring that our drivers, swampers and supervisors complete computerized on-line orientations. This training must be completed within the first 3 months of hire. Note: additional “site” orientations may also be required for these same customers/clients.

**Ground Disturbance Competency Training**

*“No Training Required”*

Personnel need to be competent or have a good understanding of the potential hazards and appropriate control measures if they are going to be working with ground disturbances. At this time The Company workers do not come into contact with any Ground Disturbance concerns so no training is needed.

**Confined Space Entry**

*“No Training Required”*

Confined Space training must be provided to workers that are required to either enter a confined space or manage a confined space. Currently workers are not required to enter or manage a confined space so no training is needed.

**Fall Protection**

*“No Training Required”*

Industry-approved fall protecting, using a full body safety harness, is required while working on an unguarded are that is higher than 3 meters above the ground. Currently workers are not required to work above the 3 meter threshold so no training is needed.
TRANSPORTATION COMPLIANCE POLICY

Alberta Transportation – Carrier Services Section, Commercial Vehicle Certificate & Insurance Regulation, Alberta Drivers’ Hours of Service Regulation

Anyone wanting to register a commercial vehicle in Alberta for transporting goods, passengers or the vehicle itself must obtain an Alberta Safety Fitness Certificate. The Company holds a “Federal” Operating Status that authorizes the operation of commercial vehicles throughout Canada registered for a weight of more than 4,500 kilograms.

As per the “Commercial Vehicle Certificate & Insurance Regulation the Company will retain the following:

Driver Records
For driver’s records, these must be kept at The Company place of business for a minimum of 5 years. These records are available for inspection by a peace officer during regular business hours.

- Employee Information Employment History.
- Government Forms - TD1 and TD1AB.
- Employee Orientation & Training Verification Form.
- Driver’s Abstract (annual.)
- Telephone Reference Check.
- Driver Road Test.
- Tickets and Warnings (from DOT, etc.).
- Collision Reports (if reported to peace officer).
- A record of all training relating to operation of commercial vehicle and compliance with safety laws.

Vehicle Maintenance & Inspection Records
For all commercial vehicles, these records must be kept for a minimum of 5 years. All maintenance activities including pre/post trip vehicle inspections (VI’s) that include an inspection of lighting devices and reflectors, tires, coupling devices, wheel and rims, service brake, trailer brake connection, parking brake, steering mechanism, horn, windshield wipers, rear vision mirrors, emergency equipment, repairs, routine maintenance, annual CVIP inspections, etc. Drivers must conduct daily vehicle inspections and record any defects detected during the inspection. Minor defects must be repaired by the driver and major defects reported to the Company management prior to the next inspection. No person shall drive a commercial vehicle on a highway when a major defect is present on the vehicle. “Dirty” inspections must be filed with the repair work order in the vehicle file.

Hours of Service Records
Daily Hours of Service Records (Log Book) information will be retained at The Company principal place of business for at least 6 months (white copy). Drivers’ shall also retain a duplicate (yellow copy) of all of their daily logs for a period of at least 6 months.

Note: IFTA requires Log Books to be retained for a minimum of 4 years and CRA’s requirement is 7 years.
TRANSPORTATION OF DANGEROUS GOODS (TDG)

The Company drivers, whose duties may include shipping, receiving and or hauling dangerous goods or hazardous waste, must be trained in the Transportation of Dangerous Goods (TDG). Each driver will be trained in the proper method of moving materials and only persons trained on the WHMIS program may handle controlled products. No person may transport Dangerous Goods unless trained on the Transportation of Dangerous Goods (TDG) Program. The training is good for three (3) years. It is expected that persons be trained within three (3) months of hiring and training certificates must be issued by the Company.

Before the Company takes possession of dangerous goods for transport, the consignor must determine the classification of the dangerous goods and prepare and give to the Company a shipping document or an electronic copy of the shipping document. Ensure you have all necessary permits, manifests and labeling display (dangerous goods safety marks) when transporting dangerous goods or wastes. All shipping documents must be retained with a copy of the invoice for two years after the date the shipping document was prepared or given to a The Company by the consignor, for dangerous goods imported into Canada, for two years after the date the consignor ensured that The Company, on entry into Canada, had a shipping document and within 15 days after the day on which the consignor receives a written request from an inspector.

A worker must not handle, offer for transport or transport dangerous goods in a means of containment unless the means of containment is designed, constructed, filled, closed, secured and maintained so that under normal conditions of transport, including handling, there will be no accidental release of dangerous goods that could endanger public safety.

A worker must load and secure dangerous goods or containers of dangerous goods in a means of containment and must load and secure the means of containment on a means of transport in such a way as to prevent, under normal conditions of transport, damage to the means of containment or to the means of transport that could lead to an accidental release of the dangerous goods. See training on Cargo Securement.

In the event of an accidental release of dangerous goods from a means of containment, a worker who has possession of the dangerous goods at the time of the accidental release must protect themselves, keep other people away and try to keep the danger from spreading without putting yourself in danger.

Spills

During transportation, unless otherwise directed, the following instructions will apply to a release of any magnitude of natural gas and to any spill or leak of any oil, condensate, used oil, drilling fluids, toxic substances of any description, or any other substance listed in the Transpiration of Dangerous Goods Act and Regulations.

A worker must report immediately:

1) If there is a spill or leak exceeding reporting quantities.
2) If there is damage to a truck or large container that could result in a spill or leak exceeding the reporting quantities.
3) If, as a result of an incident, there is a need to transfer dangerous goods from one large container to another.

REPORT IMMEDIATELY TO THE FOLLOWING:

1.) LOCAL POLICE (911)
2.) 1-800-272-9600 (Provincial Authority)
3.) CANUEC 613-996-6666 (if reportable quantity of explosives (Class 1) or any quantity of an infectious substance (Class 6.2) is involved, if any gas leaks from a cylinder that has suffered a catastrophic failure, if a railway vehicle is involved).
4.) The Company 780-913-9959
5.) The shipper of the dangerous goods
VEHICLE INSPECTION & REPAIR POLICY

As defects might affect the safe operation of a vehicle they must be repaired before the vehicle is operated on a public road, Canada’s National Safety Code (NSC) Standard 13, Trip Inspections requires you to perform three primary tasks:

1.) **Drivers are to inspect the vehicle every 24 hours when in operation, locate any major and minor defects and refrain from operating the vehicle if major defects are found.** Refer to Standard 13 Schedule 1 for clarification on what is deemed major and what is deemed minor defects. Note: a copy of Standard 13 Schedule 1 must be produced for DOT and therefore carried in every vehicle.

2.) “Driver’s Daily Vehicle Inspection Reports” must be completed each day showing any major and minor defects found according to Standard 13. These reports are located on the bottom half of the Driver’s Daily Log Sheets.

3.) **Monitor the condition of the vehicle while you operate it.**

If your unit is out of service for any reason the driver will also need to let dispatch know so that work can be scheduled around the repair. Keep in mind it is not up to dispatch to make arrangements to have your unit repaired … this is up to the mechanics or owner of the equipment. Mechanics are ultimately responsible for any repairs that need to be done so you will need to discuss with them any repairs required.

**DRIVERS -** When completing Daily Vehicle Inspections (V.I.’s) – **be as descriptive as possible.** If the V.I. is “clean” keep it with the log sheet. If it’s “dirty” (meaning repairs need to be done) tear off the WHITE copy, attach it to a work order that has been started with your unit info, what needs to be done, etc. and turn it into the mechanics to have the repair done. A reminder: mechanics appreciate a clean truck or trailer to crawl beneath if time allows.

Do any of the following to have the repair done.

1.) **Repair it yourself** if you are able.
   - Complete a Work Order – make sure and include your hours (*our mechanics have them*).
   - If an employee used items from the shop to make a repair and didn’t have to purchase anything else the employee must still write this on the work order.
   - If you have to purchase an item for your repair, attach the receipt to the work order.
   - If you pay for this purchase yourself, fill out an “Employee Expense Sheet” and attach a “photocopy” of this receipt and turn it into the office. You will be reimbursed.
   - Attach the yellow sheet of the work order to your timesheet to prove the hours you worked on this unit.

2.) **If you can’t repair it yourself submit the V.I. and Work Order to the mechanics and also try and physically show the mechanic what you are trying to describe that’s wrong.** They’ll either fix it or send it outside of our location for repair.

3.) **Take your unit to a repair centre (with approval from mechanics or owners) and have it repaired outside of our location.**

Mechanics are in charge of ensuring all required paperwork/documentation if filed and recorded.
WASTE MANAGEMENT POLICY

As part of Jonnys Oilfield Hauling’s overall HSE program goal of protecting the health and safety of our employees, the general public and the environment, we are committed to meeting or exceeding the requirements of federal, provincial, and municipal legislation relating to the environment.

To meet these goals, this policy includes:

- waste management;
- prevention of unintentional releases of contaminants into the environment; and,
- spill or release of substance incident response procedures.

Strategies in this section are intended to reduce waste, encourage the use of environmentally responsible products and fully eliminate the unintentional release of environmentally harmful materials for which a target of zero incidents has been set.

To aid in the accomplishment of these goals, other related policies, such as those addressing the project wastes, trash and/or scrap materials will be taken into consideration before work begins, training and orientation of employees and those regarding the handling, storage, transport of dangerous goods, and incident response will be referenced and impact the procedures in this section.

Circumstances and Definitions

Dangerous Oilfield Wastes - Has been adopted by the Alberta Energy and Utilities Board to identify oilfield wastes which contain properties or content harmful to people and the environment, such as:

- Flammability (gasoline, acetone);
- Combustibility (diesel fuel, invert);
- Incompatibility with water (alkali, powdered aluminum, chlorinated hydrocarbons, sodium, potassium);
- Potential for oxidization (hydrogen peroxide);
- Toxicity (gasoline, diesel fuel, invert);
- Potential for corrosion (acids);
- PCB content (transformers, capacitors); and,
- Leachate toxicity (liquids recovered near a landfill).

Landfills – waste disposal and recycling locations. Types of landfills include:

- municipal sanitary or regional landfills will accept non-dangerous solid oilfield waste;
- industrial landfills will accept solid dangerous oilfield wastes; and,
- special waste facilities (e.g. Swan Hills) will accept both solid and liquid dangerous oilfield wastes.

Non-Dangerous Oilfield Wastes - generally solids that do not exhibit the hazardous properties or contain content harmful to the environment.

Spill or Release of Substance – refers to the release of a pollutant into the natural environment originating from a structure, vehicle or other container that has caused or may cause an adverse effect, including:

- impairment to the quality of the natural environment - air, water, or land;
- injury or damage to property or animal life;
- adverse health effects;
- safety risk;
- making property, plant, or animal life unfit for use;
- loss of enjoyment of normal use of property; or
- interference with the normal conduct of business.
Federal and Provincial Environmental Legislation

In recent years environmental considerations have received heightened attention by the public, the media and government. One of the key features of Canadian environmental legislation is the concept of liability “flow down” to persons acting as agents for the approval holders. This concept implies that we as contractors, working as an agent for the operator, have the same liability as the operator. Liability can also be assessed against individual employees, directors, officers and agents of a corporation. It is important to remember that environmental liability continues for five years following the issuance of a reclamation certificate.

**Federal**

The Canadian Environmental Protection Act (CEPA) contains regulations relating to the activities conducted by Jonnys Oilfield Hauling Ltd. This legislation deals with reporting criteria, federal powers and penalties for offenders. Infractions of environmental legislation can result in large fines and jail terms. Federal authorities have the power to search, seize, or shut down any operation that violates their regulations.

**Alberta**

The Alberta Environmental Protection and Enhancement Act (AEPEA) have established strict guidelines for managing wastes. It promotes the protection, enhancement and wise use of the environment while allowing access to the public, and development of its resources. It is written in broad terms making it applicable to almost any situation.

Under the AEPEA, the producers of waste product are responsible for classifying wastes as “hazardous” or “non-hazardous” and for ensuring that waste disposal is handled in a proper and legal manner. The concept that “polluters pay for the costs of their actions” is clearly defined. Liability for environmental damage can extend beyond the perpetrator to the officers and directors of the Company. Penalties under this act include fines of up to $100,000.00 for individuals and up to a 2 year jail sentence and fines of up to $1,000,000.00 for corporations.

**British Columbia**

Waste management is regulated in British Columbia by the Waste Management Act and the Special Waste Regulations. The waste management act specifies the requirements for storing, handling, transporting and disposing of special wastes. Special wastes are defined as “dangerous goods that are no longer used for their original purpose” and include waste oil, leachable toxic wastes as well as others. According to this legislation the following persons or corporations are responsible for remedial action at a contaminated site:

- a current owner of operator of the site;
- a previous owner of the site; and,
- a person who produced a substance and by contract or agreement, caused the substance to be handled in a manner that contaminated the site.

Part 5 of the Special Waste Regulations includes the following waste management practices that are prohibited:

- mixing and diluting special waste with any solid or liquid;
- treating, storing or disposing of special waste by means of underground injection; and,
- disposing of special waste in a municipal landfill unless authorized to do so by the minister

**Saskatchewan**

In Saskatchewan the release of substances into the environment is regulated by The Environmental Spill Control Regulations. When pollutants are spilled into the environment, Saskatchewan Environment’s primary role is to ensure the safety of the public and protection of the environment. This department is also responsible to ensure the site is cleaned up by the person responsible for the spill.
Responsibilities

Individual Responsibilities

- Review and be familiar with the Environmental Policy;
- Be knowledgeable of and ensure compliance with related, WHMIS, Handling of Dangerous Goods and Transportation of Dangerous Goods Policies;
- Act in a manner that minimizes damage to the environment
- Implement and cooperate with any initiatives that prevent spills or releases of substances to the environment; and,
- Cooperate in all company efforts and clients and/or site owners for disposal of waste or scrap metal, initiatives to minimizes waste, eliminate releases of substances into the environment and respond to any incidents.

Supervisors Responsibilities

- Ensure environmental issues and expectations are included in employee orientation, training and safety meetings;
- Address environmental hazards in facility, site and pre-job hazard assessments and following up on any issues according to the procedures identified in the Inspection and Hazard Assessment Policies;
- Ensure activities are in compliance with related WHMIS, Handling of Dangerous Goods and Transportation of Dangerous Goods Policies;
- Implement waste management strategies at facilities and on sites;
  - estimate the waste that will likely be generated prior to work being performed so that the need for containers and waste removal, if necessary, can be determined.
  - coordinate with the project or site manager/owner and/or contractor for disposal of waste or scrap material.
  - the prime contractor is ultimately responsible for managing the waste generated on the job, however the prime contractor may delegate this to a third party. The supervisor is responsible the identities of this person and/or company are identified prior to the job being started.
- Investigate any minor incidents and assist with and cooperate with the investigation of major incidents.

HSE Department

- As per the Incident Investigation and Reporting Policy, the HSE department will provide support and assistance for investigation of minor incidents and conduct investigation of major incidents and monitor follow-up;
- HSE personnel will be responsible to report all incidents to the appropriate government agency.

Procedures

Waste Management

Waste management refers to issues such as waste prevention and the proper handing, transport, storage and disposal of waste to ensure the safety and protection of people and the environment. It is important for a number of reasons not the least of which is that poor waste management practices at work sites can result in operations being ordered shut down due to “unsightly property.”
Handling Waste and/or Waste Materials

Personal Protective Equipment (PPE) may be necessary to safely handle waste and/or waste materials (gloves, specialized gloves, respirators, dust masks, coveralls, aprons, safety boots etc.). Referral to WHMIS specifications and MSDS sheets is recommended to ensure the correct PPE and equipment is worn to safely handle the waste. WHMIS specifications and MSDS sheets will aid in specifying how certain waste materials should be handled and stored. Follow these documents to ensure workers are not subjected to unnecessary harm.

Project related wastes are to be stored and maintained in an organized fashion to encourage proper disposal and minimize risks to employees and the environment. For example, proper waste receptacles must be on site for trash and materials that may be reused or recycled during a project. Jonnys Oilfield Hauling strongly encourages the recycling of waste materials whenever practicable. To that end, management has the duty to properly train its employees in the handling, identification of recyclable wastes and proper storage of all types of waste materials that are generated on the work site. Supervisors are responsible for instructing / training employees under their charge on the proper handling, storage, and disposal of wastes, trash, or scrap materials. Particularly if wastes generated are classified as hazardous to ensure proper disposal.

All Jonnys Oilfield Hauling Ltd. facilities and work sites are expected to implement strategies that focus on waste prevention through reducing, reusing, and recovering wastes, such as:

Reducing Wastes

- Using more efficient practices such as using non-hazardous products or those less harmful to the environment, such as using:
  - non-toxic recreational vehicle fluid in manifold lines rather than glycol antifreeze fluids during the winter months;
  - latex based paint instead of lead or oil based paint; and
  - biodegradable products;
- storing empty containers and drums so that rainwater does not increase the volume of hazardous material requiring disposal;
- altering the property of waste to make it less hazardous;
- modifying equipment to reduce waste disposal and spillage problems; and,
- maintaining equipment properly (e.g., replacing leaking or worn hoses and fittings to prevent spillage).

Reusing Wastes

Some wastes, such as the examples below can be reused in their original form:

- scrap metal;
- empty containers which have been triple rinsed; and,
- thread protectors.

Recovering Wastes

- Material or energy can be extracted from some wastes at the work site. An example of such recovery is the capturing and reusing of glycols or dynaclear; and,
- Recycling of paper or shop materials.

Jonnys Oilfield Hauling employees will be trained in the handling of hazardous products.
• All shop/warehouse hazardous products will be kept separately and marked according to their contents. The only exception to this is if the product is taken from stock for shipping purposes, in which case the hazardous products will be accompanied by a Shipping Document.

• All yard/shop hazardous waste for disposal will be put in containers and marked as to their contents. As with hazardous products, hazardous waste will be kept in the designated location in the shop. All used oil will be accumulated in drums and disposed of when full. All oil or fuel filters will be kept in a barrel for disposal. A shipping Document will be kept on record of all disposals.

Jonnys Oilfield Hauling will train all employees in the handling of non-hazardous products.

• All non-hazardous waste will be disposed of in the main garbage bin. This bin will be used for all disposal needs with the exception of metal and paper/cardboard which will be disposed of in the metal and paper/cardboard bins for recycling.

**Spill or Release of Substance**

**Prevention**

The prevention of spills or releases of substances can be ensured by the employees and supervisors properly implementing the following preceding policies:

• Employee Training and Orientation Policy;
• Hazard Assessment Policy;
• Inspection Policy;
• Safe Work Practices Policy;
• Handling of Dangerous Goods, Products and Materials Policy; and,
• Transportation of Dangerous Goods Policy.

**Incident Response**

Every person involved with the use of a hazardous substance must ensure that the environment does not suffer any harm. However, in the event that a spill or release of substance occurs, it is essential that it be properly and promptly addressed as operations can be suspended or restricted and Jonnys Oilfield Hauling fined if correct procedures and reporting are not followed.

For this reason, and for Jonnys Oilfield Hauling requirement of monitoring all incidents, all spills or releases of substances must be investigated and reported to HSE using the appropriate procedures and materials provided in the Incident Investigation Policy.

**Emergency Response**

Should a spill occur, the incident response procedures from the Incident Investigation and Reporting Policy are to be implemented immediately. These procedures will ensure that safety, site security, communication, reporting and follow-up are performed.

If appropriate, a quick response to minimize the harmful effects of the release can be initiated. If possible and safe, stopping the flow of hazardous product should be attempted.

Use absorbent material to pick up as much product as possible to prevent it from running off or being absorbed into the ground. Building a berm to prevent product from flowing into a larger area will also help contain the spill.
To enable the proper identification of the incident, the following table indicates what spill or release of substance amounts constitutes a minor or major incident:

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>MINOR INCIDENT</th>
<th>MAJOR INCIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel Fuel</td>
<td>200 litres or less</td>
<td>&gt;200 litres</td>
</tr>
<tr>
<td>Hydraulic Oil</td>
<td>25 litres or less</td>
<td>&gt;25 litres</td>
</tr>
<tr>
<td>KCL</td>
<td>Any spill or release on land</td>
<td>Any spill into water way</td>
</tr>
<tr>
<td>Methanol</td>
<td>5 litres or less</td>
<td>&gt;5 litres</td>
</tr>
<tr>
<td>Crude Oil</td>
<td>2 m³ or less on location or</td>
<td>&gt;2 m³ on location or</td>
</tr>
<tr>
<td></td>
<td>200 litres or less off location</td>
<td>200 litres off location or any spill into water or muskeg</td>
</tr>
<tr>
<td>Crude Oil</td>
<td>2 m³ or less on location or</td>
<td>&gt;2 m³ on location or</td>
</tr>
<tr>
<td></td>
<td>200 litres or less off location</td>
<td>200 litres off location or any spill into water or muskeg</td>
</tr>
<tr>
<td>Downhole Solvents</td>
<td>200 litres or less</td>
<td>&gt;201 litres</td>
</tr>
<tr>
<td>Cleaning Solvents</td>
<td>200 litres or less</td>
<td>&gt;201 litres</td>
</tr>
</tbody>
</table>

**Government Reporting**

With regards to reporting to government agencies, **any spill, release or emergency that may cause, is causing or has caused an adverse effect to the environment must be immediately reported** to the appropriate government agency. It is important to remember that any substance, even those characterized as non-hazardous, can be deemed hazardous at a later date, therefore, as an adverse effect may be difficult to determine, depending on the chemical and physical characteristics of the substance released and where it was released, if you are uncertain about the potential for adverse effects it is recommended that when uncertain the incident is to be reported to the appropriate provincial authorities as per the following table:

<table>
<thead>
<tr>
<th>PROVINCE</th>
<th>AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>Local Police</td>
</tr>
<tr>
<td></td>
<td>Alberta Environment 1-800-222-6415</td>
</tr>
<tr>
<td>British Columbia</td>
<td>Local Police</td>
</tr>
<tr>
<td></td>
<td>Provincial Emergency Program 1-800-663-3456</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>Local Police</td>
</tr>
<tr>
<td></td>
<td>Province 1-800-667-7525</td>
</tr>
</tbody>
</table>

HSE personnel and/or management will report the following information, collected from on the incident investigation report, to the appropriate government agency:

- the location and time of the release;
- a description of the circumstances leading to the release;
- the type and quantity of substance released;
• the details of any action proposed or taken at the release site; and,
• a description of the immediate surrounding area.

Conservation and Reclamation

In all circumstances the person or organization who is responsible for the spill or release of a substance must take all reasonable measures to repair, remedy and confine the effects of the substance and to remove or otherwise dispose of the substance in such a way as to prevent further adverse effects, and restore the environment to a satisfactory condition. These issues must be addressed in the incident follow-up and HSE will be responsible to monitor and ensure completion of all conservation and reclamation activities.

If Jonnys Oilfield Hauling employees are involved in the control, testing or clean-up of a spill or release of substance, supervisors must ensure and provide:

• adequate written safe work procedures;
• appropriate personal protective equipment applicable to the hazard; and,
• material or equipment necessary for the control and disposal of the hazardous substance.
WELDING POLICY (REQUIRES A HOT WORK PERMIT) 
(CSA Standard 117.2-06 Safety in Welding, Cutting & Allied Processes)

All welding or allied process equipment must be erected, installed, assembled, started, operated, used, handled, stored, stopped, inspected, maintained, repaired and dismantled in accordance with the manufacturer’s specifications.

Hot Work Permits
The Company requires Hot Work Permits to be issued prior to any welding work beginning. Hot work permits are to be used when heat or sparks are generated by work such as welding, burning, cutting, riveting, grinding, drilling, and where work involves the use of pneumatic hammers and chippers, non-explosion proof electrical equipment (lights, tools, and heaters), and internal combustion engines. These permits address that before welding or allied processes commence the area surrounding the operation is inspected and all combustible, flammable or explosive material, dust, gas or vapor is removed or alternate means of rendering the area safe are implemented. Hot Work Permits are available from management only.

Three types of hazardous situations need to be considered when performing hot work:
1) The presence of flammable materials in the equipment.
2) The presence of combustible materials that burn or give off flammable vapors when heated.
3) The presence of flammable gas in the atmosphere, or gas entering from an adjacent area, such as sewers that have not been properly protected. (Portable detectors for combustible gases can be placed in the area to warn workers of the entry of these gases.)

Compressed and Liquefied Gas Containers
Compressed or liquefied gas systems must not be exposed to heat sources that generate temperatures that may:
1) Result in the failure or explosion of the contents or the system.
2) Exceed the maximum exposure temperatures specified by the manufacturer.

- Compressed or liquefied gas containers are to be used, handled, stored and transported in accordance with the manufacturer’s specifications.

- Regulators and their flexible connecting hoses are to be tested immediately after connections to a gas cylinder to ensure that there is no leak of the gas supply. Ensure that if a leak of the gas supply develops during as welding or an allied process, the supply of gas is immediately shut off and the work is not resumed until the lead is repaired.

- Compressed and liquefied gas cylinders, piping and fittings must be protected against damage and dislodgment during handling, filling, transportation and storage that could result in a fire or explosion.

- Compressed or liquefied gas cylinders are to be equipped with a valve protection cap if manufactured with a means of attachment. Cylinders that have their valve stem break off can become rocket like projectiles. Oxygen cylinders, for example, can explode if grease or oil is permitted to enter the cylinder or its regulator. Acetylene cylinders contain acetone (a flammable liquid) in the bottom of the cylinder to help hold the acetylene. If the cylinder is on its side, the acetone may escape, causing the cylinder to explode. Acetylene cylinders must always be secured in their upright position.

- Oxygen cylinders or valves, regulators or other fittings of the oxygen using apparatus or oxygen distributing system are kept free of oil and grease.

A cylinder of compressed flammable gas cannot be stored in the same room as a cylinder of compressed oxygen unless specific requirements of Part 3 of the Alberta Fire Code (1977) are met. This subsection is understood to apply to the indoor storage of compressed gas within a building. In this case, section 3.2.8.2 of the Alberta Fire Code applies. Section 3.2.8.2 of the Alberta Fire Code requires that the storage room meets the following requirements:
1) The room must be separated from the remainder of the building by a gastight fire separation having a fire resistance rating of at least 2 hours.
2) The room must be located on an exterior wall of the building.
3) A person must be able to enter the room from the exterior.
4) any doors from the room into the interior of the building must be
   a. Equipped with self-closing devices.
   b. Constructed in such a way that gases from the storage room cannot enter other parts of the building.
5) The room must be designed using good engineering practice to prevent critical structural and mechanical damage resulting from an internal explosion.
6) The room must be provided with natural or mechanical ventilation as required.
7) The room must not contain fuel-fired appliances or high temperature heating elements.
8) The room must not be used for any purpose other than the storage of Class 2 gases. Class 2 gases are defined in the federal Transportation of Dangerous Goods Regulations.

Flashback Device
Each hose of an oxygen-fuel system (e.g. oxyacetylene torch system) that uses acetylene and oxygen gases must have
1) A flashback device installed at either the torch end or the regulator end.
2) A backflow prevention device installed at the torch end.
Flashbacks are the unintentional and uncontrolled burning of gas back into an oxygen fuel system, resulting in possible damage to the equipment. This can range from carbon being deposited within the torch tip, valves and hose, which affects their operation, to substantial and expensive damage to the regulator and possibly the cylinder. A flashback may cause the torch and hoses to explode. A flashback arrestor is a device designed to prevent the back flash of a flame through the torch into the hoses and regulator by quenching the flame. Most flashback arrestors available today also contain check valves intended to prevent the backflow of gases in addition to providing protection against flashbacks. A backflow preventer is sometimes called a reverse flow valve or check valve. It is designed to prevent gases coming from the torch from mixing and flowing back into the hose lines. A backflow preventer will not always stop a flashback from reaching the hoses, regulator and cylinders. Since flashback arrestors and backflow preventers serve different safety functions, a combination of both devices is required. Flashbacks can occur due to:
   1) Excessive or incorrect pressures. The gas at the higher pressure flows into the lower pressure line. This can occur if incorrect pressures are used or if incompatible equipment is connected together.
   2) A leak from a regulator, hose or connection that results in a drop in pressure, and gas from the higher pressure line back feeds into the other line.
   3) Leaking valves that allow gas to mix when the equipment is not in use.
   4) Lighting up with both torch valves open, but one cylinder closed.
   5) Nozzle blockage or faulty equipment.
Flashback arrestors and backflow prevention devices are intended to enhance safety on oxygen fuel systems where there is a potential for the unwanted and hazardous creation of flammable or explosive mixtures within the hose lines. Such mixtures can inadvertently be created through improper operating procedures or equipment malfunction. Oxygen, at higher pressure than the fuel gas, can back up into the fuel gas line due to a plugged tip orifice, or fuel gas can back up into the oxygen line if, for example, the oxygen cylinder goes empty while cutting. Where there is no oxygen being supplied, and there is only one line supplying the fuel gas to the torch and nozzle, there is no possibility of reverse flow that could produce a hazardous gas mixture. It is therefore not necessary to install flashback arrestors in such systems (e.g. such torches and nozzles are commonly used in the plumbing and HVAC industries, as well as for heating and brazing applications in industrial settings)

Electric Welders

Electrodes
When not in use, electrodes must be removed from holders to eliminate danger of electrical contact with persons or conducting objects. When not in use, electrode holders should be placed so that they cannot make electrical contact with persons, conducting objects such as metal or wet earth, flammable liquids, or compressed gas cylinders. When not in use, guns of semiautomatic welding machines should be placed so that the gun switch cannot be operated accidentally.
Protecting Other Workers
In addition to barrier protection from such hazards as falling tools or materials, other people in the work area should also be protected from the intense light of the welding arc, heat, and hot spatter. The work lead and the ground lead are not the same. The work lead should not be referred to as the grounding lead. It is preferable to connect the work lead directly to the work. The work clamp should never be stored by clamping it to any part of the grounded power source frame. Grounding of electrical systems and circuit conductors is done to limit voltages due to lightning, line voltage surges, or unintentional contact with higher voltage lines, and to stabilize voltage to ground during normal operations. Grounding of work pieces, equipment housings, metal cabinets and frames, or other conductive material that form part of the equipment, is done to limit the voltage to ground on these items. Limiting the voltage by grounding helps to prevent accidental shocks when equipment is misconnected or insulation fails. After assembling any connection to the machine, each assembled connection should be checked before starting operations to ensure that it is properly made. In addition, the work lead should be firmly attached to the work. Clean and tight connections are necessary to prevent local heating. Properly insulated and dry connections are necessary to prevent stray electrical currents and possible shock or short circuits.

Gas Welding
Connections must be checked for leaks after assembly and before lighting the torch. Flames must not be used. Leak test solutions for use on oxygen connections are commercially available and their use is recommended. Leak testing should be repeated after the equipment has been used in a manner that could cause leaks.

Internal Combustion Engines
Flammable substances can give off vapors under the right conditions. If flammable vapors enter the intake of an internal combustion engine, the engine may run uncontrollably and fail to shut down when the normal fuel source is removed. A flashback from the engine cylinders could ignite the gas or vapor in the air. Whenever possible, the internal combustion engines should be located outside the hazardous location or have a combustion air intake and exhaust discharge that are equipped with a flame arresting device.

Welding From a Vehicle
We do not provide welding from a vehicle.

Hot Tap Plan
A Hot Tap is defined as a process of penetrating through the pressure containing barrier of a pipeline, line, piping system, tank, vessel, pump casing, compressor casing or similar facility that has not been totally isolated, depressurized, purged and cleaned. The Company workers do not perform any type of hot tap work.

Welding and Ground Leads
Workers must inspect welding and ground leads to ensure they securely fasten to the electric supply.
WINCHING POLICY

- An operator of a winch must ensure that, before vehicle mounted winch lines are hooked or unhooked from an object, the vehicle is prevented from moving.
- Workers shall never be between the winching vehicle and the load being winched.
- Always wear leather gloves when handling cable to avoid punctures from protruding strands of cable wire.
- Use hand-over-hand action: the winch line should not be allowed to slip through a worker’s hands.
- Slack should be taken up, and then steady power applied to control both units.
- If towing a vehicle be aware of muddy conditions, tire chains may be required.
WORKING ALONE POLICY

OH&S General Safety Regulations state, “To work alone,” means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.”

When a worker is required to work alone, the Company employees shall take the following steps to eliminate and/or control any hazards:

- Complete a Working Alone Checklist.
- Conduct a Pre-Job Risk Assessment at the start of the workers shift to identify existing or potential hazards arising from the conditions or circumstances of the worker’s work.
- Establish an effective means of communication between the worker and the Company on-call staff that can react as required to potential situations and/or incidents and maintain regular contact throughout the shift.
- The Site Supervisor shall ensure the company on call supervisor has directions to the worksite.

Effective means of communication may be:

- Telephone (landline, cellular or satellite), or
- Radio, two-way communication equipment.
- GeoTrac modem monitoring system.

If an effective means of communication is not possible or readily available at the worksite where the worker is working alone, someone must physically visit the worker.

1.) Management, based on the risk involved with the work being performed, shall determine contact intervals. Management for the Production Services division has established that two hours is an appropriate contact interval. Employees may reduce reporting intervals based upon their hazard assessment.

2.) Assistance determined to be “readily available” must meet three factors (in the event of an injury, sudden illness or emergency):

3.) Awareness – will other persons capable of providing assistance be aware of the worker’s needs?

4.) Willingness – is it reasonable to expect those other persons will provide helpful assistance?

5.) Timeliness – will assistance be provided within a reasonable time period?

6.) Further hazard assessments shall be conducted as required and are appropriate to the conditions and circumstances of the worker’s actual work and any changes to potential hazards.

7.) The Company will, when practicable, have the workers affected by a hazard assessment also participate in;
   a. Conducting the hazard assessment, and
   b. The elimination and/or control of potential hazards identified during hazard assessments.
   c. Hazards assessments shall be in writing and will be communicated to all workers affected by the assessment. Each worker present will sign the hazard assessment form.

8.) Examples of employees working alone are:

9.) Any worker performing work alone with no other personnel at the work site;
10.) Workers traveling through remote areas, where phone communications is not possible and an estimated arrival time and check in is necessary.

Workers who work or travel alone but have no routine interaction with customers or public, work outside of regular office hours and where assistance is not readily available when needed, are considered to be Working Alone. Working alone is a hazard and any records and incidents will be reviewed through Job Safety Analysis’s and Incident Reports to eliminate or control this hazard. This risk is greater when workers cannot communicate in remote areas or are unable to summon help.
To manage the hazard of Working Alone:

1.) All PPE must be used when on site.
2.) Workers must have full concentration on the road when traveling alone and should have sufficient rest time when traveling on long trips.
3.) Ensure your vehicle is well-maintained.
4.) Emergency equipment (*including first aid kits*) and supplies are to be carried at all times.
5.) Two-way radios and cell phones are to be used in case of an emergency – carry a cell phone charger and ensure your cell phone is completely charged.

**Important**

Two-way radios and cell phones do not always work in some areas so workers must have an alternate procedure to communicate where they are going and how long they expect to be out of radio/phone range. When workers are not going to be in cell phone range for an extended period of time they are required to contact dispatch with their location, their destination, estimated time of arrival at site and approximate time they expect to be back in communication range.

Once they on their way back again and reach cell phone range they are to call in again. This travel plan is in place for locating workers who fail to report on time.

When reasonably practical to do so, management or another competent worker will visit the worker who is working alone.
WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

WHMIS is a hazard communication system designed to ensure workers using hazardous materials, also known as controlled products, have all the necessary information to safely handle, store and dispose of these materials. If a controlled product is used, stored, handled or manufactured at a workplace, we will ensure that it is stored and handled safely using a combination of lock-out procedures (if necessary), identification by symbols and labelling and instruction to workers on the safe handling of the hazardous waste. Hazardous waste is not generated, stored or handled at our worksite.

Three major components of WHMIS include:

1) **Labels**
   - **Supplier Labels** - Supplier labels appear on controlled products purchased from Canadian suppliers. Supplier labels provide basic information about how to handle a product safely. Supplier labels have distinctive rectangular slash-marked borders.
   - Supplier labels contain these pieces of information:
     1) Product name.
     2) Name and address of the supplier.
     3) Symbols for each of the product’s hazard classes.
     4) Main hazards of the product.
     5) Precautions during handling and use.
     6) First aid measures.

   - **Worksite Labels**
     Worksite labels must appear on controlled products that have been transferred from suppliers’ containers to work site containers, and on controlled products manufactured at the work site. Work site labels are also used to replace supplier labels that have been damaged.

     Work site labels are less detailed than supplier labels and only require three pieces of information:
     1) Name of the product.
     2) Information on how to use the product safely.
     3) Reference to the MSDS for further information.

2) **Material Safety Data Sheets (MSDSs)**
   An inventory of hazardous substances is kept in the MSDS binder. If you need to know more about a product than you can find on the label, go to the product’s MSDS. MSDS sheets must be obtained for **ALL** controlled substances. These sheets have more detailed information about a product’s properties, its hazards, and how to prevent overexposure. These sheets are located in the MSDS binder in the mechanics office.

```
TOLU-SOLV
All Purpose Cleaner
Flammable: Keep away from all sources of heat, sparks, and open flames
Toxic: Use neoprene gloves, goggles, and
```

3) **Worker Education**
   All workers must be WHMIS trained. This training is contained in Chapter 2 of the Petroleum Safety Training video and competency exam that all workers must complete within the first 3 months of hire. There is no expiry to the training except that updates must be communicated to employees on an annual basis. We cannot accept prior employer certification. It is expected that persons be trained within three (3) months of hiring. Upon successful completion, a WHMIS certificate will be issued in addition to the Petroleum Safety Training certificate.
WORKPLACE INJURY POLICY

In the event of a work related injury our company is committed to a no-time-loss goal that provides employees with a continuity of earnings. Should a worker become injured at work these steps should be taken.

AFFECTED WORKER DUTIES

1.) Contact their direct supervisor or alternate if you are injured or believe that an incident might cause delayed pain or soreness. Your employer may ask you to complete an Incident Report form and/or Injury/Illness & First Aid Record form.

2.) You must complete a WCB Worker’s Report (signed by HSE staff) if your work related illness or injury requires medical treatment (i.e.: physician, chiropractic care, acupuncture, etc.).

3.) Your supervisor will arrange and provide transport to a medical facility for a Physician “Fitness for Work” assessment. This does not remove your right to see a family doctor as this additional option is always available to you.

4.) Participate fully in the Modified Work Program by working within your medical restrictions and staying in constant communication with your direct supervisor and HSE regarding your condition.

5.) Should you feel you are unable to communicate with your supervisor, please feel free to contact the HSE Coordinator (Karen Clayton).

SUPERVISOR DUTIES

INITIAL TREATMENT AT WORKSITE

Ensure the injured worker receives required onsite first aid treatment.

NON – EMERGENCY MEDICAL TREATMENT AT SMYTH CLINIC (in Leduc)

(lacerations needing stitches, strains, sprains, etc.)

1.) Should medical treatment be required that does not require emergency care a supervisor must call the Occupational Injury Service (OIS) in Leduc at 780-980-9162 and tell them you need to “schedule on OIS appointment in Leduc” for this worker. OIS will call the Smyth Clinic and schedule an immediate appointment and get back to you with a time (usually within 30 minutes).

2.) A supervisor then accompanies the injured worker to the Smyth Clinic (4904 – 48 Street, Leduc) for the appointment.

3.) On the way to the appointment communicate our company’s Workplace Injury Policy regarding injuries to the worker.
   • A worker who is injured will receive the rest of the day off with pay.
   • If the physician recommends the employee cannot return to regular duties the following day after the injury then Modified Work will be offered to the employee. This involves light duties to the affected worker so that they do not have an interruption in their income. Note: The worker must return to work the following day after the injury.
4.) When you reach the Smyth Clinic:
   - Immediately let the receptionist know you have an appointment booked through Occupation Injury Service (OIS).
   - Give the receptionist a Fitness For Work form. The doctor will need to complete this.

5.) Contact Dan Oystryk, Karen Clayton, Jon McKinley or Greg Werner to determine if Alcohol/Drug Testing is required. If so, make an appointment with SureHire (1-866-944-4473) under Jonnys account name.

**EMERGENCY MEDICAL TREATMENT – EMERGENCY ROOM**

- If a severe injury occurs, transport or arrange transport for the affected worker to and from the nearest appropriate medical facility (Leduc emergency room).
- Give the receptionist a Fitness For Work form. The doctor will need to complete this.
- Contact Dan Oystryk, Karen Clayton, Jon McKinley or Greg Werner to determine if Alcohol/Drug Testing is required. If so make an appointment with SureHire (1-866-944-4473) under Jonnys account name.
- Depending on the length of the wait remain with the worker or return for worker after treatment.

**AFTER TREATMENT**

1.) If required, transport affected worker to SureHire (105-7611 Sparrow Dr, Leduc) for Alcohol/Drug Testing. Remain with the worker during testing and then return worker to the office to complete paperwork.
2.) Complete the following paperwork with the affected worker:
   - Incident Report
   - Illness/Injury Report
   - WCB – Worker’s Report
   - WCB – Employer’s Report
   - Modified Work Duties Offer – page 2

   Submit this paperwork to Karen Clayton or Dan Oystryk

3.) Ensure the worker is able to drive home on their own or, if not, drive or arrange for transport of the worker home.
4.) **Very Important:** Remind worker that they must return to work the following morning to commence modified duties

**HSE COORDINATOR DUTIES**

1.) Contact WTCL (Angela at (403) 620-0940) regarding the worker’s status. If applicable, forward all forms to WTCL for their review and recommendation.
2.) Forward Worker’s Compensation Forms (Employee and Employer copies) to WCB.
3.) Communicate with the Workers Compensation Board and WTCL on the resulting file.
4.) Resolve any issues that may arise during the period of disability.
5.) Monitor the worker’s progress on modified duty and adjust work duties based on medical restrictions.
6.) Ensure a Modified Work Activity Log is maintained which will track the hours and duties performed while the employee has been assigned modified work.
WORKPLACE VIOLENCE & HARASSMENT POLICY

The Company believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated. No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.

We are committed to:

1) Providing risk assessment of workplace violence and educating workers on our workplace violence program through initial orientation of workers with a review of procedures annually.
2) Investigating reported incidents of violence and harassment in an objective and timely manner.
3) Taking necessary action.
4) Providing appropriate support for victims.

Definition of harassment

For the purposes of the OHS Code, violence means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. Workplace violence and harassment is a hazard and will be subject to assessment, elimination and control.

Examples of harassment which will not be tolerated in the Company are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee’s appearance, religious beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. The Company also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit.

Responsibility of management

It is the responsibility management to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Although the Company does not provide formal training on workplace violence, report all instances of harassment or violence to management immediately. Under no circumstances will a legitimate complaint be dismissed or downplayed nor will the complainant be told to deal with it personally. Workers are advised to consult a health professional if exposed to workplace violence. The Company seeks to provide a safe, healthy and rewarding work environment for its employees. **Violent threats or actions and or harassment will not be tolerated within this company!**

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

Workers who have been victims of violence need to be debriefed shortly after the incident. Workers need to understand that they are not to blame for aggressive behaviours directed at them and that being the victim of violence does not reflect on them. Victims of incidents of workplace violence or other workers who may have been exposed to a violent incident require emotional support and reassurance.
EMERGENCY PREPAREDNESS & RESPONSE PLAN

The purpose of the plan is to assist personnel to respond effectively through organization and planning, to any emergency situation and to minimize the Company’s exposure to loss. This is achieved by providing for:

1. The safety and well-being of all employees.
2. Minimizing damage to equipment and facilities and the environment.
3. Continued physical security of facilities.
4. A process of recovery and resumption of operations.
5. An effective reporting chain through predetermined communication processes.

The Emergency Management Plan applies to all personnel employed by the Company.

This information establishes what we will do until emergency services personnel arrive.

- When responding to any emergency: protect yourself, minimize personal injury to others, minimize property damage and protect the environment.

- All work affected by the emergency must be stopped immediately and workers must leave to a safe location (muster point sign at the southeast corner of the building).

- Any worker involved in or witnessing an injury must summon an ambulance by calling 9-1-1 on a telephone or, if out of phone range, by two-way radio unless an on-site nurse, advanced first aider or EMP is available at the worksite. The 9-1-1 dispatch operator will determine whether ground or air ambulance should be dispatched so it is imperative to give complete details of the injury including location, directions, etc.

- The most senior manager on location is the designated person who will supervise evacuation of the shop and office should there be a need to evacuate at our Nisku location.

- Co-operate with Emergency Response personnel by rendering on-site assistance (as required) in terms of personnel and equipment.

Reporting

Once an accident has occurred it is required that management be notified as soon as possible, however it is understood that the primary focus will be on securing first aid and site management. Notify Jon McKinley (780-913-8303) or Greg Werner (780-719-3032) when appropriate to do so.

Report any emergency on an Incident Form and any photos you have taken. Hand this form into the office for management follow-up.
Vehicle Accident Emergency – Additional Procedures

1.) As the nature of our business is working alone each worker must carry their cell phone for communication in case of an emergency.
2.) You are required, by law, to stop when you are one of the first to come upon an accident.
3.) On a busy highway do not stand between two vehicles, or in front of or behind a vehicle to inspect damage. When the area is safe, move vehicles and passengers away from traffic, unless someone is injured. To alert other drivers, use hazard lights, cones, warning triangles or flares.
4.) See that any injured persons are protected from further injury, but do not attempt to move them unless absolutely necessary.
5.) Do not move any of the vehicles unless it is absolutely necessary.
6.) Do not discuss the accident, except with police officers or a company representative.
7.) Report to the police or 911 if anyone is injured, vehicles are not drivable, if you suspect a drunk driver, if any driver does not have a driver’s license or proof of insurance or if the total damage to all vehicles and property appears to be more than $2000.

**Complete an “Accident Report” and hand into the office with any photos you have taken. The “Accident Report” form is a much more detailed version of the “Incident Form” and should be used for all vehicle accidents.**

Medical Emergency – Additional Procedures

1.) Do not move the person unless you believe a further hazard to them exists.
2.) If possible, and qualified, begin first aid – ensure the casualty is breathing and control bleeding if possible. Most company workers are trained in First Aid. First Aid kits are located in every truck and in the shop area.
3.) Do not move any equipment or materials involved in the accident until authorized by emergency personnel or Company management.

**Complete an Injury Illness Record Form.**

Fire Emergency – Additional Procedures

1.) All Company shop exits are clearly marked. Always know the location of the nearest fire exit – give yourself an out. Keep exits unobstructed to allow for fast evacuation. Do not attempt to re-enter fire area for any reason until advised by firefighters.
2.) Avoid inhaling smoke if possible. Cover your mouth and nose when exiting area.

**Complete an Incident Form.**

Prevention is the key to any fire emergency. Do not attempt to light a fire or cigarette near highly flammable, toxic or explosive materials. Smoking is strictly forbidden on contractor worksites and not allowed in Company office or shop areas. Maintain clearance around lights and heating devices.

In-house basic fire extinguisher training is mandatory for all workers. The Company philosophy is to allow workers to fight small fires when the workers are properly trained to do so. In the event of a major fire it is expected that professional fire fighters would be utilized. In all cases of fire 9-1-1 should be called. Fire extinguishers are located in every Company trucks and at every man door in the shop/office.

Environmental Emergency – Additional Procedures

1.) Ensure the safety of all workers including response workers and the public (e.g. control traffic).
2.) Ensure the safety of company property.
3.) Contact Canteuc 613-996-6666

**Complete an Incident Form.**
Earthquakes
   1.) Do not run outside.
   2.) Take cover underneath a desk or piece of heavy furniture and hold on to it.
   3.) Face away from windows.
   4.) If caught outside, stay in an open area. Do not enter a building.
   5.) If in a vehicle, stop and remain in place until the shaking stops. Do not stop near trees, on or under bridges or power lines.

Floods
   1.) Do not drive into an area if water is covering the roadway, it can be very deceiving as to how deep the water actually is.
   2.) Do not stay or seek refuge in a low lying area as it may fill in rapidly and unexpectedly.
   3.) Move to safe area before you are isolated by floodwaters. Advise police or 911 of your whereabouts.
   4.) Conserve drinking water if isolation for an undermined amount of time is anticipated.
   5.) Turn off power and gas.
   6.) Grease machinery that cannot be moved.

Tornados
   1.) Secure anything that might be torn loose or blown away.
   2.) Stay away from windows.
   3.) Seek shelter in one of the heaviest and most protected buildings on location. Go to an interior hallway or washroom on the lower floor, away from windows.
   4.) Avoid travel.
   5.) If driving, get out of your vehicle immediately and seek shelter in a ditch or ravine – away from your vehicle.
   6.) During heavy storm activity, use a battery powered radio as a source of information or advice.

Spills
All spills, leaks, and releases of potentially harmful substances are to be internally reported using an Incident Report. In turn the President, HS&E directory or coordinator will make any required reports to regulatory agencies.

While driving or at worksites
In the event of the accidental or imminent release of dangerous goods from a means of containment during transport, a person who has possession of the dangerous goods at the time of the accidental release must make an immediate report of the accidental release to the local police and Alberta Transportation and Dangerous Goods at 1-800-272-9600.

In the event that a worker comes across any spill greater than 5 Litres it must be reported to management. Photos of the spill can assist in communicating the nature and extent of the spill. Workers must report the following information:

- Date and time of release.
- Duration, frequency and rate of release, if known.
- The composition of the material released (eg. Crude oil, produced water, sour gas condensate, etc.) including concentration of key components and amount released, if known.
- A detailed description of the circumstances leading to the release (e.g., leaking tank, dripping valve, etc.)
- The steps or procedures which were taken to minimize, control or stop the release.
- The steps or procedures which will be taken to prevent a similar release from occurring.

Spills (at Yard/Shop Site)
Spills of controlled substances greater than the thresholds specified in the Transportation of Dangerous Goods Regulations should be reported to:
1.) the Director of Pollution Control, Alberta Department of Environment through Industrial Incident Reporting;
2.) Anyone directly affected by the spill (for example, other yard sites, municipality, private landowners, etc.)

The report to the Director should include:
- the location and time of the release;
- a description of circumstances leading up to the spill;
- details of any action taken or planned at the release site;
- the final distribution of recovered and unrecovered product; and
- reclamation plans if required.

A written report must also be sent to the Director’s office within seven days of the initial report being made. It should contain the following information:
- date and time of the spill;
- location of the spill;
- duration of the release and its release rate;
- composition of the release showing, for each substance;
- its concentration
- the total weight, quantity or amount
- a detailed description of the circumstances leading up to the release;
- steps or procedures which were taken to minimize, control or stop the release; and
- any other information as required by the Director.

The written report must be sent to:

ALBERTA ENVIRONMENT
Pollution Control Division
11th Floor, 9820 - 106 Street
Edmonton, Alberta T5K 2J6

Prime Contractor Emergency Action Plan

Since the Company is not the Prime Contractor on any field worksite, emergency response plans must come from the Prime Contractor. The Prime Contractor is responsible for reacting to all emergencies arising from its operations on their worksite and for providing the necessary logistic support to meet those emergencies. During site orientation and/or the pre-job meetings Prime Contractors should advise all employees of their emergency response plan, drills, and site specific emergencies they might encounter on that worksite. Our employees will work within the Prime Contractor's Emergency Action Plan and the Company will follow that plan with the exception that the notification to Company management must also be provided.

Location of Emergency Equipment

Company Vehicles
All company vehicles must have the appropriate emergency equipment including first aid kit, fire extinguisher, emergency triangles/flares, tow rope and tow rope sling/chain (see Equipment Checklist).

Nisku Shop/Office/Yard
This area must have the appropriate emergency equipment including first aid station, eye wash station, fire extinguishers and muster point. Employees must know the location of all these items.
First Aid Station – located in the shop next to the bathroom door
Eye Wash Station – located in the shop next to the bathroom door
Fire Extinguishers – located at each man door
Muster Point – restaurant at end opposite end of building

Drills and First Aid Training
All employees will be trained in and participate in appropriate training drills as they relate to potential emergencies. At a minimum, employees will be given a copy of the EMERGENCY PREPAREDNESS AND RESPONSE PLAN, shown where first aid station, eye wash station, fire extinguishers and muster points are located. This will give all personnel an increased awareness in the event of an emergency.

At minimum 80% of employees are to be trained in First Aid at all times. The default level of training is Alberta Standard First Aid with CPR Level C. All first aid training is to be performed by qualified, competent and certified trainers.

Emergency Severity

<table>
<thead>
<tr>
<th>SEVERITY</th>
<th>DAMAGE TO ASSETS</th>
<th>PERSONNEL</th>
<th>ENVIRONMENTAL SPILL</th>
<th>WHO IS INVOLVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: CRITICAL</td>
<td>Extensive Damage estimated to be more than $100,000</td>
<td>An incident resulting in life threatening injuries</td>
<td>Extensive contamination.</td>
<td>Safety Coordinator/HSE Consultant/ President/ General Manager</td>
</tr>
<tr>
<td>B: MAJOR</td>
<td>Major Damage estimated to be between $50,000 and $100,000</td>
<td>An incident resulting in severe injuries</td>
<td>Reportable incident. Occurs off location.</td>
<td>Safety Coordinator/HSE Consultant/ President/ General Manager</td>
</tr>
<tr>
<td>C: SERIOUS</td>
<td>Serious Damage estimated to be between $5000 and $50,000</td>
<td>An injury requiring medical attention</td>
<td>Reportable incident. Occurs on location.</td>
<td>Safety Coordinator/HSE Consultant/ President/General Manager</td>
</tr>
<tr>
<td>D: MODERATE</td>
<td>Moderate Damage estimated to be between $1000 and $5000</td>
<td>An injury requiring medical attention</td>
<td>Minor incident. Occurs off location.</td>
<td>Management/HSE Consultant</td>
</tr>
<tr>
<td>E: MINOR</td>
<td>Minor Damage estimated to be less than $1000</td>
<td>An injury that requires first aid.</td>
<td>Incident that has a small impact on the environment.</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>
Emergency Investigative Team

<table>
<thead>
<tr>
<th>INVESTIGATION TEAM</th>
<th>Minor</th>
<th>Moderate</th>
<th>Serious</th>
<th>Major</th>
<th>Critical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Investigation</td>
<td>Supervisor</td>
<td>All operations personnel delegated by Supervisor</td>
<td>All operations personnel delegated by HSE/President</td>
<td>All operations personnel delegated by President</td>
<td>All operations personnel delegated by President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety Specialist (as required)</td>
<td>Safety Specialist</td>
<td>HSE Advisor</td>
<td>HSE Advisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technical Experts (as required)</td>
<td>Technical Experts (as required)</td>
<td></td>
<td>Technical Experts (as required)</td>
</tr>
<tr>
<td>Follow-Up &amp; Review</td>
<td>HSE Committee</td>
<td>Investigation team as designated by HSE/Management</td>
<td>Investigation team as designated by President &amp; HSE Advisor</td>
<td>Investigation team as designated by President</td>
<td>Investigation team as designated by President</td>
</tr>
</tbody>
</table>

HSE/President

Safety Specialist (as required)

Technical Experts (as required)
## EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>9-1-1</td>
</tr>
<tr>
<td>AB ENVIRONMENTAL EMERGENCY</td>
<td>1-800-222-6514</td>
</tr>
<tr>
<td>DANGEROUS GOODS INCIDENTS</td>
<td>1-800-272-9600</td>
</tr>
<tr>
<td>FOREST FIRES</td>
<td>310-3473</td>
</tr>
<tr>
<td>HAZARDOUS SPILLS</td>
<td>9-1-1</td>
</tr>
<tr>
<td>INDUSTRIAL ACCIDENTS</td>
<td>1-866-415-8690</td>
</tr>
<tr>
<td>WILDLIFE HELP LINE</td>
<td>1-888-924-2444</td>
</tr>
<tr>
<td>ALBERTA HUMAN RIGHTS</td>
<td>780-427-7661</td>
</tr>
<tr>
<td>CANUEC</td>
<td>613-996-6666</td>
</tr>
<tr>
<td>LEDUC COUNTY FIRE SERVICES</td>
<td>780-955-7099</td>
</tr>
<tr>
<td>FORTIS ALBERTA (POWER)</td>
<td>1-855-333-9473</td>
</tr>
</tbody>
</table>

## EMERGENCY COMPANY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN MCKINLEY</td>
<td>780-913-8303</td>
</tr>
<tr>
<td>GREG WERNER</td>
<td>780-719-3032</td>
</tr>
<tr>
<td>DISPATCH</td>
<td>780-913-9959</td>
</tr>
<tr>
<td>DAN OYSTRYK</td>
<td>780-983-5951</td>
</tr>
<tr>
<td>KAREN CLAYTON</td>
<td>780-913-8303</td>
</tr>
</tbody>
</table>
BUSINESS CONTINUITY PLAN
(Disaster Recovery Plan or Emergency Response Plan)

KEY PERSONNEL
These key personnel are people who fill positions without which our business absolutely cannot function. They are all able to telecommunicate for home in the event of a disaster.

Jon McKinley
   Cell Phone: 780-913-8303
   Home Phone: 780-986-8303
   Business Email: jon@jonnys.ca
   Personal Email:  
   Spouse’s Cell Phone:  

Greg Werner
   Cell Phone: 780-719-3032
   Home Phone: 780-387-4997
   Business Email: greg@jonnys.ca
   Personal Email: greg@yahoo.ca

Karen Clayton
   Cell Phone: 780-910-7534
   Home Phone: 587-404-1814
   Business Email: karen@jonny.ca
   Personal Email: karenclayton@gmail.com
   Spouse’s Cell Phone: 780-975-4343

Travis Moir
   Cell: 780-991-8538
   Business Email: travis@jonnys.ca

Brian Schultz
   Cell Phone: 780-216-0445
   Home Phone: 780-352-3674
   Business Email: brian@jonnys.ca
   Personal Email: bschultz52@gmail.com
   Spouse’s Cell Phone: 780-216-1333

Dan Oystryk
   Cell Phone: 780-983-5951
   Home Phone: 780-986-5606
   Business Email: dan@jonnys.ca
   Spouse’s Work Phone: 780-980-4299
EXTERNAL CONTACTS

Insurance
Darcy Cavanaugh, B.Comm, C.A.I.B.>
Ing & McKee Insurance Ltd.
2830 Bremner Avenue, Red Deer AB, T4R 1M9
Switchboard: (403) 346-5547
Toll Free: 1-888-346-5547
Fax Number: (403) 346-5507
Email: dcavanaugh@ingandmckee.com

IT Computer Backup
Jesse Hill
Cottage Computers
100, 5908 – 50 Street
Leduc, AB T9E 0R6
Phone: 780-986-8651
Email: jesse@cottage.computers.com

Banking
Erin VanVliet
BMO Bank of Montreal
4706-50 Avenue
Leduc, Alberta, T9E 6Y6
Direct Line: (780) 980-4340
Cell: (780) 278-5386
Fax: (780) 986-3231
Email: erin.vanvliet@bmo.com

Norman Hebert
ATB Financial
4821 - 50 Avenue Leduc, Alberta T9E 6X6
Office 780 980 4286
Fax 780 986 7897
Email: NHebert@atb.com

Utilities

Alta Gas
General Inquiry – 1-866-222-2067
24-Hour Emergency – 1-866-222-2068

BFI
Customer Service Dept. – 780-464-9400
Emergency – N/A

EPCOR
Customer Service Dept. – 780-310-4300 or 1-800-667-2345
Emergency – Power 780-412-4500 or Water 780-412-6800
Leduc County
County Center – 780-955-3555 or 1-800-379-9052
After Hours Emergencies
Roads or culvert blockages:
780-498-0002; 780-955-7226 ext. 1

Customer Contact Numbers
Rob #30 – 1-780-706-4836
Guardian (Phil) – 780-955-7633
Iron Hand (Kevin) – 780-719-6694
Ja – Co (Brad) – 780-979-2183 or 780-955-2251 bboven@jacowelding.com or Jaco Jairo EXT 347
All Star - 780-986-0762 (Kevin) 780-777-7886
E.S. Fox (Scott Jackson) – 780-434-9475
Oil Country (Kevin) – 780-979-0779 (Terry)
NEP (Gord Bishop) 780-718-2581
Dispatch (Brian) – 780-216-0445 H 780-352-3674
Trac (Darren) – 780-955-7270
MTS (Paul) 780-955-5524
Cassidys (Ralph) Cell 780-717-7510 Office 780-955-3780
Fox Drilling (Dave) – 780-819-9899
Solus (Matt) 780-955-2647
T.P.S.R – (Dave) 780-993-8476
Pro Pipe (Dan) – 780-918-8100
Hunting (Terry + Robert) 780-955-7799
Precision Rentals (Reddeer) (Ryan) 1-403-877-9529
Akita (Gary Makowski) 780-919-6587
MWG (Mike Gordon) 780-991-6214
Nabors (Fred) 780-499-7727
Lonkar (Ian) 780-232-1282 9871# (Ron) 587-984-5459
Bos Solution (Ken) -780-233-6974 or 780-986-3120 (Ed) 780-809-8728 (Clayton) 780-402-4670 (Mike)
780-318-2117
Reliable Rotary Tools (Wayne) 780-463-4648
Nove Dreco (Terrance) 780-944-3999
Flint South (Andy) 780-955-7788
Flint North (Cory)- 780-955-3380
Zane – 780-905-3399
Pace Setter -1-403-444-7587 (24hr)
Site Welding (Rick) 780-387-4181